ANNUAL SECURITY & FIRE SAFETY REPORT
The Interdenominational Theological Center Security Department

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ITC Mission Statement
The Interdenominational Theological Center (ITC) is a Christian Africentric ecumenical consortium of seminaries and fellowships that educate students to commit to practicing justice and peace through a liberating and transforming spirituality to become leaders in the church and local/global communities.

Security Department Mission Statement
The interdenominational Theological Center (ITC) Security Department is charged with the responsibility of providing a safe, secure environment for the students, faculty, staff, and visitors of ITC. It is our mandate to become an effective deterrent to crime and property damage and to ensure that the quality of education will not be impeded by external forces. We are guided by the needs of the institution and therefore, we work cooperatively with our administration, faculty, staff, and students.
Introduction
The Interdenominational Theological Center (ITC or “Center”) believes that the safety of its students, faculty, staff, and visitors as a number one priority. A successful safety and security program requires a cooperative effort between the Security Department and all its constituents: the administration, faculty, staff, and students of ITC. To inform both the immediate campus population and public about important safety and security matters, ITC publishes this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, 20 USC § 1092(f) (the “Clery Act”). This report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus and on public property within, or immediately adjacent to and accessible from the campus. This report also includes policies governing campus safety and security, such as policies concerning crime reporting, alcohol and illegal drug use, crime prevention, sexual assault, access, security and use of campus facilities and residence halls and other matters. You can also access this report Annual Security and Fire Safety Report online or request a printed copy from the Office of Enrollment Management and Student Success.

Non-Discrimination Statement
The Interdenominational Theological Center (ITC) does not discriminate based on gender, race, age, color, disability, gender identity or expression, genetic information, sexual orientation, religion, veteran status, or national origin in the execution of its educational programs, activities, employment, daily operations, or admission policies. “No person shall on the basis of sex be excluded from, participation in, or be denied the benefits of, or be subjected to discrimination from any of the ITC programs or activities.” (Title IX, part 86, Title VI, and Title VII).

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 requires the University to provide certain disclosures to current students, employees, applicants for enrollment or employment (upon request), and the U.S. Department of Education about crime on and around campus. This information, including campus crime statistics and statements concerning the University’s security policies, are prepared, published, and disseminated annually in the ITC Annual Security and Fire Safety Report.

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.
Campus Safety and Security – Reporting Crime

Reporting Crime or Suspicious Behavior
Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents, whether occurring on or off campus, to the ITC Security Department as soon as possible. Any crime or suspicious activity seen in the parking lots or loitering around vehicles, inside buildings, or around residential halls should be reported immediately to the Security Booth calling 404-527-7797; visiting the department in-person; submitting an anonymous tip via email or letter to any staff member of the Security Department.

In the event an incident/accident occurs on campus and the victim/witness wishes to disclose the details of the crime, but wishes to remain anonymous, they may do so. While ITC encourages the prompt reporting of all criminal activity, it is always voluntary for any victim or witness to do so. Individuals wishing to file an un-official report may do so anonymously. The confidential report is important in that it provides ITC with an accurate record of criminal activity on campus which informs the institution of specific areas of concern, possible assailants and alerts the community of potential dangers. You may also report crimes to the following departments:

| Office of Enrollment Management and Student Success | (404) 527-5725 | Coston 107 |
| Office of Academic and Student Affairs | (404) 527-7705 | Coston 107 |

When reporting crimes or suspicious activity, please provide the following information:
- Type/Nature of the incident.
- Persons involved (if known) or a clear description of the individuals involved.
- Your name and address for police record.
- The location from which you are calling.
- Injuries, if known.
- Weapons, if known.
- Any other pertinent information you feel is important or necessary.

Campus Security Authorities (CSA)
The Clery Act recognizes that a campus community member may report criminal activities to officials other than law enforcement. Campus Security Authorities are designated employees who are required to disclose and report on-campus incidents of which they become aware. This is an obligation from the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. CSAs include but are not limited to deans and degree coordinators, housing staff, and staff within Student Affairs. Professional counselors acting in the scope of their professional license are not considered CSAs and are not required to report crimes for inclusion into this report.

Mandatory Reporting of Child Abuse
Georgia requires the reporting of “suspected child abuse,” including physical abuse, neglect, emotional abuse, sexual abuse or sexual exploitation, prenatal abuse, trafficking “for labor servitude,” and any act presenting “an imminent risk of serious harm” to a child’s health. The ITC strives to create a welcoming and safe environment for all individuals visiting the ITC’s property or participating in programs. The Policy on the Protection of Minors reinforces this expectation by establishing standards, requirements and procedures that specifically focus on protecting the safety of individuals who are less than 18 years of age from abuse and neglect by a parent, guardian,
caregiver, or staff of programs sponsored by or affiliated with the ITC. Compliance with this policy shall be a responsibility of all ITC faculty, staff, volunteers, interns, and students, as well as outside third parties (including contractors) who are authorized to use University facilities. All University employees and volunteers acting in the scope of their employment who have reasonable cause to believe that child abuse has occurred shall immediately (but in no case later than 24 hours) make a report or confirm that a report has been made to ALL of the following:

- The ITC Security Department (UGAPD) at 706-542-2200 or 911 (emergency);
- Their supervisor, program director, or other responsible ITC official; AND
- The Georgia Division of Family and Children Services (DFCS) at 1-855-GACHILD.

If you have reasonable cause to believe child abuse has occurred, DO NOT attempt to investigate the matter further or gather additional information before reporting.

**Violence in the Workplace**

ITC is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, ITC has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be always treated with courtesy and respect. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of ITC without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's gender, race, age, national origin, disability, or any other classification protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

ITC will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, ITC may suspend employees, either with or without pay, pending investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.
ITC encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Office of Human Resources before the situation escalates into potential violence. ITC is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

Emergencies Notification System and Crime Alerts
Campus Alerts
ITC 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 community. Alerts will be posted on the Center’s website and sent in emails and text messages.

Informational Emails
Informational emails are sent to the campus community to make them aware of situations that may be of interest to the ITC community but do not warrant a crime alert. An example would be when a crime or incident occurs outside of ITC’s Clery geography or when an incident occurs that is not a Clery qualifying crime but is a safety concern.

Crime Statistics
Clery Crime Definitions
The following definitions are used for the classification of Clery crime and incident reporting:

**Aggravated Assault:** Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Arson:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, or aircraft, personal property of another, etc.

**Burglary:** The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

**Dating Violence:** 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 by the victim with consideration of the following factors: (1) The length of the relationship, (2) The type of relationship, (3) The frequency of the interaction between the persons involved in the relationship.

**Domestic Violence:** Includes 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 or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult
or youth victim who is protected from that persons acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

**Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Manslaughter by Negligence:** Is defined as the killing of another person through gross negligence. Deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and traffic fatalities, are not included in the category Manslaughter by Negligence.

**Murder & Non-Negligent Manslaughter:** The willful (non- negligent) killing of one human being by another. Any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified as murder and non- negligent manslaughter.

**Motor-Vehicle Theft:** The theft or attempted theft of a motor vehicle, including automobiles, trucks, motorcycles, and mopeds.

**Robbery:** The taking, or attempted taking, of anything of value from one person by another, in which the offender uses force or the threat of violence.

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

a. **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

b. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. (Because there is no penetration in fondling, this offense will not convert to the SRS as Rape)

c. **Incest:** sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

d. **Statutory Rape:** sexual intercourse with a person who is under the statutory age of consent.

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

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or to suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**Liquor-Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned offenses.

- Drunkenness and driving under the influence are not included in this definition.

**Drug-Law Violations:** Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

**Hate Crimes**
Hate Crime is defined as a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability.
For Clery Act reporting purposes, hate crimes include any offense in the following list that is motivated by bias:

- Murder and Non-negligent manslaughter
- Sex Offense
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Destruction/Damage/Vandalism to Property
- Intimidation
- Larceny/Theft
- Simple Assault

**Hate Crime Bias:**

- Race
- Gender
- Religion
- National Origin
- Sexual Orientation
- Gender Identity
- Ethnicity
- Disability

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<th>ITC Main Campus Clery Crime Statistics Chart</th>
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<td>Murder/Non-negligent manslaughter</td>
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<td>Stalking</td>
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<td>Arrests: Weapons; Carrying possessing, etc.</td>
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<td>Unfounded Crimes</td>
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Access to Campus facilities

Campus Building
ITC instructional and administrative facilities are open to the public during normal business hours all year, but they are locked at other times. The Security Department maintains building security to protect residential students and employees. Direct access to buildings, personnel, students, and guests is also sustained through a system of identification check of persons entering the campus. ITC-issued ID cards are the primary source for identifying one as a student with stipulated privilege for entering the campus and accessing its resources and institutional personnel. The student ID card is to be worn or accessible upon request by campus security or administrative personnel. Individuals who need access to locked facilities should call Security Department. They should have proper identification and prior arrangements to use the area supervisor.

Access to Residence Halls
Room keys are distributed at move-in to open the exterior and room doors. Exterior doors to residence halls are always locked. Each resident has a metal key to their residence space the student’s profile is updated in the housing management computer system and all keys to the former room are collected and keys to the new room are issued. Residents are advised to keep doors always locked and to immediately report lost/stolen keys to the Housing Office.

Missing Student Protocol
Each student who lives in ITC housing must designate a person to be contacted (“Housing Emergency Contact”) in the event the student is ever determined by the ITC to be missing from his/her on-campus residence. If a student who resides on campus is reported missing from his/her campus residence, the Housing and Community Life Coordinator will immediately notify the ITC Security. If the ITC Security determines that the student has been missing from his/her campus residence for 48 hours or more and has not returned to campus, then the AVP Student Services in collaboration with the Chief Human Resource Office will endeavor a timeline approximating the absence of the student. Additional steps will be taken to determine on-campus and possible off-campus contacts when approximating the timeline. Housing Emergency Contact is also included. Subject to the degree of student indicated urgency, formal attempts involving the police will be started within the 24–48-hour window of absence.

Procedures for Reporting Missing Student
1. Designating a Housing Emergency Contact
   On-campus students are required to designate a Housing Emergency Contact when checking into ITC housing. The Housing Emergency Contact information will be collected and maintained by ITC housing on the student’s Key and Emergency Contact forms. Prior
to issuing housing keys to the student, a Housing employee will check to confirm that 
student has completed the primary Housing Emergency Contact section on his/her Key and 
Emergency Contact form.

2. Missing Student Reports
   Reports to the OESS of students missing from ITC housing should be brought to the 
attention of the Manager of Student Life & Services and the Director of OESS, or his/her 
designee, as soon as possible. The Director of OESS, or his/her designee, is responsible for 
immediately notifying the ITC Security of the report, together with the involved student’s 
Housing Emergency Contact information to post a notice at security gates.

3. Determination by Law Enforcement
   A Missing Person Report will be filed with the Atlanta Police Department beyond 48 hours 
dependent upon the urgency of the situation and condition of the student from/at the time 
the student was determined to be missing. This report will include a review of the timeline, 
description of the student, emergency contact information, state, and condition of student 
at last sighting.

Procedures for Resolving Reported Missing Student

1. Determination of Active Missing Status
   Determination of active missing status is resolved by whether student resumes their on-
campus residency and matriculation. Student reports to the OSS with documentation 
supporting the rationale for their absence. A plan for re-entry that coalesces overall current 
student wellbeing in ways that assess current course work, attendance, physical and mental 
health. This process is developed with student in consultation with impacted course faculty, 
the Provost, Human Relations Counselor, and the Chief Human Relations Officer.

2. Students that are Determined to be Actively Missing
   Contact is made with the student’s family in ways that inform the emergency contact of 
the active missing status of the student. Police procedures for investigation of the case as 
assigned by the Atlanta Police Department are supported along with necessary reporting of 
the facts, conditions and situation prompting the missing student status.

3. Storage of Student Materials
   The OESS will supply notice of institutional potential for disposal of material goods belong 
to the student via email and certified letter to the respective final addresses and/or 
emergency contact for the student. The student will be offered a period of 5-7 days of 
notification intent and collect their materials via supervised collection through the OSS. 
Pending no notification of intent and collection within the 5-7 designated time period, 
salvageable student materials will be stored on campus for a designated 30 days. Pending 
no notification of intent to collect salvageable student material from the campus, the 
institution will final its disposal of student materials.

Campus Security Department and Safety Tips
ITC Security
The ITC Security Department exist as an effective deterrent to crime and property damage and to ensure that the quality of education will not be impeded by external/internal forces. We are guided by the changing needs of the institution and therefore, we work cooperatively with our administration, faculty, staff, and students to provide a safe, secure environment for The ITC community. Security is on site and available on campus 24 hours a day, 7 days a week. The ITC Security will assist residents with vehicle trouble, safety escorts, noise, or disturbances in the public areas outside of the residences as well as investigations of criminal and suspicious activities. Security also responds to all fire alarms.

Personal Safety
Taking responsibility for your personal safety is imperative in a community living environment. Although Campus Security conducts safety rounds day/night and Police assistance is available, members of The ITC need to take action to safeguard themselves, this will assist security in doing its’ job and reflect the community wide concept of safety/security.

Members of The Security Team should always encourage The ITC Community to:

- Always be aware of your surroundings on/off campus
- Report suspicious people/activity to security immediately 404-527-7797
- Walk in groups especially when traveling to/from Woodruff Library
- Do not leave valuables unattended in classrooms, computer lab or any public areas
- Call security for on-campus escorts if needed

Non-Emergencies and Escorts
The Department of Security can arrange rides (when a security vehicle is available) and or walking escorts to students within the guidelines and limitations listed below.

- Security Officers maintain a listing of cab services in the M. L. King gatehouse along with a copy of the AU Shuttle Schedule which provides transportation throughout the AUC and the West End, Vine City and Lowery Marta Train Stations.
- ITC Security also provides access to Uber, Lift and Limo operators for persons using these services.

On-Campus Escorts
The Department of Security will provide on-campus escort to any member of The ITC community who request one. This service is available 24 hours a day by all Security Officers.

Patrols
Security officers maintain regular patrol of the entire campus. Foot patrols of the campus, residential space and dorms are the regular activity of Campus Security. They are conducted during all shifts. Security officer foot patrol of the campus will neither disturb the students nor residents unless for cause:

- There is an emergency that requires students and/or residents to be notified
• Campus security has received a call of disturbing the peace or activity of a harmful or 
criminal nature which may involve students in general or specific to residential space
• Such activity is also observed or heard during foot patrols
• There is a violation of housing agreement or institutional policy and requires the 
immediate intervention and subsequent notification of the institutional officer, the Office 
of Enrollment Management and Student Success as well as the respective seminary dean 
or coordinator.

The Security Officer will conduct patrols of all ITC parking lots during each shift. The overnight 
shift will maintain a vehicle log of all vehicles on property and vehicles entering/exiting the front 
gate. Any discrepancies observed during lot patrols will be investigated, documented and when 
necessary, The City of Atlanta Police will be called immediately. (Whenever possible the Security 
Officer should obtain the ID number from the decal and notify the owner of the vehicle in the event of a problem).

Stranded Motorist Assistance
Security Officers are equipped to assist stranded motorist on ITC property on a limited basis! 
Depending on the severity of the problem, the officer will assist as needed. Should the issue exceed 
the scope of general maintenance, the officer will provide contact information on the towing 
service used by the institution and will stay with the motorist until further assistance arrives (If 
needed). Should the Security Officer receive a call during the wait time for AAA, tow service or 
otherwise, the officer must respond to the call and return to the motorist upon completion.

Atlanta Police
Campus Security Officers are not sworn law enforcement personnel and certain situations on 
property will require the assistance of local Police. The protocol for seeking assistance from 
Atlanta Police Department falls into the following general categories:

1. Mandated calls by federal, state, and institutional policies.
2. Aggressive verbal, physical and/or violence involving the safety of student(s), 
guest(s)/visitor(s) and/or campus personnel.
3. Reported presence or observed weapon on campus, in the person’s possession or in the on-
campus residence occupied by the student.
4. Failure to produce one of the approved forms of ID and/or belligerent response to the 
request to produce ID for inspection; particularly as a means that facilitates the 
determination of active student status.
5. The presence of a non-student, unapproved person who is not present as an institutional 
personnel or guest of either a registered ITC student or ITC Community member.
6. Specific mandates after consultation with campus security supervisor and appropriate 
executive leadership with authorization of the ITC President.

Sex Offender Registry
The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect 
October 28, 2002. The law requires institutions of higher education to issue a statement advising 
the campus community where law enforcement agency information provided by a state concerning 
registered sex offenders may be obtained. It also requires sex offenders already required to register
in a state to provide notice, as required under state law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. The link to the Georgia Sex Offender Registry is https://gbi.georgia.gov/services/georgia-sex-offender-registry.

Drug/Alcohol Policy
The institution currently observes a no drugs/alcohol policy on ITC property, buildings, and residence halls. The drugs/alcohol policy can also be found in the ITC Student Handbook. The enforcement of the Drug and Alcohol policy is the responsibility of the Security Department.

ITC Employees
It is ITC's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. While on ITC premises and while conducting business-related activities off ITC premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provision of this policy, ITC has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees and consequences for violations of this policy. Employees with drug or alcohol problems that have not resulted in and are not the immediate subject of disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through ITC's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all ITC policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause ITC any undue hardship. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resources Office without fear of reprisal.

Alcohol (Students)
The presence, possession, use or distribution of alcohol in open communal area of housing facilities or activities is prohibited. The exception to this possession of use of alcohol is residents who are 21 years of age or older, legal drinking age. Residents, who are 21 years of may possess and consume alcohol in their residential rooms. However, the following are also prohibited by all residents regardless of age:

1. Hosting a gathering for minors with alcohol.
2. Possession of devices such as funnels, for the accelerated consumption of alcohol.
3. Empty alcohol bottles/containers used as decoration regardless of the age of the resident.
4. Participation in games and activities that encourage high-risk consumption.
ITC Security or Housing staff will require underage any guest to empty open or sealed alcohol containers, whether full or otherwise, found in public areas, dorm, efficiency/apartment, or common areas.

Drugs (Students)
The possession, use, distribution, growing of, sale, or manufacture of illegal drugs is prohibited by federal and state law. Residents may not possess any kind of drug paraphernalia. In addition, the misuse of prescription medication is prohibited. Residents cannot be in possession of prescription medications other than those prescribed to them by medical personnel. Violations of the ITC drug policy any individual, organization or group will result in appropriate disciplinary action consistent with local, state, and federal laws and University policies and procedures, including, but not limited to, cancellation of residential privileges, suspension, denial of state funds for any loans, grants or scholarships, criminal prosecution, fines and/or imprisonment.

Alcohol/Substance Abuse Assistance Programs
ITC provides confidential counseling service to The ITC Community through The Pastoral Care and Counseling Center in suite 213 in The James H. Costen Lifelong Education Center. To schedule an appointment please contact Mrs. Brenda Twyner-Robinson at (404) 403-4806 (24/7) or email btrobinson@itc.edu. She is also able to recommend Off-site alcohol/substance abuse assistance programs.

Weapons on Campus
Weapons (real, decorative and toy/fake) are not allowed allow on the ITC campus. Devices that can be used as weapons (such as but not limited to, knives, num-chuks, firearms, air rifles, BB guns, pellet and paintball guns, switchblades, Mace, pepper spray and other chemicals, etc.) or resemble weapons (water pistols, super soaker squirt guns, etc.) as well as any explosive devices (firecrackers, etc.) are prohibited in Housing. Any resident in possession of a firearm may be subject to immediate suspension from Housing and/or the ITC, as well as legal action. The possession of a valid firearms permit, or license to carry a concealed weapon, does not exempt students from the provisions of this policy or provisions detailed in Georgia Code Section 16-11-127.1. Under these provisions, students are prohibited from possessing, manufacturing, etc. weapons as defined above anywhere on ITC property. All residents in housing are expected to notify ITC Security regarding any observed weapons. These include the following:

1. Firearm or weapon whether operable or inoperable as defined in Georgia Code Section 16-11-127.1 or any object of like character, including but not limited to paintball guns, BB guns, potato guns, airsoft guns or any device which propels a projectile of any kind;
2. Any dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun or silencer as defined in Georgia Code Section 16-11-121;
3. Any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, over-pressure device or poison gas as defined in Georgia Code Section 16-7-80;
4. Any explosive materials as defined in Georgia Code Section 16-7-81;
5. Any hoax device, replica of a destructive device or configuration of explosive materials with the appearance of a destructive device, including but not limited to, fake bombs,
packages containing substances with the appearance of chemical explosives or toxic materials; or
6. Any decorative, switch blade, gravity or machete knives, chukka sticks, billy-clubs/night sticks, blackjacks, metal knuckles, slingshots, or axes. A pocketknife with a blade over 2 (two) inches long is considered a weapon.

Fire Safety Report
An annual fire safety report is required by the Higher Education Opportunity Act - Part II. An institution that maintains any on campus student housing facility must prepare an annual fire safety report that contains, at a minimum, the following information:
1. The fire statistics described in paragraph (c) of this section.
2. A description of each on-campus student housing facility fire safety system.
3. The number of fire drills held during the previous calendar year.
4. The institution’s policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility.
5. The institution’s procedures for student housing evacuation in the case of a fire.
6. The policies regarding fire safety education and training programs provided to the students, faculty, and staff. In these policies, the institution must describe the procedures that students and employees should follow in the case of a fire.
7. For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.

In addition, the institution must report fire statistics. Those statistics include:
   o Fire statistics for each on campus student housing facility, for the three most recent calendar years for which data are available, concerning:
     o The number of fires and the cause of each fire;
     o The number of injuries related to a fire that resulted in treatment at a medical facility, including at an on-campus health center;
     o The number of deaths related to a fire; and
     o The value of property damage caused by a fire.
   o An institution is required to submit a copy of the fire statistics in paragraph (c)(1) of this section to the Secretary on an annual basis.

Fire Log
The Security Department maintains a written fire safety log along with the Daily Crime log. The fire safety log records the date that a fire was reported in an on-campus student housing facility. This log includes the nature, date, time, and location of each fire.

Fire Safety Responsibilities
The Security Department and the Housing Office work collaboratively to ensure fire safety and emergency response for the ITC campus. In addition, the ITC works in conjunction with the Atlanta Fire & Rescue Department. The Housing Office and Facilities Department works with outside contractors enforce building and fire codes, investigating fire incidents, developing evacuation procedures, fire safety public education, and maintaining fire alarm and extinguishing
AFRD Station 1 provides fire protection and first responder emergency medical services to the ITC campus.

Fire Safety Policies and Procedures

Fire Response Procedures
If you discover a fire:
- pull the nearest fire alarm box (pull station).
- Leave the building via the nearest exit. Call 911 to report the fire once safely outside.
- Check doors for heat before opening them – do not open doors if hot to the touch.
- Do not use elevators to exit the building.
- Gather outside the building at the location identified by Housing.
- Remain outside the building until an emergency response official gives permission to re-enter.

If a fire starts while you are cooking:
- If a fire starts in the oven, turn off the oven and allow the fire to go out completely before opening the oven door.
- If a fire starts in a microwave oven, keep the door closed and unplug the unit. Don't try to remove burning containers from a microwave.
- If a fire breaks out in your apartment, no matter what size, call 911.

In the event of a fire alarm:
- Evacuate the building immediately. Failure to leave the building during a fire alarm may result in referral to Housing authorities for a conduct violation.
- Leave the building via the nearest exit.
- Check doors for heat before opening them – do not open doors if hot to the touch.
- Do not use elevators to exit the building.
- Gather outside the building at the location identified by Housing.
- Remain outside the building until an emergency response official gives permission to re-enter.

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:
- Keep the caller on the line and talking if possible (pretend to have difficulty in hearing - ask the caller to repeat what he/she said).
- When will the bomb explode?
- Where is it right now?
- What does it look like?
• What kind of bomb is it?
• What will cause it to explode?
• Why did you select this place for it?
• Did you place the bomb? Who did? Why?
• What is your address? Your name?

After the caller hangs up, immediately call (404) 527-7797 and notify Security.

Tampering with Fire Protection Systems
Damaging, tampering with, or impairing the function of fire and safety equipment (including, but not limited to, fire alarms, door alarms, fire extinguishers, exit signs, emergency phones, fire doors, smoke or heat sensors, sprinkler system, etc.) is prohibited by ITC policy and a violation of Georgia Fire Protection and Safety Codes. Residents will be responsible for any restitution to residents and the ITC because of the activation of a sprinkler head. The following items are prohibited from the residence:
  o any type of candle, incense, potpourri burners, flammable liquids (e.g., gasoline, propane, and kerosene), space heaters, and any other open-flame items.
  o Open-flame grilling is allowed only outside on the grill in the courtyards. Coals must be properly cooled and disposed.

Each student should be aware of the sensitivity of the sprinklers, smoke detectors and heat detectors that are present in their room, hallways, or apartments. These can be activated by water, force, pressure, or sudden shock. When smoke or heat detectors are triggered, they activate the building alarm system alerting residents, the Police Department, and the Fire Department. The following is a list of guidelines for your smoke detector:
  o A portion of the room smoke detectors are battery operated.
  o To ensure your safety it is imperative that batteries are always left in the smoke detectors.
  o When the batteries are low, the detector will emit a periodic beeping sound. If this happens, submit a work order in your community Housing Office to have the battery replaced.
  o Your community maintenance staff conducts periodic smoke detector checks to ensure their working condition.
  o Residents should not touch, tamper with, or attempt to investigate any fire safety equipment.

Apartment /Efficiency Responsibility - Fire Safety, Security and Equipment
1. All residents are expected to comply with evacuation procedures. Failing to evacuate the residence area during an emergency or when directed by housing staff or fire department personnel is prohibited and a violation under the State of Georgia and City of Atlanta laws.
2. Tampering with any fire safety equipment, including, but not limited to: pull stations, alarms, fire extinguishers, exit lights, smoke detectors and sprinkler systems is strictly prohibited and is a criminal offense under the State of Georgia and City of Atlanta laws.
3. Candles, incense, items with open flames and exposed heating elements are not permitted.
4. All holiday decorations must be removed within seven days after the holiday.
5. Synthetic and natural materials will burn rapidly. These materials may not be used as a decoration against a wall. No material may ever be hung from a ceiling.
6. Items with exposed heating elements are prohibited. This includes but is not limited to sun lamps, immersion heaters, and hot plates.
7. Halogen lamps and extension cords are not allowed on Housing premises. Use energy saving light bulbs and power strips / surge protectors. All lights/cords must be in good condition and be UL certified. Multiple outlet plugs that insert into an outlet are not permitted.
8. Residents are permitted to bring microwaves as they are not provided by ITC housing.
9. Privately owned air conditioners are not permitted. Window fans are discouraged and should only be used when the resident is present.
10. Cooking outside of the kitchen is not permitted.
11. Irons must only be used with ironing boards and irons should never be left unattended.
12. Space heaters are not permitted.
13. All cooking is limited to the kitchen.

Additional information may be found in the ITC Housing Manual.

Fire Safety Training
Bimonthly Health and Safety inspections are conducted. If you are not present at the scheduled/posted time, the inspector will enter and perform the inspection. A notice will be left because of the inspection. Students have 48 hours to correct problems and comply with standards. Failure to do so will be considered a violation of the Housing Contract.

Evacuation Safety
In the event of any situation, real or simulated, which requires you to leave the residences, and audible alarm will sound residents to exit their residential unit. Every alarm requires evacuation; leave your residences immediately. When evacuating, proceed to the nearest exit and go to the designated evacuation area, and stand clear of all entrance and exit doors. An ITC official will notify you when it is safe to re-enter the residence. Not evacuating the residences during an alarm is a violation of codes and housing policy. Failure to evacuate will result in disciplinary action.

Evacuation Guidelines for People with Disabilities
Some individuals may need special assistance in the event of a fire or emergency requiring evacuation. An emergency plan and able-bodied volunteers will assist in meeting the needs of disabled individuals in the event of an emergency. Able-bodied volunteers should be prepared to assist the disabled during an emergency warning and evacuation.

Wheelchair Users – Wheelchair users must be removed from smoke and fumes as quickly as possible. If available, ITC Security will assist. Otherwise, volunteers will be necessary. Wheelchair users should be prepared to instruct volunteers on how they prefer to be transported, mobilized, or carried.

Visually Impaired – The visually impaired will need a guide to assist them in an evacuation. Keep in mind that the person with the disability usually knows the best way to be assisted. A volunteer should announce his/her presence, speak directly to the individual and describe, in advance, what actions for evacuation will be taken. The volunteer should lead the visually impaired to a designated safety area and inform them of the surrounding environment.

Hearing Impaired – The hearing impaired may not be aware that an emergency exists, so they need to be alerted. Means of getting their attention are notes, switching lights on and off, gestures or automated signaling. Always establish eye contact with the hearing impaired and be sure that you are understood.
## Fire Safety Statistics

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<th>Name of Facility</th>
<th>Year</th>
<th>Fires</th>
<th>Injuries</th>
<th>Death</th>
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## Fire Safety Features

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<th>Year</th>
<th>Smoke Detector</th>
<th>Extinguishers (Per Apartment)</th>
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