



University of North Georgia
Annual Security Report &
Annual Fire Safety Report
2019

(Contains information for the Blue Ridge, Cumming, Cumming City Hall, Dahlonega, Gainesville, and Oconee Campuses for years 2016, 2017, and 2018.)

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Message from the Director of Public Safety

Dear UNG Community,

The University of North Georgia (UNG) is committed to providing a safe and secure environment for our students, faculty, staff and visitors. One way we can achieve a safe and secure environment is through transparency. As such, University Police has prepared the Annual Security and Fire Safety Report.

This report will provide you with information on safety and security at each of the UNG campuses: Blue Ridge, Cumming, Dahlonega, Gainesville, and Oconee. Inside you will find information on the Department of Public Safety, our policies and procedures for reporting crime, crime prevention programs, victim assistance services, fire safety, and other material to assist you. This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA). You can obtain a copy of the report by contacting University of North Georgia Department of Public Safety or by accessing the following website at: <https://go.ung.edu/clery>.

UNG takes campus safety very seriously and is committed to our efforts to maintain a safe, secure environment for our students, faculty, staff and visitors. You are encouraged to read this report and use the report to assist in providing for your continual safety.

Your personal safety is a priority at UNG. Maintaining a safe campus requires a dedicated partnership between the members of the University community and the Department of Public Safety.

Safety is everyone's responsibility. We need your partnership and assistance to keep UNG a safe place to live, work, and learn.

Sincerely,

Justin Gaines
Director of Public Safety / Chief of Police

Accessibility Statement

If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact the Department of Public Safety at publicsafety@ung.edu or 706-864-1500 or Captain James Wright at james.wright@ung.edu or 470-239-3122.

Timely Warnings and Immediate Notification

Timely Warning

In the event that a serious crime arises, that, in the judgment of the Chief of Police or designee, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the University emergency system to students, faculty and staff.

Timely Warnings are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: Major incidents of arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Department of Public Safety. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other UNG community members and a Timely Warning would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Department of Public Safety. The UNG Chief of Police or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning is warranted. Timely Warnings may also be posted for other crime classifications, as deemed necessary.

Depending on the particular circumstances of the crime, especially in all situations that could pose an ongoing or serious threat to the community and individuals, the Department of Public Safety may also post a notice on the campus-wide electronic bulletin board on the Department of Public Safety’s website at: <http://ung.edu/public-safety/>, providing the university community with more immediate notification. In such instances, a copy of the notice is posted at the front door of each residence hall.

Immediate Notification

Immediate Notifications cover any significant emergency or dangerous situation that is considered an immediate threat to the health and safety of the University community. They pertain to events that are currently occurring or are immediate threats to any of the University’s campuses. Examples of immediate notifications would be an active shooter situation, armed assailant(s) that just committed a violent crime in the vicinity of a campus and has/have not been caught, a threat of violence to the University (such as a bomb threat), etc.

The University of North Georgia will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible

authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Procedures and types of situations that may constitute an immediate notification or timely warning can be found on pages 48 – 75 of this report in the Emergency Evacuation Procedures and Policies section.

There is often confusion about the difference between timely warnings and immediate notification. In fact, they are often believed to be the same. Here is a table showing the differences between the two to assist.

Timely Warning	Immediate Notification
<ul style="list-style-type: none"> • Goal is to aid in the prevention of similar crimes; • Is to put out quickly, i.e. in a “timely manner”; • Allows you to evaluate incidents on a case-by-case basis; • Is only required for Clery reportable crimes. 	<ul style="list-style-type: none"> • Goal is to alert community immediately about a significant emergency or dangerous situation involving an immediate threat to the health and safety of the University community; • A crime doesn’t have to have occurred yet; • Can be for the Clery reportable crimes as well as other types of incidents.

Anyone with information warranting a timely warning should report the circumstances to the Department of Public Safety, by phone at **(706) 864-1500** or in person at the following:

- Cumming Campus – Classroom Building, Second Floor, Room #240
- Dahlonega Campus – Department of Public Safety Building, 246 South Chestatee Street
- Gainesville Campus – Department of Public Safety Building, 2640 Facilities Drive
- Oconee Campus – 900 Building

Emergency Notification

Name	Title
Chief Justin Gaines	Chief of Police/Director of Public Safety
Deputy Chief Clifford Poole	Deputy Chief of Police
Assistant Director Greg Williams	Coordinator of Emergency Preparedness
Captain Paul Bennett	Captain of Support Services & Central Communications
UNG Department of Public Safety Communications Officers	UNG Department of Public Safety Communications Center

Reporting the Annual Disclosure of Crime Statistics

The University of North Georgia prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at <https://go.ung.edu/clery>. You will also be able to connect to our site via UNG Home page at <http://ung.edu> and locate Public Safety in the Directory tab at the top or going directly to the webpage at <http://ung.edu/public-safety/>.

Crime statistics are collected for crimes that occurred on-campus; in certain off-campus building or property owned or controlled by the University of North Georgia; and on public property within, or immediately adjacent to and accessible from, the campus.

Campus crime, arrest and referral statistics include those reported to the Department of Public Safety, local law enforcement agencies, and designated campus officials (including but not limited to directors, deans, department heads, staff, judicial affairs, advisors to student/student organizations, athletic coaches). These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

Each year, an e-mail notification is made to all enrolled students that provides the website to access this report. Copies of the report may also be obtained at any the Department of Public Safety Building/Office or by calling (706) 864-1500. All prospective employees may obtain a copy from Human Resources located in the Downtown Office Building on West Main Street or by calling (706) 867-1440. A description of this report is located in the Student Handbook.

UNG University Police Information

Authority and Jurisdiction

The Official Code of Georgia Annotated (OCGA), Section 20-3-72; Authority of Campus Police, grants University Police Department's police officers the authority to make arrests on University and Board of Regents property and on Public and Private Property within 500 yards thereof. If minor offenses involving University rules and regulations are committed by University student, University Police may also refer the individual to the disciplinary division of Student Affairs. University Police enforce all federal, state, and local laws as well as institutional policy.

Major offenses such as murder, rape, aggravated assault, and robbery may also be reported to the local law enforcement agency. The Georgia Bureau of Investigations will be contacted in incidents of murder or rape. Joint investigative efforts with investigators from University Police and the Georgia Bureau of Investigations will be deployed in an attempt to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at the corresponding court system according to the jurisdiction that the criminal offense occurred.

University Police personnel work closely with local, state, and federal police agencies and have direct radio communication with Fannin, Forsyth, Hall, Lumpkin, and Oconee County Communications.

By mutual agreement with state and federal agencies, University Police maintains an NLETS terminal (National Law Enforcement Telecommunications Network). Through this system police personnel can access the National Crime Information Center Computer System as well as the criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state, and federal enforcement information.

What should I know about University Police?

The University of North Georgia Police Department is a fully certified, state police agency. University police officers are authorized to make arrests for violations of state law, city and/or county ordinances, obtain and execute search warrants, and enforce the traffic laws.

The Department provides a full range of police and ministerial services 24-hours a day, seven days a week on the Dahlonega and Gainesville Campus. On the Cumming and Oconee Campuses, officers are assigned on patrol whenever school is in session and have agreements with the surrounding law enforcement agencies to provide services as well. The Blue Ridge Campus primarily receives services from the Fannin County Sheriff's Department, and is supported by the UNG Police Department.

What services are provided by University Police?

- Patrol services
- Emergency preparedness training
- Criminal investigations
- Crime prevention
- Vehicle unlocking
- Vehicle battery jump
- Safety escorts

What safety tips are good to know?

- Walk to your vehicle in pairs or in a group
- Vary your routine; use a different route, different times
- Follow a well-lit pathway or roadway
- Be aware of your surroundings. Watch for suspicious people or activities
- Be aware of the locations of all Emergency Call Boxes on campus. Use them if you are concerned or feel your safety is in jeopardy
- When you enter your vehicle, lock all the doors and turn on your headlights. This will allow you to see anyone outside in the dark
- If you are unfamiliar with the parking lot, drive through it and check it first. If you don't feel safe, go elsewhere and wait for someone else to arrive
- Have your keys in your hand so that you don't have to search for them when you reach your vehicle.
- When you know that you will be returning to your vehicle late at night, try to pick a well-lit area
- Before getting into your vehicle, visually inspect the interior for anything suspicious
- See something, say something!
- If you suspect that someone is following you, drive to the nearest open public place, to the University Police or local police department

Reporting of Criminal Offenses

Community members, students, faculty, staff, and guests are encouraged to accurately and promptly report all crimes and public safety related incidents to the Department of Public Safety in a timely manner.

To report a crime:

Contact the Department of Public Safety by calling (706) 864-1500 or by using the Emergency Call Boxes located at the entrance to the Residential Halls, Parking Lots, and other areas throughout the University. In an emergency situation, you may also dial 9-1-1. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around Residential Halls should be reported to the Department of Public Safety.

Dispatchers are available at these numbers 24 hours a day to answer your call. In response to a call, an officer will be dispatched to meet with the complainant or victim. Reports can also be filed at any Department of Public Safety Building or office.

In response to reports of crime, some cases may result in an arrest and some cases may be investigated and, if appropriate, referred to other campus officials. All incident reports involving a crime committed by a student are forwarded to the Dean of Students for review and potential administration action.

The Department of Public Safety has a mutual aid and working agreement with Blue Ridge Police Department, Cumming Police Department, Fannin County Sheriff's Office, Forsyth County Sheriff's Office, Gainesville Police Department, Hall County Sheriff's Office, Lumpkin County Sheriff's Office, City of Oakwood Police Department, Oconee County Sheriff's Office, and Watkinsville Police Department. Each department augments the Department of Public Safety within their jurisdictions during mutual investigations, arrests, and prosecutions.

The department maintains a daily crime log which is available for review by the public during normal business hours at any Police Department Headquarters or Office. The crime log is also available anytime at <https://arms.ung.edu/CleryReports/ReportCleryDailyCrimeLogByCaseLog/ReportView>.

Crimes should be reported to the Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. A table is provided below with contact phone numbers and addresses for the University of North Georgia Department of Public Safety offices and local law enforcement agencies adjacent to the campuses.

Agency Information

Agency	Phone Number	Address
UNG Department of Public Safety - Cumming	706-864-1500	300 Aquatic Cir., Room 240 Cumming, GA 30040
UNG Department of Public Safety - Dahlonega	706-864-1500	246 South Chestatee St. Dahlonega, GA 30533
UNG Department of Public Safety - Gainesville	706-864-1500	2640 Facilities Dr. Oakwood, GA 30566
UNG Department of Public Safety - Oconee	706-864-1500	1201 Bishop Farms Pkwy., Building 900 Watkinsville, GA 30677
Blue Ridge Police Department	706-632-3451	301 Church St. Blue Ridge, GA 30513
City of Cumming Police Department	770-781-2000	301 Veteran's Memorial Blvd. Cumming, GA 30040
Fannin County Sheriff's Office	706-632-2044	645 West 1 st St. Blue Ridge, GA 30513
Forsyth County Sheriff's Office	770-781-2222	475 Tribble Gap Rd. Cumming, GA 30040
Gainesville Police Department	770-534-5252	701 Queen City Pkwy. Gainesville, GA 30501
Hall County Sheriff's Office	770-531-6900	610 Main Street Gainesville, GA 30501
Lumpkin County Sheriff's Office	706-864-0414	385 East Main St. Dahlonega, GA 30533
City of Oakwood Police Department	770-534-2364	4009 Railroad St. Oakwood, GA 30566
Oconee County Sheriff's Office	706-769-3945	1110 Experiment Station Rd. Watkinsville, GA 30677
Watkinsville Police Department	706-769-7891	191 VFW Dr. Watkinsville, GA 30677

Limited Voluntary Confidential Reporting

Crime Reporting

The Department of Public Safety encourages anyone who is the victim or witness to any crime to promptly report the incident to the Department of Public Safety at (706) 864-1500. Because police reports are public records under state law, the Department of Public Safety cannot hold reports of crime in confidence and therefore, does not have a procedure to allow voluntary confidential reporting of crimes. Professional and Pastoral Counselors do not notify persons they are counseling of voluntary confidential procedures for inclusion in the annual disclosure of crime statistics because there is no procedure for this.

Security and Access to Campus Facilities & Maintenance of Campus Facilities

Security and Access Policy

Academic and Administrative Buildings

During business hours, the University (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, invitees and members of the general public. During non-business hours, access to all University facilities is by key or swipe card, if issued, or by admittance via the Department of Public Safety. The Department of Public Safety conducts routine security patrols of the academic and administrative buildings.

Residence Halls

Residence halls are secured 24 hours a day and only residents, their authorized guests, and other approved members of the University community are permitted access to the buildings. Over extended breaks, the doors of all halls will be secured around the clock. Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Residence halls are checked by Department of Public Safety Officers nightly. The Department of Public Safety Communications Center receives electronic alarm notifications if an exterior door shows unsecure past a set time parameter.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them.

Maintenance of Campus Facilities

The University considers security in the maintenance of campus facilities in a manner that minimizes physical safety concerns. Malfunctioning locks or burned out lights are reported to Facilities Management in order to be promptly repaired. Additionally, throughout the year, an inspection is conducted of all University lighting and emergency call boxes.

The Department of Public Safety and Facilities Management work together to find and correct safety issues. Through a joint effort, more safety concerns can be found and corrected. With Public Safety being a 24/7/365 operation, they have the opportunity to notice issues at night and at other times when Facilities Management personnel may not normally be present.

Confidential Reporting (Counselors)

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and not required to report crimes for inclusion into the annual disclosure of crime statistics. Because police reports are public records under state law, The Department of Public Safety cannot hold reports of crime in confidence and therefore pastoral and professional counselors cannot inform persons they are counseling of confidential reporting procedures.

The rulemaking committee defines counselors as:

Pastoral Counselor

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

Professional Counselor

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

Security Awareness Programs

During New Student Orientation (NSO), students are informed of services offered by the Department of Public Safety. The presentation discusses ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees. The Department of Public Safety and other University departments provide information to new students about prevention techniques for topics from theft to sexual assault during the New Student Orientations. Crime Prevention and Sexual Assault Safety Tips are provided on our website.

Periodically during the academic year, the Department of Public Safety, in cooperation with other university organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance/date rape), alcohol, hazing, and other safety tips. During the 2018 calendar year, there were over sixty (60) security awareness programs offered to the UNG Community.

In addition to those programs, the Department of Public Safety also provides trainings to residence hall residents, students as guest speakers in academic classes, and other arenas throughout the year. The Department of Public Safety also sponsors and supplies instructors for the Rape Aggression Defense (RAD) course.

The UNG Department of Public Safety's Office of Emergency Preparedness provided the following sessions to groups in the University community; Emergency Action Plan (EAP) training to faculty and staff to better prepare them for the handling of emergency situations and Civilian Response to Active Shooter meetings.

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

When time is of the essence, information is released to the university community through security alerts posted at the entrance to residence halls, throughout the campus, electronic email and/or on our timely warning page located at: <http://ung.edu/public-safety>.

Crime Prevention Program

Crime Prevention Programs on personal safety and theft prevention are noted on our website and are also sponsored by various campus organizations throughout the year. The Department of Public Safety and the Continuing Education Center facilitate programs for students, faculty, and staff. Programs will be extended to the local community based upon the input/survey conducted by the Continuing Education Center.

R.A.D. is a nationally recognized program used by the Department of Public Safety to provide self-defense training/education. The department has certified R.A.D. instructors that assist in the training/education. The offerings of these sessions are made known via flyers, media sources, social media, and the Department of Public Safety website.

S.N.A.P. (Student Night Auxiliary Program) is a program provided by the UNG Department of Public Safety on the Dahlonega campus. S.N.A.P. is a program in which student employees operate marked golf-carts, which are utilized to provide safe escorts for students during nighttime hours Sunday through Thursday. Escorts are provided from on-campus locations to on-campus locations and are free of charge.

Criminal Activity Off-Campus

Students enrolled in the College Assistance Migrant Program (CAMP) reside in off-campus housing, located in Gainesville, GA, that is coordinated and leased by the University of North Georgia through a grant funded program by the United States Department of Education.

These properties are within the jurisdiction of University of North Georgia Police. UNG Police will respond to and handle calls for service at those properties or assist other agencies in response to crimes or incidents involving University of North Georgia students at those locations.

Alcoholic Beverages

The possession, use, sale or the furnishing of alcohol on the University campus is governed by UNG Alcoholic Beverages Policy 2.00, found in Article 3 of the Student Code of Conduct, and Georgia State Law. The Department of Public Safety enforces the laws of the State of Georgia and local ordinances pertaining to the illegal possession, use and sale of alcoholic beverages, and underage drinking. UNG also condemns the inappropriate behavior resulting from alcoholic beverage abuse and may seek disciplinary action through the Student Judicial Review Committee. Alcohol abuse is characterized by uncontrollable behavior which infringes upon the rights of others, potential danger to self or others, or use of alcohol outside the parameters of state and/or University policy.

UNG Alcoholic Beverages Policy the Student Code of Conduct, Section 3 prohibits:

2.00 Alcoholic Beverages

- .01 Consumption, possession, or transportation of alcoholic beverages by any student under legal age.
- .02 Consumption or possession of alcoholic beverages on university premises or at university sponsored activities, except when authorized at social functions in designated areas.
- .03 Furnishing and/or distributing alcoholic beverages to any student under legal age.
- .04 Being in an intoxicated condition as made manifest by disorderly, obscene, or indecent conduct or appearance.
- .05 Driving under the influence of alcohol.

While other agencies have primary jurisdiction in all areas off campus, the Department of Public Safety officers can and do respond to student-related incidents that occur on campus or in close proximity to the campus.

Penalties for Alcohol – Georgia

- A. Alcohol possession and selling violations
 - 1. Under 21 years of age – First Offense
 - a. Up to 6 months imprisonment
 - b. Up to \$300 fine
 - c. Probation and/or Community Service
 - 2. Providing to Under 21 – First Offense
 - a. Up to 6 months imprisonment
 - b. Up to \$300 fine
 - c. Probation and/or Community Service

B. Driving under the influence - Age 21 or Over – First Offense

1. Ten days to one year imprisonment
2. \$300 to \$1000 fine
3. Possible suspension of license
4. Perform no less than 40 hours of community service
 - a. No less than 20 hours if BAC less than 0.08 at time of offense

C. Open-container

1. Fine not to exceed \$200

Areas Open to the Public

The possession, use, sale or the furnishing of alcohol on any University of North Georgia property that is open to the public is prohibited, except when authorized at social functions in designated areas and pursuant to the University's Alcohol Events Policy or prior approval by the University President.

Private or Closed Areas of Campus

The possession, use, sale or the furnishing of alcohol is prohibited on any private or closed areas of University of North Georgia property, except when authorized at social functions in designated areas and pursuant to the University's Alcohol Events Policy or prior approval by the University President.

Education & Research Areas

The possession, use, sale or the furnishing of alcohol is prohibited in education and research areas of University of North Georgia property, except when authorized for education or research purposes.

Carrying of False Identification

Manufacturing, selling, distributing, possessing, or sharing any form of false identification is prohibited.

Information for the UNG's Disciplinary Procedure can be found at <https://ung.edu/student-integrity/conduct-policies/procedures-for-alleged-behavioral-misconduct.php>.

Illegal Drugs

The UNG campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The University’s policy on drugs can be found in UNG Drugs Policy 6.00, found in Article 3 of the Student Code of Conduct. The possession, use, sale, manufacture or distribution of any controlled substance is illegal under both the State of Georgia and federal laws. Such laws are strictly enforced by the Department of Public Safety. Violators are subject to University disciplinary action, Georgia state criminal prosecution, federal criminal prosecution, fines, and imprisonment.

Penalties for Possession of Marijuana

- A. Possession of Marijuana – one ounce or less (misdemeanor)
 - 1. Imprisonment not to exceed 12 months
 - 2. or fine not exceed \$1000
 - 3. or both

- B. Possession of Marijuana-more than one ounce (felony)
 - 1. Imprisonment for not less than one year nor more than 10 years

UNG Drugs Policy the Student Code of Conduct, Section 3 prohibits:

6.00 Drugs

- .01 Possession, use (without valid medical or dental prescription) manufacture, furnishing, or sale of any narcotic or dangerous drug controlled by federal or Georgia law.

- .02 Possession of drug paraphernalia.

- .03 Being under the influence of a narcotic or other controlled substance except as permitted by law or valid medical prescription.

Refusing a Chemical Test

The University of North Georgia does not currently have a policy regarding the refusal to cooperate with a chemical test.

Synthetic Marijuana

The University of North Georgia does not currently have a policy regarding synthetic marijuana.

UNG’s Disciplinary Procedure information can be found at <https://ung.edu/student-integrity/conduct-policies/procedures-for-alleged-behavioral-misconduct.php>.

Alcohol and Substance Abuse Information

What do I need to know about substance abuse at the University of North Georgia?

The University of North Georgia is committed to providing a safe and orderly environment for all members of the campus community. To accomplish this goal, the University advises all members that it is unlawful to manufacture, distribute, dispense, possess and/or use illegal drugs on university property. Any violation of this policy and/or state and federal laws regarding drugs may result in prosecution and/or campus disciplinary action.

The use of alcoholic beverages by members of the University community is at all times subject to state laws and the University Alcohol Policy and guidelines. It is unlawful for any person to sell, give, serve, or permit to be served alcoholic beverages to any person less than 21 years of age.

Residence Life also provides specific guidelines regarding the use of alcohol and drugs in all residence facilities.

The University has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and university disciplinary actions. In compliance with the Drug Free Schools and Communities Act, UNG has drug and alcohol-abuse education programs available to the university community.

Student Health Services Provides: College Health Class.

Office of Student Counseling Provides: Personal Counseling, referral to community AA, ACOA, AI-Non, NA groups, referral to community, local and state treatment centers, referral to family physician.

Faculty and Staff Resources: Employees who notify their supervisor of a substance abuse problem prior to any testing or screening may receive treatment under an alcohol abuse and education program approved by the President.

Sexual Assault Prevention and Response

The University of North Georgia does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, University of North Georgia issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a University official. In this context, University of North Georgia prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

For a complete copy of University of North Georgia's policy governing sexual misconduct, visit <http://ung.edu/sexual-assault-and-violence-education/sexual-misconduct.php>.

Definitions

There are numerous terms used by University of North Georgia in our policy and procedures.

Consent:

The State of Georgia does not have an established definition for Consent. As to what constitutes the lack of consent, the University of North Georgia states, "the acts must be committed either by force, coercion, intimidation, or through use of the victim's mental incapacity or physical helplessness (including intoxication)."

The University System of Georgia defines consent as,

Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion; by ignoring or acting in spite of objections of another; or by taking advantage of the incapacitation of another where the respondent knows or reasonably should have known of such incapacitation. Minors under the age of 16 cannot legally consent under Georgia law.

Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent.

Consent can be withdrawn at any time by either party by using clear words or actions.

Sexual Assault:

Violence Against Women Reauthorization Act (VAWA):

An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

State of Georgia:

O.C.G.A. § 16-6-5.1

“Sexual Assault” is defined as sexual contact that is perpetrated by “a person who has supervisory or disciplinary authority over another individual.”

Rape:

State of Georgia:

O.C.G.A. § 16-6-1

Rape is defined in the State of Georgia as a “male having carnal knowledge of a female forcibly and against her will. Carnal knowledge in rape occurs when there is any penetration of the female sex organs by the male sex organs.”

The code recognizes that rape can occur even between spouses so the defendant cannot use the fact that he is married to the person accusing him of rape as a defense.

Rape is punishable by death, life imprisonment with or without parole, or a minimum of 25 years imprisonment, followed by probation for life.

Domestic Violence:

VAWA:

Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

State of Georgia:

The State of Georgia does not have a definition for Domestic Violence. It does have a definition for Family Violence:

O.C.G.A. § 19-13-1 “Family Violence” defined

As defined in this article, the term “family violence” means the occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household.

- (1) Any felony; or
- (2) Commission of offenses of battery, simple battery, simple assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass.

University System of Georgia

Violence committed by a current or former spouse or intimate partner of the alleged victim; by a person with whom the alleged victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of the alleged victim.

Dating Violence:

VAWA:

Means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on a consideration of the following factors:

- i. The length of the relationship.
- ii. The type of relationship.
- iii. The frequency of interaction between the persons involved in the relationship.

State of Georgia:

The State of Georgia does not have a definition for Dating Violence.

University System of Georgia

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking:

VAWA:

Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- a) fear for his or her safety or the safety of others; or
- b) suffer substantial emotional distress.

State of Georgia:

O.C.G.A. § 16-5-90 Stalking

(a)(1) A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without consent of the other person for the purpose of harassing and intimidating the other person... This Code section shall not be construed to require that an overt threat of death or bodily injury has been made.

(2) A person commits the offense of stalking when such person, in violation of a bond to keep the peace posted pursuant to Code Section 17-6-110, standing order issued under Code Section 19-1-1, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction, or permanent injunction or condition of pretrial release, condition of probation, or condition of parole in effect prohibiting the harassment or intimidation of another person, broadcasts or publishes, including electronic publication, the picture, name, address, or phone number of a person for whose benefit the bond, order, or condition was made and without such person's consent in such a manner that causes other persons to harass or intimidate such person and the person making the broadcast or publication knew or had reason to believe that such broadcast or publication would cause such person to be harassed or intimidated by others.

University System of Georgia

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily, require medical or other professional treatment or counseling.

Education and Prevention Programs

The University engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that covers all or some of the following topics:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the State of Georgia;
- d. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- e. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

In 2018 the University continued an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation; participating in Faculty orientation programs; and presenting programs throughout the year, including sessions such as: skits, residence hall speakers, a poster series and web-based training programs.

The University offered the following ongoing awareness and prevention programs for faculty, staff, and students in 2018:

- The following presentations and events focused on identification of domestic violence, dating violence, sexual assault, and stalking as prohibited conduct (a); defining what behavior constitutes domestic violence, dating violence, sexual assault, and stalking (b); defining what behavior and actions constitute consent to sexual activity in the State of Georgia (c); providing safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander (d); providing information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks (e); and

providing an overview of information contained in the Annual Security Report in compliance with the Clery Act (f).

- Community Wide- Rape Aggression Defense (R.A.D.)—March 19, 21, 26, & 28, 2018 on the Oconee Campus
- Community Wide- Rape Aggression Defense (R.A.D.)— September 25 & 27 and October 2 & 4, 2018 on the Gainesville Campus
- The following presentations and events focused on identification of domestic violence, dating violence, sexual assault, and stalking as prohibited conduct (a); defining what behavior constitutes domestic violence, dating violence, sexual assault, and stalking (b); defining what behavior and actions constitute consent to sexual activity in the State of Georgia (c); providing safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander (d); and providing information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks (e).
 - Students- Title IX Gameshow—April 16, 2018 on the Oconee Campus
 - Fraternity and Sorority Life Presidents—Rape Response Presentation—October 3, 2018 on the Dahlonega Campus
 - Kappa Delta Sorority- Rape Response Presentation—October 10, 2018 on the Dahlonega Campus
 - Sigma Kappa- Rape Response Presentation—October 29, 2018 on the Dahlonega Campus
- The following presentations and events focused on identification of domestic violence, dating violence, sexual assault, and stalking as prohibited conduct (a); defining what behavior constitutes domestic violence, dating violence, sexual assault, and stalking (b); defining what behavior and actions constitute consent to sexual activity in the State of Georgia (c); and providing information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks (e).
 - Students- Healthy Relationships, Healthy Body—November 09, 2018 on the Oconee Campus.
- The following presentations and events focused on identification of domestic violence, dating violence, sexual assault, and stalking as prohibited conduct (a); defining what behavior constitutes domestic violence, dating violence, sexual assault, and stalking (b); and defining what behavior and actions constitute consent to sexual activity in the State of Georgia (c).

- Campus Wide- #metoo A Dialogue on the Whitewashing of Rape Culture in America—January 23, 2018 on the Oconee Campus.
- The following presentations and events focused on identification of domestic violence, dating violence, sexual assault, and stalking as prohibited conduct (a); defining what behavior constitutes domestic violence, dating violence, sexual assault, and stalking (b); providing safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, and stalking against a person other than the bystander (d);
 - Fraternity and Sorority Life New Member 101-Title IX, Bystander Intervention, and Hazing—April 2, 2018 on the Dahlonega Campus
 - Georgia Theater Alliance- Title IX and Bystander Intervention Teaser—August 20, 2018 on the Gainesville Campus
 - Athlete Training- Title IX, Bystander Intervention, and Escalation—August 28, 2018 on the Dahlonega Campus
- The following presentations and events focused on identification of domestic violence, dating violence, sexual assault, and stalking as prohibited conduct (a); defining what behavior constitutes domestic violence, dating violence, sexual assault, and stalking (b); and providing information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks (e).
 - Behind Closed Doors—August 15, 2018 on the Dahlonega Campus
 - Campus Wide- Escalation Dating Violence Movie—August 28, 2018 on the Dahlonega Campus
- The following presentations and events focused on identification of domestic violence, dating violence, sexual assault, and stalking as prohibited conduct (a); defining what behavior constitutes domestic violence, dating violence, sexual assault, and stalking (b);
 - Campus Wide- #metoo Movement Panel—March 26, 2018 on the Gainesville Campus
 - Campus Wide- Clothesline Project—April 2, 2018 on the Gainesville Campus
 - Campus Wide- Sexual Assault Awareness Month Tabling—April 2, 2018 on the Gainesville Campus
 - Campus Wide- Sexual Assault Awareness Month Tabling—April 9, 2018 on the Gainesville Campus

- Campus Wide- Sexual Assault Awareness Month Tabling—April 13, 2018 on the Gainesville Campus
- Campus Wide- Sexual Assault Documentary: The Hunting Ground—April 23, 2018 on the Gainesville Campus
- University Wide- Denim Day—April 25, 2018 on all Campuses
- Campus Wide- Take back the Night—April 26, 2018 on the Dahlonega Campus
- Pre-Command Cadre Training- Title IX and Bystander Intervention—August 8, 2018 on the Dahlonega Campus
- Non-Commissioned Officer Academy (Corps of Cadets) Title IX and Bystander Intervention Training – August 9, 2018 on the Dahlonega Campus
- Resident Assistant Training- Title IX—August, 9, 2018 on the Dahlonega Campus
- Students- Chaplain’s Training: Sexual Assault—August 14, 2018 on the Dahlonega Campus
- Recreation Sports Training- Title IX—August 15, 2018 on the Gainesville Campus
- Academic Affairs Retreat- Title IX—August 15, 2018 on the Dahlonega Campus
- Sport Club Leadership Workshop- Title IX—August 16, 2018 on the Dahlonega Campus
- Theatre Faculty and Staff- Title IX—August 17, 2018 on the Gainesville Campus
- Recreational Sports- Title IX—August 17, 2018 on the Dahlonega Campus
- Academic Advising- Title IX—September 7, 2018 on the Dahlonega, Gainesville, Cumming, and Oconee Campuses
- Dating Relationships for Episcopal Group—September 11, 2018 on the Dahlonega Campus
- Corp of Cadets- Sexual Misconduct, Harassment, and Healthy Relationships—October 2, 2018 on the Dahlonega Campus

- The following presentations and events focused on defining what behavior constitutes domestic violence, dating violence, sexual assault, and stalking (b); providing safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, and stalking against a person other than the bystander (d);
 - Faculty and Staff- Healthy Relationship Facilitator Training (Escalation Screening)—July 25, 2018 on the Dahlonega Campus
 - Multicultural Student Affairs- Escalation (Healthy Relationships/Bystander Training)—September 17, 2018 on the Dahlonega Campus
 - Campus Wide- Tabling for Healthy Relationships and Bystander Intervention—September 18, 2018 on the Dahlonega Campus
 - Student Government Association- Escalation (Healthy Relationships/Bystander Training)—September 19, 2018 on the Gainesville Campus
 - Campus Wide- Tabling for Healthy Relationships and Bystander Intervention—September 20, 2018 on the Gainesville Campus
 - Fraternity and Sorority Life- Escalation (Healthy Relationships/Bystander Training)—September 24, 2018 on the Dahlonega Campus
 - Peer Health Educators- Escalation (Healthy Relationships/Bystander Training)—October 16, 2018 on the Dahlonega Campus
- The following presentations and events focused on defining what behavior and actions constitute consent to sexual activity in the State of Georgia (c);
 - Students- Fall in Love with Yourself—February 12, 2018 on the Oconee Campus
- The following presentations and events focused on providing safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, and stalking against a person other than the bystander (d).
 - Faculty and Staff- Bystander Intervention Training—February 7, 2018 on the Dahlonega Campus
 - Faculty and Staff- Bystander Intervention Training—February 7, 2018 on the Gainesville Campus

- Multicultural Student Affairs- Bystander Intervention—August 13, 2018 on the Gainesville Campus
- Nursing New Student Orientation- Bystander Intervention—August 14, 2018 on the Gainesville Campus
- The following presentations and events focused on providing information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks (e).
 - Students- Healthy Relationships—February 13, 2018 on the Dahlonega Campus
 - Students- Emotional Intelligence: Managing Emotions/ Healthy Communication—April 19, 2018 on the Oconee Campus
 - Students- Healthy relationships: Chaplain Training—August 13, 2018 on the Dahlonega Campus

Procedures for Reporting a Complaint

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Students and employees should contact the Title IX Coordinator, Dr. David Marling, located in the Downtown Office Building at 60 West Main Street, Room 111 Dahlonega, GA 30533; david.marling@ung.edu or 706-867-4560.

A report of sexual assault can also be filed by completing an on-line form found at https://cm.maxient.com/reportingform.php?UnivofNorthGeorgia&layout_id=8.

After an incident of sexual assault and/or domestic violence, the victim should consider seeking medical attention as soon as possible at Northeast Georgia Medical Center at 742 Spring Street, Gainesville, GA 30501 for Dahlonega Campus, Gainesville Campus, or Cumming Campus areas; St. Mary's Hospital at 1230 Baxter Street, Athens, GA 30606 or Piedmont Athens Regional Medical Center at 1199 Prince Avenue Athens, GA 30606 for Oconee Campus areas; and Fannin Regional Hospital at 2855 Old Hwy. 5, North, Blue Ridge, GA 30513 for Fannin Campus areas. In Georgia, evidence may be collected even if you choose not to make a report to law enforcement Per O.C.G.A. §17-5-72. Right to free forensic medical examination,

A victim shall have the right to have a forensic medical examination regardless of whether the victim participates in the criminal justice system or cooperates with law enforcement in pursuing prosecution of the underlying crime. A victim shall not be required to pay, directly or indirectly, for the cost of a forensic medical examination. The cost of a forensic medical examination shall be paid for by the Georgia Crime Victims Emergency Fund, as provided for in Chapter 15 of this title.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. If the clothes or linens are changed, it is important that they are not washed to preserve any evidence that may exist. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing boards/investigators or police.

Although the University strongly encourages all members of its community to report violations of this policy or state laws to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement

with the police. The Student Counseling, Student Health Services, Campus Ombudsperson, Title IX Coordinator or Deputy Coordinators, and Student Affairs departments will assist any victim with notifying the University of North Georgia Department of Public Safety or local law enforcement if they so desire. The Department of Public Safety may be reached directly by calling 706-864-1500, or in person in Room 240 in the Administration Building at 300 Aquatic Circle Cumming, GA 30040 on the Cumming Campus; the Department of Public Safety Building at 246 South Chestatee Street Dahlonega, GA 30533 on the Dahlonega Campus; the Department of Public Safety Building at 2640 Facilities Drive Oakwood, Ga; and Building 900 at 1201 Bishop Farms Parkway Watkinsville, GA 30677 on the Oconee Campus. Additional information about the Department of Public Safety may be found online at: <http://ung.edu/public-safety/>

The University of North Georgia provides this guide of Options for Victims located at <https://ung.edu/sexual-assault-and-violence-education/options-for-victims.php>

What are my options for reporting this incident?

Keep it confidential and get support.

- [Student Counseling](#)
- [Student Health Services](#)
- Local survivor services: Dahlonega/Gainesville/Cumming: [Rape Response](#); Oconee: [The Cottage](#)
- You can choose this option instead of or in addition to any of the options about pursuing charges.

Report it, but only for campus investigation and reports.

- Contact your [Title IX coordinator or deputy coordinator](#).
- [Campus Ombudsperson](#)
- If you choose this option, charges will not be brought but we can use the information to help make campus safer.

Pursue on-campus charges.

- [Student Conduct Office via your Dean of Students](#)

Pursue criminal charges.

- [University Police](#) (Department of Public Safety) (706-864-1500 for all campuses)
- You may also contact local police in your jurisdiction.

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Dr. David

Marling, located in the Downtown Office Building at 60 West Main Street, Room 111 Dahlonaga, GA 30533; david.marling@ung.edu; 706-867-4560 and UNG Public Safety (if the victim so desires). The University will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the Department of Public Safety or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In the State of Georgia, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

O.C.G.A § 17-17-1 provides individuals who are victims of certain crimes specific rights. These rights include:

- The right to reasonable, accurate, and timely notice of any scheduled court proceedings or any changes to such proceedings;
- The right to reasonable, accurate, and timely notice of the arrest, release, or escape of the accused;
- The right not to be excluded from any scheduled court proceedings, except as provided by law;
- The right to be heard at any scheduled court proceedings involving the release, plea, or sentencing of the accused;
- The right to file a written objection in any parole proceedings involving the accused;
- The right to confer with the prosecuting attorney in any criminal prosecution related to the victim;
- The right to restitution as provided by law;
- The right to proceedings free from unreasonable delay; and
- The right to be treated fairly and with dignity by all criminal justice agencies involved in the case.

The Crime Victims Bill of Rights specifically applies to victims of the following crimes:

- Homicide
- Assault and Battery
- Kidnapping, False Imprisonment and related offenses
- Reckless Conduct
- Cruelty to Children
- Feticide
- Stalking/Aggravated Stalking
- Cruelty to a Person 65 Years of Age or Older
- All Sexual Offenses
- Burglary
- Arson, Bombs and Explosives
- Theft
- Robbery
- Forgery, Deposit Account Fraud, Illegal Use of Financial Transaction Cards, Other Fraud Related Offenses, Computer Crimes, & Identity Theft
- Sale or Distribution of Harmful Materials to Minors
- Elder Abuse
- Homicide by Vehicle
- Feticide by Vehicle
- Serious Injury by Vehicle

In general, after the crime occurs and is reported, and upon initial contact with a victim, law enforcement and court personnel must advise him or her of the following:

- That it is possible that the accused may be released from custody prior to trial;
- That victims have certain rights during various stages of the criminal justice system;
- That victims have the right to refuse or agree to be interviewed by the accused, the accused's attorney, or anyone who represents or contacts you on behalf of the accused;
- That additional information about these stages can be obtained by contacting the pertinent state and/or local agency involved, or by contacting the [Criminal Justice Coordinating Council](#) at 404-657-1956 or toll free at 877-231-6590;

- That victims may be eligible for monetary compensation for certain out-of-pocket losses incurred as a result of their victimization from the State's Crime Victims Emergency Fund (Crime Victims Compensation) which is administered by the [Criminal Justice Coordinating Council](#);
- That victims may have available to them community-based victim service programs and that more information may be obtained by contacting the Governor's Victim Assistance Helpline at 1-800-338-6745.

Further, University of North Georgia complies with Georgia law in recognizing orders of protection, such as Restraining Orders, Temporary Protective Orders, Stalking Orders, etc. Any person who obtains an order of protection from Georgia or any other state should provide a copy to Public Safety and the Office of the Title IX Coordinator. The University of North Georgia recognizes protective orders from all states with the understanding that violations of protective orders from states other than Georgia will be violations of the originating state. A complainant may then meet with the Title IX Coordinator to develop a plan for the Department of Public Safety, applicable University departments, and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc. Protection from abuse orders may be available through the Superior Court in which the accused party resides. The complainant may receive assistance from [Rape Response](#) in Dahlonega, Gainesville, or Cumming, [The Cottage](#) in Oconee County, and North Georgia Mountain Crisis Network Inc. in Fannin County as well as from victim's advocates from the local law enforcement agencies.

To the extent of the victim's cooperation and consent, university offices; including Student Affairs, Student Counseling, Student Health Services, Campus Ombudsperson, Student Conduct Office, Title IX Coordinator or Deputy Coordinators, Department of Public Safety, and any other applicable departments will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal University investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services and assistance in notifying appropriate law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The University does not publish the name of crime victims nor house identifiable information regarding victims in the Department of Public Safety's Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by contacting Dr. David Marling, Title IX Coordinator.

University Disciplinary Procedures in Sexual Assault Incidents

- Incidents in which sexual assault allegations are made will be investigated by a University Title IX Investigator. Upon completion of the investigation, the Title IX Investigator will issue a decision.

- If either party, victim or accused, disagrees with the decision they have the right to appeal the decision by requesting the incident be heard by the Title IX Hearing Panel. The Title IX Hearing Panel will consist of faculty or staff. The Title IX Hearing Panel will never consist of students. The Title IX Hearing Panel will issue a decision.
- If either party, victim or accused, disagrees with the decision of the Title IX Hearing Panel they have the right to appeal to the Vice President of Student Affairs. The Vice President of Student Affairs will issue a decision.
- If either party, victim or accused, disagrees with the decision of the Vice President of Student Affairs they have the right to appeal to the University President. The University President will then make a decision.
- If either party disagrees with the decision of the University President, they have the right to appeal to the Board of Regents.

More information on Sexual Assault Incident Procedures can be found at <https://ung.edu/sexual-assault-and-violence-education/index.php>.

Disciplinary Results Disclosure

The University of North Georgia will, upon request, disclose to the alleged victim of a crime of violence (as the term is defined in section 16 of title 18, United States Code) or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

- Per 18 U.S. Code § 16, the term “Crime of Violence” means –
 - (a) an offense that has an element the use, attempted use, or threatened use of physical force against the person or property of another, or
 - (b) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

Title IX Coordinator and Deputy Coordinators

<u>Name and Title IX Role</u>	<u>Campus</u>	<u>Location</u>	<u>Contact Information</u>
Coordinator Dr. David Marling	Dahlonega	Downtown Office Building Room 111	706-867-4560 david.marling@ung.edu
Deputy Coordinators			
Deputy Coordinator Dr. Michelle Brown	Oconee	Administration Building Room 113	706-310-6205 michelle.brown@ung.edu
Deputy Coordinator Dr. John Delaney	Dahlonega	Stewart Center Room 365	706-864-1900 john.delaney@ung.edu
Deputy Coordinator Dr. Alyson Paul	Gainesville/ Cumming	Student Center (Gainesville) Room 205	678-717-3877 alyson.paul@ung.edu

On-Campus

<u>Resource</u>	<u>Campus</u>	<u>Location</u>	<u>Phone Number</u>
Counseling Center	Cumming	Room 238	470-239-3134
Counseling Center	Dahlonega	Stewart Center Rm 246	706-864-1819
Counseling Center	Gainesville	Student Center Room 115	678-717-3660
Counseling Center	Oconee	Student Center Room 115	706-310-6205
Multicultural Student Affairs	Dahlonega	Hoag Student Center Room 330	706-867-2720
Multicultural Student Affairs	Gainesville	Student Center Room 145	678-717-3654
Multicultural Student Affairs	Oconee	500 Building	706-310-6250
Ombudsperson - Faculty/Staff	Dahlonega	Dunlap Hall Room 303A	706-867-2811
Ombudsperson - Faculty/Staff	Gainesville	Martha T. Nesbitt Building Room 4116	678-717-3535
Ombudsperson – Student	Dahlonega	Dunlap Hall Room 303A	706-867-2811
Ombudsperson – Student	Gainesville	Martha T. Nesbitt Building Room 2128	678-717-3476
Ombudsperson – Student	Oconee	Student Resource Center Room 551	706-310-6314
Public Safety	All campuses	Public Safety Office	706-864-1500
Student Affairs	Cumming	Room 234	470-239-3020
Student Affairs	Dahlonega	Stewart Center Room 365	706-864-1900
Student Affairs	Gainesville	Student Center Room 201	678-717-3877
Student Affairs	Oconee	Administration Building Room 110	706-310-6205
Student Health Services	Dahlonega	Chestatee Building Room 100	706-864-1948

In the Fannin County Area

<u>Resource</u>	<u>Phone Number</u>	<u>Website</u>
Blue Ridge Police Department	706-632-3451	https://www.cityofblueridgega.gov/Police.aspx
Blue Ridge Municipal Court	706-632-2091	https://www.cityofblueridgega.gov/CityCourt.aspx
Fannin County District Attorney	706-632-2496	http://www.ajcda.org/fannin-county
Fannin County Magistrate Court	706-632-5558	http://www.fannincountyga.com/magistrate-court/
Dept. of Family & Children Services (DFCS)	706-632-2296	http://dfcs.dhs.georgia.gov/fannin-county-dfcs-office
Fannin Regional Hospital	706-632-3711	http://www.fanninregionalthospital.com/Fannin-Regional-Hospital/Home.aspx
Fannin County Sheriff's Office	706-632-2044	https://fanninsheriffga.us/
North Georgia Mountain Crisis Network, Inc.	706-632-8400 1-800-33-HAVEN	http://www.ngmcn.com/index.html

In the Forsyth County Area

<u>Resource</u>	<u>Phone Number</u>	<u>Website</u>
Avita (Mental Health Assistance)	800-525-8751	http://www.gamtms.org/about/locations.php
Children’s Center for Hope and Healing	770-532-6530	http://www.hopeandhealingga.org/
Cumming Police Department	770-781-2000	http://www.cummingpd.net/
Family Haven Legal Assistance	770-889-6384 Ext. 103	http://www.forsythcountyfamilyhaven.info/
Family Haven Emergency Housing (Women & children only)	770-887-1121	http://www.forsythcountyfamilyhaven.info/
Dept. of Family & Children Services (DFACS)	770-781-6700	https://dfcs.dhs.georgia.gov/forsyth-county-dfcs-office
Forsyth County District Attorney’s Office	770-781-2125	https://www.forsythco.com/Departments-Offices/District-Attorney
Forsyth County Health Department	770-781-6900	http://www.forsythhd.com/
Forsyth County Magistrate Court	770-781-2211	https://www.forsythco.com/Departments-Offices/Magistrate-Court
Forsyth County Sheriff’s Office	770-781-2222	http://www.forsythsheriff.org/
Forsyth County Victim / Witness Assistance Program	770-205-2268	http://cjcc.georgia.gov/victims-compensation
Northside Hospital-Forsyth	770-844-3200	http://www.northside.com/forsyth
Rape Response	770-503-7273	http://www.raperesponse.com/

In the Hall County Area

<u>Resource</u>	<u>Phone Number</u>	<u>Website</u>
Avita (Mental Health Assistance)	800-525-8751	http://www.gamtns.org/about/locations.php
Brenau for Center Counseling	770-297-5959	http://www.brenau.edu/healthsciences/department-of-psychology/brenau-center-for-counseling-psychological-services/
Children's Center for Hope and Healing	770-532-6530	http://www.hopeandhealingga.org/
Choices Pregnancy Care Center	770-535-1245	http://www.choicespregnancy.org/
Dept. of Family & Children Services	706-532-5233	https://www.hallcounty.org/496/Family-Childrens-Services
Family Law Information Center	770-531-2463	http://www.hallcounty.org/judicial/jud_FLIC.asp
Family TIES	770-287-3071	http://familytiesgainesville.org/
Family Ties, Inc.	678-460-0345	http://familytiesinc.com/
Gainesville Housing Authority	770-536-1294	http://www.gainesville.org/
Gainesville Police Department	770-534-5252	http://www.gainesville.org/police-department
Gateway Domestic Violence Center	Crisis Line: 770-536-5860	http://www.gatewaydvcenter.org/
Georgia Legal Services	770-536-1294	http://www.glsp.org/
Hall County Health Department	770-531-5600	http://www.hallcounty.org/agencies/health_dept.asp
Hall County Magistrate Court	770-531-6912	http://www.hallcounty.org/judicial/jud_magcourt.asp
Hall County Sheriff's Office	770-531-6900	http://www.hallcounty.org/168/Sheriffs-Office
Northeast Georgia Health System	770-219-9000	http://www.nghs.com/
Oakwood Police Department	770-534-2364	http://www.cityofoakwood.net/police.aspx
Rape Response	770-503-7273	http://www.raperesponse.com/

In the Lumpkin County Area

<u>Resource</u>	<u>Phone Number</u>	<u>Website</u>
Avita (Mental Health Assistance)	800-525-8751	http://www.gamtms.org/about/locations.php
Children's Center for Hope and Healing	770-532-6530	http://www.hopeandhealingga.org/
Dept. of Family & Children Services	706-864-1980	https://dfcs.georgia.gov/location/lumpkin-county
Lumpkin County District Attorney's Office	706-864-6754	http://fostergeorgia.com/county-offices/lumpkin-county-dfcs-office/
Lumpkin County Health Department	706-867-2727	www.lumpkincounty.gov/dept/health
Lumpkin County Magistrate Court	706-864-7760	http://www.lumpkincounty.gov/dept/magistrateCourt
Lumpkin County Sheriff's Office	706-864-0414	www.lumpkincounty.gov/dept/sheriff
NOA (No One Alone)	706-864-1986	www.noonealone.org
Rape Response	770-503-7273	http://www.raperesponse.com/

In the Oconee County Area

<u>Resource</u>	<u>Phone Number</u>	<u>Website</u>
Athens-Clarke County Police Department	706-613-3330	http://www.athensclarkecounty.com/200/Police
Piedmont Athens Regional Health System	706-475-7000	https://www.piedmont.org/locations/piedmont-athens/
Oconee County Magistrate Court	706-769-3940	http://www.oconeecounty.com/index.php/departments/clerk-of-courts-superior-magistrate-a-juvenile
Oconee County Sheriff's Office	706-769-3945	http://www.oconeesheriff.org/
St. Mary's Health Care System	706-389-3000	http://www.stmarysathens.org/
The Cottage	877-363-1912	http://www.northgeorgiacottage.org/
Watkinsville Police Department	706-769-7891	http://cityofwatkinsville.com/

State & National Resources

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<u>Resource</u>	<u>Phone Number</u>	<u>Website</u>
Department of Justice	202-514-2000	https://www.justice.gov/
Department of Education, Office of Civil Rights	800-421-3481	http://www2.ed.gov/about/offices/list/ocr/index.html
Georgia Domestic Violence Hotline	800-334-2836 (HAVEN)	http://www.gamtns.org/about/locations.php (Spanish Assistance also)
Georgia Crisis Access Line	800-715-4225	https://namiga.org/georgia-crisis-and-access-line/ (Assistance with mental illness, serious emotional disorders, substance relate disorders, and co-occurring substance related & serious emotional disorders)
Georgia Legal Aid	770-535-5717	http://www.georgialegalaid.org/
National Center for Victims of Crime	800-394-2255 (FYI-CALL)	http://www.victimsofcrime.org/
National Domestic Violence Hotline	800-799-7233	http://www.thehotline.org/
National Teen Dating Abuse Helpline	866-331-9474	www.loveisrespect.org
Planning for Healthy Babies	877-744-2101 (P4HB101)	http://www.p4hb.org/
Rape, Abuse and Incest National Network	800-656-4673 (HOPE)	https://www.rainn.org/

Adjudication of Violations

Whether or not criminal charges are filed, the University or a person may file a complaint against a student under the Student Code of Conduct policy and/or the Sexual Misconduct Policy, located <https://ung.edu/student-involvement/uploads/files/student-handbook/UNG-Student-Handbook.pdf?t=1565270632785>, or against a faculty or staff member under the Employee Code of Conduct, Policy 8.3 located at <http://ung.edu/human-resources/uploads/files/Employee-Handbook.pdf>, alleging that a student or employee violated the University's policy on conduct. Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Public Safety will be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

Note: All sexual assault incidents will be investigated and adjudicated through the Title IX disciplinary process explained on pages 34 & 35.

The university disciplinary process will include a prompt, fair, and impartial investigation and resolution process. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. All accused students or organizations participating in conduct hearings (administrative or conduct board) are guaranteed the following rights during a hearing:

1. The right to an advisor who must be a member of the university community. This person is simply to serve as a resource and/or support and cannot verbally participate or speak on behalf of the student or organization in any way during a hearing.
2. The right to question all witnesses. In cases where the complainant is an alleged victim, accommodations may be made.
3. The right to present evidence and call witnesses.
4. The right to decline making any statements or answering questions and in doing so, no assumption of responsibility will be drawn from such silence.
5. The right to an audio copy of the hearing upon written request.
6. The right to appeal the decision of the conduct board or conduct administrator to the vice president of student affairs or designee. Issues of academic integrity, professional conduct, or any sanction involving an academic penalty will be reviewed by the designee of the provost.
7. The right to attend classes and university functions until a hearing is held and a decision is rendered. Exceptions to this would be made when the student's presence would create a clear and present danger of material interference with

the normal operation of the university. In such cases, the university may impose temporary protective measures, including interim suspension, pending a hearing.

More information on the procedures, such as the guidelines and process for the hearings, can be found at <https://ung.edu/student-integrity/conduct-policies/procedures-for-alleged-behavioral-misconduct.php>.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the university's policy against Sexual Harassment located at [Sexual Misconduct](#) for students and <http://ung.edu/human-resources/uploads/files/Employee-Handbook.pdf> for employees in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved through the Student Code of Conduct, Article 3: Proscribed Conduct, 5.12 Retaliation.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the university's ability to respond to the complaint may be limited.

Confidentiality

Students reporting alleged sexual assault should understand that certain University officials are required to report and/or investigate incidents of alleged sexual assault. Students should seek a University official to make formal reports of incidents (Dean of Students, Department of Public Safety, Human Resources, Director of Residence Life, Commandant's Office, Athletics, or other appropriate department). This report will serve as official notification to the University. Confidentiality will be maintained to the point that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

Some on-campus resources can offer confidentiality, sharing options, and advice without any obligation to tell or report, unless the student directs. If an alleged victim desires the details of the incident to be kept confidential, the student should speak with on-campus mental health counselors in student counseling, medical staff in Student Health Services, or off-campus rape crisis resources such as Rape Response who can maintain confidentiality. Campus counselors are available to help students free of charge and are available on an emergency basis.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the Student Code of Conduct policy, Student Sexual Misconduct policy, or Employee Code of Conduct occurred will lead to the initiation of disciplinary procedures against the accused individual. University sanctions including, Expulsion, Conduct Suspension, Conduct Probation, Reprimand (oral or written), Restrictions, and Restitution for students and Verbal Disciplinary Action, Written Disciplinary Action, Suspension without Pay Action, and Dismissal Action for employees may be imposed upon those determined to have violated this policy. The University may implement protective measures following the report of domestic violence, dating violence, sexual assault, and/or stalking which may include some or all of the following actions: escorts, change of classes, change of living space, change of workplace, etc. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator will determine whether interim interventions and protective measure should be implemented, and if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: an order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by University of North Georgia.

Disciplinary Results Disclosure

The University of North Georgia will, upon request, disclose to the alleged victim of a crime of violence (as the term is defined in section 16 of title 18, United States Code) or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

- Per 18 U.S. Code § 16, the term "Crime of Violence" means –
 - (a) an offense that has an element the use, attempted use, or threatened use of physical force against the person or property of another, or
 - (b) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Sexual Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes against Children and Sexually Violent Offender Act. The federal act requires state law enforcement agencies, (Georgia Bureau of Investigation) to provide UNG with a list of registered sex offenders who have indicated that they are enrolled, employed or carrying on a vocation at UNG.

Each county, in which the University of North Georgia has a campus, maintains a Sex Offender Registry or provides a link to the Georgia Bureau of Investigations Sex Offender Registry site. A link to each county's Sex Offender Registry can be found on the UNG Department of Public Safety's Sex Offender Registration Information page at <https://ung.edu/police/sex-offender-registration-information.php>.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Emergency Evacuation Procedures and Policies

*The University of North Georgia's Emergency Action Plan can be located at <https://ung.edu/police/uploads/files/emergency-action-plan.pdf?t=1538179200063>

Emergency Notification System

How will I be notified of an emergency?

Currently the University of North Georgia has adopted three methods of communication for dissemination of information regarding emergencies. Those methods include:

- UNG Alert
- Website Notification (<http://ung.edu>)
- Outdoor Weather Sirens

UNG Alert:

- **What is UNG Alert?** UNG Alert is the primary emergency messaging system that delivers text messages, voice calls, e-mails, and desktop computer alerts directly to your cell phone or computer in the event of severe weather, campus emergency, emergency evacuation, or other campus emergency.
- **Am I automatically enrolled to receive the emergency text messages?** No. Students and employees will have to log into their Banner Web account, click "Personal Information", and select Emergency Alert System to add information for telephone and text notifications. You may also contact the Department of Public Safety at 706-864-1500 for assistance with registering.
- **What does it cost?** The only cost is the amount your cell phone company may charge you to receive a text message or phone call – usually just a few cents.
- **What if my cell phone number changes?** You must update your cell phone number by going to your Banner Web Account.
- **Will the UNG Alert system cover all University of North Georgia Campuses?** Yes, all students, faculty, and staff can receive emergency messages, regardless of their location and will receive location specific alerts.
- **Can my family receive UNG Alerts?** Yes. The UNG Alert system allows you to include up to 5 phone numbers.
- **What kinds of messages will I get through UNG Alert?** We will only send you a message in the event of severe weather, a campus emergency, an emergency campus closing/evacuation, or other emergency in which we believe your

wellbeing is in danger. The system WILL NOT be used for routine communications.

- **How are messages delivered?** Messages are delivered via text, voice phone calls, UNG e-mail, and UNG desktop computer alerts.
- **Important Information: The UNG Alert phone number is 706-867-3025.** Please pre-program this number in your phone so you will know the message is an emergency alert. This number is not monitored and will only deliver emergency messages.

Website Notifications:

UNG University Relations will update UNG websites with emergency information and updates as they become available. Updates will be available on the following websites:

- www.ung.edu
- <http://ung.edu/emergency.php>
- www.un g.edu/news

Outdoor Weather Siren System:

Outdoor weather sirens are owned and controlled by the respective counties each campus is within. These systems are activated by each county based upon their local protocols. More information about these systems should be directed to the county government.

- **Blue Ridge Campus:** Fannin County does not utilize an outdoor weather siren system.
- **Cumming Campus:** Forsyth County has 17 outdoor severe weather sirens located throughout the county to notify people who are outdoors that severe weather is in the area.
- **Dahlonega Campus:** Lumpkin County has 14 outdoor severe weather sirens located throughout the county notify people who are outdoors that severe weather is in the area.
- **Gainesville Campus:** Hall County has 20 outdoor severe weather sirens located throughout the county to notify people who are outdoors that severe weather is in the area. One of these sirens is located on the UNG Gainesville Campus near the Music Building.
- **Oconee Campus:** Oconee County does not utilize an outdoor weather siren system.

Emergency Evacuation Procedures

What conditions may warrant evacuation of a building?

A wide variety of emergencies may cause an evacuation such as Fire, Bomb Threat, Hazardous Materials Spill, Hostile Intruder, Utility Failure, etc. In some instances you may have time to prepare, while other situations might call for an immediate evacuation. Planning ahead is vital to ensuring that you can evacuate quickly and safely, no matter what the circumstances.

What should I know about the building evacuation plan?

- KNOW the evacuation plan of the building and where to find it. (consult building coordinator)
- KNOW the location of all exits for the building
- KNOW the locations of emergency equipment (i.e., fire extinguishers, pull stations, emergency telephones, etc.)
- KNOW the location of the assembly area(s) outside the building
- ASSIST and participate in fire drills

What should I do if the fire alarm has not already been activated due to smoke, heat or fire, or there is no evidence of fire or explosion threat in the building, but I discover an event or condition that may warrant building evacuations?

- NOTIFY University Police
- Activate the fire alarm
- INFORM the building coordinator of the event or conditions if possible

What should I do when I hear a fire alarm, or get an order to evacuate without an activated alarm?

- TURN OFF ALL HAZARDOUS EXPERIMENTS or procedures before evacuating. If possible, take or secure all valuables, wallets, purses, keys, etc.
- EVACUATE the building using the nearest exit or stairway. DO NOT USE ELEVATORS
- Call the Department of Public Safety from a safe area and provide your name, location, and nature of emergency
- PROCEED to a pre-determined assembly area for the building and **remain there** until you are told to re-enter by the emergency personnel in charge
- DO NOT IMPEDE access of emergency personnel to the area
- INFORM THE building coordinator or emergency personnel of the event, conditions, and location of individuals who require assistance and have not been evacuated

What should I do to initiate a fire alarm to evacuate a building?

- **ACTIVATE FIRE ALARM SYSTEM LOCATED ALONG EXIT ROUTES**

Individuals Requiring Assistance

What should I know as an individual requiring assistance?

It is recommended that individuals requiring assistance prepare for emergencies ahead of time by:

- LEARNING the locations of exit corridors and exit stairways
- PLANNING an escape route
- SHOWING a co-worker or instructor how to assist you in case of emergency

What should I do as an individual requiring assistance during a building evacuation?

- SEEK REFUGE near the closest stairway and request assistance from others

What should I know in order to help individuals requiring assistance?

- BE FAMILIAR with the people requiring assistance who are routinely in your work area.
- TO REDUCE THE RISK OF PERSONAL INJURY, attempts to carry immobilized persons are discouraged. Wherever stairs are part of the evacuation route, the following procedures are to be applied:
 - BLIND, BUT MOBILE PERSONS, should first be moved out of the rush of traffic, and then promptly assisted to the nearest exit
 - DEAF, BUT MOBILE PERSONS, may be unaware of the need to evacuate, and should be calmly advised and guided to the nearest available exit
 - TEMPORARILY IMMOBILIZED PERSONS, including those wearing casts and/or using canes or crutches, should be given assistance based solely upon their ability to maneuver through doorways and up/down stairs. If they cannot easily move up and down stairs, temporarily immobilized persons must be assisted in the same manner as those who are permanently impaired (see below)
 - PERMANENTLY IMMOBILIZED PERSONS are those who have either limited or no use of legs, and must rely upon crutches, wheelchairs, or walkers for transport in and through buildings. If they cannot easily move, they must be assisted.

What should I do to help individuals requiring assistance?

- MOVE THE PHYSICALLY IMPAIRED person quickly to reasonable safety, preferably to an enclosed room or space that smoke or flames cannot easily enter

as soon as a fire alarm sounds or the order to evacuate is received by emergency or building safety personnel. ELEVATORS CANNOT BE USED ACCOMPANY this by a verbal explanation so as that the person being assisted understands what is happening and why these actions are being taken

- CONTACT University Police immediately if a telephone is available, and provide the following:
 - The individuals name and location within the building; and
 - The phone number from which the call is being made.

If left alone, the disabled person may want to remain on the phone with University Police.

- IF AVAILABLE, A COMPANION, OR OTHER RESPONSIBLE PERSON may stand by to remain with and assist the physically-challenged individual.
- INFORM the Building Coordinator or emergency personnel of the exact location of the immobilized person.

If it becomes necessary for removal from the building, trained and properly equipped emergency personnel will then carry out the removal.

What if all or part of the campus needs to be evacuated?

Evacuation of all or part of the campus grounds will be decided by the President and announced by University Police. All persons are to immediately vacate the area in question and move to another part of the campus grounds or local assembly area or shelter as directed. Building representatives are responsible for aiding disabled persons.

What do I do when I have evacuated the building?

Stay in the designated assembly area until an accurate headcount is taken and permission to return to the building is given by emergency personnel in charge.

Will I receive an evacuation notification?

There are situations where we would use the UNG Alert system as means of evacuation notice. If this occurs, follow the instructions given by the message and alert others in your area to evacuate the building.

Seeking Shelter

When would I need to seek shelter?

A hazardous material release, dangerous person/hostile intruder in the area, severe weather that makes travel or being outdoors dangerous, or when there is not enough safety to evacuate.

What should I know about seeking shelter?

- The basic concept is to get out of harm's way through a means of creating a barrier between you and the danger, while still maintaining safety and communication.
- The best room in a building to use for seeking shelter is an interior room with as few windows as possible. The lowest portion of the building should be used in a tornado warning.

What should I do to safely seek shelter?

- In General:
 - GO inside as quickly as possible or
 - PROCEED to an interior room, if already indoors
 - CLOSE all doors and windows
 - LOCK all windows and close all blinds and shades if there is time
 - LOCK doors if advised to do so
 - DO NOT use gas stoves, candles, or other fire sources due to the dangers of carbon monoxide and creating a fire hazard
 - USE the phone only for emergencies
- If the emergency is hazardous material spill or gas release:
 - STAY low and away from windows, in high winds
 - BRING a disaster kit into the room
 - TURN OFF air conditioners, furnaces, and fans, if possible
 - SEAL all windows, doors and air vents with plastic sheeting and duct tape, if possible or
 - IMPROVISE and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination
 - TURN ON a TV or radio so you can hear emergency messages
- If the emergency is a dangerous person or hostile intruder
 - See the Criminal or Disruptive Behavior section, page 68.
- If the emergency is severe weather
 - See Severe Weather Emergencies section, pages 54 & 55.

Severe Weather Emergencies

Tornados

The local county Emergency Management Agencies and University Police will monitor the National Weather Service for severe weather. In the event that the severe weather is in the immediate area, notifications will be made via the UNG Alert and/or the outdoor Emergency Weather Sirens.

If you are under a tornado warning, seek shelter immediately! Most injuries associated with high winds are from flying debris, so remember to protect your head.

If you are in:	Then:
A structure (e.g. campus building)	<ul style="list-style-type: none">• Go to a pre-designated area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of a small interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.• In a high-rise building, go to a small interior room or hallway on the lowest floor possible.• Put on sturdy shoes.• Do not open windows.
A manufactured home or office	<ul style="list-style-type: none">• Get out immediately and go to a pre-identified location such as the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.
The outside with no shelter	<p>If you are not in a sturdy building, there is no single research-based recommendation for what last-resort action to take because many factors can affect your decision.</p> <p>Possible actions include:</p> <ul style="list-style-type: none">• Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park.

	<ul style="list-style-type: none"> • Take cover in a stationary vehicle. Put the seat belt on and cover your head with your arms and a blanket, coat or other cushion if possible. • Lie in an area noticeably lower than the level of the roadway and cover your head with your arms and a blanket, coat or other cushion if possible. <p>In all situations:</p> <ul style="list-style-type: none"> • Do not get under an overpass or bridge. You are safer in a low, flat location. • Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter. • Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.
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Thunderstorms and Lightning

All thunderstorms are dangerous. Every thunderstorm produces lightning. While lightning fatalities have decreased over the past 30 years, lightning continues to be one of the top three storm-related killers in the United States.

If thunderstorm and lightning are occurring in your area, you should:

- Avoid contact with corded phones and devices including those plugged into electric for recharging. Cordless and wireless phones not connected to wall outlets are OK to use.
- Avoid contact with electrical equipment or cords. Unplug appliances and other electrical items such as computers and turn off air conditioners. Power surges from lightning can cause serious damage.
- Avoid contact with plumbing. Do not wash your hands, do not take a shower, do not wash dishes, and do not do laundry. Plumbing and bathroom fixtures can conduct electricity.
- Stay away from windows and doors, and stay off porches.
- Do not lie on concrete floors and do not lean against concrete walls.
- Avoid natural lightning rods such as a tall, isolated tree in an open area.
- Avoid hilltops, open fields, the beach or a boat on the water.
- Take shelter in a sturdy building. Avoid isolated sheds or other small structures in open areas.
- Avoid contact with anything metal—tractors, farm equipment, motorcycles, golf carts, golf clubs, and bicycles.
- If you are driving, try to safely exit the roadway and park. Stay in the vehicle and turn on the emergency flashers until the heavy rain ends. Avoid touching metal or other surfaces that conduct electricity in and outside the vehicle.

Utility Failure

In the event of an electrical or plumbing failure, flooding, water leak, natural gas or propane leak call University Police. University Police will contact Plant Operations and other appropriate authorities.

What should I do if the utility failure causes or has the potential to cause serious danger to persons or property?

- NOTIFY University Police
- EVACUATE the building
- NOTIFY the building manager and others in the immediate area as you are exiting the building

What should I do if the buildings power is turned off and the building is not equipped with a generator or emergency lighting?

- When the electricity is turned off in a building, smoke detectors and fire alert systems no longer function. Those buildings with generators are equipped to have egress lighting and should be evacuated
- NOTIFY your Emergency Building Coordinator
- Wait for instructions of what to do

What should I do if I smell propane or natural gas?

- LEAVE the area immediately
- KEEP others out of the area
- NOTIFY University Police
- EVACUATE the building
- DO NOT PULL THE FIRE ALARM!
- NOTIFY the building manager and others as you are exiting the building

If the utility failure is wide spread, University Police or other University administrators may order the building or area evacuated until the problem has been corrected.

Medical Emergency

Medical emergencies may occur at any time and without warning. AEDs are strategically installed in university buildings to be used during a cardiac emergency. University Police has the ability to coordinate the response efforts of fire and ambulance emergency services at every campus.

What do I do if there is a medical emergency occurring or one has occurred?

- Call University Police
- University Police will notify the local fire and/or ambulance service
- Provide your name, location, number of people injured, and description of the medical emergency
- Stay on the phone for instructions of what to do
- Stay calm and keep the patient calm as well
- Locate and obtain an AED/First Responder Kit and use accordingly

Winter Storms

Snow, ice and/or flooding can make travel to and from campus hazardous. When potential or actual conditions develop that would make travel to and from campus hazardous, the following procedure will be followed:

What should I know about Snow and Ice?

Snow and Ice storms typically come with some warning. The University Police and University Administration will monitor the National Weather Service and Georgia Department of Transportation for changing conditions. The University President makes the decision whether or not to close a campus based on the weather conditions and recommendations of senior administration and public safety officials.

Inclement weather communications protocol

In the event of inclement weather that causes a campus closure or delayed opening, an announcement will be distributed first through the university's Emergency Notification System.

In the event of emergencies, closures or delayed openings, this system will provide important information regarding university operations or emergency actions. If you need to update your contact information for the Emergency Notification System, please use the Banner Information System, contact the emergency preparedness coordinator in the Office of Public Safety, or email publicsafety@ung.edu for assistance.

Inclement weather notifications are likely to be segmented by campus location, as weather conditions may vary widely in the university's five-campus area. Students will receive alerts for only the campus(es) where they are taking classes. Faculty and staff should receive all notifications, but information may be specific to certain campuses.

Should a campus be closed or delay opening due to weather conditions, an announcement will be published by 6:30 a.m. Essential personnel (identified in advance by their supervisors) would need to report as soon as they are able to safely do so. Non-essential personnel and students who do not reside on campus should refrain from coming to campus to avoid placing unnecessary demand on public safety and plant operations staff.

When campuses return to normal operations, students, staff and faculty should always use their best judgment about traveling depending upon road conditions in their area.

The Office of University Relations will also disseminate information through local media outlets.

Media Notification

CAMPUS DISTRIBUTION	
Facebook	http://www.facebook.com/UNG.UniversityofNorthGeorgia
www.ung.edu/news	
TV STATIONS	
WAGA-TV, Channel 5	http://www.myfoxatlanta.com/subindex/weather/closings
WGCL-TV, Ch. 46	http://www.cbsatlanta.com/category/209312/school-closings
WXIA-TV, Channel 11 (Covers: Star 94 FM, AM-790 the Zone, WGST 640-AM, 105.7 FM, 96 FM Rock)	www.11alive.com/closings
WSB-TV, Channel 2	
RADIO STATIONS	
WSB-Radio, 750-AM (covers 98.5-FM, KISS 104.1 FM, 95.5 FM, 97.1 The River)	
WDUN, 550-AM	
WMJE, 102.9-FM	
WYAY, 106.7-FM	
WRWH, 1350-AM (Cleveland)	
WKHC, 104.3-FM (Dahlonega)	
Cox Radio- WRFC 960AM, WGMG 102.1 FM, WPUP 100.1 FM, WGAU 1340 AM, WNGC 106.1 FM, WXKT 103.7 FM Glory 1330	
WPPL, 103.9-FM (Blue Ridge)	

In the event of inclement weather that causes a campus closure or delayed opening, an announcement will be distributed first through the university's Emergency Notification System, UNG Alert. In the event of emergencies, closures or delayed openings, this system will provide important information regarding university operations or emergency actions.

Fire

All incidents of unintentional/non-control burn fires will be reported to the University Police immediately whether Fire Department response is required or not. All Department heads, building coordinators, and supervisors will ensure that their employees are aware of the location of the fire extinguishers and fire alarm pull boxes in their work area(s). All employees should be made aware of emergency evacuation routes for their work area, the location of the fire exits, windows (if applicable) and reminded not to use elevators in the event of fire.

What should I do if I discover a fire?

- **ACTIVATE THE FIRE ALARM SYSTEM** by pulling one of the pull stations that are located along the exit routes, **IF** the alarm is not already sounding.
- **FOLLOW YOUR EVACUATION ROUTE** and evacuate the building through the nearest exit. **DO NOT USE ELEVATORS**
- **PROCEED** to the pre-determined outdoor assembly area for the building
 - The building coordinator can assist in explaining where the assembly area is
- **CALL** University Police to report the fire
- **REMAIN OUTSIDE** in the assembly area until you have been told to re-enter the building by the emergency personnel in charge

What do I need to know about portable fire extinguishers?

- Portable fire extinguishers are installed in every building
- Familiarize yourself with the locations of the fire extinguishers and receive hands-on training.

When should I use a portable fire extinguisher?

Attempt to use fire extinguishers **ONLY** if the following apply:

- The fire is small and can be contained safely with a fire extinguisher
- The exit is clear and there is no imminent peril
- The proper extinguisher is readily available

How do I use a fire extinguisher?

- **P – pull the pin**
- **A – aim low**
- **S – squeeze**
- **S – sweep**

Bomb Threat

What should I know about bomb threats?

Bomb threats can be classified into two categories:

- **The Hoax Caller:** These threats are generally motivated to create an atmosphere of panic and chaos. Generally, the motive of these callers is to disrupt the normal activities and operations to the location where the explosive device is alleged to be placed.
- **The Credible Caller:** This caller believes that an explosive device has been or will be placed and he or she wants to warn of the threat to minimize personal injuries or property damage. The caller may be the person placing the bomb or someone who has become aware of information they believe to be credible.

What methods can I receive a bomb threat?

Most of the time, bomb threats occur over the phone, however these threats can also be made via letters, e-mail, and suspicious packages.

- **The Phone Threat:** telephone bomb threats are the most common. A person receiving a bomb threat by phone **SHOULD NOT** disconnect the caller. Keep the caller on the phone as long as possible and get as much information as possible. Once the call is finished report the call and information to University Police.
 - **Information you should obtain:**
 - **When** will the bomb explode?
 - **Where** is the bomb located?
 - **What** kind of bomb is it?
 - **Who** is (are) the targets?
 - **Who** is the caller and how can he or she be reached?
 - **Why** was the bomb placed there?
- **The Letter Threat:** Bomb threats can be received via letter or in another form of writing. If you receive this correspondence, keep all materials and contact the University Police immediately. The person opening the letter should handle the document as little as possible.
- **The E-Mail Threat:** E-mail is becoming a more and more frequent source of harassing communication. Although e-mail is not very private, experienced persons can create e-mail accounts under fictitious names and use public computers to send threats. A person receiving a bomb threat via e-mail should contact University Police immediately. Do not delete the message.

- The Suspicious Package, Letter or Other Item: Any unusual object or even a strange vehicle should be immediately reported to the Department of Public Safety. See Suspicious Package Section on pages 71 – 73.

What do I do if I receive a bomb threat?

- Keep calm and keep the caller on the line as long as possible. Ask the caller to repeat the message. Record as much of the spoken words made by the person making the call as possible.
- Ask the caller for the exact location and time of possible detonation (if this information was not provided).
- Pay particular attention for any strange or peculiar noises, such as, motors running, background music and type of music, and any other noises, which might give even a remote clue as to the place from which the call is being made.
- Listen closely to the voice (male or female), quality of the voice (calm or excited), accents and speech impediments. **DO NOT HANG UP THE PHONE UNTIL THE CALLER HAS DISCONNECTED.**
- Call University Police immediately when the call has been completed, giving as much information as possible. The University Police will disseminate the information to the University Community.
- If the bomb threat is directed to your building, notify the Dean or other appropriate directors and proceed with an orderly evacuation of all building occupants.
- Assemble at an area away from the building or other location as directed by University Police.
- Preserve any written, electronic or recorded communications related to the bomb threat for investigation by the University Police.

Earthquake

Earthquakes are sudden rolling or shaking events caused by movement under the earth's surface. Earthquakes happen along cracks in the earth's surface, called fault lines, and can be felt over large areas, although they usually last less than one minute. Earthquakes cannot be predicted.

The State of Georgia is at risk for earthquakes. Earthquakes can happen at any time of the year

During an Earthquake

If you are inside a building:

- Stay where you are until the shaking stops. Do not run outside. Do not get in a doorway as this does not provide protection from falling or flying objects, and you may not be able to remain standing.
- Drop down onto your hands and knees so the earthquake doesn't knock you down. Drop to the ground.
- Cover your head and neck with your arms to protect yourself from falling debris.
 - If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table.
 - If there is low furniture or an interior wall or corner nearby, and the path is clear, these may also provide some additional cover.
 - Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
- Hold on to any sturdy covering so you can move with it until the shaking stops. Stay where you are until the shaking stops

If getting safely to the floor to take cover won't be possible:

- Identify an inside corner of the room away from windows and objects that could fall on you. The Earthquake Country Alliance advises getting as low as possible to the floor. People who use wheelchairs or other mobility devices should lock their wheels and remain seated until the shaking stops. Protect your head and neck with your arms, a pillow, a book, or whatever is available.

If you are outside when you feel the shaking:

- If you are outdoors when the shaking starts, move away from buildings, streetlights, and utility wires. Once in the open, “Drop, Cover, and Hold On.” Stay there until the shaking stops. This might not be possible in a city, so you may need to duck inside a building to avoid falling debris.

If you are in a moving vehicle when you feel the shaking:

- If you are in a moving vehicle, stop as quickly and safely as possible and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that the earthquake may have damaged.

After an earthquake:

- When the shaking stops, look around. If there is a clear path to safety, leave the building and go to an open space away from damaged areas.
- If you are trapped, do not move about or kick up dust.
- If you have a cell phone with you, use it to call or text for help.
- Tap on a pipe or wall or use a whistle, if you have one, so that rescuers can locate you.
- Once safe, monitor local news reports via battery operated radio, TV, social media, and cell phone text alerts for emergency information and instructions.
- Be prepared to “Drop, Cover, and Hold on” in the likely event of aftershocks.

Explosion**Before an Explosion**

The following are things you can do to protect yourself in the event of an explosion:

- Build an Emergency Supply Kit
- Learn what to do in case of bomb threats or receiving suspicious packages and letters
- Ensure your friends and co-workers have up-to-date information about any medical needs you may have and how to contact designated beneficiaries or emergency contacts.

During an Explosion

- Get under a sturdy table or desk if things are falling around you. When they stop falling, leave quickly, watching for obviously weakened floors and stairways.
- Do not use elevators.
- Stay low if there is smoke. Do not stop to retrieve personal possessions or make phone calls.
- Check for fire and other hazards.
- Once you are out, do not stand in front of windows, glass doors or other potentially hazardous areas.
- If you are trapped in debris, use a flashlight, whistle or tap on pipes to signal your location to rescuers.
- Shout only as a last resort to avoid inhaling dangerous dust.
- Cover your nose and mouth with anything you have on hand.

After an Explosion

- There may be significant numbers of casualties or damage to buildings and infrastructure.
- Heavy law enforcement involvement at local, state and federal levels.
- Health and mental health resources in the affected communities can be strained to their limits, maybe even overwhelmed.
- Extensive media coverage, strong public fear and international implications and consequences.

Armed Assailants and Shooting Incidents

If the situation should arise that an armed assailant has entered the campus area and threatened violence and/or started shooting, the University of North Georgia may enter into a lockdown mode. Please note, that these situations are highly unpredictable, and that the following guidelines are based on past experiences. Altering responses may be necessary depending on the situation.

DURING an Active Shooter Incident

RUN and escape, if possible.

- Get away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call University Police when you are safe, and describe shooter, location, and weapons

HIDE, if escape is not possible:

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds, and turn off lights
- .Don't hide in groups-spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently through text message or social media-so they know geo-tagged location, or by putting a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort:

- Commit to your actions and act as aggressively as possible against him/her.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc. to distract and disarm the shooter.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons

AFTER an Active Shooter Incident

- Keep hands visible and empty
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Follow law enforcement instructions and evacuate in the direction they come from.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responder to arrive, provide first aid-apply direct pressure to wounded and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.

Lockdown Procedures:

If you are inside a building and you hear gunfire or receive an emergency message signifying a lockdown, please follow these steps:

1. Go to the nearest room, office, or closet
2. Close and lock the door

3. If possible, cover the door or windows
4. Place whatever you can in front of the door to prevent anyone from entering
5. Place books in the front and back of your shirt to protect against gunfire
6. Stay quiet and stay out of view
7. DO NOT answer the door
8. If you hear gunfire or have pertinent information to the situation, notify the University Police. Do this ONLY if it is reasonably safe to do so
9. Give the communications officer the following information
 - a. Your name
 - b. Location of the incident (as specific as possible)
 - c. Number of known shooters
 - d. Identification of the shooter
 - e. Type of weapon (handgun, rifle, etc.)
 - f. Your current location
 - g. Location of known victims
10. Stay barricaded inside the room, closet, etc. until you're escorted out by an emergency official or given an "all clear" notification message.

If you are outside of a building, run off campus and seek shelter.

Police Response

Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to the area of the shooter. Early on in the incident medical treatment may be impossible to deliver to victims, because their main goal is stopping the shooter. Try to remain as calm as possible so as not to interfere with police operations. Once the area has been secured, rescue teams will arrive to provide assistance to those injured.

Criminal or Disruptive Behavior

The University of North Georgia is only as safe as the University Community allows it to be. Everyone is asked to assist in making the campus safe by being alert to suspicious situations and promptly reporting them.

What should I do if I observe or am a victim of a criminal act or violent behavior, or if I observe suspicious activity or person(s)?

If you observe a criminal act or are a victim, immediately notify University Police via phone or emergency call box.

What information do I need to have readily available when reporting?

- Nature of the incident
- Location of the incident
- Description of the person or persons involved
- Description of property involved

What do I need to do after reporting the suspicious activity, criminal act or violent behavior?

- If possible, stay on the phone as long as possible with the communications officer and keep a visual on the suspect
- When the officers arrive, assist them by supplying them with all additional information

Disruptive Behavior

Disruptive behavior is any behavior that interferes with students, faculty, or staff and their access to an appropriate and/or safe educational or work environment. Some examples are behavior that draws inappropriate attention to oneself, verbal outbursts, words or actions that may cause others to fear for their safety.

- NOTIFY University Police if there is a threat to the safety of anyone
- Actively listen
- Allow the person to vent and talk out the problem
- Explain what type of behavior is acceptable
- Trust your instincts
- Focus only on what you can control
- Suggest and assist with finding resources to help resolve the problem

Hazardous Materials Incidents

Hazardous chemicals are utilized on campus in various locations. Also trains, tractor trailers and contractors that may be traveling on or near campus may have hazardous chemicals that may threaten the environment of the campus in the event of a spill. The following steps will be taken in the event of a chemical or radiation spill.

Hazardous materials come in the form of explosives, flammable and combustible substances, poisons and radioactive materials. These substances are most often released as a result of transportation accidents or because of chemical accidents in plants.

During a Hazardous Materials Incident:

NOTIFY University Police of any hazardous materials incidents.

If you are:	Then:
Asked to Evacuate	<ul style="list-style-type: none"> • Do so immediately. • Follow the routes recommended by public safety officials-- shortcuts may not be safe. Leave at once. • If you have time, minimize contamination in the area by closing all windows, shutting all vents, and turning off attic fans. • Take pre-assembled disaster supplies. • Remember to help others who may require special assistance--infants, elderly people and people with access and functional needs.
Caught Outside	<ul style="list-style-type: none"> • Stay upstream, uphill, and upwind! In general, try to go at least one-half mile (usually 8-10 city blocks) from the danger area. Move away from the accident scene and help keep others away. • Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area. • Stay away from accident victims until the hazardous material has been identified.
In a Motor Vehicle	<ul style="list-style-type: none"> • Stop and seek shelter in a permanent building. If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater.

<p>Requested to Stay Indoors</p>	<ul style="list-style-type: none">• Bring animals inside.• Close and lock all exterior doors and windows. Close vents, fireplace dampers, and as many interior doors as possible.• Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off.• Go into the pre-selected shelter room. This room should be above ground and have the fewest openings to the outside.• Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape.• Seal gaps around window and air conditioning units, bathroom and exhaust fans and vents.• Use material to fill cracks and holes in the room, such as those around pipes.• If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.
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Suspicious Packages and Letters

Characteristics of Suspicious packages

Mail and package delivery to each department should be screened for suspicious letters and/or packages. Some common features of threat letters/packages include the following, but the presence of one or more of these elements does not always mean that the package is suspicious. In the final analysis, this evaluation depends upon the judgment of the individual screening the mail.

Potential Elements of Suspicion:

- Fictitious, unfamiliar or no return address
- Handwritten or poorly typed address
- Address to a title only or an incorrect title
- Mailed from a foreign country
- Excessive postage
- Excessive string or tape on package
- Misspelling of common words
- Restrictive markings such as “Confidential”, “Personal”, etc.
- Excessive weight and/or feel of a powdery or foreign substance
- Discoloration or stains

Do Not Open or Handle

Suspicious letters and packages should not be opened and should not be handled any more than is absolutely necessary. If there is nothing leaking from the suspicious item leave it alone and CALL UNIVERSITY POLICE. Keep others away from the area.

Letter or Package Claiming Contamination

If you open a letter/package with information that claims to have contaminated you, but there is no substance seen or felt in the envelope or on the letter, the chances are that you have not been contaminated. CALL UNIVERSITY POLICE and tell them exactly what has happened. They will dispatch the appropriate personnel to your location to follow-up on your possible exposure and to document what has taken place. Secure the area until University Police arrives. Do not handle the suspicious item anymore and do not let anyone else handle the item.

Letter or Package with a Foreign Substance

If you open a letter/package that claims to have contaminated you or there is some sort of foreign substance in the envelope or package, place the letter back into the envelope/package and close it back up. The person that opened the envelope/package and anyone who came in contact with the envelope/package or its contents after it was opened should immediately leave the room and wash their hands with soap and water. Remove any clothing that has the substance on it and place the contaminated

clothing in a plastic trash bag. Then wash your hands with soap and water. CALL UNIVERSITY POLICE to report the letter and tell the dispatcher you have opened the envelope/package, there is a substance inside, and what you have done up to that point.

The Risk will be Evaluated and Further Measures Taken If Necessary

University Police and the local Fire Department can evaluate the risk to those in the room at the time of potential exposure as well as any impact on the remainder of the building. Based upon that risk assessment, further emergency measures may be implemented as necessary. If the risk is found to be minimal, other areas of the facility will not be disrupted and any necessary actions to return the area involved to normal activity will begin as soon as possible.

Psychological Crisis/Substance Abuse

What is psychological crisis?

A psychological crisis exists when an individual is threatening harm to themselves or others, or is out of touch with reality

The crisis may be manifested as:

➔ Paranoia
Hallucinations

➔ Uncontrollable behavior

➔ Complete withdrawal

STUDENTS experiencing a severe psychological crisis should go to the nearest hospital emergency room or contact UNG Counseling Center, which provides individual and group counseling. Its professionally trained staff seeks to assist students with social, emotional, and academic concerns in a sensitive, caring, and confidential manner. The Counseling Offices numbers are:

- Dahlonega Campus - (706) 864-1819
- Gainesville Campus - (678) 717-3660
- Oconee Campus - (706) 310-6205

University Police has the emergency numbers to Counseling Services in the event of an after-hours emergency.

FACULTY or STAFF experiencing a psychological crisis should go to the nearest hospital emergency room or call their family physician.

Procedures

- Should you come in contact with someone experiencing a psychological crisis, do not attempt to handle the potentially dangerous situation alone
- Call University Police
- The safety of the person in crisis and those around him should be of first concern. University Police will work closely with campus counseling professionals when necessary

ALL SUICIDE ATTEMPTS AND THREATS WILL BE REPORTED TO THE DEPARTMENT OF PUBLIC SAFETY IMMEDIATELY

Behavior Intervention Team (BIT)

What is Behavior Intervention Team (BIT)?

The BIT is comprised of a key group of administrators representing multiple departments on each campus to assess and recommend appropriate responses to University of North Georgia Administration regarding serious behavioral problems exhibited by students enrolled at UNG.

When should I contact BIT?

When any faculty or staff member observes or receives information about observed or potential self-destructive, violent, destructive, disruptive, or disorderly behavior.

If the behavior appears critical, immediately University Police, and then contact Student Counseling if during regular business hours and follow-up with an on-line Behavior Intervention Report.

“Critical” means that imminent danger is currently happening or could happen at any moment.

If the behavior appears non-critical, complete the on-line Behavior Intervention Report. If desired, consult with Student Counseling or University Police.

“Non-critical” means that there is a risk of danger in the future.

How do I contact BIT?

Online reporting of concerns is available by clicking on the “Say Something” button at sayssomething.ung.edu or find the report on the Dean of Students UNG Webpage, <http://ung.edu/dean-of-students/index.php>

Contact Numbers for Emergencies And Services

UNIVERSITY POLICE	
All Campuses	706-864-1500
EMS and Fire*	706-864-1500

*706-864-1500 should be used to make contact with emergency services. UNG Communications will contact appropriate agencies for response and to guide those responding units. 911 should be used if the caller cannot remember the UNG number.

Blue Ridge Campus	
Blue Ridge Police Department	706-632-3451
Fannin County Sheriff's Office	706-632-2044
Fannin County Emergency Management	706-632-1958
Fannin County Fire Department	706-632-4711
Fannin Regional Hospital	706-632-3711

Cumming Campus	
UNG Student Counseling	470-239-3134
City of Cumming Police Department	770-781-2000
Forsyth County Sheriff's Office	770-781-2222
Forsyth County Fire Department	770-781-2180
Forsyth County Emergency Management	770-205-5674
Northside Hospital – Forsyth	770-844-3200

Dahlonega Campus	
UNG Student Counseling	706-864-1819
UNG Health Services	706-864-1948
Lumpkin County Sheriff's Office	706-864-0414
Lumpkin County Emergency Management	706-864-9180
Northeast Georgia Medical Center- Lumpkin	706-867-4110

Gainesville Campus	
UNG Student Counseling	678-717-3660
Hall County Sheriff's Office	770-531-6900
Hall County Fire Department	770-531-6838
Hall County Emergency Management	770-531-6838
Oakwood Police Department	770-534-2364
Gainesville Police Department	770-534-5252
Northeast Georgia Medical Center	770-219-9000

Oconee Campus	
UNG Student Counseling	706-310-6205
Oconee County Sheriff's Office	706-769-3945
Oconee County Fire Department	706-769-3975
Oconee County Emergency Management	706-310-3600
Watkinsville Police Department	706-769-7891
Piedmont Athens Regional Medical Center	706-475-7000

Other UNG Services	
Environmental Health & Occupational Safety	678-717-3434
UNG Facilities North	706-864-1450
UNG Facilities South	678-717-3677

USG Board of Regents	
Disaster Coordinator	404-656-2244

State of Georgia	
Georgia Bureau of Investigations	404-244-2600
Georgia Bureau of Investigations Bomb Unit	800-282-8746
Georgia Emergency Management Agency	404-635-7000
Georgia State Patrol (Fannin County)	706-632-2215
Georgia State Patrol (Lumpkin & Forsyth County)	770-205-5400
Georgia State Patrol (Hall County)	770-535-6922
Georgia State Patrol (Oconee County)	706-552-4439

Other Resources	
Poison Control	800-222-1222
Chemtree (Chemical Spills & Information)	800-262-8200
Atlanta Gas Light Company	800-289-8151
National Suicide Hotline	800-273-8255
Georgia Crisis & Access Line	800-715-4255

Missing Student Notification Policy and Procedures

Policy Statement:

This policy contains the official notification procedures of the University of North Georgia for missing students who live in University managed housing. This policy is a good faith effort to comply with the Higher Education Opportunity Act of 2008, Section 485. This policy is intended to promote the safety and wellbeing of residential students of the University of North Georgia.

Missing Student Registration Policy:

Students residing in University of North Georgia residential halls will be informed each academic year by UNG Residence Life that each student has the option to identify, via Banner account, a person to be contacted by the Department of Public Safety no later than 24 hours after the student is determined to be missing. This contact may not necessarily be the same as the emergency contact listed for the student. This confidential contact information will be accessible only to authorized campus officials and law enforcement and it may not be disclosed outside of a missing person investigation.

Students under the age of 18, who are not emancipated, will be informed each academic year that the institution is required to notify the custodial parent and any other designated contact person, not later than 24 hours after the time the student is deemed to be missing.

Missing Student Registration Procedure:

Each residential student will receive notice via their Banner account that he/she must identify a person to be contacted by the Department of Public Safety if the student is deemed to be missing. Each residential student may register such confidential contact information through his/her Banner account. This process will be open at the time of completing the housing contract and may be changed at any time the student deems necessary.

Each student who files a confidential contact on his/her Banner account is solely responsible for the accuracy of the contact phone number and for the update of information should the information change.

Missing Student Policy & Procedure:

If a member of the University community (faculty, staff, or student) has reason to believe that a student who resides in University-managed housing is missing, he or she should immediately notify the Department of Public Safety at (706) 864-1500. The Department of Public Safety will generate a missing person report and initiate an investigation.

The Department of Public Safety will investigate the missing person report and determine if the student is missing and has been missing for more than 24 hours. Circumstances may include:

- A Student is out of contact after reasonable efforts have been made to reach the student, via phone, email, text, and visits to on-campus room
- Conditions that may indicate an act of criminality is involved.
- Conditions that may indicate physical safety is in danger
- Conditions become known that indicate medicine dependence may threaten health
- Existence of physical/mental disability indicating the student's physical safety could be in danger.

If the student is deemed missing for more than 24 hours, the Department of Public Safety will notify the local law enforcement agencies and the student's confidential contact no later than 24 hours after the student is determined to be missing, regardless if the student is above the age of 18 or is an emancipated minor.

Definitions of Clergy Reportable Crimes

Criminal homicide:

- Murder and non-negligent manslaughter – the willful (non-negligent) killing of one human being by another.
- Manslaughter by Negligence – the killing of another person through gross negligence.

Sex Offenses:

- **Rape** –
Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** –
The touching of the private body parts of another person for the purpose of sexual gratification, 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 because of his/her youth or because of his/her temporary or permanent mental incapacity.
- **Incest** –
Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory rape** –
Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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.

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 a 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 that could and probably would result in serious personal injury if the crime were successfully completed.)

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 a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

Motor vehicle theft:

- The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

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.

Weapon, Drug, and Liquor Law Violations:

- **Weapon law violations** – the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

On July 1, 2017 HB 280, commonly known as the “campus carry” bill went into effect. For more information on HB 280 please visit the Department of Public Safety “Campus Carry” information page at <https://ung.edu/police/campus-carry.php> or the University System of Georgia’s HB 280 page at <http://www.usg.edu/hb280>.

- **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 activities. (Drunkness and driving under the influence are not included in this definition.)
- **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, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

***Definitions for Domestic Violence, Dating Violence, and Stalking found on pages 20 – 23.**

Clery Bias (Hate) Crime Definitions

Hate Crime:

- A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Larceny-Theft:

- The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive Possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Simple Assault:

- An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation:

- To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property:

- To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Clery Bias (Hate) Crime Categories Defined

Disability:

- A preformed negative opinion or attitude toward a group or persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Ethnicity:

- A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

Gender:

- A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Gender Identity:

- A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

National Origin:

- A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

Race:

- A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

Religion:

- A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

Sexual Orientation:

- A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

Campus Crime Statistics

The Department of Public Safety maintains a close relationship with the local sheriff's offices and police departments to ensure that it is notified of any crime report that is made directly to them.

The Department of Public Safety will disclose any crime report made directly to any local law enforcement agency by a member of the campus community.

Unfounded Definition

Beginning with the 2015 Annual Security Report, institutions are required to provide the number of Clery Crimes with a disposition of Unfounded.

A crime is considered to be "Unfounded" when it is investigated by law enforcement authorities and found to be false or baseless.

Criminal offenses: University of North Georgia Blue Ridge Campus

Criminal Offenses	Year	On-campus	Non-campus Building or Property	Public Property	Unfounded
Murder/ Non-negligent Manslaughter	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Forcible Sex Offenses: Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Forcible Sex Offenses: Fondling	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Non-forcible Sex Offenses: Incest	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Non-forcible Sex Offenses: Statutory Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Robbery	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Burglary	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Arson	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Domestic Violence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Dating Violence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Stalking	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

Arrests and judicial referrals: University of North Georgia Blue Ridge Campus

	Year	On-campus	Non-campus Building or Property	Public Property	Unfounded
Arrests					
Liquor Law Violations	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Drug Abuse Violations	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Illegal Weapon Possession	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Disciplinary Referrals					
Liquor Law Violations	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Drug Abuse Violations	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Illegal Weapons Possession	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

Clery Bias Crime Statistics

There are no statistics to report for the years 2018, 2017, and 2016 for the Blue Ridge campus that fall under reportable Clery Bias Crime offenses: Murder/Non-negligent Manslaughter, Manslaughter by Negligence, Forcible Sex Offenses, Non-forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, any other Crime Involving Bodily Injury, Simple Assault, Intimidation, Larceny-Theft, and Destruction/Damage/Vandalism to Property (except Arson).

Bias Crimes are those crimes in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim and are reported to campus security authorities or local police agencies.

Criminal offenses: University of North Georgia Cumming Campus

Criminal Offenses	Year	On-campus	Non-campus Building or Property	Public Property	Unfounded
Murder/ Non-negligent Manslaughter	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Forcible Sex Offenses: Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Forcible Sex Offenses: Fondling	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Non-forcible Sex Offenses: Incest	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Non-forcible Sex Offenses: Statutory Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Robbery	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Burglary	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Arson	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Domestic Violence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Dating Violence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Stalking	2018	1	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

Arrests and judicial referrals: University of North Georgia Cumming Campus

	Year	On-campus	Non-campus Building or Property	Public Property	Unfounded
Arrests					
Liquor Law Violations	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Drug Abuse Violations	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Illegal Weapon Possession	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Disciplinary Referrals					
Liquor Law Violations	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Drug Abuse Violations	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Illegal Weapons Possession	2018	1	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

Clery Bias Crime Statistics

There are no statistics to report for the years 2018, 2017, and 2016 for the Cumming campus that fall under reportable Clery Bias Crime offenses: Murder/Non-negligent Manslaughter, Manslaughter by Negligence, Forcible Sex Offenses, Non-forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, any other Crime Involving Bodily Injury, Simple Assault, Intimidation, Larceny-Theft, and Destruction/Damage/Vandalism to Property (except Arson).

Bias Crimes are those crimes in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim and are reported to campus security authorities or local police agencies.

Criminal offenses: University of North Georgia Cumming City Hall

Criminal Offenses	Year	On-campus	Non-campus Building or Property	Public Property	Unfounded
Murder/ Non-negligent Manslaughter	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Forcible Sex Offenses: Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Forcible Sex Offenses: Fondling	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Non-forcible Sex Offenses: Incest	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Non-forcible Sex Offenses: Statutory Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Robbery	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Burglary	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Arson	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Domestic Violence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Dating Violence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Stalking	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

Arrests and judicial referrals: University of North Georgia Cumming City Hall

	Year	On-campus	Non-campus Building or Property	Public Property	Unfounded
Arrests					
Liquor Law Violations	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Drug Abuse Violations	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Illegal Weapon Possession	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Disciplinary Referrals					
Liquor Law Violations	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Drug Abuse Violations	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Illegal Weapons Possession	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

Clery Bias Crime Statistics

There are no statistics to report for the years 2018, 2017, and 2016 for the Cumming campus that fall under reportable Clery Bias Crime offenses: Murder/Non-negligent Manslaughter, Manslaughter by Negligence, Forcible Sex Offenses, Non-forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, any other Crime Involving Bodily Injury, Simple Assault, Intimidation, Larceny-Theft, and Destruction/Damage/Vandalism to Property (except Arson).

Bias Crimes are those crimes in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim and are reported to campus security authorities or local police agencies.

UNG uses the top floor of the Cumming City Hall for classes. Cumming City Hall is not contiguous to the Cumming Campus, per Clery guidelines.

Criminal offenses: University of North Georgia Dahlonega Campus

Criminal Offenses	Year	On-campus	Residential Facility	Non-campus Building or Property	Public Property	Unfounded
Murder/ Non-negligent Manslaughter	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Forcible Sex Offenses: Rape	2018	3	2	0	0	0
	2017	1	1	0	0	0
	2016	0	0	0	0	0
Forcible Sex Offenses: Fondling	2018	4	1	0	0	0
	2017	0	0	0	0	1
	2016	0	0	0	0	0
Non-forcible Sex Offenses: Incest	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Non-forcible Sex Offenses: Statutory Rape	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Robbery	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Aggravated Assault	2018	1	1	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Burglary	2018	4	1	1	0	0
	2017	0	0	2*	0	0
	2016	1	0	1	0	0
Motor Vehicle Theft	2018	2	0	0	0	1
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Arson	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Domestic Violence	2018	1	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Dating Violence	2018	1	0	0	0	0
	2017	1	0	0	0	1
	2016	1	0	0	0	0
Stalking	2018	15	5	0	0	0
	2017	2	1	0	0	0
	2016	2	0	0	0	0

Burglary occurred at hotel used by UNG students during study abroad stay.

Arrests and judicial referrals: University of North Georgia Dahlonega Campus

	Year	On-campus	Residential Facility	Non-campus Building or Property	Public Property	Unfounded
Arrests						
Liquor Law Violations	2018	28	27	0	3	0
	2017	32	32	0	0	0
	2016	56	53	1	5	0
Drug Abuse Violations	2018	10	8	0	2	0
	2017	2	2	0	1	0
	2016	5	3	0	1	0
Illegal Weapon Possession	2018	1	1	0	0	0
	2017	0	0	0	0	0
	2016	1	0	0	0	0
Disciplinary Referrals						
Liquor Law Violations	2018	34	33	0	0	0
	2017	16	16	0	0	0
	2016	40	40	0	0	0
Drug Abuse Violations	2018	10	10	0	0	0
	2017	10	10	0	0	0
	2016	6	5	0	0	0
Illegal Weapons Possession	2018	2	2	0	0	0
	2017	3	3	0	0	0
	2016	0	0	0	0	0

Clery Bias Crime Statistics

There are no statistics to report for the years 2018, 2017, and 2016 for the Dahlonega campus that fall under reportable Clery Bias Crime offenses: Murder/Non-negligent Manslaughter, Manslaughter by Negligence, Forcible Sex Offenses, Non-forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, any other Crime Involving Bodily Injury, Simple Assault, Intimidation, Larceny-Theft, and Destruction/Damage/Vandalism to Property (except Arson).

Bias Crimes are those crimes in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim and are reported to campus security authorities or local police agencies.

Criminal offenses: University of North Georgia Gainesville Campus

Criminal Offenses	Year	On-campus	Residential Facility	Non-campus Building or Property	Public Property	Unfounded
Murder/ Non-negligent Manslaughter	2018	0	0	0	0	0
	2017	0	-	0	0	0
	2016	0	-	0	0	0
Manslaughter by Negligence	2018	0	0	0	0	0
	2017	0	-	0	0	0
	2016	0	-	0	0	0
Forcible Sex Offenses: Rape	2018	1	0	0	0	0
	2017	0	-	0	0	0
	2016	0	-	0	0	0
Forcible Sex Offenses: Fondling	2018	0	0	0	0	0
	2017	0	-	0	0	0
	2016	0	-	0	0	1
Non-forcible Sex Offenses: Incest	2018	0	0	0	0	0
	2017	0	-	0	0	0
	2016	0	-	0	0	0
Non-forcible Sex Offenses: Statutory Rape	2018	0	0	0	0	0
	2017	0	-	0	0	0
	2016	0	-	0	0	0
Robbery	2018	0	0	0	0	0
	2017	0	-	0	0	0
	2016	0	-	0	0	0
Aggravated Assault	2018	1	1	0	1	0
	2017	0	-	0	0	0
	2016	0	-	0	0	0
Burglary	2018	1	0	0	0	0
	2017	0	-	0	0	0
	2016	1	-	0	0	0
Motor Vehicle Theft	2018	1	0	0	0	1
	2017	0	-	0	0	0
	2016	0	-	0	0	0
Arson	2018	0	0	0	0	0
	2017	0	-	0	0	0
	2016	0	-	0	0	0
Domestic Violence	2018	0	0	0	2	0
	2017	0	-	0	0	0
	2016	0	-	0	0	0
Dating Violence	2018	1	1	0	0	0
	2017	0	-	0	0	0
	2016	0	-	0	0	0
Stalking	2018	7	0	0	0	0
	2017	0	-	0	0	0
	2016	1	-	0	0	1

Arrests and judicial referrals: University of North Georgia Gainesville Campus

	Year	On-campus	Residential Facility	Non-campus Building or Property	Public Property	Unfounded
Arrests						
Liquor Law Violations	2018	0	0	1	0	0
	2017	0	-	0	0	0
	2016	0	-	0	0	0
Drug Abuse Violations	2018	1	0	0	3	0
	2017	0	-	0	1	0
	2016	2	-	0	0	0
Illegal Weapon Possession	2018	0	0	0	0	0
	2017	0	-	0	0	0
	2016	1	-	0	0	0
Disciplinary Referrals						
Liquor Law Violations	2018	0	0	0	0	0
	2017	3	-	0	0	0
	2016	0	-	0	0	0
Drug Abuse Violations	2018	0	0	0	0	0
	2017	0	-	0	0	0
	2016	0	-	0	0	0
Illegal Weapons Possession	2018	0	0	0	0	0
	2016	0	-	0	0	0
	2016	1	-	0	0	0

Clery Bias Crime Statistics

There are no statistics to report for the years 2018, 2017, and 2016 for the Gainesville campus that fall under reportable Clery Bias Crime offenses: Murder/Non-negligent Manslaughter, Manslaughter by Negligence, Forcible Sex Offenses, Non-forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, any other Crime Involving Bodily Injury, Simple Assault, Intimidation, Larceny-Theft, and Destruction/Damage/Vandalism to Property (except Arson).

Bias Crimes are those crimes in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim and are reported to campus security authorities or local police agencies.

Criminal offenses: University of North Georgia Oconee Campus

Criminal Offenses	Year	On-campus	Non-campus Building or Property	Public Property	Unfounded
Murder/ Non-negligent Manslaughter	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Forcible Sex Offenses: Rape	2018	0	0	0	0
	2017	1	0	0	0
	2016	0	0	0	0
Forcible Sex Offenses: Fondling	2018	0	0	0	0
	2017	0	1*	0	0
	2016	0	0	0	0
Non-forcible Sex Offenses: Incest	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Non-forcible Sex Offenses: Statutory Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Robbery	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Burglary	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Arson	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Domestic Violence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Dating Violence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Stalking	2018	0	0	0	00
	2017	0	0	0	0
	2016	1	0	0	0

Incident of Fondling occurred at a hotel used annually by an UNG student organization.

Arrests and judicial referrals: University of North Georgia Oconee Campus

	Year	On-campus	Non-campus Building or Property	Public Property	Unfounded
Arrests					
Liquor Law Violations	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Drug Abuse Violations	2018	2	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Illegal Weapon Possession	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Disciplinary Referrals					
Liquor Law Violations	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Drug Abuse Violations	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Illegal Weapons Possession	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

Clery Bias Crime Statistics

There are no statistics to report for the years 2018, 2017, and 2016 for the Oconee campus that fall under reportable Clery Bias Crime offenses: Murder/Non-negligent Manslaughter, Manslaughter by Negligence, Forcible Sex Offenses, Non-forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, any other Crime Involving Bodily Injury, Simple Assault, Intimidation, Larceny-Theft, and Destruction/Damage/Vandalism to Property (except Arson).

Bias Crimes are those crimes in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim and are reported to campus security authorities or local police agencies.

**UNG
ANNUAL FIRE
SAFETY REPORT**

2018

Fire Safety Disclosure for On-Campus Housing On the UNG Dahlenega Campus

Number of regular mandatory supervised fire drills:

Residence Life requires that each residence hall have at least one announced fire drill and one unannounced fire drill during Fall semester and Spring semester. Each of these are supervised and timed. It is required that Public Safety be notified prior to these drills. During 2018, there were 27 drills conducted.

Plans for future improvements in fire safety:

The Department of Public Safety Communication Center will directly monitor all fire alarm systems of the residence halls.

Rules on fire safety education and training programs:

Each Dahlenega Campus residence hall holds a mandatory hall meeting with the first two days where the protocol for fire evacuation is covered. All Residence Life Staff members receive fire safety training during Fall staff training.

Fire Evacuation Procedures for each residence hall can be found on pages 98 & 103 of this report. Procedures to follow in case of a fire for all members of the University community can be found on page 59 of this report in the Emergency Evacuation Procedure and Policies section.

Policies related to use electrical appliances, open flames, smoking, and evacuation procedures:

Residents are not permitted to have any appliance with open flame or exposed heating element in any residence hall. Smoking is not permitted in or around any building on campus per state and campus regulations. Evacuation procedures are posted on the door of each residence hall room and apartment.

Notification of Fire Procedures:

All incidents of unintentional/non-control burn fires will be reported to the University Police who will immediately determine whether Fire Department response is required or not.

Note: The Commons were opened and first occupied for Fall 2016 Semester.

University of North Georgia Dahlonega Campus

Fire Safety / Prevention Information

The fire alarms in all UNG residence halls are monitored on-site by the UNG University Police Communications Center.

	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans / Placards	Number of evacuation (fire) drills each calendar year
Donovan Hall 56 Colombo Way	NO	NO	YES	YES	YES	3
Gaillard Hall 115 Colombo Way	NO	YES	YES	YES	YES	2
Lewis Hall 446 Georgia Circle	NO	YES	YES	YES	YES	3
Lewis Hall Annex 446 Georgia Circle	NO	NO	YES	YES	YES	3
Liberty Hall 230 Colombo Way	NO	YES	YES	YES	YES	2
North Georgia Suites 255 Sunset Drive	NO	YES	YES	YES	YES	3
Owen Hall 40 Alumni Drive	NO	YES	YES	YES	YES	3
Patriot Hall 94 Colombo Way	NO	YES	YES	YES	YES	2
The Commons #1 33 Sunset Drive	NO	YES	YES	YES	YES	3
The Commons #2 39 Sunset Drive	NO	YES	YES	YES	YES	3

University of North Georgia Dahlonega Campus

Fire Safety On-campus Housing Fire Evacuation Drills

	Spring Semester	Summer Semester	Fall Semester
Donovan Hall 56 Colombo Way	1	0	2
Gaillard Hall 115 Colombo Way	1	0	1
Lewis Hall 446 Georgia Circle	1	0	2
Lewis Hall Annex 446 Georgia Circle	1	0	2
Liberty Hall 230 Colombo Way	1	0	1
North Georgia Suites 255 Sunset Drive	1	0	2
Owen Hall 40 Alumni Drive	1	0	2
Patriot Hall 94 Colombo Way	1	0	1
The Commons #1 33 Sunset Drive	1	0	2
The Commons #2 39 Sunset Drive	1	0	2

Residence Hall Evacuation Procedures:

All residents are required to evacuate the residence hall if a fire alarm sounds. Failure to evacuate may result in disciplinary action. Residents are to use the nearest exit to evacuate.

If a resident discovers a fire, they should activate the fire alarm system by pulling one of the pull stations while evacuating and should immediately report it to University Police by calling 706-864-1500.

University of North Georgia Dahlonega Campus

Fire Safety On-campus Housing Statistics

	Number of Fires	Cause of Each Fire	Number of Injuries Related to Fire	Number of Deaths Related to Each Fire	Value of Property Damage
Donovan Hall 56 Colombo Way	0	N/A	0	0	0
Gaillard Hall 115 Colombo Way	0	N/A	0	0	0
Lewis Hall 446 Georgia Circle	0	N/A	0	0	0
Lewis Hall Annex 446 Georgia Circle	0	N/A	0	0	0
Liberty Hall 230 Colombo Way	0	N/A	0	0	0
North Georgia Suites 255 Sunset Drive	0	N/A	0	0	0
Owen Hall 40 Alumni Drive	1	N/A	0	0	\$250-\$350
Patriot Hall 94 Colombo Way	0	N/A	0	0	0
The Commons #1 33 Sunset Drive	0	N/A	0	0	0
The Commons #2 39 Sunset Drive	0	N/A	0	0	0

University of North Georgia Dahlonega Campus

Fire Safety On-campus Housing Statistics

	Fires	Injuries from Fires	Deaths from Fires	Property Damage Resulting from Fire
Donovan Hall 56 Colombo Way	0	0	0	0
Gaillard Hall 115 Colombo Way	0	0	0	0
Lewis Hall 446 Georgia Circle	0	0	0	0
Lewis Hall Annex 446 Georgia Circle	0	0	0	0
Liberty Hall 230 Colombo Way	0	0	0	0
North Georgia Suites 255 Sunset Drive	0	0	0	0
Owen Hall 40 Alumni Drive	1	0	0	Bathroom Vent Fan
Patriot Hall 94 Colombo Way	0	0	0	0
The Commons #1 33 Sunset Drive	0	0	0	0
The Commons #2 39 Sunset Drive	0	0	0	0

Fire Safety Disclosure for On-Campus Housing On the UNG Gainesville Campus

Number of regular mandatory supervised fire drills:

Residents are not required to perform fire drills at the Hawks Nest at the Preserve.

Plans for future improvements in fire safety:

The Department of Public Safety Communication Center will directly monitor all fire alarm systems of the residence halls.

Rules on fire safety education and training programs:

Members of the College Assistance Migrant Program (CAMP) advise residents of the fire evacuation procedures. Procedures to follow in case of a fire for all members of the University community can be found on page 59 of this report in the Emergency Evacuation Procedure and Policies section.

Policies related to use electrical appliances, open flames, smoking, and evacuation procedures:

Residents are not permitted to have any appliance with open flame or exposed heating element in the apartments. Smoking is not permitted within the apartments.

Notification of Fire Procedures:

Residents are advised to report all incidents of unintentional/non-control burn fires to the onsite Resident Assistant and to call 911 if needed.

***Note:* The University of North Georgia began leasing five (5) apartments within The Preserve apartment complex in July 2018.**

University of North Georgia Gainesville Campus

Fire Safety / Prevention Information

The University of North Georgia began leasing five (5) apartments within The Preserve apartment complex in July 2018

	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans / Placards	Number of evacuation (fire) drills each calendar year
Hawks Nest at the Preserve 2745 Campus Pointe Cir. Gainesville, GA	NO	YES	YES	YES	NO	0

University of North Georgia Gainesville Campus

Fire Safety On-campus Housing Fire Evacuation Drills

	Spring Semester	Summer Semester	Fall Semester
Hawks Nest at the Preserve 2745 Campus Pointe Cir. Gainesville, GA	0	0	0

Residence Hall Evacuation Procedures:

All residents are required to evacuate the residences if a fire alarm sounds. Failure to evacuate may result in disciplinary action. Residents are to use the nearest exit to evacuate.

If a resident discovers a fire, they should immediately evacuate structure and call University Police at 706-864-1500 or call 911.

University of North Georgia Gainesville Campus

Fire Safety On-campus Housing Statistics

	Number of Fires	Cause of Each Fire	Number of Injuries Related to Fire	Number of Deaths Related to Each Fire	Value of Property Damage
Hawks Nest at the Preserve 2745 Campus Pointe Cir. Gainesville, GA	0	N/A	0	0	0

University of North Georgia Gainesville Campus

Fire Safety On-campus Housing Statistics

	Fires	Injuries from Fires	Deaths from Fires	Property Damage Resulting from Fire
Hawks Nest at the Preserve 2745 Campus Pointe Cir. Gainesville, GA	0	0	0	0

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