



## 2015 MSM Annual Security and Fire Safety Report



## 2015 Annual Security and Fire Safety Report

The publication of this report is part of Morehouse School of Medicine's ("MSM" or "School") efforts to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*, 20 USC § 1092(f) (the "Clery Act"). The Clery Act, originally enacted by Congress and signed into law in 1990 as the Crime Awareness and Campus Security Act of 1990, was championed by the parents of Jeanne Clery, who was sexually assaulted and murdered in her dormitory room at Lehigh University in 1986. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery. This Act requires colleges and universities to publish an annual report that contains three (3) years of campus crime statistics, references to policy statements and disclosures of crime statistics for public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. You may access Clery-reportable campus crime data at <http://ope.ed.gov/security/GetOneInstitutionData.aspx>. Input "Morehouse School of Medicine" under "Name of Institution" and select "Search." You may also find a link to the web page on the MSM Department of Public Safety web page.

This report offers information on procedures to follow when a crime occurs and the resources available to victims of crimes committed on and off campus. This report discloses institutional policies governing campus safety and security, such as policies concerning crime reporting, alcohol and illegal drug use, crime prevention, sexual assault, access to and security of campus facilities and other matters. This report is also prepared in cooperation with local law enforcement agencies. Campus crime, arrest, and referral statistics include those reported to the Department of Public Safety, designated campus officials, and local law enforcement agencies. Each year email notifications are sent to all enrolled students, resident physicians, faculty, and staff providing information on how to access the MSM Annual Security and Fire Safety Report online or request a printed copy from the Public Safety Office. This report is available to employees, resident physicians, students, and visitors, as well as potential students and employees, and can be found in the Public Safety Office located at the ground floor entrance of the Main Campus parking deck, and on the Morehouse School of Medicine Public Safety Website at <http://www.msm.edu/Administration/PublicSafety/index.php>.

### General Information About Campus Safety and Security

The Department of Public Safety is committed to providing a safe and secure environment for faculty, staff, students and visitors where security is balanced with freedom of movement, and individual rights are balanced with community needs. The Department of Public Safety strives to achieve this mission through a community-friendly approach that enhances safety through the visibility of police and security personnel, preventive patrols, 24-hour accessibility, positive conflict resolution, and crime prevention and awareness programs. The department enforces school policies and established federal and state laws in support of the School's mission, and collaborates with local and state law enforcement agencies and community organizations in fulfilling the School's mission. The success of this mission depends upon a partnership, built on mutual respect and responsibility, between public safety personnel and the diverse population of faculty, staff, students, and visitors that constitute the MSM community.

The Department of Public Safety is comprised of the Morehouse School of Medicine Police Department, Security Services, Parking Deck Management/Transportation Services, and Emergency



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Preparedness. The Public Safety Office is located on the first floor of the Main Campus parking deck and is open 24 hours a day, 365 days a week, including holidays, with staff on the premises. Police Officers are certified and trained by the State of Georgia as Peace Officers, and comprise part of the staff available 24/7 on the Main Campus.

### ❖ Authority and Jurisdiction of Campus Safety Personnel

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The Department of Public Safety is a state-certified police agency, as defined under the Georgia Peace Officer Standards and Training Act, and a force of security personnel. Its powers are outlined in O.C.G.A. § 20-8-1 et seq (i.e. Law Enforcement Powers of Campus Policemen) and include the power to arrest; the enforcement of the laws of this state; the preservation of public order; the protection of life and property; the prevention, detention, or investigation of a crime; or any combination thereof. Within the MSM Police Department are several specialized units. Participation in these units requires advanced specialized training and additional commitment to the department. Members of these units may work with other qualified officers from other law enforcement agencies throughout the State of Georgia.

The Department of Public Safety, through the MSM Police Department, maintains a National Law Enforcement Telecommunications System (NLETS) terminal, which allows police personnel access to the Georgia Crime Information Center/National Crime Information Center (GCIC/NCIC). These databases are used for accessing criminal history data, national wide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information that may be helpful to the department. At present, the Department of Public Safety has relationships with the following law enforcement agencies:

- ▶ Atlanta Police Department
- ▶ Fulton County Sheriff's Department
- ▶ State of Georgia Department of Corrections
- ▶ Clark Atlanta University Department of Public Safety
- ▶ Morehouse College Department of Public Safety
- ▶ Spelman College Department of Public Safety
- ▶ Georgia Tech University Police Department
- ▶ Georgia State University Police Department
- ▶ Federal Bureau of Investigation
- ▶ Georgia Bureau of Investigation

The Department of Public Safety also has relationships with the following agencies:

- ▶ Atlanta Fulton County Emergency Management Agency; and
- ▶ Fulton County Drug Court.

### ❖ Procedures for Promptly and Accurately Reporting a Crime and/or Suspicious Activity

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MSM encourages accurate and prompt reporting of all crimes to the Department of Public Safety and the appropriate law enforcement agencies, even when the victim of the crime elects or is unable to make such a report. If you or someone you know witnesses a crime or suspicious activity, it is important to report it immediately after the incident occurs. The chances of catching the perpetrator will be much greater than if you wait even a few minutes. Because officers cannot be everywhere at once, they need your help. Your special efforts regarding prompt and accurate reporting of these incidents can help keep our facilities safer for everyone. Below is a set of guidelines on reporting suspicious persons or activity.



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- ▶ When you call to report suspicious persons or activity, remember the four Ws:
  - **Who** is the suspicious person? (Get a description of the person if they are unfamiliar to you.)
  - **What** is the suspicious activity?
  - **When** did the incident occur or is it still taking place?
  - **Where** is the suspicious person/activity?
- ▶ When you call to report a crime in progress, report the incident as soon as possible by dialing 911. You should attempt to provide as much of the following information as possible, such as the nature of the incident making sure that the dispatcher understands that the incident is in progress; the location of the incident; a description of suspects involved; injuries that have occurred; a description of any weapons involved; and a description of property involved. Stay on the line with the dispatcher until help arrives. Keep the dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The dispatcher may be able to learn more about what is happening.
- ▶ When you call to report a crime that is no longer in progress and is not an emergency or life-threatening situation, call the Department of Public Safety and be prepared to provide at least the following information: Your name; the location on campus where the crime was committed; your telephone number; and a brief synopsis of what occurred (include date, time, and location of crime).
- ▶ Other points to remember are:
  - If the crime occurs or occurred on the Main Campus, call the Department of Public Safety. If the crime occurs off-campus or at one of MSM's off-site campus facilities (i.e. Buggy Works Building Core and Clinical Facilities or Morehouse Healthcare), call 911 and then the Department of Public Safety.
  - Give all the information you have on the incident and/or person to the dispatcher. Do not hang up until the dispatcher is finished with his/her questions. Officers may need more information from you to enable them to properly handle the call.
  - When the police arrive, identify yourself and ensure that they do not have any other questions for you.
  - If you are witnessing a crime in progress, do not try to handle the problem yourself.
  - Do not delay reporting the incident. Remember: A crime is never solved unless someone reports it!
  - Do not leave the location from which you are reporting the incident unless you are in danger. The dispatcher may need to get more information from you.

Obviously, not everything you see is suspicious or a crime. For example, a person walking across campus is not necessarily suspicious. However, a person walking through a building corridor attempting to open each office door is suspicious. There are several classes offered by the Department of Public Safety, including "Situational Awareness," and "How to Identify When Someone Is Carrying a Concealed Weapon." Make every opportunity to take these and other safety classes.



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### ❖ Limited Voluntary Confidential Reporting

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Anyone who is the victim or witness to any crime is encouraged to promptly report the incident to the Department of Public Safety. Reports made to the Department of Public Safety or other local law enforcement agencies are open records under state law, and therefore, cannot be held in confidence. Victims of sexual assault may choose to confidentially report crimes to the Department of Public Safety, the Title IX Coordinator or the Deputy Title IX Coordinator. All reports involving sexual violence of any kind -- regardless of how or to whom they were initially reported -- will be disclosed to the Title IX Coordinator or Deputy Title IX Coordinator, and included in the annual crime statistics, with victims' name withheld as confidential. When appropriate to do so, violations of the law will be referred to the Title IX Coordinator (or her deputy) and the Department of Public Safety for review. When a potentially dangerous threat to the MSM community arises, campus security alerts will be issued to notify individuals of the threat in a timely manner. These alerts will also inform the community of any recommended action to be taken.

### ❖ Timely Warnings and the MSM ALERT System

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If a situation arises, either on or off campus, that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat to the campus community, a campus-wide "timely warning" will be issued by the Department of Public Safety through the MSM ALERT System, which is a mass alert system used to send safety alerts in a timely manner to the entire MSM community (i.e. faculty, staff and students) about certain crimes in and around the main and off-site campus facilities. MSM community members cannot OPT OUT of these email alerts. However, students, faculty and staff may request and register to receive notifications on mobile devices, subject to carrier fees.

In such situations, an emergency management team comprised of the Chief of Police, the President and Dean, and the Senior Vice President for Operations and CFO will determine the content of "timely warning" messages. Email notices are sent out and, in some cases (e.g., a carjacking, robbery, etc.), the Department of Public Safety will meet with the affected parties. Depending on the specific circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Department of Public Safety may put signs up in all of the Main Campus elevators and in student study areas. Anyone with information warranting a timely warning should report the circumstances to the Department of Public Safety by phone at 404-752-1794 or in person on the first floor of the Main Campus parking deck.

### ❖ Campus Security Escorts

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Upon request, the Department of Public Safety provides campus security escorts only for the Main Campus and the Buggy Works location. Campus security escorts are also available for the Main Campus and the Buggy Works location as an interim measure to victims of campus sexual violence, upon request.

### ❖ Reporting Crimes to Pastoral and Professional Counselors

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As a result of the negotiated rulemaking process which followed the signing into law the 1998 amendments to 20 U.S.C. § 1092(f), the rulemaking committee clarified two categories of counselors and defines them as follows:

- ▶ *Pastoral Counselor* - An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a



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pastoral counselor.

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

Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting in those capacities, are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. MSM does not have pastoral counselors but, as a matter of policy, encourages its professional counselors to report crimes, when they deem it appropriate and to inform the person being counseled to the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

### Campus Security Education Programs for Students and Employees

#### ❖ About Campus Security Policies and Procedures and Crime Prevention

In an effort to increase awareness about MSM's security policies and procedures and promote crime prevention, the Department of Public Safety partners with the Human Resources Department to offer programs to MSM students and employees that address the following topics:

- ▶ Situational Awareness, which is simply knowing what is going on around you by relying on all five senses (i.e. sight, sound, hearing, smell and touch). Students and employees are told to always trust their intuitions.
- ▶ Emergency Preparedness - Students and employees receive education on how to stay prepared in the event a crisis occurs.
- ▶ Developing a Security Plan, which would serve as a general guideline to assist a person in thinking through in advance how he/she would respond to different scenarios in which his/her personal security is compromised.
- ▶ Use and benefits of self-defense and other non-weapon defensive tactics, such as head butting, elbow striking, uppercuts, and circular punches.
- ▶ Identification of everyday items that could serve as defensive tools in the event of an unexpected physical attack (i.e. an umbrella, a pencil, a key, etc.).
- ▶ Use of actual weapons, such as Tasers and pepper spray.
- ▶ Basic weapons safety.
- ▶ Tactics for ensuring individual and collective campus security.
- ▶ Availability and use of campus security escorts on the Main Campus and the Buggy Works off-site campus facility.
- ▶ The identity of those to whom crimes and security concerns should be reported.

These programs are offered on a primary basis during new student orientation and new employee orientation. Through its "ALL Campus Safety Program," which consists of several classes taught at all MSM locations, the Department of Public Safety also offers campus safety and security course offerings on an on-going basis. Course topics include: Local area crimes and statistics, MSM Safety Procedures, Sexual Assault, Active Shooters, Preparing for Extreme Weather, Safety Awareness, and Self Defense. MSM also has its own version of the national "See Something, Say Something" campaign, which is offered every year in the Spring and Fall.

Students, faculty and staff may visit the School's Learning Management System, which can be accessed at <https://msm.csod.com/>, and register for these courses, which are taught by the MSM Chief of



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Police. In addition, the Department of Public Safety encourages students, faculty and staff to sign up to receive text messages and emails via the School's Emergency Notification System in the event of an immediate and/or continuing threat to the campus. Other safety information is also included in the annual publication of the Student Handbook, Policy Handbook and the Graduate Medical Education (GME) Handbook.

### ❖ About Alcohol and Drug Abuse

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The Department of Public Safety works closely with the Human Resources Department and the Office of General Counsel to develop and implement alcohol and drug abuse programs for MSM students and employees. In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act (DFSCA) Amendments of 1989, MSM informs the MSM community about the health risks and legal sanctions associated with the school's alcohol and drug policies may be subject to sanctions that may include mandatory rehabilitation services in addition to criminal penalties. Residents are briefed annually on the Drug Awareness Program, Resident physician impairment issues and family counseling. MSM's Graduate Medical Education (GME) department provides an annual Drug Awareness and Drug Free Environment workshop for resident physicians at Incoming and Returning Resident Orientations. This workshop includes discussion of impairment due to substance abuse.

### ❖ About the Prevention of Domestic Violence, Dating Violence, Sexual Violence and Stalking and the Procedures for Addressing Reports of Sexual Violence

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MSM expects all individuals to be treated in a respectful, dignified, and exemplary manner. Therefore, MSM does not discriminate on the basis of sex in its education programs and activities and is required under Title IX of the Education Amendments of 1972 and Title IX's implementing regulations not to discriminate in such a manner. The prohibited sex discrimination covers sexual misconduct, including, but not limited to, sexual harassment, domestic violence, dating violence, sexual assault, stalking and other forms of sexual violence, and extends to employment in and admission to such programs and activities. Inquiries concerning the application of Title IX and/or complaints of sexual harassment, including sexual violence, may be referred to the Department of Education's Office of Civil Rights (OCR) or the School's Title IX Coordinator and Deputy Title IX Coordinator:

#### **Marla Thompson**

Title IX Coordinator

720 Westview Drive, SW, Harris Building  
Atlanta, GA 30310

Direct Dial: (404) 752-1871

Fax: (404) 752-1639

Email: mthompson@msm.edu

#### **Irma Stewart**

Deputy Title IX Coordinator

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Atlanta, GA 30310

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Fax: (404) 752-1639

Email: istewart@msm.edu

As part of its efforts to raise awareness about and prevent sexual violence and the occurrence of other sex offenses, MSM offers its incoming students and new employees, on both a primary and ongoing basis, educational programs that promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking and other forcible and non-forcible sex offenses. Some of the on-going programs are offered through the School's ALL Campus Safety Program and address topics, such as obtaining temporary protective orders (TPOs); defining and discussing examples of sexual assault, stalking, domestic violence and dating violence, and rape; and the dangers associated with "roofies" and other odorless and tasteless drugs. All classes can be configured to meet your time restraints, and are taught by the Chief of Police on the main campus and off-site locations. However, seat availability varies with each class. Departments and groups can set up their own class schedule based on the times most convenient for them. Students, resident physicians, faculty and staff may sign up to take these courses on





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the School's Learning Management system. Class sizes are typically limited to 30 people. However, accommodations may be made to increase the class size or provide a second class.

In an effort to comply with the Campus Sexual Violence Elimination ("SaVE") Act of 2013, MSM has begun educating the campus community on the following topics, which will also be formerly added to the list of courses offered through the ALL Campus Safety Program:

- ▶ The definitions of consent (in the context of sexual activity), domestic violence, dating violence, sexual assault and stalking, as those terms are defined in Georgia;
- ▶ Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than that individual;
- ▶ Ways to reduce the risk and recognize the warning signs of abusive behavior and how to avoid potential attacks;
- ▶ Procedures victims should follow if a sex offense, dating violence, domestic violence, sexual assault or stalking has occurred;
- ▶ Procedures for School disciplinary action in cases of alleged domestic violence, dating violence, sexual assault or stalking;
- ▶ How the School will protect the confidentiality of victims, including how publicly available recordkeeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law;
- ▶ Written notification of students and employees about existing counseling, health, mental, health, victim advocacy, legal assistance, and other services available for victims, both on campus and in the community; and
- ▶ Written notification of students and employees about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to the Department of Public Safety or local law enforcement, or neither. MSM is obligated to comply with such a request in terms of what is reasonable.

A person who becomes a victim of or a witness to sexual harassment, sexual violence or a sex offense should report the misconduct to the Department of Public Safety, the Dean of Student Affairs, or the School's Title IX Coordinator (or deputy), and do the following:

- ▶ Go to a safe place as soon as possible (i.e. a friend's home, the Department of Public Safety, a station of a local law enforcement agency, etc.).
- ▶ Preserve any evidence as would be necessary to prove sexual harassment or sexual assault, or in obtaining a protective order or a no-contact order. Do not wash, shower, bathe, use the toilet or change clothing. Examples of such evidence include clothing worn during the incident, including, but not limited to, undergarments; sheets, bedding, and condoms, if used; a list of witnesses with contact information; text messages, call history, and social media posts; and pictures of any injuries.
- ▶ Call the appropriate law enforcement agency. If the incident occurred on campus, contact the Department of Public Safety as soon as possible by calling (404) 752-1794 or (404) 752-1795. If the attack occurred off campus, call the law enforcement agency having jurisdiction where



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the attack occurred, such as the Atlanta Police Department. MSM will also assist a victim in notifying the appropriate law enforcement authorities, if the victim so requests.

- ▶ Get medical attention. If called, the Department of Public Safety will assist the victim with medical attention that will include collecting any evidence.
- ▶ Talk to a counselor. The victim may contact MSM Counseling Services at (404) 752-1778 or the Title IX Coordinator (or the Deputy Title IX Coordinator) to obtain resources for victims of sexual crimes. The victim also has a right to have an advocate and support person present at the hospital, doctor's office, or urgent care unit for examination.

If that person wishes to report and/or file a complaint of sex discrimination, including complaints of sexual harassment or sexual violence, he/she should follow the procedures detailed in the Sex/Gender Nondiscrimination and Sexual Harassment Policy, which is referenced in the GME Policy Manual, the Student Handbook and the Human Resources Policy Manual. The Sex/Gender Nondiscrimination and Anti-Harassment Policy provides, in part, details about interim measures the School will take while an investigation into an alleged sex offense is underway. For example, MSM will comply with a student's request for an academic situation change (subject to the reasonableness of the change) following an alleged sex offense. The Policy also provides that the accused and the accuser will be entitled to the same opportunity to have others present and will concurrently receive notice of the outcome of any institutional disciplinary procedure, the procedures for appealing decisions rendered in disciplinary proceedings, any change to the results that occurs prior to the time that such results become final, and when the results become final. The School will apply a "preponderance of evidence" standard in any disciplinary proceedings that may ensue. Disciplinary proceedings will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct any investigation and hearing process that protects the safety of victims and promotes accountability. Sanctions and penalties for the commission of a sex offense include immediate termination, suspension, expulsion, cancellation of loans, loss of scholarship and grant funds, and fine and/or imprisonment.

All members of the MSM community are encouraged to follow the procedures outlined above and are required to follow the guidelines set forth in the Sex/Gender Nondiscrimination and Sexual Harassment Policy.

### Monitoring and Recording Off-Campus Criminal Activity

MSM controls off-site facilities at the following locations:

- ▶ Buggy Works Building Core and Clinical Facilities located at 1513 Cleveland Avenue;
- ▶ Morehouse Healthcare located at 1800 Howell Mill Road, Suites 275 and 550;
- ▶ The 1H, 1J, 1K, 2E, 2F, 3L, 3J, 7B, 10B, and 12C Wings at Grady Memorial Hospital; and
- ▶ The Citizens Trust Building located at 75 Piedmont Ave (3rd floor academic and administrative offices, 5th floor conference room, 7th floor administrative offices).

MSM does not operate any off-campus student housing facilities or off-campus student organization facilities, such as off-campus apartments. Therefore, some students live in homes and apartments adjacent to or surrounding the MSM campus.

The Atlanta Police Department has primary jurisdiction over the Administrative Offices, Morehouse Healthcare, the specified sections of Grady Hospital and all other areas not within MSM's geographic





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jurisdiction. The East Point City Police Department has primary jurisdiction over the Buggy Works facility. The Atlanta and East Point Police Departments routinely work and communicate with the Department of Public Safety on any serious incidents occurring on campus, at off-site campus facilities, or in the surrounding neighborhood and business areas. The Department of Public Safety dispatches a uniformed police officer to monitor and patrol the Buggy Works location from 8:30 am to 6:00 pm, Monday through Friday, and on Saturdays from 8:00 am to 12:00 noon.

In cases involving sexual assault, the Atlanta Police Department is the primary resource. The Department of Public Safety may also assist with investigations in cooperation with local, state or federal law enforcement.

### Access to and Use of MSM Buildings and Parking Lots

An electronic access control system is installed in every building on the main campus. Identification cards are issued to employees and staff for access to all buildings. Visitors are required to sign in at the public safety office. Security cameras cover over 85% of the area of the main campus. Additional cameras cover areas in building interiors. Cameras are monitored 24 hours a day, 365 days a year, and buildings are patrolled by officers from public safety every 2 hours. MSM has upgraded all lighting on the campus including the campus perimeter. At present, the upgraded lighting far exceeds the lighting in the surrounding neighborhoods.

Vehicles entering and exiting the campus are monitored. Students and persons visiting the Main Campus must park in the parking deck. Employees and authorized visitors on Main Campus may park in designated reserved parking lots. Campus parking regulations are strictly enforced. Enforcement includes warnings, booting and towing.

MSM does not provide, maintain, control or own any on-campus student housing.

### Information About Registered Sex Offenders

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, the Clery Act and the Family Educational Rights and Privacy Act of 1974, MSM is required to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. Members of the MSM community may request information about sex offenders in Georgia by contacting the Georgia Bureau of Investigation (GBI) at 404-270-8465. The GBI is also responsible for maintaining a sex offender registry, which can be accessed at <http://gbi.georgia.gov/georgia-sex-offender-registry>. In addition, Georgia participates in the National Sexual Offender Public Registry, which can be accessed at [www.nsopr.gov/EN-US](http://www.nsopr.gov/EN-US). Information contained in the Sex Offender Registry shall not be used to commit a crime against an offender or to engage in illegal discrimination or harassment of an offender. Registry information shall be used only for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Any person who improperly uses Sex Offender Registry information shall be punished by not more than two and one-half years in a house of correction or by a fine of not more than \$1,000 or both.



## Disclosures to Alleged Victims of Crimes of Sexual Violence or Non-Forcible Sex Offenses

MSM will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, MSM will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## Emergency Response and Evacuation Procedures

### ❖ General Statement

MSM recognizes that preparation is critical to be effective in emergencies. To that end, MSM will immediately notify the campus community upon confirmation of an emergency of dangerous situation. MSM's Department of Public Safety and Emergency Preparedness has also adopted an Emergency Procedures Handbook to assist in the event of emergencies. General information about the School's emergency response and evacuation procedures will be publicized each year as part of MSM's Clery Act compliance efforts and made available on the Department of Public Safety's homepage located on the institution's website.

### ❖ Process for Confirming the Existence of a Significant Emergency or Dangerous Situation

The Chief of Police or designee is responsible for confirming an emergency. To confirm the existence of a significant emergency or dangerous situation, the Chief will rely on the reports of local law enforcement or members of the campus community and assess the threat by considering the nature of the specific threat, time of day, credibility of the threat, and the recommendation of fellow public safety officials. The Chief of Police will confirm the existence of a significant emergency or dangerous situation and communicate the situation to the entire campus community using the MSM MASS Alert System.

### ❖ Institution's Plan to Determine Content of Notification and Initiate the Notification System

As soon as the Chief of Police has confirmed that a significant emergency or dangerous situation exists, the School will, without delay and taking into account the safety of the community, determine the content of any message it will disseminate using its MSM MASS Alert System, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The Chief of Police will determine the content of the notification by considering the reports of local law enforcement or members of the campus community and assess the threat.

### ❖ Student and Employee Sign-Up for Emergency Notifications



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MSM MASS Alert is a mass, urgent notification system, comprised of a variety of methods by which the medical school can notify students, faculty and staff of an active, major campus emergency via text (SMS) messages to cellular phones and electronic mail.

When the Department of Public Safety determines there is an active emergency in which the public safety of the campus may be at risk, the department will initiate an urgent notification through the MSM MASS Alert System. Examples are: tornado warnings or other dangerous weather; building or school lock downs; fire or hazardous material spill; emergency preparedness drills; and school closings. MSM community members cannot OPT OUT of these email alerts. However, students, faculty and staff may request and register to receive notifications on mobile devices, subject to carrier fees. Participants may register a variety of devices to receive emergency messages. Information provided by students, faculty and staff who register for the MSM MASS Alert System will not be shared with or sold to outside parties. Subscribers are responsible for messaging charges by their respective service providers. Members of the MSM community may register for mass alert system by visiting <http://www.msm.edu/Administration/PublicSafety/MSMMassAlert.php>.

### ❖ **Notification to the Medical School Community and the Larger Community About an Immediate Threat or Dangerous Condition**

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Upon confirmation of a serious medical emergency, extreme weather conditions (such as an approaching tornado or hurricane), hazardous material spills or release of hazardous gases, bomb threats, fire or explosion, earthquakes, the presence of an active campus shooter, or other emergency that poses an immediate threat to or creates a dangerous condition for the campus, the Chief of Police will immediately notify the entire campus community using the MSM MASS Alert System. Other means of communications to the campus community, as well as individuals and organizations outside the campus community (e.g. parents and guardians) include, but are not limited to, word-of-mouth notifications, media outlets, megaphones and vehicle intercom systems by the Department of Public Safety, and activation of building alarms. In such cases, the Chief of Police will work with the MSM Marketing Department to determine the appropriate method of dissemination to the larger community.

### ❖ **Persons With Disabilities and/or Unable to Evacuate a Building**

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Generally, building evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel. If necessary or if directed to do so by a designated emergency official, students, faculty and staff are expected activate the building alarm as they exit the building. However, it is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors, and/ or classmates of best methods of assistance during an emergency. If you wish to have assistance in preplanning, please call Public Safety at (404) 752-1794 or (404) 752-1795. Members of the MSM community are also expected to be aware of people with disabilities in their area who might require assistance in an emergency evacuation, and should be prepared to render assistance if necessary.

If you have a disability and are unable to evacuate a building, stay calm and take steps to protect yourself. If there is a working telephone, call 911, and tell the emergency dispatcher where you are or the location to which you will be moving. If you must move, we recommend the following:

- ▶ Move to an exterior enclosed stairwell.
- ▶ Request persons exiting by way of the stairway to notify the public or city fire department of your location.



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- ▶ As soon as practical, move onto the stairway and await emergency personnel.
- ▶ DO NOT USE ELEVATORS during an emergency evacuation. Emergency personnel may use an elevator for evacuation after review of the circumstances.
- ▶ When the building evacuation alarm is sounded or when told to leave by a designated emergency official, walk quickly to the nearest marked exit and ask others to do the same.
- ▶ Once outside, MOVE CLEAR OF THE BUILDING, ALLOWING OTHERS TO EXIT.
- ▶ DO NOT return to an evacuated building until advised by emergency personnel.

In all cases when a faculty or staff member, student, or visitor becomes aware of fire and/ or smoke, the Atlanta Fire Rescue Department MUST be notified immediately. Go to the nearest safe location and activate the fire alarm system at the pull station or shout "fire!", and activate the alarm as you evacuate the building. If possible, dial 911 and the Department of Public Safety after exiting the building.

### ❖ Routine Evacuation Procedures Testing

To test the practicality and effectiveness of the procedures set forth in its Emergency Procedures Handbook, MSM conducts numerous periodic emergency response exercises, at least, once a year, such as orientations, table top exercises, fire drills, and functional simulated emergency testing. These exercises may be announced or unannounced and are designed to assess and evaluate the emergency plans and capabilities of the medical school. The Chief of Police logs the occurrence of every fire drill to evaluate whether the procedures outlined for evacuation are practical and effective. Following each fire drill, the Chief of Police debriefs with evacuation staff and team leader to discuss the strengths and weaknesses of current procedures and ways to improve on the weaknesses of those procedures in the future.

General information about the School's emergency response and evacuation procedures will be publicized each year as part of the School's federal compliance efforts and made available on the Department of Public Safety's homepage located on the MSM website.

## Missing Student Notification Policy and Procedures for On-Campus Student Housing

MSM does not provide, maintain, control or own any on-campus student housing.

## Alcohol and Drug Policies

### ❖ General Policy

It is the policy of Morehouse School of Medicine that the unlawful manufacture, distribution, dispensation, possession, sale, processing or use of any controlled substance by faculty, staff or students is prohibited while on School Property or while on School business. Consequently, anyone found to be in violation of federal, state, local and/or School policy will be subject to disciplinary action up to and including termination or expulsion. A controlled substance is any chemical for which there are explicit regulations regarding its manufacturer distribution, dispensation or use. Therefore, in accordance with



## 2015 MSM Annual Security and Fire Safety Report

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the federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act (DFSCA) Amendments of 1989, all School employees and students must, as a condition of employment or enrollment, (i) abide by the School policy on controlled substances, and (ii) inform the School in writing of any conviction for violation of a criminal drug statute, when violations occur in the workplace, no later than five (5) calendar days after such conviction. The School must then notify any grant or contracting agency of the conviction within ten (10) calendar days of notice from employee or student, when employee's/ student's salary is paid from a federal grant or contract.

As adults, MSM students are expected to abide by state and federal laws and MSM policies as these pertain to alcohol consumption. All MSM sponsored and/or hosted events whether held on campus or off where students are anticipated to be in attendance must adhere to this policy. Prior approval must be obtained from the Office of Student Affairs. Alcohol can only be served by a duly licensed bartender and no one may be served more than two drinks. Alcohol must not be the central focus of the event and must not be advertised. There must be plenty of non-alcoholic beverages and good quantity of food served. Alcohol service must be discontinued no later than one hour before the scheduled end of the event.

Any employee or student convicted of a violation of a criminal drug statute or involved in illegal use or abuse of any controlled substance may, as a condition of continued employment, be required to participate satisfactorily in a drug abuse assistance or student status, rehabilitation program approved for such purposes by a federal, state local health, law enforcement or other appropriate agency.

The School recognizes the accepted professional definition of addiction. Addiction is a harmful complex bio-psychosocial, primary disease, characterized by the progressively debilitating, compulsive use of a mood altering substance at the expense of one's values, goals, vocation, family and social life. To that end, the School offers counseling and referral assistance via an Employee Assistance Program (EAP) provided by an external source or an internal student counseling service. The employee's supervisor, Associate Dean for Student Affairs, and/or the Associate Vice President for Human Resources will make the necessary referral(s) to EAP or Student Counseling Services. Department directors, supervisors, or employees who are affected by illegal use or abuse of drugs are responsible for notifying EAP directly at 1 (866) 271-7788. Employees who are concerned about a substance abuse problem may contact EAP directly, or may be referred by a supervisor concerned with the employee's substandard performance. Preliminary substance abuse counseling and referrals are available through EAP. Employees will be seen individually for assessment, referral and treatment as required. Follow-up contacts will be available as necessary to meet the employee's needs.

There is no cost to employees who contact EAP for services rendered by its counselors. However, there may be some costs incurred when referrals are made to outside clinics, physicians, and rehabilitation programs. All contacts with EAP are kept strictly confidential. Undiagnosed and untreated substance abuse problems including addictions, do not excuse any employee's substandard job performance. Any employee's refusal to seek treatment for alcohol or drug abuse, including addiction, will not be tolerated and is grounds for dismissal. To educate employees on the dangers of drug abuse, the School has established a drug-free awareness program. At least on an annual basis, employees will be required to attend training sessions at which the dangers of drug abuse, the School's policy regarding drugs, the availability of counseling services, and the School's Employee Assistance Program will be discussed.

Members of the MSM community may also sign up for alcohol and drug awareness courses offered by the ALL Campus Safety Program by registering on the Learning Management System, which can be accessed at <https://msm.csod.com/>.

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### ❖ Drug and Alcohol Abuse Prevention Programs

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In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act (DFSCA) Amendments of 1989, MSM has developed a program to prevent the illicit use of drugs and alcohol by its students and employees. The program is disseminated annually to students, faculty and staff, and provides services related to drug use and abuse, including dissemination of information materials, educational programs, counseling services, referrals and college disciplinary actions.

Students and employees are also informed of the array of local, state, and federal sanctions one might be subject to for violations of the School's Standard of Conduct and local, state and federal laws. Those sanctions include, but are not limited to fines, probation, imprisonment, denial of state funds for grants and scholarships. A violation of any law regarding controlled substances and alcohol is also a violation of the Student Code of Conduct and will be treated as a separate disciplinary matter by MSM.





## Annual Disclosure of Crime Statistics

The MSM Department of Public Safety discloses statistics for crimes reported to department and local agencies. MSM prepares this report as required by the Clery Act and in cooperation with the local law enforcement agencies that have jurisdiction over on-campus property, in certain off-campus buildings or property owned by MSM; and on public property within, or immediately adjacent to and accessible from the campus. The report can be located on the Department of Public Safety's website at <http://www.msm.edu/Administration/PublicSafety/index.php>. MSM campus officials provide updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and disciplinary referral statistics provided in this report are compiled on an annual basis for the previous three (3) calendar years (i.e. from January 1st – December 31st) in accordance with the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system, and include those reported to the Department of Public Safety, designated campus officials (including but not limited to directors, deans, department heads, the dean of students, staff, and advisors to students). In addition, these statistics also include persons referred for campus disciplinary action for categories required under the Clery Act, including liquor and drug law violations, and illegal weapons possession. Statistical information is also requested from the Atlanta Police Department, East Point Police Department and the Departments of Public Safety for Clark Atlanta University, Morehouse College and Spelman College. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year during which the crime was reported.

MSM keeps a daily crime log of alleged criminal incidents that is open to public inspection. Crime statistics are submitted each fall to the Department of Education's web based data collection system. Because MSM does not provide, maintain, control or own any on-campus student housing, the Higher Education Opportunity Act (20 U.S.C. § 1092(i)) does not require MSM to maintain a fire log or provide fire statistics in this report.

Key Definitions for Interpreting Clery Crime Statistic Data:	
<b>On-Campus Property</b>	Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). 34 CFR 668.46(a).
<b>On-Campus Student Housing Facility</b>	Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. 34 CFR 668.41(a). <b>NOTE: MSM does not provide, maintain, control or own any on-campus student housing facilities, so there will be no data on this category.</b>
<b>Non-Campus Property</b>	Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. 34 CFR 668.46(a).
<b>Public Property</b>	All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. 34 CFR 668.46(a).



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Morehouse School of Medicine Clery Act Reportable Crime Data  
-- Criminal Offenses --

TYPE OF OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
<b>Murder and non-negligent manslaughter</b>						
	2012	0	0	0	0	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0
<b>Negligent Manslaughter</b>						
	2012	0	0	0	0	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0
<b>Sex Offenses: forcible</b>						
	2012	0	0	0	0	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0
<b>Sex Offenses: non-forcible</b>						
	2012	0	0	0	0	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0
<b>Robbery</b>						
	2012	0	0	0	0	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0
<b>Aggravated Assault</b>						
	2012	0	0	0	0	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0
<b>Burglary</b>						
	2012	2	0	1	0	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0
<b>Motor Vehicle Theft</b>						
	2012	0	0	1	1	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0
<b>Arson</b>						
	2012	0	0	0	0	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0
<b>Hate Crimes</b>						
	2012	0	0	0	0	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0
<b>Domestic Violence</b>						
	2012	n/a	n/a	n/a	n/a	n/a
	2013	0	0	0	0	0
	2014	0	0	0	0	0
<b>Dating Violence</b>						
	2012	n/a	n/a	n/a	n/a	n/a
	2013	0	0	0	0	0
	2014	0	0	0	0	0
<b>Stalking</b>						
	2012	n/a	n/a	n/a	n/a	n/a
	2013	0	0	0	0	0
	2014	0	0	0	0	0



**2015 MSM Annual Security and Fire Safety Report**

**Morehouse School of Medicine Clery Act Reportable Crime Data**  
-- Arrests and Disciplinary Referrals --

TYPE OF OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
<b>ARRESTS</b>						
<b>Liquor Law Violations</b>						
	2012	0	0	0	0	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0
<b>Drug Law Violations</b>						
	2012	0	0	0	1	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0
<b>Weapons Law Violations</b>						
	2012	0	0	0	1	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0
<b>DISCIPLINARY REFERRALS</b>						
<b>Liquor Law Violations</b>						
	2012	0	0	0	0	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0
<b>Drug Law Violations</b>						
	2012	0	0	0	0	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0
<b>Weapons Violations</b>						
	2012	0	0	0	0	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0



## Annual Fire Safety Report

In August 2008, President Barack Obama signed into law the Higher Education Opportunity Act (HEOA) Fire Reporting Requirements (20 U.S.C. § 1092(i)), which requires higher education institutions that maintain on-campus student housing to annually report fire safety information to the U.S. Department of Education (DOE). All eligible colleges and universities with on-campus student housing facilities are required to make public their fire safety information and fire statistics, making them accessible to students and their families. MSM does not provide, maintain, control or own any on-campus student housing.



**MSM Department of Public Safety Directory (partial list):**

Director of Public Safety/ Chief of Police	404-756-5773
Operations Commander	404-752-1766
Day Shift Supervisor	404-756-5279
Evening Shift Supervisor	404-752-1554
Morning Shift Supervisor	404-752-1794
TAC/Dispatch Officer	404-752-1795
Parking Deck/ Transportation Manager	404-752-1758

Atlanta Police Department (APD)	911
APD Non-Emergency	404-614-6544
Clark Atlanta University Public Safety	404-880-8623
Morehouse College Public Safety	404-215-2666
Spelman College Public Safety	404-525-6401

## NOTES

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.