



# 2013

FORT VALLEY STATE UNIVERSITY

## CAMPUS POLICE AND SAFETY:

The Police Department is located on the ground floor of the Bywaters building on the main Campus.

# FVSU Annual Security and Safety Report



Fort Valley State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Fort Valley State University.

Fort Valley State University is an affirmative action, equal opportunity institution and does not discriminate against applicants, students or employees on the basis of race, gender, ethnicity, national origin, sexual orientation, religion, age, disability or marital or veteran status.

## *A Message from the President*



**Ivelaw Lloyd Griffith, Ph.D.**

**Ninth President**

**Fort Valley State University**

Greetings,

Let me begin by expressing my sincere desire to keep FVSU as a Safe and Secure institution of higher education where all that cross the threshold of Wildcat Country will feel comfortable. As you know, security at FVSU and every place depends on the steps each of us takes to safeguard ourselves and our environment. Security is not just the responsibility of the Police and Security Officers on duty, but it is everyone's responsibility to ensure the University is safe. To this end, it is important that all students, faculty, and staff report any criminal or dangerous situations you are aware of.

I fully expect faculty, staff and administrators to safeguard this historical University by securing the thousands of doors, windows, laboratories and buildings at all times. By taking on the aforementioned initiative, the police and security personnel can focus on keeping a less desirable element away from our Halls of Education and Living. This brochure provides a glimpse of the path FVSU travels to safeguard its stakeholders and visitors.

*"We are what we repeatedly do. Excellence, then, is not an act, but a habit."-- Aristotle*

*"The tragedy of life doesn't lie in not reaching your goal. The tragedy lies in having no goal to reach. It isn't a calamity to die with dreams unfilled, but it is a calamity not to dream." -- Benjamin E. Mays*

# FVSU: A Safe Institution of Higher Learning

Fort Valley State University is proud to have been a part of Fort Valley/Peach County for more than 110 years. The university's proactive approach to safety and crime prevention has succeeded in minimizing criminal activity on campus and promoting greater awareness and security.

The men and women of the Fort Valley State University Campus Police and Safety Department are committed to promoting a safe, secure community and to protecting the academic environment from crime and disruption.

The department provides a variety of services ranging from safety escorts to crime prevention programs to investigations. It is composed of more than 13 state-certified police officers, 18 full-time security guards, 25 Reserve Officers, 4 State Certified communication dispatchers and two supporting staff members.

## Campus Police and Safety Contact Numbers

478-825-6211

Or

478-825-6500

Emergency Texting

[911fvsu@fvsu.edu](mailto:911fvsu@fvsu.edu)



# FVSU: A Safe Institution of Higher Learning

## Crime Prevention Tips

Here are tips from the FVSU Police on preventing some of the most common crimes:

### ROBBERY

Robbery is the attempt to obtain money, personal belongings (i.e. smart phones, tablets) or property by the use of force or the threat of force. Because of the potential for personal injury during a robbery, do not try to be a hero. Hand over your property quickly and quietly. If possible, observe the criminal and make mental notes of the number of thieves present as well as their appearance, clothing, voice, nicknames used, personal items, identifying marks, peculiarities and weapons. Call the police immediately upon reaching a place of safety. These precautions can help you reduce your chances of becoming a robbery victim:

- ⇒ Walk confidently with your head up, and do not let your mind wander
- ⇒ Pay attention to those passing you and behind you
- ⇒ Do not take short cuts through unlit, sparsely travelled paths, tunnels or alleys
- ⇒ Do not wear a lot of flashy jewelry and carry as little cash as possible
- ⇒ Know that weapons are not allowed on campus, but if you carry a weapon off campus, there is a possibility it could be used against you
- ⇒ Park in well-lighted, well-travelled lots

### THEFTs FROM VEHICLES

You can prevent many car break-ins by thinking ahead and following these suggestions:

- \* Always remove the keys from your vehicle, lock all doors and roll up all windows, even if your stop is brief
- \* Secure or remove all valuables from view, including items such as handbags, cell phones, loose change, clothing, textbooks, bookbags, CDs, or even umbrellas
- \* Never leave personal identification documents or credit cards in your vehicle
- \* Park only in areas that are well-lit, or in attended parking lots or garages; parking in secluded or dimly lit areas makes your car an easy target

### Bomb Threats

A bomb threat is a federal offense that carries serious penalties. FVSU is committed to identifying and prosecuting any individual calling in a bomb threat. Bomb threats are usually received by telephone. If you receive such a call, ask the following questions:

- When is the bomb going to explode?
- Did you place the bomb?
- Where is the bomb located?
- What does it look like?
- What is your address?
- What kind of bomb is it?
- What is your name?
- What will cause it to explode?

In addition, note the exact time of the call and write down exactly what the caller

said. Try to describe the caller's voice and listen for any background noise. Then notify the FVSU Police immediately by calling 478-825-6211.

### UNIVERSITY HOUSING safety

Fort Valley State University residence halls are controlled-access communities with limited access to both grounds and buildings.

A student must have card key access to open the doors and/or enter the buildings. Student room keys are used to open individual apartments and bedrooms. Police officers patrol in and around all residence halls continuously to respond to the needs of the residents. You can contact the FVSU Police by calling 478-825-6211 or by using one of the emergency phones. Security guards are on site during both evening and morning hours to assist you.

### Tips for University Housing residents

Residents should make sure to lock both the door to their apartment and also the door to their individual bedroom at all times when away

Before opening the door to a caller, verify the identity of the person on the other side

Never leave purses, wallets, money or valuables in plain view or in common areas

Avoid allowing someone to follow you through the security gate onto the grounds or into the building

Report all violations of unauthorized entry to the police or housing staff

## Additional Crime Prevention Tips

### AVOIDING WORKPLACE VIOLENCE

The university is committed to creating and maintaining a working, learning and social environment that is free from violence. Acts or threats of physical violence, including verbal abuse, harassment, terrorism, hate, prejudice, stalking, intimidation and/or coercion that involve or affect the Fort Valley State community will not be tolerated. Threats or acts of violence include conduct against persons or property that are severe, offensive, and create a hostile, abusive or intimidating work environment.

If you have experienced an incident that is affecting your study or work environment and are feeling overwhelmed and stressed, we encourage you to speak to your supervisor or the dean of your college immediately. You may also seek counseling and relief by contacting the Counseling Center or the FVSU Police.

#### If someone is using abusive language or threatening you:

Try to back away from the individual  
Talk calmly  
Use open body language  
Don't get upset or take it personally  
Afterwards, you should document the threat  
Report the threat to management or your dean

### SEXUAL ASSAULT

The term "sexual assault" refers to rape, sexual intercourse against your will or any other unwanted physical contact of a sexual nature. Sexual assault can happen anywhere, and the assailant may be someone you know well or not at all. It is important that you educate yourself on what constitutes a sexual offense or assault as well as ways to avoid becoming a victim.

### SEX OFFENDERS

Convicted sex offenders are required by law to register their names and addresses with the Georgia Department of Corrections. You may obtain information on individuals registered as sex offenders by visiting the Georgia Bureau of Investigation Sex Offender Registry website at <http://gbi.georgia.gov>.

### Avoiding Sexual Assaults

- \* Be alert to behavior that does not seem right — for example, inappropriate touching or comments; someone sitting or standing too close or who blocks your way or grabs or pushes you; someone who gives you "power stares" — looking through you or down at you
- \* Avoid situations in which you feel uncomfortable, such as going into an empty house, apartment, building or parking lot
- \* Request a safety escort or travel in groups
- \* Don't broadcast that you might be walking home alone
- \* Try to stay on main roads; avoid short-cuts through wooded areas, parking lots and alleys
- \* Walk facing traffic
- \* Walk with confidence and be aware of your surroundings
- \* Have your keys ready before you reach your car or residence-door; check both inside and outside the car before getting in
- \* Carry a whistle or a personal alarm
- \* Enroll in a self-defense class
- \* In dating situations, get to know a person really well before you are alone with that person. Be assertive and speak forcefully when someone exhibits inappropriate behavior toward you. Act immediately with some kind of negative response. Your best defense is clear thinking.

### Reporting Sexual Assault

If you are assaulted, the shock of the assault may make it difficult for you to think clearly or move quickly, but if or when you are able to flee your assailant, get to a safe place and call the local or FVSU Police as soon as possible. Also, contact a friend or a family member; it is important to seek the support and comfort of people you trust. A professionally trained coun-



selor also can help. The FVSU Police can refer you to one.

In addition to reporting sexual assaults to the FVSU Police, such incidents should be reported to the Dean of Students when the perpetrator is a student, or to the Office of Human Resources if the perpetrator is a university employee.

In the case of a sexual assault, the victim's medical and emotional needs are given first priority. The FVSU Police will:

- Assist in obtaining emergency medical assistance or counseling
- Provide transportation to a local hospital that offers services for sexual assault victims
- Initiate a criminal investigation
- Provide information about criminal procedures and prosecution

Even if you are undecided about pressing criminal charges against your assailant, all physical evidence should be preserved. You should not bathe, douche, change clothes or remove any other evidence the assailant may have touched or dropped.

Try to remember your assailant's description, direction of escape and the type of any vehicle used. The number to the Medical Center of Peach County is 478-654-2000.

# University Title IX Notice of Nondiscrimination

Fort Valley State University does not discriminate on the basis of sex in its education programs and activities and prohibits such discrimination by students, faculty and staff. Nondiscrimination on the basis of sex is mandated by Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 et seq.), and the corresponding implementation regulations (34 C.F.R. Part 106).

Title IX prohibits sex discrimination. Sex discrimination constitutes sexual misconduct and includes both sexual harassment and sexual violence.

**Did you know** sexual misconduct is any kind of unwanted sexual contact including sexual contact with someone who is unable to give legal consent due to intoxication or being underage? Would it surprise you to learn that hooking up with your girl or boyfriend while drunk, posting/ sharing revealing photos of someone without their consent, or showing/sending revealing photos to someone who doesn't want to see them can all constitute sexual misconduct?

**Reporting sex discrimination/misconduct:** Sex discrimination including sexual misconduct should be immediately reported to a FVSU Title IX Coordinator. Sexual misconduct by university students, faculty or staff should be immediately reported to one of the university's designated Title IX Coordinators as set forth below.

## Title IX Coordinators

**TITLE IX COORDINATOR –**  
Special Assistant to the President for Compliance/Director Strategic Initiatives

**Responsibilities:**

Responding to reports of sexual misconduct by faculty and staff.

Overseeing Title IX complaints and identifying/addressing any patterns or systemic problems that arise during the review of such complaints, in consultation with the Office of Legal Affairs.

Conducting Title IX training.  
**Contact Information:**  
Special Assistant to the President  
for Compliance/EEOC  
1005 State Univ. Drive/Troup  
Bldg Suite 322  
Fort Valley, GA 31030  
Tel: 478-825-6333  
Email: eadyd@fvsu.edu

**DEPUTY TITLE IX COORDINATOR/ Human Resources – Chief Human Resources Officer**

**Responsibilities:**  
Responding to reports of sexual misconduct by students.

**Contact Information:**  
Human Resources Office  
Troup Building  
Tel: 478-825-6301  
Email: addisont@fvsu.edu

**DEPUTY TITLE IX COORDINATOR/ ATHLETIC – Assistant Athletic Director/SWA/ Compliance Office**

**Responsibilities:**  
Responsible for the Title IX compliance of the FVSU athletic program (i.e. gender equity in the university athletics).

**Contact Information:**  
HPE Complex  
Tel: 478-825-6888  
Email: williamsl@fvsu.edu

## University policy:

Student Sexual Misconduct is governed by the FVSU Student Code of Conduct Sexual Misconduct Policy available at: [www.fvsu.edu/](http://www.fvsu.edu/).

Employee Sexual Misconduct is governed by the Fort Valley State University Employee Handbook

## Inquiries:

Inquiries about Title IX may be addressed to the Title IX Coordinators listed above or the Office of Legal Affairs.



# The Sexual Assault Bill of Rights

Victims of campus-related sexual assaults shall be accorded the following rights by all FVSU campus officers, administrators and employees:

The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations that assist such victims to be accorded recognition.

The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.

The right to be free from any kind of pressure from campus personnel that victims (i) not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials; or (ii) report crimes as lesser offenses than the victims perceive them to be.

The right to be free from any kind of suggestion that campus sexual assault victims not report, or under-report, crimes because (i) victims are somehow “responsible” for the commission of crimes against them; (ii) victims were contributorily negligent or assumed the risk of being assaulted; or (iii) by reporting crimes that would incur unwanted personal publicity.

The right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits to the accused; and the right to be notified of the outcome of such proceeding. The right to full and prompt cooperation from campus personnel in obtaining, securing and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.

The right to be made aware of, and assisted in exercising, any options, as provided by state and federal laws or regulations, with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.

The right to counseling from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.

After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate relocation of the victim to safe and secure alternative housing and transfer of classes if requested by the victims.

In addition to the above rights, students, whether sexual assault victims or not, have the right to habitability in campus accommodations for which the college receives any compensation, direct or indirect. Habitability shall mean an environment free from sexual or physical intimidation or any other continuing disruptive behavior that is of such a serious nature as would prevent a reasonable person from attaining their educational goals. Substantiated violations of the above-listed habitability provisions shall be corrected by campus personnel by relocations, if reasonably possible, of the complainant to an acceptable, safe and secure alternative location as soon as practical, unless the conditions of nonhabitability demonstrate the necessity of immediate action by campus personnel.

These rights are established and are implemented in conjunction with the Fort Valley State University Harassment Policy and Procedures, which include informal procedures for counseling and mediation and formal complaint procedures.

# Missing Student REPORTS

## Policies and procedures for proper, timely notification

This policy contains the official notification procedures for Fort Valley State University concerning missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008 (HEOA). The purpose of this policy is to promote the safety and welfare of members of the college community through compliance with HEOA requirements. This policy should be adhered to by all college faculty, staff, and students.

In the event that a member of the college community has reason to believe that a student who resides in on-campus housing is missing, he or she shall immediately notify the Director of Housing or his/her designee as soon as possible. After which, a report must be made by the Director of Housing to the Fort Valley State University Department of Public Safety (CAMPUS POLICE & SAFETY) immediately. Following notice to the University Police Department, the Director of Housing, or his/her designee, is responsible for immediately notifying the Dean of Students, or his/her designee, of the report. Fort Valley State University CAMPUS POLICE & SAFETY will generate a missing person report and initiate an investigation. In addition, Fort Valley State University CAMPUS POLICE & SAFETY will report the missing person to Residence Life if such information has not already been conveyed.

During the course of the investigation, Fort Valley State University CAMPUS POLICE & SAFETY will determine if the student has been missing more than 24 hours. In such event Fort Valley State University CAMPUS POLICE & SAFETY will notify all surrounding law enforcement agencies and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Fort Valley State University CAMPUS POLICE & SAFETY will notify the student's parent or legal guardian immediately after they determine that the student has been missing for more than 24 hours.

In addition to registering emergency contacts, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Fort Valley State University in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Fort Valley State University will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so by completing the appropriate paperwork during check-in procedures.

This policy is effective from the date of issuance and will be made available to all members of the campus community. Its availability will be through postings on the college website, emergency response plan manual, Residence Life handouts/publications and statistical information brochures issued annually by Fort Valley State University CAMPUS POLICE & SAFETY.



CRIMES ON MAIN CAMPUS 2011 TO 2013

OFFENSE	ON CAMPUS			RESIDENTIAL FACILITIES			NON-CAMPUS			PUBLIC PROPERTY			TOTAL		
	YEAR 2010	YEAR 2011	YEAR 2012	YEAR 2010	YEAR 2011	YEAR 2012	YEAR 2010	YEAR 2011	YEAR 2012	YEAR 2010	YEAR 2011	YEAR 2012	YEAR 2010	YEAR 2011	YEAR 2012
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	6	0	0	6	0	0	0	0	0	0	0	0	6	0	0
Aggravated Assault	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0
Burglary	13	6	1	13	6	1	0	0	0	0	0	0	13	6	1
Motor Vehicle Theft	3	0	1	0	0	0	0	0	0	0	0	0	3	0	1
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possession	3	4	2	3	4	0	0	0	0	0	0	0	3	4	2
Drug Abuse Violations	9	4	9	6	4	3	0	0	0	0	0	0	9	4	9
Liquor Law Arrests	3	2	2	3	2	1	0	0	0	0	0	0	3	2	2
Liquor Law Violations	3	9	4	3	2	3	0	0	0	0	0	0	3	9	4

CRIMES ON WARNER ROBINS CAMPUS 2011 TO 2013

OFFENSE	ON CAMPUS			RESIDENTIAL FACILITIES			NON-CAMPUS			PUBLIC PROPERTY			TOTAL		
	YEAR 2010	YEAR 2011	YEAR 2012	YEAR 2010	YEAR 2011	YEAR 2012	YEAR 2010	YEAR 2011	YEAR 2012	YEAR 2010	YEAR 2011	YEAR 2012	YEAR 2010	YEAR 2011	YEAR 2012
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Note: Crimes reported in the residential facilities are also included in the on campus category. Fort Valley State University began tracking crimes between the campus and housing separately on the annual report in 2013. Hate crime statistics include those from manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny, vandalism, simple assaults, intimidation and damage/vandalism of property. \*Non-forcible sex offenses based on the Clery Act for reporting purposes should only include incest and statutory rape.

**SEE IT! or HEAR IT!**

**REPORT IT! (478) 825-6500**

**or**

**TEXT IT! 911fvsu@fvsu.edu**



## *Property Safety Tips*

The most frequently reported crimes are those involving theft of personal or institutional property. The following are some of the most frequent targets of theft reported to the FVSU POLICE and some security tips to help you protect your property.

### **Vehicles**

- Always lock your vehicle, and do not leave the keys inside it.
- Remove all valuable items from your vehicle, including GPS devices and their mounts, clothing, electronics, purses, wallets, and change. Store valuables out of sight in your trunk if they must remain in your vehicle.
- Close all windows, and make sure the trunk and all doors are secured.
- Do not leave your vehicle registration and important identification papers inside your vehicle.
- Keep your vehicle's tag number, vehicle identification number (VIN), and a complete description of your vehicle in your wallet or a safe place at your residence.
- Remove electronic devices, their mounts, and chargers from your vehicle.

- Park in well-lit, busy areas, and do not leave your vehicle in unattended lots for long time frames.
- Install a security device, such as a steering column lock or a cut-off switch, that interrupts fuel or ignition systems.
- Secure your vehicle's license plate with tamper-proof bolts.

### **Bicycles**

- Park your bicycle in areas with a high volume of pedestrian traffic.
- Lock your bicycle with a U-shaped lock.
- Engrave your bicycle with an owner identification number.
- Register your bicycle for free with the FVSU POLICE. A record will be made of the make, model, manufacturer's serial number, and the owner identification number.

### **Computers and Other Office Equipment**

- Lock your room or office every time you leave.
- Keep records of your equipment including a description of the equipment along with the make, model, and manufacturer's serial number.

- Engrave or apply an owner or departmental identification marking where possible.
- Secure computers with cable locks or other security devices.
- Install burglar alarms capable of being monitored by the FVSU POLICE in computer labs, offices, or storage areas that contain large quantities of valuable office or research equipment.
- Consider purchasing and installing a tracking device on your laptop.
- Remember, free security surveys are offered by the FVSU POLICE for campus buildings and on-campus residents.

### **Textbooks and Thefts from Dorm Rooms**

- Write your name or owner identification number on several pages inside your books.
- Never leave your book bag or books unattended at the library, dining halls, classrooms, lounge areas, or Campus Student Centers.
- While dorm rooms are safe places to store clothes, televisions and other items, they can be broken into. Always store valuables in lock boxes inside your room. Know who is in your room at all times and secure it each time you leave.

# **Annual Student Housing Fire Safety Report in Accordance with the Higher Education Opportunity Act (PL 110-315)**

Fort Valley State University's fire safety policy and rules are intended to prevent fires and fire-related injuries and/or deaths from occurring or affecting the FVSU community and facilities. All FVSU buildings are inspected annually, and residential rooms are inspected periodically, at random times during the year, to ensure compliance with state fire codes. Because of the seriousness of the consequences that could result from failure to comply with codes and FVSU's fire safety rules, FVSU takes disciplinary action on the first offense. This may include the imposition of a fine by the Housing Department. The Institute also has the right to require students who violate safety rules to vacate their accommodations — without financial credit for the remainder of the semester.

## **Fire Safety Standards**

### **Prohibited Behaviors in FVSU Residential Facilities**

- Misusing or tampering with fire-safety equipment. This includes, but is not limited to, fire extinguishers, hoses, horns, bells, conduit sections, alarm-pull trigger devices, fire sprinklers, central-relay control bases, and glass covers for fire extinguishers, as well as pulling false alarms.
- Obstructing hallways, sidewalks, or stairwells that might impede evacuation from a building during an emergency.
- Propping open interior fire doors in common areas, stairwells, and hallways. Those are in place for added fire protection to slow the spread of fire.
- Storing bicycles in stairwells or any other location that might impede evacuation from a building during an emergency.
- Possessing chemicals or substances that are potentially dangerous or highly flammable. This includes, but is not limited, to gasoline, propane, lighter fluid, torches, etc.
- Leaving food cooking unattended.
- Failing to vacate the building when the fire alarm system is activated.

### **Open Flames**

- Candles, incense burners, and other open flame devices are strictly prohibited.
- Using items that are potentially dangerous and/or flammable, including fireworks, hazardous materials, etc., is also prohibited.

### **Smoking**

- Smoking is prohibited in all residence hall areas (rooms, apartments, suites, common areas, lobbies, lounges, stairwells, elevators, activity/recreation rooms, bathrooms, etc.). Those who choose to smoke must do so at least 25 feet from any residence hall.

## **Fire Safety Inspections**

The FVSU Fire Safety Office located within the Department of Campus Police and Safety conducts yearly fire inspections in the residence halls within the first month of each semester, checking rooms for fire or unusual safety hazards and to ensure compliance with the following:

- No halogen-touchar lights. The intense heat generated by these bulbs creates a fire hazard and a potential source of burns. These bulbs start fires if they come in contact with curtains, clothes, paper, and other flammables. In addition, the lamps are unstable and can be easily tipped over.
- No overloaded electrical circuits. There can be only one major appliance (such as a refrigerator, TV, computer, microwave, etc.) per receptacle plug.
- No hanging of items from overhead lights, sprinkler heads, or pipes. No attachments to the ceiling.
- Immediate and proper disposal of appliances with old or damaged cords.
- Use of electrical appliances that meet the Underwriter's Laboratory (UL) or Electrical Testing Labs (ETL) safety standards.
- No removal of grounding pins from three-pronged electrical cords.
- No unattended operating of coffee makers and other appliances with exposed heating elements. They must be unplugged after each use and stored appropriately.
- No running of cords under carpet. Avoid stapling or tacking electrical wires to fixtures (on walls, over doorways, on ceilings, etc.).
- No open-element hot plates.
- Appliances and other higher wattage equipment should be plugged directly into a wall outlet.

## **Regular Mandatory Supervised Fire Drills**

Fort Valley State University's Residential Life Department, in conjunction with the FVSU Fire Safety Office and the FVSU Police Department (FVSUPD), conducts emergency evacuation drills each year. These drills are conducted within 10 days of the beginning of classes each semester. During fire evacuation drills, each fire alarm system in each on-campus student housing facility is activated. Once the alarm has been activated, students and visitors must exit immediately and gather at the designated evacuation safe refuge location. A sweep of all floors and a head count is conducted by a Residential Life representative and FVSUPD officer. Only when the alarm is silenced and the FVSUPD or local authority gives the "all clear," will reentry into the building be permitted. Students who do not vacate the building when a fire alarm is activated may be subject to judicial action. Residential Life RLC's and RA's receive classroom and hand-on training in the following areas: Fire extinguisher use, Evacuation and emergency preparedness, Kitchen fire safety, Life safety systems, FVSU Fire Safety Rules and Fire Inspection program

*Note: For these drills only, the fire alarm system is reset by the Fort Valley State University Fire Safety Office.*

## **Fire Protection Systems**

### **Fire Alarm Systems/Initiation and Pull Stations**

Fire alarm pull stations are generally located at exit doors, stairways, and at elevators in FVSU residential facilities. Once the alarm is activated, the Fort Valley State University Police Communications Center automatically receives the signal and responds by contacting FVSU Police and the Fort Valley Fire Department.

### **Smoke Detection**

Smoke detectors are located throughout each floor of every residential facility on campus. If smoke is detected, the fire alarm system will automatically send a signal to the central station monitor.

### **Sprinkler System**

The rise of temperature associated with fire in an area will activate the sprinkler system and send an alarm signal to the central station monitor. Currently, 90 percent of FVSU housing beds are covered by sprinkler protection. Future renovation project plans will accomplish 100 percent sprinkler coverage. Future renovations or demolition are projected for Josie Hall which was built in the 1970's which will increase the percentage to 100.

Sprinkler heads must not be tampered with or used as a means to hang personal items. This could cause malfunctioning of the system or substantial water damage if one of the heads accidentally discharges. These sprinklers disperse 25 to 40 gallons of water per minute. Fort Valley State University is not responsible for any loss a student may incur as a result of tampering with sprinkler heads. A resident who knowingly or accidentally causes a sprinkler to activate may be charged for the repairs/cleanup and may be subject to judicial proceedings.

*Note: It is against federal and state laws to tamper with or interfere with life and safety equipment. Destroying fire exit signs, fire alarm boxes, and other safety items could lead to disciplinary action, and the resident may be charged for the repairs/cleanup.*

## **Evacuation Plans**

### **General Procedures**

If smoke or a fire is discovered, the fire alarm must be activated immediately. Exit through the nearest door or stairway and proceed to the designated safe refuge area. If the nearest exit or exit stairwell is obstructed by smoke, fire, or other hazards, proceed to an alternate exit or exit stairwell. Do not use elevators. Once assembled outside at the Emergency Evacuation Assembly Point, Residential Life RLC's and RAs will account for all occupants and communicate with first responders if anyone is not accounted for and provide other information vital to safety and rescue. Building occupants shall not reenter the building until the Authority Having Jurisdiction gives the "all clear."

## **Reporting Fires**

To report a fire, students, employees, or visitors should call 911 or the Fort Valley State University Police Communications Center at (478) 825-6500 from any campus landline. Alternatively, callers can dial (478) 825-6304 from a cellphone. Either option will ensure the quickest response

## Timely Warnings and Notifications

In the event that a situation arises that, in the judgment of campus officials, constitutes an ongoing or continuing threat, the FVSUPD will issue a timely warning to the campus. FVSUPD also shares warnings from local police.

To ensure notifications are received, students are asked to update their contact information in Banner web as the ConnectED system which sends Text, Voice and MMS notifications sends messages to the numbers and contact information associated with a student's Banner web account. Faculty and Staff are asked to continually update their phone and contact information in ADP as messages are sent to the email and telephone numbers listed and associated with ADP.

### For More Information

Campus Police.....478.825.6211  
Counseling Center.....478.822.1035  
Dean of Students.....478.825.6290  
Residential Life.....478.825.6100  
Health Services.....478.825.6278  
Human Resources.....478.825.6301  
Title IX Office.....478.825.6333

### In Case of Emergency

Fire-Medical-Police.....911  
FVSU Police Dept.....478.825.6500  
Counseling Center.....478.822.1035  
Medical Center Peach County...478.654.2000  
Warner Robins Police.....478.929.1170  
Peach Co. Sheriff Office.....478.825.8636  
FVSU Emergency Texting...911fvsu@fvsu.edu



Additional Higher Education Crime Statistical Data can be viewed via the following website:  
<http://www.ope.ed.gov/security/>