

**MORRIS BROWN COLLEGE
2021 Annual Security Report**



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Security Department Information and Policies

Campus Emergency Response Plan

Morris Brown College has a Campus Emergency Response Plan in place to prevent and deal with crises and emergencies that happen on the campus. All administrative, staff, and instructional personnel and students are expected to follow the procedures as specified in the Plan. Annually, Morris Brown will conduct a fire drill at the administrative building. The drill will comply with the applicable safety guidelines. The College will host an in-house session no less than once a year on the Campus Emergency Response Plan. Also, the Campus Emergency Response Plan will be made available on the College web page. The Director of Operations is responsible for testing the emergency response and evacuation procedures on at least an annual basis, including tests that may be announced or unannounced, publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year and documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced.

Security

Morris Brown College employs security personnel that provide a secure and safe environment for students, faculty, staff, and others who are present on the campus. These personnel are courteous, friendly, tactful, diplomatic, and use good judgement when dealing with members of the campus community, visitors and/or guests. The services are provided on a twenty-four-hour, seven-day basis. Moreover, Morris Brown College is always locked and only authorized users have access to enter the building. Security will escort visitors who enter. Moreover, the building/campus has security cameras throughout for additional monitoring and safety. Services also include the maintenance of a schedule of the number of times in each shift an officer will patrol the campus. The campus is nestled within a quiet community. Institutional personnel, area residents and city police are watchful and protective of the campus operations. The Atlanta Police Department officers also patrol the campus and nearby residential area regularly and on a normal basis. Security Department also maintains an "Incident Report" binder in the Security Department area, located in the Dr. Gloria L. Anderson Multi-Purpose Complex. The parking lots and facilities are well lighted and safe. The Campus Security personnel also patrol the buildings and campus during the day as well as at night. The Security Department phone number is 404-713-9684. The Director of Campus Operations/Human Resources is Jerome Rowland. Jerome Rowland oversees the Security Department and can be reached at Jerome.Rowland@morrisbrown.edu or 404-458-6085, ext. 2014 (work) or 470-470-0999 (mobile). **Students and employees should report all criminal offenses to Mr. Jerome Rowland.**

Federal Campus Safety Disclosure Policies

Campus Crime Reporting (Clery Act)

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

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

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

Campus Fire Safety Reporting

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

Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act is a federal law that provides the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education or working or volunteering on campus. It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained.

In compliance with the Act, please note that law enforcement agency information provided by the State of Georgia concerning registered sex offenders may be obtained by accessing the Georgia Sex Offender Registry, located at the following website: <https://gbi.georgia.gov/services/georgia-sex-offender-registry>

Campus Security Policies

Access to Campus Buildings and Unauthorized Entry

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

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

Campus Alerts

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

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

College Closings and Cancellations

The College will provide time and updates on any campus closings or delays due to inclement weather through the following outlets, among others: Radio/Television – WSB and other local stations Telephone – College System
Homepage – www.morrisbrown.edu

Emergency Plan

General

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

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

Policy

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

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

Incident Reporting and Notification

In the event of any emergency or disaster, immediate notification to the Morris Brown College Security Office 404-713-9684 is essential to ensure the timely response of emergency personnel.

Any member of the College community who provides false emergency information (fire, physical threat, bomb scare, etc.) will be subject to appropriate sanctions consistent with the College's disciplinary policies. The Security Office will ensure that the appropriate person(s) listed on the Emergency Notification Roster is contacted when an emergency affects their department.

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

Terrorist Threat Level Advisory System

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

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

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

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

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

- a. Departments should assess their vulnerabilities on a regular basis.

- b. Initiate proper responses to changed or new vulnerabilities identified.
- c. Conduct staff refresher training on internal security measures.

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

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

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

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

Organization

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

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

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

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

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

Concept of Operations

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

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

The Officer in charge will notify the appropriate Vice President or President of all events requiring additional resources, who will make the decision whether to activate the Operations Group.

When notified, members of the Operations Group will immediately report to the Emergency Operations Center (EOC) located in the Morris Brown College Security Office.

Departments involved in the emergency will be required to keep documentation of all expenditures, nature of expenditures, as well as financial cost and will be required to submit a report at the end of the disaster or emergency to the Emergency Operations Center (EOC).

Emergency Operations Center

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

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

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

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

Emergency Information and Response Procedures

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

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

Active Shooter Response

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

1. **Response to Potentially Violent Criminal:** If you see or know that a person has a firearm on campus or if you hear shots fired on campus or if you witness an armed person shooting people, protect yourself first and move to a safe location.
 - a. Tell the dispatcher your name, location, phone number and describe the situation you are reporting who, what, when, where, how and why (if known). Is anyone hurt or injured?
 - b. If possible, alert others in the immediate area about the current situation.
2. **Active Shooter Incident:** An active shooter can be described as a person who causes death or serious bodily injury through the use of a firearm. This is a dynamic situation that usually evolves rapidly and demands an immediate response from law enforcement officers to terminate the life-threatening situation. The immediate response of the first officers on the scene is to take aggressive action to find and stop the shooter or shooters.
3. **Active Shooter Response:** Officers from Morris Brown, Atlanta Police and Fulton County Sheriff's Office will likely be the first to respond to the scene. As they move into the affected area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat to life safety.
 - a. If you are wounded or with someone who is wounded, these officers will bypass you to search for the shooter and stop the killing. Rescue teams will follow shortly to aid you and others.
 - b. To assist the police, please stay calm and patient during this time and do not interfere

- with police operations. If you know where the shooter is, and/or have the shooter's description, tell the police.
- c. When you encounter the police, keep your hands empty and in plain view at all times. Listen to their instructions and do exactly what they say. If you are evacuating, carry nothing that could be mistaken for a weapon.
 - d. Rescue teams will follow shortly after the first responding officers enter the building. They will attend to the injured and remove everyone safely from the area.
4. If the shooter is outside your building:
- a. Turn off all the lights, close and lock all windows and doors. If you cannot lock the door, try to block the door with desks and chairs.
 - b. If you can do so safely, get all occupants on the floor and out of the line of fire.
 - c. If you can do so safely, move to the core area of the building, and remain there until the police tell you it is safe to leave. Do not respond to commands until you are certain they are issued by a police officer.
5. If the shooter is inside your building:
- a. If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Leave in the room books, backpacks, purses, etc.
 - b. As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.
 - c. If you get out of the building and do not see a police officer, attempt to call the police by dialing 911 or (404) 713-9684 from any phone. Tell the officer your name and location and follow their instructions.
 - d. If you are unable to escape the building move out of the hallway and into an office or classroom and try to lock the door. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under a desk and remain silent. Wait for the police to come and find you.
6. If the shooter enters your office or classroom:
- a. There is no set procedure in this situation. If possible, call 911 and talk with a police dispatcher. If you can't speak, leave the phone line open so the police can hear what is going on.
 - b. Use common sense. If you are hiding and flight is impossible, attempts to negotiate

- with the suspect may be successful. Playing dead may also be a consideration.
- c. Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. Only you can decide if this is something you should do. Remember there may be more than one shooter.
 - d. If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding police officers, who may mistake you as the shooter.
 - e. While escaping as soon as you see a police officer put your hands over your head and immediately comply with the officers' instructions.
7. What else can you do? Prepare a plan of action for an active shooter in advance. Determine possible escape routes and know where the nearest building exits are.

Bomb Threats

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

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

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

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

- a. Do not touch, move, or disturb any suspicious object you feel might be a bomb.
- b. Keep people away from the area where the suspicious object is and call the Security

Department at (404) 713-9684.

- c. Be sure to include a description of the object and its location when reporting.

Emergency Actions - when an evacuation is ordered:

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

Fire and Explosion

Quick Response: Protect Yourself

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

Small Fire Procedures:

- a. Avoid personal injuries and excessive risks.
- b. Alert people in the immediate area and activate the alarm.
- c. Call (404) 713-9684 and give details of the fire location.
- d. Smother fire or use the nearest fire extinguisher.
- e. Always maintain a way to exit the room.
- f. Avoid smoke and fumes. Stay low.
- g. Security Department will respond to the scene to assist in building evacuation and to meet and assist Atlanta Fire Department.

- h. Once Atlanta Fire Department has arrived, the responding incident commander will take charge of all rescue and suppression activities.
- i. Do not re-enter the building until advised by the Fire Department or the Police Department.

Operating a Fire Extinguisher:

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

If You Are Trapped in A Building:

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

Hazardous Materials

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

Chemical Spills Procedures:

For Major Spills:

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

For Minor Spills:

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

Biological (Blood) Spills Procedures:

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

Procedures:

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

Radiological Spills Procedures:

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

Procedures:

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

Major Power Outage

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

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

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

Medical Emergency - Personal Injury

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

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

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

Quick Response:

- a. Dial 911.
- b. Do not move victim unless safety dictates.
- c. If trained, use pressure to stop bleeding.
- d. Use CPR if no pulse and not breathing.
- e. State that medical aid is needed and provide the following information:

-Location of injured person (e.g., which building, room, number, etc.).

- Type of injury or problem.
- The individual's present condition.
- The sequence of events leading to the emergency.
- Medical history and name of injured person's doctor, if known.
- The phone number where you are.
- Stay on the phone with the dispatcher.

Illness or Injury to Faculty or Staff:

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

Illness or Injury to Students:

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

Illness or Injury to Visitors or Guests:

Request emergency medical assistance by calling 911.

Personal Injury Procedures:

1. Clothing on Fire:
 - a. Roll around on floor to smother flame or drench with water.
 - b. Obtain medical attention; if necessary, call 911.
 - c. Report incident to supervisor and/or the Security Department at (insert phone number).
2. Hazardous Material Splashed in Eye:
 - a. Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes.
 - b. Forcibly hold eye open to ensure wash behind eyelids.
 - c. Obtain medical attention. Make sure to take Material Safety Data Sheets of the chemical with you.

- d. Report incident to supervisor and/or the Security Department at (insert phone number).
3. Minor Cuts and Puncture Wounds:
 - a. Vigorously wash injury with soap and water for several minutes.
 - b. Obtain medical attention.
 - c. Report incident to supervisor and/or the Security Department at (404) 713-9684).
4. Radiation Spill on Body:
 - a. Remove contaminated clothing.
 - b. Rinse exposed area thoroughly with water.
 - c. Obtain medical attention.
 - d. Report incident to supervisor and/or the Security Department at (insert phone number).
5. Biological Spill on Body:
 - a. Remove contaminated clothing.
 - b. Vigorously wash exposed area with soap and water for one minute.
 - c. Obtain medical attention.

Psychological Crisis

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

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

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

For an unusual or potentially dangerous situation:

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

Severe Weather - Natural Disaster

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

For Tornado/Hurricane/High Winds:

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

Earthquake:

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

Floods:

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

Winter Storms:

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

Water Contamination

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

Incident Reporting

All incidents of actual or attempted criminal behavior, violence, vandalism, threatening or suspicious circumstances, or emergency situations that requires the response of security, medical

personnel, fire department, or other emergency personnel shall be immediately reported by dialing (404) 713-9684 from any phone. Any member of the College community who provides false emergency information (fire, physical threat, bomb scare, etc.) will be subject to appropriate sanctions consistent with the College's disciplinary policies.

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

Pandemic Crisis Plan

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

Missing Student Policy

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

Procedure:

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

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

Reports as well as the annual Clery Act statics.

Parking and Traffic

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

Traffic and Parking Regulations

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

Regulations

1. The motor vehicle laws of the State of Georgia are in effect on college property.
2. Traffic regulations on the campus are established for the safety and convenience of all employees, students, and visitors. Persons operating a motor vehicle on campus are expected to park in designated parking areas and observe the 15 M.P.H. speed limit. Drivers should be aware that campus pedestrians always have the right-of-way.
3. Morris Brown College assumes no responsibility for damages to vehicles or loss by theft of items in a vehicle parked on campus and assume no responsibility for towing vehicles or for damages to vehicles or loss by theft during the process of towing a vehicle or during storage of said towed vehicle.
4. All motor vehicles using college parking facilities must have a permanent decal or temporary permit valid for the time period indicated. Decals must be affixed to the front windshield of the vehicle.
5. Visitors must obtain a parking permit from the Security Department Office.
6. Registration of vehicles is to be completed at the beginning of each semester or summer session and within five (5) days after the date of employment for new faculty or staff.
7. Any student, faculty, or staff member with a physical disability may apply to the Office of Student Affairs or the Security Department Office for consideration in obtaining special parking privileges.
8. Double-parking is prohibited at all times.
9. Vehicles shall not be parked in such a manner as to obstruct vehicular or pedestrian traffic, wheelchair ramps, interfere with normal operational activities, or create a hazard. Vehicles so parked will be towed at the owner's expense.
10. Parking on grass, sidewalks, loading zones, or on roadways (except where specifically marked for parking) is prohibited. The fact that a person parks in an unauthorized space or area and does not receive a citation does not mean that the regulation is no longer in effect.
11. Any vehicle parked on campus is parked at the risk of the owner.
12. Overnight parking of any vehicle is prohibited unless special permission is granted by the

Security Department.

13. Disabled or abandoned vehicles which constitute a traffic or safety hazard are subjected to be towed away at the owner's expense. This also applies to vehicles abandoned on campus for more than 48-hours. Locating a legal parking space is the responsibility of the vehicle's operator. Lack of a parking space will not be considered a valid excuse for violation of any parking regulation.
14. Unauthorized persons parking vehicles in "handicapped" spaces are subject to a fine and having the vehicle towed at the owner's expense. Temporary "handicapped" parking permission may be obtained by contacting the Security office.
15. Regulations concerning loading zones will be enforced at all times. All vehicles or operators involved in traffic, parking/non-moving, and decal violations may be ticketed by College Safety and Security Officers. The citation shall show the nature of the violation and the number of the issuing officer. The person to whom the decal is registered will be held responsible for violations. If the violator cannot be identified, then the registered owner will be held responsible.
16. A fine for use of lost or stolen permits will be applied, and parking privileges will be revoked for the remainder of the permit year at the discretion of appropriate senior leader.
17. All persons receiving citations for non-moving violations shall pay such charges in person or by mail to the CFO Office.
18. Unpaid Tickets will result in:
 - a. Withhold parking and driving privileges on college property.
 - b. Prevent the person from registering as a student.
 - c. Withhold delivery of transcripts or degrees.
19. A vehicle may be towed if it:
 - a. Has three tickets or fines.
 - b. Is blocking traffic or creating a hazard.
 - c. Belongs to a person whose on-campus parking privileges have been revoked.
 - d. Is parked in a designated tow-away zone.
 - e. Is illegally parked in a handicapped space.
 - f. Is illegally parked in a fire lane or in front of a dumpster.
 - g. Is apparently abandoned.
 - h. Is involved in a crime or is potential evidence.
 - i. Is left unattended due to the arrest of the driver.
 - j. Any and all charges against the vehicle must be satisfied prior to releasing the vehicle.
 - k. Wrecker services removing vehicles from the college are entitled to payment.
 - l. The College's speed limit is posted at all main roads. All operators of vehicles are expected to operate vehicles in a responsible manner.
 - m. Pedestrians shall have the right of way at designated crosswalks at all times.
 - n. The Parking Ticket Appeals Committee will hear the appeals of employees, students, and visitors. Appeals information is printed on all parking ticket.
 - o. The College does not assume any responsibility for motor vehicles or their contents while they are operated or parked on College property. A schedule of fees for parking, decals, permits, and fines are available from the Office of Student Affairs or the Security Department-Office.

Registration of Motor Vehicles

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

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

Fines/ Fees

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

Termination of On-Campus Driving Privileges

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

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

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

Appeals

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

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

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

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

Persona Non Grata Policy

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

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

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

HEALTH, WELLNESS, PREVENTION AND SAFETY

Health, Wellness and Prevention

The main ingredient in wellness is the emphasis on self-responsibility. We believe that you are ultimately responsible for the choices you make about your health and life. All students are required to have their health services documents uploaded in the Populi records management system prior to registration. The information that you provide is confidential and cannot be shared with anyone without your permission.

Health Services Requirement for New and Re-Admit Students: New and re-admitted students must present valid proof of the following: A physical examination, Measles, Mumps, and Rubella Immunizations, a negative Tuberculosis Test or chest x-ray taken within one year preceding the first day of classes, a Tetanus Vaccination within the past 10 years.

Physical examinations are available at private physicians' offices, county health departments, and HMO providers. Students will not be able to complete registration or continue enrollment without this mandatory information.

Morris Brown supplies appropriate health and security measures including an Emergency Plan for all facilities and activities.

The College Health Provider

There is a Memorandum of Understanding (MOU) that sets forth the terms, conditions, and understanding between Morris Brown College (MBC) and Saint Joseph's Mercy Care, Inc. DBA Mercy Care (hereinafter referred to collectively as "Parties") to assist enrolled students at Morris Brown College with comprehensive services that meet the majority of primary physical, mental health and wellness needs. Saint Joseph's Mercy Care provides MBC students chronic, preventive and routine healthcare needs in the following categories:

- Chronic Care (chronic conditions such as diabetes, high blood pressure, asthma, high cholesterol, obesity, and infectious diseases like HIV)
- Preventive and Routine Care (such as Annual physicals, Immunizations, Sick visits, Wound care, Labs, X-ray, Ultrasounds, Medications, Pre-exposure Prophylaxis (PrEP) for HIV prevention)
- Health Screenings (such as Sexually Transmitted Diseases, Cervical, Breast and Colorectal Cancer, Tuberculosis)
- Behavioral Health (Counseling and Medication and Substance Abuse Disorders)
- Dental Care (Emergency and routine care, x-rays, and preventative care)
- Vision Care (comprehensive eye exam)

Saint Joseph's Mercy Care Agrees to:

1. Provide students access to care, chronic, preventive and routine healthcare needs.

2. Provide financial counseling and qualify student's ability to pay per Mercy Care's Sliding Fee Discount policy. The current co-pay schedule ranges from \$0 - \$35.
3. Provide MBC with any requested non-protected statistical information about services provided to its students and/or needed to ensure compliance with all internal and grant reporting requirements.
4. Address any concerns regarding participants with MBC staff and/or their present, if any concerns arise.

Counseling Services

Services include, but are not limited to, the following:

Individual Counseling: Students meet with a counselor in a one-on-one setting to work through personal concerns. Students are referred for counseling based on individual need. Most students are seen for less than one semester.

Morris Brown College has partnered with Student Tele-Help. The Student Tele-Help 24/7 service is available to students free of charge. Student Tele-Help 24/7 provides virtual service 24 hours/7 days a week. Students are able to speak to state licensed psychologist, counselors, nurse practitioners, therapists and psychiatrist.

<https://www.studenttelehelp.org/>

Group Counseling: This service offers a broad range of insight and support from peers and professional counselors. Some groups deal with general concerns; others have a more specific focus, such as grief, conflict resolution, effective communication, the MBC Brand, safety, surviving sexual trauma, and/or eliminating self-defeating behaviors.

Consultation Services: These services are available for campus groups, faculty, staff, and administrators.

Wellness Education and Prevention: This service consists of programs/seminars such as, but not limited to, HIV/AIDS, sexually transmitted diseases, substance abuse, sexual assault prevention, anger management, building and maintaining healthy relationships, stress, healthy eating habits/eating disorders, healthy lifestyles, skin disorders and self-care methods.

Disability Services

Morris Brown College is committed to providing fair access to quality education for all students. MBC students with diagnosed and documented disabilities (including students with intellectual disabilities) should disclose their need for education accommodations at the beginning of the semester by providing the instructor with the appropriate ADA 504 related documentation in electronic format from a qualified health professional.

MBC recognizes that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from educational programs, services, and

activities, and to have equal employment opportunities. MBC shall adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations, including academic adjustments, as necessary to afford equal employment opportunity and equal access to programs for qualified persons with disabilities.

For more information, please contact the Provost and Senior Vice President for Academic Affairs by phone at 404.458.6085 ext. 2002 or by email at Anthony.johnson@morrisbrown.edu.

Safety

Evacuation Procedures: When confronted with a fire emergency, remember “REMAIN CALM!” You should follow these procedures when evacuating a building on campus:

Upon hearing the fire alarm sound, stop whatever you are doing and alert anyone else in the immediate area that may not have heard the alarm.

Proceed immediately to the nearest exit; do not attempt to locate the emergency.

Make a mental picture of the route you intend to follow to reach the exit, if possible, joining with others who are heading toward the same exit. Do not use the elevators.

Move quickly. Stay calm. Panic kills! Don't jump from windows unless instructed to do so by fire officials. Once outside, move away from the building and go directly to the evacuation or assembly area. Remain there until instructions are received from a Morris Brown College staff person. To signal fire fighters for help, hang light-colored clothing or other material from your window or on an exterior doorknob.

Search and Seizure Policy: This policy statement applies to residence hall rooms, vehicles, student lockers, office space used by student organizations and/or any other student property housed or physically located on property owned, leased, rented, or otherwise occupied by Morris Brown College. Students' property will be searched if there is reason to suspect that some criminal activity is in process, or occupants of the room are, or have been, involved in a violation of College policy. If circumstances so warrant, e.g., where the officer or other college official has a reasonable belief that it is imminent danger to life or person, or where there is a reasonable belief that criminal activity is occurring and delay in entering a premises will result in the destruction of the evidence of suspected criminal activity, a search warrant is not necessary.

Firecrackers and Fireworks: These are prohibited at Morris Brown College. They are illegal, dangerous and can cause injuries and/or fires.

Lost and Found: Inquiries about lost articles may be made from 9:00 a.m. to 5:00 p.m., Monday through Friday at Morris Brown College Security.

Security Awareness Programs

During College orientation, all new students are informed of services offered by the Security Office at Morris Brown College. Students participate in special topic seminars via video and slide presentations on ways to maintain personal safety and residence hall security. This includes

information on crime statistics, reports, and information regarding crime off campus in the surrounding neighborhood as well as on campus.

Periodically, during the academic year, the Security office (in cooperation with other college organizations and departments) present crime prevention awareness sessions on topics such as sexual assault (rape and acquaintance rape), Rohypnol (date rape drug) abuse, theft and vandalism, as well as educational sessions on personal safety and residence hall security.

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

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

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

Morris Brown College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking.

Security Escorts

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

Definition of Dating Violence

“Dating Violence” is violence committed by a person—

- ♣ who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- ♣ where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - the length of the relationship
 - the type of relationship
 - the frequency of interaction between the persons involved in the relationship

Definition of Domestic Violence

Georgia law recognizes "domestic violence" under the umbrella of "family violence," which is a category of felony or misdemeanor crimes of violence committed by a current or former spouse of

the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction 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. Georgia state law specifically defines such violence as the occurrence of a felony or the commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass 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.

Definition of Stalking

Occurs, in relevant part, when a person follows, places under surveillance or contacts another person (i.e. the victim) at or about any public or private property occupied by the victim other than the residence of the person without the consent of the victim for the purpose of harassing and intimidating the victim. Harassment and intimidation is a knowing and willful course of conduct directed at a specific person which causes emotional distress by placing such person in reasonable fear for such person's safety or the safety of a member of his or her immediate family, by establishing a pattern of harassing and intimidating behavior, and which serves no legitimate purpose. Examples of contacting another person include, but are not limited to, communicating in person, by telephone, by mail, by broadcast, by computer or computer network, or by any other electronic device.

Sexual Assault Policy

Morris Brown College is committed to creating and maintaining an educational and working environment where respect for the individual and human dignity is of paramount importance. Morris Brown College does not tolerate sexual assault in any form. Morris Brown College will provide written notification to victims about options for available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. Morris Brown College will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. When a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or employee a written explanation of the student's or employee's rights and options as described in [34 CFR 668.46 \(b\)\(11\)\(ii\) through \(vi\)](#)

Definition of Sexual Assault

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

Definition of Consent

Georgia law has yet to clearly define "consent" in the context of sexual activity. However, consent can generally be defined as clear, unambiguous, and voluntary agreement between participants to engage in specific sexual activity. Consent is active, not passive, and is given by clear actions or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one's responsibility to obtain consent. In some situations, an individual may be deemed incapable of consenting to sexual activity because of circumstances or the behavior of another, or due to their age. Examples of such situations include, but are not limited to, incompetence, impairment from alcohol and/or other drugs, fear, unconsciousness, intimidation, coercion, confinement, isolation, or mental or physical impairment.

Medical Treatment and Preservation of Evidence

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

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

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

After the Rape a student should do as follows:

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

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

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

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

Investigation of Sexual Assault

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

Sanctions and Penalties:

Students violating Morris Brown College policies and campus regulations may be subject to the following:

1. Warning - Written notice to the student that continued or repeated violations of specified College policies or campus regulations may be cause for further disciplinary action, normally in the form of censure, loss of privileges and exclusion from activities, suspension, or dismissal
2. Censure - Written reprimand for violations of specified College policies or regulations, including notice to the student that continued or repeated violations of specified College policies or regulations may be cause for further disciplinary action, normally in the form of loss of privileges and exclusion from activities, suspension, or dismissal.
3. Loss of Privileges and Exclusion from Activities - Exclusion from participation in designated privileges and extracurricular activities for a specified academic term or terms - Violation of any conditions of the exclusion or any College policies or regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of suspension or dismissal. Additional penalties may include the withholding of transcripts and awarding of degrees or exclusion from participation in academic activities.
4. Suspension - Termination of student status for a specified period of time including an academic term or terms with reinstatement thereafter certain - Violation of the conditions of suspension or of College policies or regulations during the period of suspension may be cause for further disciplinary action, normally in the form of dismissal.
5. Dismissal - Termination of student status for an indefinite period - Readmission to the College shall require the specific approval of the Chief of Staff or the President of the College.
6. Exclusion from Areas of the Campus - Exclusion of a suspended or dismissed student from specified areas of the campus when there is reasonable cause to believe that the student's presence there will lead to (a) physical abuse; (b) threats of violence; or (c) conduct that threatens the health or safety of any person on College property or at official College functions
7. Restitution - Requiring students to reimburse the cost/value of items damaged or misappropriated, whether college or private property, may be imposed exclusively or in combination with other disciplinary actions -Such reimbursement may take the form of monetary payment or appropriate service to repair, or otherwise compensate for damages.
8. Unpaid College Service - A designated number of hours of unpaid College service, to be performed under the direction of an administrative officer of the College
9. Other Appropriate Actions - Other appropriate non-disciplinary action, such as additional academic assignments or counseling Note: Apart from imposing the sanctions and penalties listed above, the Chief of Staff or other campus officials may admonish students that specified conduct may violate one or more of the prohibitions listed in this Handbook. Since these communications are not disciplinary, they may be issued without conducting a hearing.
10. Interim Suspension - Exclusion from classes or from other specified activities or areas of the campus before final determination of an alleged violation for any conduct that threatens the health or safety of an individual or is disruptive to the orderly operation of the campus

11. Administrative Expulsion - Independent of the procedures described in this section, the President (or the Chief of Staff) may exclude disruptive persons from the campus where there is reasonable cause to believe that the individual has engaged in an activity which (a) willfully disrupts the orderly operation of the campus and (b) is illegal under Federal or State criminal statutes.

Procedures for Reviewing Charges of Alleged Student Misconduct

1. A complaint alleging student misconduct may be filed by a member of the faculty or staff, a student, or other aggrieved person. All complaints alleging violation of certain campus policies such as sexual harassment must be filed with the Office of Human Resources and within prescribed time limits, if any.

2. All allegations that a student has violated College policies or campus regulations will be referred to and investigated by the Chief Judicial Officer or his/her designee, except as otherwise stated. The Office will resolve each case (a) by not pursuing the complaint (where appropriate), (b) by reaching a settlement agreement with the student, or(c) by assigning the case for a formal hearing before the appropriate body authority. A student may be referred for appropriate counseling or other professional assistance.

3. In a case involving alleged rape, sexual assault, or sexual harassment, the investigation of specific allegations will be conducted by Security or another officer designated by the President. This investigation will be conducted in accordance with the procedures and privacy requirements applicable to the particular complaint. The Chief Judicial Officer, who will decide whether the Judiciary Board should prosecute the case, will review the investigator’s preliminary findings.

4. The Chief Judicial Officer may seek the advice of the College Counsel as to whether there is sufficient reason to charge a student for an alleged violation.

5. Except under unusual circumstances, a student shall be charged in writing within ten (10) calendar days of the referral of the matter to the Chief Judicial Officer. The notification of charges (which should be hand delivered or sent by first class mail) must specify the section of the College Policies and Campus Regulations the student allegedly violated and may include a brief description of the factual basis for the charges and a statement of the accused student’s rights to consult an attorney or other advisor at any stage of the disciplinary proceedings. Said attorney or advisor does not have the right to appear before or address the disciplinary hearing body. A copy of the Morris Brown College Code of Student Conduct and, if applicable, a copy of the College Policies must also be made available to the student(s).

6. In cases involving extreme emotional or dangerous student behavior, the campus policies, if any, concerning such behavior may be followed in addition to or instead of initiating formal disciplinary action.

7. In lieu of proceeding to a formal hearing, the student and the Chief Judicial Officer may arrive at a mutually acceptable settlement agreement concerning disposition of the charges.

8. Cases in which more than one student is charged with violating the same Student Conduct Regulation(s) and which depend on common evidence may, at the discretion of the Chief Judicial Officer, either be considered jointly in a single consolidated hearing or be assigned to separate, individual hearings. If a student who is so charged challenges such an assignment, the Chair of the Judicial Board shall resolve the matter.

9. A disciplinary hearing must begin within twenty (20) calendar days of the time the charges were brought by the Chief Judicial Officer unless the Chief of Staff grants an extension of time for good cause. At least three (3) calendar days before the hearing, the accused student must be notified by hand-delivered or first-class mail of the date, time, and location of the hearing.

10. Allegations of misconduct against either students or student organizations are subject to review by the Chief Judicial Officer or by another hearing authority as outlined below. In cases where a student elects to have a matter resolved administratively, i.e., an admission to violation of the Code of Conduct, the Chief Judicial Officer will make findings of fact, determine whether there has been a violation of the Code of Student Conduct, and, in such cases, impose sanctions. The same procedures apply to hearings before the Judicial Board or hearing officer, except the Board or hearing officer shall make recommendations of sanction to the Chief Judicial Officer.

11. The Judicial Board shall hear all cases not administratively resolved.

a. The Board shall consist of a panel of a minimum of five (5) members and maximum of seven (7). The panel shall consist of two (2) to three (3) students, two (2) faculty members, and one (1) or two (2) staff members. The panel shall elect a chairperson. The students will be nominated by the SGA President or his/her designee or by the Manager of Student Activities if the SGA President or his/her designee fails to appoint student members. The Vice President for Academic Affairs will nominate the faculty members. The Chief of Staff shall nominate the staff members.

b. When a member of a panel is unavailable for assignment to a hearing, persons on the appropriate alternate list will be contacted. If a five-member committee cannot be convened, the Chief Judicial Officer and/or Chairperson of the Judicial Board may either appoint a three-person sub-panel or a hearing officer to hear the case.

c. All appointments to the Judicial Board will be for a term of twelve (12) months and will commence on the first day of the fall semester, unless otherwise specified. Members may be appointed for successive terms.

12. In a case involving alleged serious misconduct by an organization, the Chief Judicial Officer may convene an ad hoc committee—consisting of three (3) Student Activities staff and two (2) students nominated by the SGA President or his designee—to review the case and to consider whether to recommend (a) revocation of the organization’s sponsorship or recognition, (b) revocation of recognition of the organization’s officers, or (c) other appropriate sanction.

13. Evidence

a. Upon reasonable request, the accused student shall be informed of all the documentary evidence upon which the charges will be prosecuted. Such evidence will be made available to the student for inspection no later than three (3) calendar days prior to the hearing. Any evidence received by the administration after such a request and within three (3) calendar days of the hearing will be provided to the student and shall be admissible upon a showing of good cause.

b. No evidence that has been determined by the Chief Judicial Officer or the hearing authority to have been obtained by fundamentally unfair means may be taken into consideration.

c. The Chief Judicial Officer or the hearing authority in making decisions about the introduction of evidence should consider the privacy interests of the parties. In cases involving allegations of sexual assault or rape, testimony regarding an individual's sexual history and practices should not be admitted into evidence. The accused student may be advised by legal counsel or other representative at any stage of the proceedings, although the role of the legal counsel or representative may be limited by the Chief Judicial Officer or the hearing authority.

14. Unless otherwise determined by the hearing authority, evidence shall be submitted in the following order: evidence submitted in support of the charges, evidence submitted by the accused student, rebuttal evidence in support of the charges, rebuttal evidence submitted by the student. Hearings need not be conducted according to technical rules of procedure and evidence.

15. The burden of proving the charge by a preponderance of evidence shall be upon the College.

16. No person will be required to testify against him/herself in any disciplinary proceeding. No testimony shall be admissible unless the opposing party is afforded the right of confrontation and a reasonable opportunity for cross-examination, provided that if a witness is unavailable, the hearing authority shall determine whether written or other recorded statements of such witness shall be admitted, taking into account the reliability of the witness and whether or not the accused student would suffer undue prejudice.

17. All evidence upon which the hearing authority's recommendation in the case may be based must be introduced in the presence of the accused student at the hearing except where the student (a) fails to appear after appropriate notice has been given or (b) otherwise waives his/her right to be present. No communication of information regarding the merits of the case or its disposition may be made to the hearing authority without the adverse party's being afforded an opportunity to respond.

18. The Judicial Board is authorized, but not compelled, to make an official audiotape recording of the hearing, a copy of which, if made, must be made available to the accused student upon request. Any tape recordings of hearings will be kept for at least five (5) years following final determination of the case.

19. The panel chairperson or hearing officer will rule on all questions of procedure, including but not limited to, the order of presentation of evidence, admissibility of evidence, applicability of regulations to a particular case, and relevance of testimony. If, in a disciplinary proceeding, a challenge arises concerning the constitutionality or legality of an application of any such regulations or policies to a particular case, the hearing shall continue and the challenge may be submitted by the panel chairperson or Hearing Officer in writing to the Chief of Staff, who may seek legal advice before ruling on the question.

20. Hearings before the Board shall be closed unless the accused student elects (or, in the case of consolidated hearings, all accused students elect) in writing two (2) calendar days in advance to have a public hearing. All other hearings shall be closed. In all hearings, accused students and complaining witnesses may have a non-participating observer present. The chairperson of the panel may, when necessary to maintain order or to protect the rights of participants, declare a hearing closed to the public. In a case concerning allegations of sexual misconduct or other allegations involving important privacy interests, the chairperson may close a hearing upon determining that the privacy rights of a witness may be jeopardized.

21. The accused student will receive a copy of the summary, findings, recommendations, and any other documents that are prepared by the hearing authority at the time those documents are forwarded to the Chief Judicial Officer by the hearing authority. The written report of the hearing authority shall include a determination of whether the student is guilty of the charges. In addition, the hearing authority may recommend specific penalties and sanctions.

22. Except under unusual circumstances, a decision concerning the disposition of the charges against a student shall be reached by the Chief Judicial Officer within fourteen (14) calendar days of receiving all documents forwarded by the hearing authority.

23. When there is reasonable cause to believe that a charged student's participation in College activities or presence at specified areas of the campus will lead to physical abuse or any conduct that threatens the health or safety of an individual or other disruptive activity incompatible with the orderly operation of the campus, the Chief Judicial Officer or the Chief of Staff or his/her designee may place a student charged with violating College policies and campus regulations on interim suspension until such time as a hearing on the original charges can be held. If at all possible, a hearing should be held on the original charge within fourteen (14) calendar days of the accused student's suspension.

Under the terms of the suspension, a student shall be restricted only to the minimum extent necessary. A decision by the Chief Judicial Officer to impose an interim suspension shall be reviewed by the Chief of Staff or her/his designee within forty-eight (48) hours of the suspension's imposition.

24. A student placed on interim suspension must immediately be given notice of the charges and the opportunity for a prompt hearing on the interim suspension.

25. If the accused student is found to have been unjustifiably placed on interim suspension, the Chief Judicial Officer will take reasonable steps to ensure that the student is not disadvantaged with respect to employment or academic status as a result of the imposition of the interim suspension.

Appeals

The Chief of Staff or his/her designee will review appeals of the Chief Judicial Officers decisions.

1. Within five (5) calendar days of receiving notification of the Chief Judicial Officers decision, the accused student may submit a written request to the Chief of Staff or his/her designee requesting reconsideration of the decision. A request for reconsideration must be based on newly discovered information that was not available at the time of the hearing or a showing that the sentence is a miscarriage of justice. Where the request is based upon new information, the case may be referred back to the hearing authority for further consideration.

2. The Judicial Officer or her/his designee shall make the final determination of all cases brought under these regulations. In doing so, the Judicial Officer or the designee shall review the record of the case and will not consider evidence that was not part of the record of the case.

Maintenance of Disciplinary Records

1. **Confidentiality** - The record of a disciplinary case and all supporting documentation shall be maintained according to the College's policies and applicable Federal and/or State laws concerning maintenance and disclosure of student records, protection of a student's rights of privacy, and the disclosure of personal student information.

3. **Duration** - The file of a student found guilty of violating campus regulations (including any transcripts or recordings of the hearing) will be maintained as a disciplinary record by the Office of the Chief of Staff for a period of five (5) years from the date of the letter providing notice of final disciplinary action, unless otherwise determined by the Chief of Staff.

Student Grievance Procedures

Student grievance procedures at Morris Brown College are intended to provide a formal, standardized means for students to seek redress concerning actions of the College and/or faculty, administrators, and staff of the College. Further, the purpose is to establish standardized procedures and safeguards, which shall be followed by the College in the adjudication of grievances. Students considering filing a formal grievance are urged to read the complete text of the Student Grievance Procedure document in this handbook.

What Is a Grievance? A grievance is a formal complaint by a student arising out of an alleged action of the College, including faculty, administrators and/or staff of the College. Such action is alleged by the student to be unauthorized and/or unjustified and adversely affecting the status, rights or privileges of the student, including actions based on race, color, religion, sex, sexual orientation, national origin, age, handicap, or veteran status.

Students are reminded that the grievance procedure is not designed to replace the open communication and understanding that are vital to the academic process. If the student wishes to proceed with a grievance, the student may withdraw the grievance at any stage and the process will immediately terminate. During all stages of the grievance, the burden of proof will be on the party making the allegation.

The Student Grievance Policy does not allow for the involvement of parents, legal counsel or other representation. The presence of these representatives is prohibited during the Student Hearing or Grievance Process.

How Does One Grieve?

Step 1: Informal discussion between the concerned parties is always the place to start. If attempts to resolve the problem at this level fail or if the person alleged to have aggrieved the student cannot be reached by reasonable effort, or if the nature of the grievance is such that an informal meeting is not possible or the student feels uncomfortable, the student has the right to continue to step two of the grievance procedure.

Step 2: If the student grieving against a college employee has not been able to resolve the problem through direct and informal communication with the employee, the student must meet informally with the employee's department chairperson or program coordinator. If, after ten (10) working days a satisfactory solution is not found, the chairperson or coordinator will meet with the student. If the student chooses to file a formal grievance, the student must give a written statement of grievance (see "Statement of Grievance" below) to the chairperson or the coordinator of the program in which the employee served at the time of the alleged action.

Formal grievance statements received by the chairperson, coordinator, or designee may or may not be referred to a department or program level committee that recommends action to the chairperson or coordinator. The chairperson, the coordinator, the designee, or the committee will investigate the allegations and reach a conclusion that does or does not support the student's contentions. The chairperson or coordinator has fifteen (15) working days to respond to the student after the conclusion of the investigation.

If either the student or the person against whom the grievance was filed disagrees with the chairperson's or coordinator's findings and recommendations, that person may appeal under procedures outlined in Step 3.

Step 3: If the student or person against whom the grievance was filed is not satisfied with the results of Step 2, or if the grievance is against the chairperson of a department or coordinator of a program, the student must next transmit a written statement of grievance (see below) to the appropriate senior

administrator. The designated senior administrator will refer the grievance to a committee (Step 3) established at the College or senior administration level.

Step 4: If the student is not satisfied with the results of Step 3 or if the grievance is against a senior administrator, the student may file a written statement of grievance with the College Student Grievance Committee. If the grievance involves the teaching responsibility of such an administrator, however, Steps 1, 2, and 3 cannot be bypassed.

Step 5: If a student is not pleased with a decision, a final institutional appeal can be made to the Office of the President.

Office of the President Contact Information:

**Office of the President
Morris Brown College
643 Martin Luther King Jr. Drive
Atlanta, Georgia 30314
Office: (404) 458-6085**

Step 6: If a student is not pleased with the institution's decision, a final appeal can be made to the Georgia Nonpublic Postsecondary Education Commission.

Georgia Nonpublic Postsecondary Education Commission Contact Information

**Georgia Nonpublic Postsecondary Education Commission
2082 E Exchange Place
Suite 220
Tucker, GA 30084
770-414-3300**

<https://gnpec.georgia.gov/student-resources/student-complaints>

INSTRUCTIONS ON FILING A COMPLAINT WITH TRACS

If students are unable to resolve a complaint through the institution's grievance procedures, they may contact Morris Brown College's accrediting body at: Transnational Association of Christian Colleges and Schools (TRACS) 15935 Forest Road, Forest, Virginia 24551 434-525-9539, info@tracs.org

Statement of Grievance - Basically, the Statement of Grievance is a clear, simple statement of fact, according to the student's understanding of what happened. It should provide enough information to give the committee a complete understanding of the situation from the student's perspective. The Director of Campus Operations should be called on for assistance.

Employment Grievance – All employees are urged to discuss their work-related problems and complaints with their immediate supervisors. Supervisors shall give primary attention to settling

disagreements on an informal basis. If, after discussions with the immediate supervisor, the employee is still not satisfied, the employee may file a grievance on the appropriate form within twenty (20) calendar days after the employee has discovered the action leading to the grievance. The grievance forms are available in the Human Resources Office. The written grievance must be presented to the immediate supervisor.

The scope within which an employee may file a grievance is limited to

- Performance evaluation
- Employee classification
- Dismissal
- Violation of the College's discrimination policy
- General harassment
- Sexual harassment

The following steps should be followed in preparing and presenting an employment grievance:

Step 1: Complete the grievance form - The employee should include a brief description of the problem, including any evidence or listing of witnesses, if applicable, which will support his/her charges. Also, he/she should provide a statement of the action he/she thinks the supervisor should take which the employee believes would remedy the problem. The form must be signed by the employee.

Step 2: First Level Review – The employee must present the grievance form to his/her immediate supervisor, retaining a copy of the form and noting the date that it was presented to his/her supervisor. The immediate supervisor has seven (7) calendar days from receipt of the grievance to make a decision and return a response and the grievance form to the employee.

Step 3: Second Level Review - If the employee is not satisfied with the supervisor's response, the employee may then present his/her grievance form to the second level of review, which is the appropriate department head. The grievance form must be presented within five (5) calendar days of the date it was returned by employee's immediate supervisor. If the supervisor fails to respond within seven (7) calendar days, the employee must submit the copy of the grievance form he/she retained, along with an explanation, to the second level supervisor, noting the date he/she presented the grievance to the second level of review. The second level of review will respond to the grievance within twelve (12) calendar days. Failure to present the grievance to the second level of review within five (5) calendar days of receiving the written response will be considered an automatic termination of the grievance.

Step 4: Third and Final Review - If the employee is not satisfied with the response of the second level of review, he/she should write the reasons for disagreeing with the decision on a separate sheet of paper, attach it to the original grievance form, and present it to the department head's supervisor. The third level of review will respond to the grievance within ten (10) calendar days of receiving it. The decision at this level shall be final. Failure to present the grievance to the third level review within five (5) calendar days of receiving a response from the second level will be considered an automatic termination of the grievance.

Any of the preceding time limits may be extended based upon mutual written agreement between the grievant and the person responsible for responding to the grievance. Reprisal against an employee for utilizing these grievance procedures will result in disciplinary action being initiated against the individual taking such reprisal.

Unauthorized Handling of Safety Equipment

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

Weapons on Campus

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

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

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

Annual Disclosure of Crime Statistics

Below are crime statistics from ½ mile radius around the campus of Morris Brown College at 643 Martin Luther King Jr. Dr. NW for 2021.

Crime Type	Count
Aggravated Assault	39
All Other Larceny	40

Burglary/Breaking & Entering	21
Motor Vehicle Theft	35
Murder & Nonnegligent Manslaughter	2
Pocket-picking	1
Rape	2
Robbery	13
Shoplifting	84
Theft From Building	7
Theft From Motor Vehicle	103
Theft of Motor Vehicle Parts or Accessories	8
Total	355

Crime Against	Count
PERSON	43
PROPERTY	312
Total	355

Firearm Involved?	Count
N	311
Y	44
Total	355

Location Type	Count
Abandoned/ Condemned Structure	1
Arena/ Stadium/ Fairgrounds/ Coliseum	2
Bank - Savings and Loan	1
Bar/ Nightclub	9
Church/ Synagogue/ Temple/ Mosque	7
Commercial/ Office Building	2
Construction Site	7
Convenience Store	12
Department/ Discount/ Store	68
Grocery/ Supermarket	11
Highway/ Road/ Alley/ Street/ Sidewalk	56
Hotel/ Motel/ Etc.	1
Other/Unknown	7
Parking/ Drop Lot/ Garage	30
Rental Storage Facility	1

Residence/ Home / Apartment / Condo	119
Restaurant	12
School - College/ University	3
Service/ Gas Station	5
Specialty Store	1
Total	355

Below are the 2021 incident reports at Morris Brown College, located at 643 Martin Luther King, Jr. Drive N.W.

March 3, 2021- Burglary happened at the campus and laptops were stolen.

Alcohol and Drug Use

It is the policy of Morris Brown College to comply with the Drug Free Workplace act of 1988 (41 USC 701-707). To this end, every reasonable effort will be made to provide and maintain a safe and healthy workplace and academic environment free from the dangers stemming from the manufacture, distribution, possession, and use of any controlled substance.

Accordingly, Morris Brown College students are prohibited by the College from using, possessing, manufacturing, dispensing, distributing or being under the influence of alcohol, controlled substances or illegal drugs on College-owned property, at College-sponsored activities, or while attending off-campus events as an official representative of the College. Moreover, no Morris Brown College employee shall sell, possess or consume alcoholic beverages on College property or as part of any of the College’s activities, without appropriate prior written approval from the President. Finally, Morris Brown College employees, students, and College-sponsored organizations must comply with applicable federal, state, and local laws pertaining to the use, possession, manufacture, dispensation or distribution of alcohol, controlled substances, or illegal drugs.

The term “controlled substances” as used in this policy refers to those drugs and substances whose possession, sale, or delivery results in criminal sanctions under Georgia law. The College also prohibits the sale, possession, and/or distribution of drug paraphernalia including, but not limited to, hookahs, bongos, pipes, etc., as well as the sale, delivery, or transfer of a prescription or prescription drug.

A federal or state drug conviction can also disqualify a student for Federal Student A210id funds.

Federal Student Aid Penalties for Drug Convictions

Update as of August 2021: The U.S. Department of Education has rescinded the student eligibility requirement and a student no longer faces penalties or suspension of Title IV aid due to a drug conviction that occurred while the student was enrolled and receiving Title IV aid.

A federal or state drug conviction (but not a local or municipal conviction) can disqualify a student from using federal student aid. Only convictions occurring during a period of enrollment in which the student was receiving federal student aid are counted against students for aid eligibility purposes, as indicated on

the Free Application for Federal Student Aid (FAFSA). The following chart indicates the suspension period for related offenses.

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite Period
3rd + Offense	Indefinite Period	Indefinite Period

A student may regain eligibility prior to the end of the period of ineligibility if he/she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests if he/she passes two unannounced drug tests administered by such a program, or if the conviction is reversed, set aside, or otherwise rendered invalid. A rehabilitation program is considered qualified if it meets at least one of the following criteria:

- It is qualified to receive funds directly or indirectly from a federal, state, or local government program.
- It is qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- It is administered or recognized by a federal, state, or local government agency or court.
- It is administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

Please see the Frequently Asked Questions (FAQ) Sheet from the U.S. Department of Education’s Office of National Drug Control Policy for more information at <https://www.whitehouse.gov/ondcp/>.

Sanctions and Penalties

Any member of the Morris Brown College faculty, staff or student body that violates the College’s Alcohol and Drug Policy shall be subject to corrective disciplinary actions and sanctions. Student sanctions can range from suspension up to and including expulsion from College academic programs as outlined in the Student Code of Conduct and Disciplinary System. Faculty and staff sanctions can range from suspension up to and including termination.

In addition to internal college sanctions, violators of the Morris Brown College Alcohol and Drug Policy are subject to referral to the appropriate federal, state, or local authorities for prosecution in the courts. Depending upon the nature of the crime, persons convicted of violating federal and state laws prohibiting the unlawful use, possession, dispensation, and distribution of alcohol, controlled substances, or illegal drugs may also face criminal prosecution.

Advertisements and Promotions

Publications of any type and in any college-sanctioned media must not accept or contain commercial advertising or other materials that promotes, depicts, or encourages the consumption, use, or purchase of alcoholic beverages or controlled substances. Moreover, neither the College's name, the names of its organizations, nor its logos, mascots, marks, or other identifying indicia may be used in conjunction with any materials, references, or imagery, including commercial sponsorship, related to the consumption, use, or purchase of alcoholic beverages or controlled substances.

Serving Alcohol at College Sponsored Events

If alcohol is to be served at a college sponsored and approved event, approval must be obtained from the President's Office. At the initial meeting, the President's Office will assist in obtaining any necessary permits. All guidelines and regulations contained in the College's Alcohol and Drug Use Policy must be strictly observed, including the prohibition of students consuming alcohol while on campus. The sponsors of the event assume the responsibility of adhering to college guidelines and state and federal law, and ensuring that appropriate behavior is maintained at all times.

All events must terminate by the President's decision given prior to the event.

1. Alcoholic beverages are to be consumed only in the designated room(s) approved for the event.
2. Proof of legal drinking age will be required at the bar.
3. Only those beverages provided by the sponsoring organization of an event are to be consumed. Individuals are not permitted to bring their own beverages to an event.
4. The College encourages low risk use of alcohol. No person will be served alcohol if they are already visibly intoxicated. No alcohol will be given away as a prize.
5. Drinking games will not be allowed.
6. No person may obtain alcohol for another person unless the person is present at the time of purchase, regardless of whether they are of legal drinking age.
7. Soft drinks and food must be made available for the duration of any activity where alcoholic beverages are served.
8. Morris Brown College will discourage the inappropriate use of alcohol by any member of its community.

Alcohol and Drug Abuse Prevention and Counseling

Morris Brown College has a drug and alcohol prevention program, MBC CHOICE, that is available to students. Please contact Choice@Morrisbrown.edu for more information or go to [About MBC Choice – Morris Brown College](#).

Drug and alcohol counseling, treatment, and rehabilitation programs for students are available from a variety of community sources. Morris Brown College has a formal relationship with St. Joseph Mercy Care also known as Mercy Care. Address--424 Decatur St SE, Atlanta, GA 30312--Phone: (678) 843-8600. Programs regarding drug and alcohol abuse are offered by the College on an on-going basis and are open to all members of the college community. Alcohol and drug counseling programs are available to members

of the campus community through the college as well. Participation in counseling programs is strictly confidential.

Health Risks

Various health risks are associated with the use of illicit drugs. Some of the more common risks are cited below and may be found at www.justice.gov/dea/druginfo/factsheets.shtml.

Drug	Risk of Physical Dependence	Risk of Psychological Dependence	Of Health Risks
Narcotics (e.g., heroin, oxycodone, morphine)	High	High	Drowsiness, slow and shallow breathing, confusion, muscle weakness, nausea, convulsions, coma, death
Stimulants (e.g., crack/cocaine, amphetamines, methamphetamine)	Possible	High	High fever, agitation, panic, headache, dizziness, tremors, convulsions, cardiac arrest, stroke, death
Depressants (e.g., Valium, Xanax, Rohypnol)	Moderate	Moderate	Loss of motor coordination, weakness, headache, blurred vision, dizziness, nausea, low blood pressure, slow breathing, coma, death
Hallucinogens (e.g., LSD, MDMA, PCP)	None	Unknown	Seizures, muscle cramps, nausea, liver kidney and cardiovascular failure, coma, death
Inhalants	Unknown	High	Muscle weakness, disorientation, nausea, nervous system and organ damage, asphyxiation, death
Marijuana	Unknown	Moderate	Dizziness, nausea, dry mouth, loss of motor coordination, panic attacks