ANNUAL SECURITY REPORT

and

ANNUAL FIRE SAFETY REPORT

for 2018

COVENANT COLLEGE

IN ALL THINGS CHRIST PREEMINENT
Introduction

The Clery Act requires all institutions of higher education to publish an annual report of security policies and crime statistics. The Higher Education Opportunity Act of 2008 also requires an annual report containing information on campus emergency response and evacuation procedures, emergency notification, additional hate crime reporting and fire safety policies and statistics. Information contained in this report was obtained from all relevant campus authorities. The report is due by October 1st of each year and must contain certain crime statistics for the most recent three-year reporting period.

The purpose of this publication is to:

- Provide crime statistics required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- Inform current and prospective students, staff, faculty and visitors about the College’s policies and programs designed to help keep them safe
- Share information regarding emergency preparedness and planning

The Annual Fire Safety Report for 2018 is included with this report.

Background

In November of 1990, the Student Right to Know and Campus Security Act (Public Law 101-542) was signed into law. This Act represents a legislative response to the perceived problem that some colleges and universities had been less than forthright about disclosing various policies and statistics which are of interest to members of the college or university community and to prospective students, parents and/or employees of that institution. Title I of the Student Right to Know and Campus Security Act required that institutions complete and distribute upon request graduation rates of students, particularly those receiving athletic scholarships. Title II required institutions to make security policies and campus crime statistics available to interested parties. Title III of the Act made the same requirements regarding the institution's default rates for student loans.
In July 1992, the Higher Education Amendments of 1992 (HEA) were enacted. The HEA imposed new requirements for preventing, reporting, and investigating sex offenses that occur on campus.

In July of 1999, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act was enacted. This act broadened the list of reportable crimes and imposed new reporting requirements for crimes, the location of those crimes, and authorities that have to report those crimes.

**Compliance**

Preparation of this report is the responsibility of Covenant College’s Safety and Security Department. This report is made available to all current students and employees via email on an annual basis. The report is also made available online on the college’s website. Printed copies are available upon request from the Safety and Security Department.

Covenant College has always practiced a spirit of open disclosure in its policies and practices and is pleased to make this compilation of security policies and campus crime statistics available. If, after reading this report, you have other comments or questions please address them to:

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Part One: The Annual Security Report

A. Campus Security Overview

Covenant College Safety and Security Department

The mission of the Safety and Security Department is to protect the personnel and property of Covenant College, maintain the security and integrity of the campus, and offer assistance where needed in order to care well for the campus community. The department is comprised of a director, a Safety and Security Coordinator, two full-time and two part-time Campus Security Officers. (Other reserve officers work for the College on an as needed basis.)

In addition to campus security, this department is responsible for many additional aspects of campus life including issuing student and employee identification cards (called ScotsCards), management of keys and key cards along with the supporting software, management of the College’s network of surveillance cameras, parking policy and enforcement, liaison with local law enforcement, and lost and found.

The department provides a Campus Security Officer on duty during weeknights from 5 pm until 8 am, and throughout the weekend. These officers patrol the campus to assist students, faculty, staff, and visitors with all safety and security matters. They also have authority to enforce Covenant College’s parking regulations. No Safety and Security Department employees have police arrest authority, but can assist local law enforcement officers in the performance of their duties.

The College also utilizes Safety and Security Student Guards who work in conjunction with the contracted guard service. These Student Guards are on duty throughout the day as they are available. Additionally, they are on duty each evening from 6:00 pm until 1:00 am, seven nights a week. The mission of the Student Guards is to assist the Campus Security Officers in caring for the student population and maintaining a safe campus environment. Their duties include patrolling the campus in the Campus Security vehicle, shuttling students to and from South Campus, helping with disabled vehicles, securing buildings, and reporting unusual or suspicious behavior on campus.

The Safety and Security Department’s daytime phone number is (706) 419-1229. The after hours number is (423) 593-1403.
Police Jurisdiction

Concerning police jurisdiction, the campus is located within the jurisdiction of the Dade County Sheriff’s Office. (Despite the college’s Lookout Mountain, Georgia address, the college does not sit within the city limits of the local police department of Lookout Mountain, Georgia.) As such, the Dade County Sheriff’s Office has full authority on campus to make traffic stops, conduct criminal investigations, execute arrests or intervene as necessary in accordance with state and municipal laws. Any crimes occurring on campus may be referred to the Dade County Sheriff’s Office for investigation and potential prosecution.

Dade County is situated in Georgia’s most extreme Northwest corner and consists of 173 square miles. The county seat of Trenton is located eleven (11) miles from the Covenant College campus.

B. Reporting Crime and Other Emergencies on Campus

The campus community is encouraged to call 911 for any and all life-threatening or serious medical emergencies, or when they witness criminal acts or any suspicious activity on campus. The campus is also advised the most direct way to “call 911” is to call the Dade County Emergency Services Department at (701) 657-4111. For all other types of assistance, the campus may contact the Safety and Security Department during business hours by calling (706) 419-1229, or by calling the Department’s after hours number at (423) 593-1403. Off campus residents should immediately contact the Dade County Sheriff’s Office for assistance.

Students are instructed through the Student Handbook, Residence Hall Manual, and various orientation sessions to report all crimes to their person or property to Residence Life, Student Development, or Safety and Security staff. Likewise, the Covenant College Staff Manual and Employee Handbook instructs all employees to report crimes to their person or property on campus to the Safety and Security Department. Any instance or allegation of a crime or other emergency involving any student will also initiate an automatic response from campus personnel for counseling and/or victim support services.

C. Crime Prevention Programs/Safety Awareness

Covenant College is situated in a fairly isolated, residential community. The majority of Covenant’s students reside in campus housing. Orientation and information programs for all resident students are held at the beginning of each semester. These programs include information about safety on campus.
All student and employee vehicles on campus are required to be registered with Safety and Security. When registering a vehicle on campus, vehicle owners are referred to the college’s parking regulations which are posted online. These regulations include safety precautions for those that operate vehicles on campus.

The Office of Student Development is responsible for determining whether and how college students and employees will be notified of violent crimes that have been reported to the police and/or to campus security authorities. Such information will be disseminated in ways appropriate given the particular circumstances of each incident.

See Something, Say Something

All members of the Covenant College community are encouraged to aid in maintaining a safe and secure campus by reporting any suspicious or unethical behavior, abusive relationships, sexual violence, or potential criminal conduct to the Safety and Security Department. This may be done easily (and anonymously if desired) via the See Something, Say Something link on the Safety and Security website, www.covenant.edu/security.

Prevention of Violence

The Safety and Security Department’s website seeks to educate all members of the campus community regarding potential signs and signals potentially displayed before an act of violence occurs. The Department invites all employees, students, and concerned persons to view the 2+ minute video entitled “Evan” produced by Sandy Hook Promise by clicking on the following link shown below at https://www.youtube.com/watch?v=A8syQeFtBKc.

Further, the website encourages any interested person to visit the Sandy Hook Promise website at www.sandyhookpromise.org for more information relating to preventing gun violence and other tragedies.

Criminal actions or campus incidents are to be recorded in the Daily Crime Log. The Daily Crime Log is maintained in the Safety and Security Department and is available to the public upon request.

The Safety and Security Department regularly invites the Georgia Emergency Management Agency to campus to conduct emergency preparedness training (including active shooter and fire emergency training) to all members of our campus community. These presentations have been given to each segment of the campus including staff, faculty, student leadership, and the student body.
More specifically, on 1/8/2018 this training was provided to the College’s faculty. Interested staff members were also encouraged to attend. On 4/3/2018, the same presentation was offered again to all College employees. On 9/27 and 28/2018, the training was presented again on campus and all members of the student body were encouraged to attend. This training was mandatory for all Resident Assistants.

Safety Presentations

Covenant College requires all student workers and all freshman to annually complete safety awareness training. This training is available on line.

D. Campus Community Emergency Notification and Timely Warning Procedures

The Department of Safety and Security, working under the supervision of Student Development, is responsible for both emergency notifications and timely warnings. A variety of dissemination methods will be used to communicate these messages. They include text messages, email messages, phone calls, siren alerts, and social media.

Emergency Notification

In the event of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees, including the necessity to evacuate the campus, upon confirmation the College will immediately disseminate this information to the campus community. In the event that an evacuation of the campus is necessary, students and employees will be directed to a safe location.

The only reason the College will not issue a notification for a confirmed emergency or dangerous situation would be that if doing so would compromise efforts to a) assist a victim, b) contain the emergency, c) respond to the emergency or d) otherwise mitigate the emergency.

The College’s emergency notification system messages are referred to as ScotsAlerts. The College has contracted with Omnilert, a critical and emergency communications software company, for rapid notification to the college community when necessary. ScotsAlerts are rapidly sent important messages for all members of the Covenant community. In addition to emergency notifications, ScotsAlerts are also used to notify the Covenant community about other potential hazards, campus closings, inclement weather, or other critical information.
The Covenant email accounts of students, faculty, and staff are automatically registered for email notifications via ScotsAlerts. In addition, we encourage each campus community member to register for any or all of the following message options:

- Text Messages
- Additional email account
- Phone call (landline or mobile)

There is no charge to register for and receive ScotsAlert messages. Campus community members’ participation and subscription information is private and will not be shared.

ScotsAlerts may be activated by the Safety and Security Department or by the Office of Student Development. ScotsAlerts used for emergency notifications will issue a warning to the community to take immediate and appropriate action to prevent a potential life threatening event from occurring.

Once activated, ScotsAlerts are also communicated directly to the College’s Facebook and Twitter accounts.

In addition to ScotsAlerts, the college also has the capability when necessary to broadcast emergency notifications over the College’s public address system.

In the event of a significant emergency or dangerous situation involving an immediate threat on campus, the College will likely also broadcast one of two siren alert tones via the public address system.

For a **weather emergency** such as a tornado warning, the on campus siren will broadcast the standard mass alert “Wail” tone. (A recording of the “Wail” tone is available on the College’s Safety and Security Website.) When hearing this tone, all members of the campus community should immediately seek shelter in the nearest Tornado Evacuation Zone. These Tornado Evacuation Zones are illustrated on signage posted throughout the campus.

For an emergency involving an **imminent threat** on Covenant College, the on campus siren will broadcast the standard mass alert “Hi/ Low” tone. (A recording of the “Hi/ Low” tone is available on the College’s Safety and Security Website.) Examples of immediate or imminent threats on campus could be an active shooter or other armed intruder, a terrorist attack, a bomb threat, explosion, civil rioting, or a chemical or hazardous spill.
For other emergency situations, the College may broadcast pre-recorded emergency announcements or live announcements over its public address system.

When hearing the siren or other public address announcement, all members of the campus community should consult their most readily available ScotsAlert outlet for more detailed information. A texted version of a ScotsAlert message is always limited to a defined number (159) of characters. An emailed version of a ScotsAlert message is not and will likely contain more information.

Covenant College routinely participates in emergency tests of the ScotsAlert system and the public address system.

**Timely Warnings**

The college will send out timely warnings to inform the campus community concerning crimes that have occurred on or near campus that represent an ongoing threat. These timely warnings will be sent as soon as pertinent information is available. The Department of Safety and Security is responsible for sending timely warnings, which may be sent using a variety of dissemination methods.

**E. Campus Facilities Security and Access**

Covenant College has an open “private” campus. As a result, access to campus facilities is not limited to members of the campus community. The South Campus Road (i.e. the route to the baseball and intramural fields) is frequently used by hikers to gain access to the area’s network of trails, which traverse college property. Any individual may obtain a gym access pass, allowing them use of the college’s gym and workout facilities. The library is likewise open to the public. Students should make note of this and should always be aware of their surroundings, even on campus. When walking along the South Campus Road, or on the area’s network of trails, it is always best to travel in pairs.

Students are urged to keep watch on each other’s vehicles and personal possessions, and to help control access to their residence halls by securing doors and taking notice of uninvited guests in the residential areas.

All students are issued an identification card (or ScotsCard) at the beginning of each academic year. Employees are given ScotsCards when they begin employment at the college. All are
expected to carry their ScotsCards with them while on campus, and to present it to campus or law enforcement personnel upon request.

Non-residential buildings are locked nightly at midnight. These buildings are reopened each morning at 6:00 a.m. Non-residential buildings remain locked throughout the day on Sunday (with the exception of certain academic buildings). Access to these areas after-hours is limited to persons who have offices in those buildings or to persons who have obtained after hours permission from college officials.

The main entrance doors to each residential building are capable of being opened after hours only by a resident student using his or her ScotsCard. Safety guidelines are published in the Residence Hall Manual, which is distributed to all residential students at the beginning of each academic year.

College maintenance workers wear uniforms while working, making them identifiable to students and employees. All college personnel are expected to announce themselves prior to entering the residence areas of the other gender. Contractors are ordinarily accompanied by college personnel when they enter residence facilities.

Safety and Security guards make nightly inspections of the campus lighting, and make note of needed repairs. Bushes, trees and shrubs on campus are pruned regularly, and the grounds department regularly inspects the campus for possible visibility issues that may create security concerns.

Interior and exterior doors of campus buildings are locked each evening by security officers. Faulty locks or other security deficiencies are reported daily to the Facilities Management staff for repair or replacement.

Resident Directors and Resident Assistants are on duty in residence halls to monitor access to buildings and to provide assistance to the students during evening hours.

The college also uses video surveillance cameras to monitor vital aspects of the campus. This includes the entrances to the residence halls and other campus buildings.

Exterior lighting is an important part of the college’s safety and security. Parking lots, walkways, and building exteriors are well lighted. Surveys of exterior lighting on campus are conducted by the college’s guard on a routine basis and reported to Facilities Services for repair or replacement.
F. Procedure if a Student is Reported Missing

As required by the Higher Education Opportunity Act and in an effort to ensure the safety of our students, Covenant College has established the following missing student protocol. This policy applies to students who reside in campus housing, including off-campus apartment units owned by the college for student residents. The policy may also be applied to students who reside off campus when appropriate.

For purposes of this policy, a student may be considered “missing” if the student’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to, a report or suspicion of foul play, a reported expression of depression or suicidal thoughts, a suspected drug dependency, suspected involvement in a life-threatening situation or with persons who may have endangered the student’s welfare. Likewise, the absence may be entirely unexplained, yet inconsistent with established norms.

All Covenant College students who reside in on campus housing will be given an opportunity annually to select an individual or individuals to contact in the event they become missing. This individual may or may not be the same person designated as the student’s general emergency contact. The individuals designated as emergency contacts will remain so until changed or revoked by the student. This information will be registered confidentially, and will only be accessible by authorized campus officials.

In the event a student is determined to be missing from campus for 24 hours (or sooner), Covenant College will notify the designated contact person within 24 hours of this determination. (A determination that a student is missing may be made at any time based upon circumstances. It is not necessary to wait a full 24 hours to make this determination.)

If a student is under the age of 18, and is not an emancipated minor, the college must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, IN ADDITION to the person designated by the student.

Further, the college must also notify local law enforcement within 24 hours of the determination that a student is missing, regardless of the student’s age. This must occur even if the student elected NOT to provide a contact person in the event they became missing, and regardless of the status of the student.

Any member of the Covenant College community who has information that a residential student may have been missing for a 24 hour period must immediately make notification. (It is not
necessary to wait for the full 24 hour period to elapse before making notification. Notification of a missing person may be made at any point it is determined necessary.) Notification of a missing person must be made to one of the following college officials:

- Director of Safety and Security @ (423) 593-1403
- Dean of Students @ (706) 419-1107
- Associate Dean of Students for Residence Life @ (706) 419-1108
- Resident Director on Duty @ (706) 419-1176

In any event, information concerning missing students must also immediately be forwarded to the Safety and Security Department, phone (706) 419-1229, or (423) 593-1403.

Although not required by statute, all are encouraged to follow the same procedures when non-residential students are suspected of being missing. In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should also immediately notify local law enforcement authorities. The Safety and Security Department will assist external authorities with these investigations to the greatest extent allowable.

G. Drug and Alcohol Violations

Covenant College recognizes the state’s interest in enforcement of alcohol and drug laws, and may remand any student found in violation of these laws on campus over to the appropriate legal authorities in addition to whatever penalties they may receive from the college.

In accordance with the Covenant College Student Handbook, Covenant College enforces all applicable laws regarding the possession, use, or sale of alcohol by underage persons or of illegal drugs. In addition, Covenant College prohibits the on-campus possession and/or use of tobacco products and alcoholic beverages by all students, regardless of age. All students who live in college housing and all single students living off-campus are additionally required by the college to refrain from possession and/or use of tobacco products and/or alcoholic beverages, on or off campus, regardless of age, unless they are at their parent’s home or expressly under their parent’s authority.

The Covenant College Employee’s Handbook proclaims Covenant as a Drug Free Workplace. Annual health programming, available to all students, faculty, and staff of the college, includes a display depicting the health risks associated with the use of illicit drugs and the abuse of alcohol.
The Director of Health Services is also available for counseling and referral for any student or employee who seeks assistance in these areas.

**H. Sexual Offenses and Offenders**

The current revision of the Student Handbook outlines the policies and procedures on sexual offenses occurring while enrolled as a student. Distribution of the Student Handbook is made to all students. This revision assures compliance to the 1992 Higher Education Amendment. Legal Counsel was consulted to maintain an up-to-date legal posture for the institution in regard to sexual offenses. The handbook states possible sanctions after the disciplinary process.

A list of convicted sexual offenders for Dade County, Georgia, is maintained in the Safety and Security Department.

**Education Programs to Promote Awareness of Sex Offenses**

All students are required each year to complete an on-line Title IX training and pass a quiz on topics including bystander intervention, dating violence, and sexual harassment and assault prior to being allowed to finalize registration. The Student Handbook also includes information on these topics.

The Residence Hall Manual provides immediate information for a student to maximize his or her living environment as safe and reasonable. All students are required to complete annual training and must pass a quiz prior to registration.

The orientation of all new students to the campus covers all policies regarding sexual behavior, sexual harassment, and procedures if reporting becomes necessary. Repeated levels of orientation cover policies and procedures accordingly.

Personal Counseling Services are available to all students free of charge. The Center present programs regarding sexual conduct and trail the student assistance program as necessary regarding sexual offenses.

The Health Services Department offers brochures and videos regarding sexual behavior.

The Critical Health Issues Course is offered through the Physical Education Department. This course discusses sexually transmitted diseases.
Discipline for Violations

The following is a list of sanctions, one or more of which may be imposed on students found responsible for violating the Standards of Conduct or any other college regulation. The disciplinary bodies are free to modify, qualify, or create new and different sanctions in accordance with the individual circumstances and needs of the student. Generally speaking, there is a “ladder” of increasing discipline as a consequence for repeated or more serious actions.

No Action: Information that comes to the attention of the Dean of Students may, in some instances, require no action.

Reprimand: A written documentation sent to a student regarding inappropriate behavior.

Restitution: Assessment of charges to repair or repay losses incurred by a student’s actions.

Loss of Privileges: Removal of leadership responsibilities, intramural activities, club or organization participation, intercollegiate athletic or other co-curricular opportunities.

Monetary Fine: A monetary discipline assessed to the student that is to be paid by the student, not put on the bill.

Holds: Registration holds or transcript holds may occur if a student leaves campus without completing the disciplinary responsibility.

Counseling: Personal or assessment counseling.

Campus: Students may be confined to their room during an appeal or as an act of discipline if their potential behavior may disrupt the personal, academic or spiritual nature of the college or if it is in the best interest of the student. Students will be free to attend classes, chapel, work study and meals as scheduled.

Probation: Students may be placed on a disciplinary probation for a first time violation of the Standards of Conduct. Probation will usually involve a “Loss of Privileges”.

Suspension: Students may be suspended from campus in the event of a serious violation(s) of the Standards of Conduct. Students are not to return to campus while on suspension unless permission is granted from the Dean of Students.
Discontinuation of enrollment: The College may choose not to allow a student to re-enroll for an upcoming semester.

Immediate Suspension Without Appeal: A student that is viewed as an emergency health or safety threat to the Covenant College community, or disruptive to the academic and/or spiritual atmosphere of the college, may be suspended outside the standard process of appeal by power of the President, the Vice President of Academic Affairs, and the Vice President of Student Development (or a designee of each of these three offices).

Procedures for Student Victims of Sexual Offenses

The following are procedures student victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred.

If You Have Been Assaulted:

1. **Ensure that You are Safe**

   If you are in immediate danger, call 911. Get to a safe place and seek support from someone you trust.

2. **Seek Medical Attention**

   Individuals with significant injuries should go to the closest emergency room. If injuries do not require urgent medical attention, individuals should immediately go to the Partnership for Families, Children and Adults where they can be treated and have evidence collected.

   **Partnership for Families, Children and Adults  
   Sexual Assault and Relationship Violence Hotline and Clinic**

   This is the recommended facility for survivors of sexual assault. The Partnership has nurses who are well trained in conducting the forensic exam (rape kit) for evidence collection. All services are free. The contact number is (423)755-2700 (24/7 support).

3. **Preserve Evidence**

   Do not wash, eat, drink, douche, clean, use the bathroom (if possible), or change clothes. Save evidence in a clean paper bag.
4. Report the Incident

To report to the police:
Dade County (Georgia) Police: (706) 657-3233
Hamilton County (Tennessee) Police: (423) 209-7000

To report an incident to Covenant College:
Dr. Brad Voyles, Title IX Coordinator:
(706) 419-1107 or brad.voyles@covenant.edu

Becca Moore, Deputy Title IX Coordinator:
(706) 419-1262 or becca.moore@covenant.edu

The Title IX coordinator can assist a student or employee in filing a complaint. If the victim is concerned about confidentiality, the Title IX coordinator will keep the person’s personal information as confidential as possible.

Safety & Security, Carter Hall basement, Room 21
Office: (706) 419-1209
24/7: (423) 593-1403
RD on Duty: (706) 419-1176

The College encourages the reporting of all perceived incidents of sex offense, domestic violence, dating violence, sexual assault, or stalking regardless of the offender’s identity or position.

The College will provide an alternative accountability process for individuals who may be hesitant to report a sexual assault violation out of fear that they themselves or others may be accused of violating other College policies, such as drinking or drugs at the time of the incident. Educational options and accountability may be explored, but no conduct proceedings or conduct record (for students) or disciplinary actions (for employees) will result.

5. Seek Support

For confidential places of support including guidance on reporting the incident:

Priesthill Counseling Center (located on campus in Jackson Hall)
Office: (706) 419-1275
Hours: Monday through Friday: 8:30 a.m.–4:30 p.m

Community resources

Sexual Assault and Relationship Violence Hotline and Clinic

Partnership for Families, Children and Adults
Phone: (423) 755-2700 (24/7)
Confidential sexual assault and relationship violence support services for Chattanooga area.

Family Crisis Center of Walker, Dade, Catoosa, & Chattooga Counties, Inc.

Phone: (706) 375-7630 (24/7)
Confidential relationship violence support services for Northwest Georgia.

Rights of Complainants and Respondents

The College shall provide any individual suspected or accused of violating this policy with a written explanation of the suspected or alleged violations of this policy or College policies. Complainants and respondents shall both be provided with the following in connection with the resolution process of suspected or alleged violations of this policy:

- A copy of all relevant policies and procedures which apply to the allegation(s);
- Information regarding their rights: the College’s commitment to confidentiality wherever possible, reporting options including their right to file a complaint with the local police, and the College’s policy against retaliation;
- Written notification of existing counseling, health, mental health, victim advocacy, legal assistance, chaplain and pastoral care support, and other services available for victims of sexual assault, domestic violence, dating violence, and stalking both on campus and in the community;
- Written notification of existing counseling and chaplain or pastoral care support available to respondents;
- The opportunity to speak on their own behalf;
- Provisions for the prompt, fair, and impartial investigation of all complaints, including the opportunity for the parties to present witnesses and other evidence;
- The opportunity to submit other information on their behalf;
- The opportunity to review any information that will be offered by the other party in support of the other party’s position (to the greatest extent possible and consistent with the Family Educational Rights and Privacy Act (FERPA) or other applicable law);
• For cases of domestic violence, dating violence, sexual assault, or stalking, the same opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. For all other cases related to this policy, the parties shall have the same opportunity to be accompanied to any related meeting or proceeding by a non-attorney advisor. For all cases, the advisor may not speak on behalf of the individual during, or participate directly in, meetings or other proceedings, because the purpose of the advisor is to provide support;

• The opportunity to request the College to take reasonable and necessary action to prevent further unwanted contact of complainant with the respondent including, but not limited to, the immediate relocation of the complainant to safe alternate housing and transfer of classes, if requested, if such changes are reasonably available;

• The opportunity to request other changes to their academic, living, transportation, and working situations if requested and if such accommodations are reasonably available, regardless of whether the complainant chooses to report the alleged policy violation to campus police or local law enforcement;

• The right to be informed of the outcome of the investigation and any proceeding simultaneously/contemporaneously and in writing (to the greatest extent possible and consistent with FERPA or other applicable law);

• The opportunity to appeal the outcome/results of the investigation and any information regarding any change to the results that occurs prior to the time that such results become final and when such results will become final.

Procedures for On-Campus Disciplinary Actions

Students violating the Standards of Conduct will undergo the process of discipline outlined in the Student Handbook. The Dean of Students or his designee will initiate the disciplinary meetings. The student may request a faculty or staff member, or student to be present at the disciplinary meetings. Based upon the nature of the disciplinary action, the disciplinary history of the student(s) involved, and/or the timing of the violation, the Dean of Students or his designee may elect to involve participation of other members of the residence hall staff, college staff or faculty. They will then follow the process outlined in the Standards of Conduct. The college’s standard of evidence used for institutional disciplinary proceedings arising from an allegation of dating violence, domestic violence, sexual assault or stalking is preponderance of the evidence.

The student may see the Dean of Students or his designee to determine the existing campus and community counseling, mental health, or student services available for student victims of sexual assault. The student may also inquire as to the options available for assistance in changing
academic and living arrangements precipitated by the offense if these changes are reasonably available.

A statement advising the campus community where law enforcement agency information provided by a State under section 14071(j) of Title 42, concerning registered sex offenders may be obtained.

The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (Wetterling Act) requires the State’s Obligation to distribute information about sex offenders already required to register in a State to provide notice, as required under State law, to each institution of higher education in that State at which the person is employed, carried on a vocation, or is a student.

The State of Georgia is required to obtain information when a registered sex offender is employed or enrolled at an institution of higher education. The State must then notify the institution “promptly”.

The College is required to advise our campus community where it can obtain the information about registered sex offenders. The web page that students, faculty, and staff may access and therein identify Sexual Offenders through the State Registry is as follows: http://www.ganet.org/gbi/sorsch.cgi.

As required by law, Covenant has appointed the Safety and Security Director to serve as the first contact for the State. If there are any questions about this Act, please contact Keith McClearn at telephone (706) 419-1229.

I. Campus Crime Statistics Collection/Definitions

All colleges and universities are to provide statistics for the most recent calendar year and during the two preceding calendar years. Occurrences reported to campus security authorities or local agencies which occurred on campus, certain non-campus properties, and certain public property areas for the following criminal offenses* are to be reported:

Murder
Non-negligent Manslaughter
Negligent Manslaughter
Sex Offenses
Robbery
Aggravated Assault
Burglary
Motor Vehicle Theft
Arson
Domestic Violence
Dating Violence
Stalking

When hate crimes occur they are reported by the following category of prejudice:

Race = ra
Gender = g
Religion = re
Sexual Orientation = s
Ethnicity = e
Disability = d

* Each of the above categories is represented in the crime statistics table by the letter to the right of each category. Each crime that is motivated by a type of bias or prejudice will have a letter notation in parentheses for the type of bias. Numbers in parenthesis indicate the number out of the total number of incidents that were motivated by each type of bias.

According to the UCR (the FBI’s Uniform Crime Reporting system) these crimes are defined as follows:

**Murder** - Criminal Homicide 1. Murder & Non-negligent Manslaughter - “the willful (non-negligent) killing of one human being by another.” This does not include assaults to murder, attempted murder, or deaths which are indirectly the result of other criminal activity (such as a heart attack caused by a robbery, etc.). 2. Negligent Manslaughter - the killing of another person through gross negligence. Traffic fatalities are excluded.

**Rape, Forcible and Non-forcible Sex Offences** - The HEA enlarges upon the UCR rape definition of the carnal knowledge of a female forcibly against her will. The enlarged definition includes forcible and non-forcible sex offenses. A forcible sex offense is “any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.” This includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sex offenses are acts of “unlawful non-forcible sexual intercourse.”* These include incest and statutory rape (Acquaintance rape could be in either category depending on circumstances.).
Robbery - “The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.” (Force, or the threat of force, must be present even though a weapon is not involved.)

Aggravated Assault - “An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.” Injury does not need to result if a weapon is used (threat of bodily injury with a weapon of some sort is considered aggravated assault).

Burglary - “The unlawful entry into a structure to commit a felony or theft.” Theft from a building to which a person has legal access (A public building during open hours or a residence hall by one of the residents of the building) is considered Larceny-theft and is not reportable here.

Motor Vehicle Theft - “The theft or attempted theft of a motor vehicle.” This does not include theft or parts or accessories from a vehicle.

Arson - The willful or malicious burning of or attempts to burn structures, vehicles, or other property, with or without intent to defraud.

Domestic Violence - A “felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

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 based on a consideration of the following factors: length of the relationship; type of relationship; and frequency of interaction between the persons involved in the relationship.

Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: Fear for his or her safety or the safety of others; or suffer substantial emotional distress.

*Taken from the National Incident Based Reporting System (NIBRS).*
**Reporting of Statistics**

All colleges and universities are to provide statistics concerning the number of arrests and campus disciplinary actions for crimes occurring on campus pertaining to liquor law violations, drug abuse violations, and weapons possessions.

According to the NIBRS these violations are defined as follows:

**Liquor Law Violations** - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

**Drug Abuse Violations** - (Drug/Narcotic Offenses) The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their production and/or use.

**Weapons Possessions** - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**J. Campus Crime Statistics**

The following statistics are provided in compliance with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act.

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<th>Criminal Offenses and Hate Crimes</th>
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**VAWA Offenses**

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**Arrests**

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Disciplinary Actions
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Disciplinary Actions
On Campus Student Housing

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Disciplinary Actions
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Unfounded Crimes

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* Does not include theft from a motor vehicle

Part Two: The Annual Fire Safety Report

Introduction
This year, the Annual Fire Safety Report is consolidated with the Annual Security Report. No fires occurred on campus property in 2018.

A. Covenant College Fire Safety Policies and Procedures

Procedure for reporting a fire

The main buildings on campus, specifically Carter Hall, Sanderson Hall, the Chapel, the Barnes/Ashe Gym, the Library, Founders Hall, Maclellan/Rymer Hall, Probasco, Andreas Hall, Brock Hall and Mills Hall have networked fire alarm systems centrally controlled from a location within Carter Hall.

A number of these buildings, specifically Carter Hall, Mills Hall, Founders Hall, Probasco, Andreas Hall, the Ashe Athletic Complex, Brock Hall and Maclellan/Rymer Hall, have automatic dialers that report alarms directly to Dade County Emergency Operations dispatch.

Other buildings, specifically Sanderson Hall, the Chapel, the Library, and the Barnes Gym systems report to the Carter panel, which, in turn, dials dispatch. A call may be canceled by Safety and Security if the fire department is not on the scene and the situation is known to be a false alarm. Jackson Hall has a fire alarm system that will dial the fire department but it is not connected to the main campus center. The Art building, Garage and Fire Hall have smoke detectors only. These fire alarms must be phoned in by calling 911.

Fire Drills

Each residence hall receives a fire drill annually. A fire on campus could be a matter of life or death, therefore, it is necessary that all staff read and become familiar with the fire policy. Fire drills may be held at unannounced times during the day and at night. The fire alarm is recognized by a constant sounding horn. There are signs in all hallways as to the direction of the exits. In the resident halls, the Resident Assistants (RAs) are responsible for making sure that all residents evacuate the hall.
The fire alarm system may be utilized for all emergency evacuations including other life threatening emergencies such as an explosion, a toxic chemical spill/ release, gas cylinder failure, a bomb threat, or other emergency.

**Before a Fire**

There are evacuation maps posted on each floor or each section of the floor near elevators, stairs, and fire alarm pull stations. Each person should be aware of both primary and alternate routes of evacuation in the event the main routes are blocked by fire or any other hazard. Each building occupant should become familiar with fire extinguisher locations.

**Discovery of a Fire**

If a fire is discovered, the fire alarm should be pulled at once. After the alarm is pulled AND the individual pulling the alarm has moved to a safe location, a call should be made to Safety and Security 24/7 number at (423) 593-1403.

**When a Fire Alarm Sounds**

When a fire alarm sounds all building occupants are to immediately leave the building. Staff and students should stay off the roads and remain outside or in the designated building. Do not re-enter the building until a fire official indicates safe re-entry.

If the alarm is at night the residents are to report to their Resident Assistant once they are safely out of the building. No one is to re-enter the building until the “all clear” is given by the Fire Department (or the Office of Safety and Security in the event of false alarm when the Fire Department has been cancelled).

**When a fire alarm sounds, all building occupants must exit the building and report to the Chapel auditorium and be seated.** If the building is locked someone will unlock it as soon as possible.

If the fire event occurs in the Chapel, occupants must evacuate and report to the Great Hall and
be seated.

**Responsibilities of the State Fire Marshal**

The Fire Marshal of the State of Georgia is responsible for approving the following on campus:

1. New buildings and major renovations
2. Periodic campus inspections
3. Handicap accommodations.

**Fire Safety Inspections**

The Georgia State Fire Marshal makes periodic inspections of the campus. The College’s insurance carrier makes annual fire and safety inspections. The supervisor of housekeeping makes daily inspections of hallways and exits to insure a safe exit in case of a fire.

**Portable Fire Fighting Equipment**

Portable fire fighting equipment on campus consist of fire extinguishers placed in every campus building in accordance with the standards of the National Fire Protection Association (NFPA) Life Safety Codes. All college owned vehicles are also equipped with fire extinguishers. In addition to the required fire extinguishers, there is also a standpipe and/or hose system in each of the residence halls.

In accordance with NFPA 10, all fire extinguishers are selected according to the hazards present in the area they protect. Since the possibility for class A, B, and C fires exist in most areas of campus, most of the fire extinguishers are multipurpose dry chemical extinguishers having a minimum rating of 2-A:10-B:C. Because of specific equipment in certain areas of campus, multipurpose extinguishers have been replaced by B:C dry chemical, CO2, or Halon extinguishers depending on the hazards and equipment present. The maximum travel distance to the nearest fire extinguisher is at or below 75 feet depending on the hazard level. Fire extinguishers are inspected on a quarterly basis, and the records are on file in the Safety and Security office. Annual maintenance, hydrostatic testing, and recharging are all performed by an
outside fire extinguisher service company. All extinguishers are hydrostatic tested every 5 or 12 years depending on the type of fire extinguisher (5 years for CO2 extinguishers and 12 for dry chemical and halon). All Facilities Management Personnel are instructed in the use of fire extinguishers. Operating instructions are included on the fire extinguishers.

**Inspection and Testing of Fire Suppression Systems**

Inspecting and testing of fire hydrants is handled by the local fire department that is responsible for campus fire protection. Complete inspection and testing of the diesel fire pump is conducted annually by an outside company. In addition, the fire pump is inspected monthly by the preventive maintenance shop and allowed to run for 30 minutes.

There is a dry-pipe sprinkler system providing fire suppression protection for the kitchen area, and a dry-chemical fire suppression system for the grill hoods in both the kitchen and the Blink (snack bar). In accordance with NFPA 13A Inspection, Testing, and Maintenance of Sprinkler Systems, the sprinkler system is inspected, tested, and maintained on a quarterly basis by an outside sprinkler system service company. The controls for the sprinkler system are located in the dining hall storage room by the serving line entry. The grill hood fire suppression systems are tested every six months by an outside company that specializes in this type of system. Controls for these systems are located near the grills in the kitchen and Blink.

**B. Fire Statistics.**

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