

Alcorn State University

Police Department

Crime / Security and Fire Report

In Compliance with the

Cleary Act

2010

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INTRODUCTION:

In accordance with and pursuant to the federal law, identified as the: “**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998,**” requires institutions of higher learning to prepare, publish, distribute and give notification of this annual report concerning campus crime statistics and security policies to all currently enrolled students, campus employees, all prospective students and prospective employees.

Alcorn State University, in order to comply with the Clery Act, must submit this data from this annual security report to the Department of Education by October 1 of each year. In addition, it shall be published and distributed to current students and employees by direct mail notification and website publication. (See distribution mechanisms Attachment IX.)

This report contains crime statistics about specified crimes/incidents that have been reported to the Alcorn State University Police Department or local law enforcement over the past three years. These crime/incidents have occurred either on-campus property, in the residential facilities, in off-campus buildings (property owned or controlled by the university), or on public property adjacent to campus. The statistics for this report is prepared in cooperation with the local law enforcement agencies which surround our main campus and our two other campuses.

Alcorn State University’s policy for preparing the annual disclosure of campus crime statistics is the collection of data from our police reports. In addition, we have made a “good faith” effort to gather crime statistics from surrounding law enforcement agencies in order to provide complete and accurate reporting. In fact, our rural and remote location of our main campus lends to our department’s reports being the most comprehensive data available. Confidential and voluntary reporting is also included in the statistics provide in the report (see sections 1.3, 1.4). The report encourages the reporting of all criminal occurrences and describes how and to whom to report these crimes.

Copies of this report may be obtained by calling campus police department at 601-877-3000; requesting a copy in person from the Alcorn State University Police Department; or by visiting the Alcorn State University Police Department web page located at: www.alcorn.edu/police then clicking the *Annual Security Report* tab and downloading a copy.

Our Main campus and Natchez campus crime statistics are reported on tables 1 & 2 in section 10 of this report. Our Vicksburg campus crime statistics are reported under public property on Table 1 in section 10 of this report - CFR 668.46(c)(4)(iii). The Fire Report follows in section 11.

Disclosure of Information Statement

Alcorn State University’s security and safety policies, programs, and activities are posted on the university’s website at www.alcorn.edu/police under specific subject matter and are separated in the tabs on the left side of the page. All of our security and safety policies are available in one report by accessing the Annual Clery Report link on the police section of the university website and in the campus announcement’s daily “*Campus Security Report*” link.

THE ALCORN STATE UNIVERSITY POLICE DEPARTMENT

Enforcement Authority

The Alcorn State University Police Department is a fully commissioned police department. As a commissioned police department, we have all powers of arrest, the ability to act on probable cause, conduct search and seizures, and investigate criminal activity. The commissioned police officers in the department are vested with full police authority. Additionally, as a law enforcement agency, we have access to local, state and federal criminal history records and criminal intelligence. Further, as a law enforcement agency, the Alcorn State University Police Department has a cooperative and professional working relationship with all surrounding law enforcement agencies.

The ASU Police Department is comprised of the following:

- Office of Chief of Police
- Certified (commissioned) Police Officers
- Non-Certified Officers
- Staff

Mission Statement

The mission of the university police is to provide a safe and supportive environment for the university community through professional law enforcement, prevention of crime, intervention with offenders, problem solving, and community participation.

Uniformed Secondary Security Support

The Alcorn State University police department maintains a program using law enforcement officers from other jurisdictions to supplement the current established staff during times when additional staffing for events (such as football games) or emergency circumstances is necessary.

Non-Discrimination Statement

Alcorn State University's policies, programs, and activities comply with federal and state laws; and university system policies prohibits discrimination on the basis of race, color, religion, age, national origin, sex, disability and sexual orientation.

ALCORN STATE UNIVERSITY: OVERVIEW – THREE CAMPUSES

Alcorn State University has three campuses: the main campus is in Alcorn State, Mississippi; there is a campus in Natchez, Mississippi and an abridged campus in Vicksburg, Mississippi.

This is a combined report of the Main campus and the Natchez campus. The information specific to the Natchez campus will be specified in this report. If the Natchez campus is not specified in the information it precedes, then that information applies to both campuses. Students from all three campuses are provided with the same student handbook, university website access and university policies and procedures.

The main campus has an average semester enrollment between 3200 to 3500 students. Over half the students are residential students. Founded in 1871, Alcorn was the nation's first state-supported institution for the higher education for African Americans. There are seven schools which offer programs leading to the associate, baccalaureate, master's, and specialist degrees.

Alcorn State University is approximately an equal distance - 40 miles - from Vicksburg to the north and Natchez to the south. The university is 80 miles southwest of the state capital, Jackson.

The crime statistics for the main campus were compiled from reports from the Alcorn State Police Department in cross-reference with the Claiborne County Sheriff's Department and the Jefferson County Sheriff's Department.

Main Campus Emergency Response Team: (see Attachment VII)

Dr. Norris Edney – Interim President of Alcorn State University

Melvin Maxwell – Chief of Police – Alcorn State University

Jesse Stephney - Emergency Operations Coordinator/ Vice President of Physical Facilities

Clara Ross Stamps - Director of University Relations

Ms. Jessica Foxworth - Director of Housing

Mrs. LLJuna Weir – Assistant Director of Athletics

Mr. Jessie Hayden – Director of Services for Facilities Management

The Natchez Campus has two colleges: a School of Nursing and a School of Business. Night classes in child development education and general education are offered in the School of Business. The Natchez campus has an average enrollment of 500 to 600 students who are primarily commuting from various counties.

The campus security policies and procedures on the main campus apply to the Natchez campus. The Natchez campus also has a residential facility which houses a maximum of 116 students who are primarily residential nursing students. Presently, only 50 to 60 of the nursing students live in the residential hall. (for more housing access details, see section 7)

Alcorn State University has a small police force on the Natchez campus that is operational 24 hours a day; and all incident/crime reports are sent to the main campus.

The fire standards, procedures, and inspections for the Natchez campus are done by the Natchez Fire Department (for more details, see the fire report in section 11).

The crime statistics for the Natchez campus are compiled from reports from the Alcorn State Police Department, the Natchez Police Department and the Adam County Sheriff's Department.

Natchez Campus Administration:

Pam Wood - Director of Academic Support & Facilities – Natchez Campus

Dr. Ruth Nichols - Special Assistant to the President

Darlene F. Jones – Director of the Student Services Access Center

Dr. Linda Godley - Dean of School of Nursing

Dr. Vivek Bhargava - Dean of School of Business

The Vicksburg Campus is an administrative building that coordinates Alcorn student enrollment for class participation at any one of Alcorn's three campuses as well as the online courses. Many of students that the Alcorn/Vicksburg building serves are enrolled in Alcorn State University but are taking classes on the Hinds Community College campus.

Not only do students register for classes at this administrative building, it is also used as a computer lab, and it is an information depository for students, faculty and staff. Students can go there to fax information to the main campus, make copies, meet with faculty and advisors; and it is also used as a departmental or class meeting place.

Alcorn's formal expansion to Vicksburg in 2002 was welcomed by all when our educational opportunities became more conveniently located to the Vicksburg community. Records indicate that Alcorn attracted students not only from Vicksburg and Warren County, but also from other surrounding communities.

Hinds Community College has been a partner from the beginning of the Alcorn/Vicksburg campus venture. Hinds also provides classrooms, laboratories, and offices. This partnership has also provided opportunities for students to be enrolled at Alcorn while attending classes on the Hinds campus.

The Vicksburg campus falls under the jurisdiction of the Vicksburg Police Department and the Warren County Sheriff's Department. According to the section CFR 668.46(c)(4)(iii), our Vicksburg building's crime statistic reporting can and will be entered in the non-campus property column of the main campus statistics in Table 1.

Vicksburg Campus Administration:

Cheryl Kariuki – Interim Director of Vicksburg Programs

Carolyn Reynolds – Secretary – Vicksburg Office

1.0 REPORTING CRIMINAL ACTIVITY

(Policies for Reporting Crimes and Emergencies) 34CFR 668.46(b)(2)

In keeping with federal guidelines, [it is the policy of Alcorn State University that] all crimes reported to any campus official must be relayed to the university police, (professional and pastoral counselors are exempted when acting in their official capacity). However, they are encouraged to ask the victim to file a police report.

All incident/police reports are forwarded to the Disciplinary Committee for review and potential action by the Office of Student Affairs. When necessary, the Alcorn State University police investigators will investigate a report. Additional information obtained by the investigation will also be forwarded to the Office of Student Affairs.

All crimes should be reported to the University Police Department to ensure inclusion in the annual crime statistics data and to aid in providing timely warning notices to the community, when appropriate.

1.1 Reporting Emergencies

[Main Campus] Police, fire and medical emergencies should be reported by calling 911 or the Alcorn State University Police Department at ext. 3000 on the campus telephone system or dialing (601) 877-3000. The 911 operator may redirect your call information to the ASU police or ASU fire department as first responders. The police or fire department will dispatch and deploy all needed units to the scene as quickly and safely as possible.

[Natchez Campus] Police, fire and medical emergencies should be reported by calling 911 or the Alcorn State University Police Department at ext. 4300 or 4433 on the campus telephones system or dialing (601) 304-4300/4433. The 911 operator may redirect your call information to the ASU police department as first responders until the City of Natchez police or City of Natchez fire department dispatch and deploy all needed units to the scene.

How to report an emergency...

Remain calm, do not panic.

Contact 911 or Campus Police

Give your name, telephone number and location

Give: clear and accurate information

DON'T HANG UP! Wait and follow the instructions of the dispatcher

The University Police Department is on duty (at both campuses) and is available to assist you 24 hours a day, each day of the year. We also encourage you to put your campus police department phone number on speed dialing in your cellular phone. Feel free to report any suspicious activity as well as if you have witnessed or have pertinent knowledge of a crime.

1.2 Reporting Non- Emergencies

Any member of the university community who is the victim of a crime on campus, or who witnesses a crime on campus, should call the University Police immediately at ext. 3000 or 601-877-3000 .

On the Natchez Campus, the numbers are: 601-304-4300 or ext. 4300.

1.3 Confidential Reporting

The Alcorn State Police Department recognizes that there may be students and staff that may be hesitant about reporting crimes to the police; therefore, we have provided a confidential crime reporting form on the campus website at www.alcorn.edu/police.

Simply click the “*Inform the Police*” tab; then click on the “*Confidential Crime Reporting Form*” link; type your information in the box and click submit. You do not have to provide your name or email when you submit this form. Your information may lead to the arrest of a violator which will also be used in our annual crime report statistics.

The purpose of this confidential reporting tool is to comply with your wish to keep your involvement in the matter confidential. With such information, the university can keep an accurate record of the number of incidents or crimes on campus, determine if there is a pattern of crime, and also alert the campus community to any potential danger.

1.4 Limited Voluntary/Confidential Reporting

Police reports are public records under state law; however, the police department can hold certain aspects of the reports of a crime in confidence until the investigation of such report is concluded. Reports of crimes under investigation cannot be included in the annual disclosure of crime statistics.

Professional and pastoral counselors are exempt from reporting requirements. However, Alcorn State University encourages pastoral and professional mental health counselors and clergy to inform those they counsel of the procedures for reporting crimes on a voluntary basis for inclusion in the crime statistics and expedient due process. The Alcorn State University Police Department encourages anyone who is a victim or witness to any crime to promptly report the incident to the police.

1.5 Campus Security Authorities

Since Alcorn State University has a fully staffed commissioned police force, criminal incident reports go directly to the police department. We have not designated any university staff or personnel to be named campus security authorities. However, we do have a Sexual Abuse Response Team, with coordinators who are confidants for students with sexual abuse issues (see section 4.4). In addition, all Alcorn State University personnel, if confronted with any criminal matter will help the students contact the appropriate parties including: relatives, law enforcement, counseling, mental health assistance, and legal assistance. There have been cases where on-campus students have submitted police reports to their dormitory staff who in turn, have submitted the reports to the campus police.

Any victim or witness of the crime on campus is encouraged to report directly to the Alcorn State Police Department.

1.6 Staff and Faculty Disciplinary Referrals

When there is evidence that a student or staff member has committed a crime on campus, disciplinary action at the university level may proceed whether or not criminal charges involving the same incident have been adjudicated. All criminal cases involving students and staff are referred by the university police department to the university's Office of Judicial Affairs or Human Resources.

For more information, see the Alcorn State University Handbook (Disciplinary Procedures).

1.7 Police Daily Crime Log

A daily log of all criminal offenses and incidents reported on the campus is maintained by the university police department; and is available for public inspection between the hours of 8 a.m. and 4 p.m., Monday through Friday, excluding holidays and when the university is closed. Log entries are recorded within 24 hours after the information has become available to the police department. This information may also be obtained by accessing the University Police web site at www.alcorn.edu/police (go to crime/incident log tab).

The police department may withhold information from the daily crime log if the release of such information would jeopardize an on-going criminal investigation, the safety of an individual, cause a suspect to evade detection or flee, and/or result in the destruction of evidence.

If any new information about an entry into a log becomes available, the new information will be recorded in the log not later than two business days after the information becomes available.

The police department's crime log covers the most recent 60-day period, and it is open for public inspection during normal business hours. Crime log information dating back more than 60 days will be made available for inspection within two business days of a request.

1.8 Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat to the campus, a campus wide "timely warning" will be issued. The warning will be issued through the university e-mail system to students, faculty, staff, and the university community adjacent to the campus. The Connect-ed system, the campus radio and television stations, the campus student newspaper and the posting of printed material around campus may also be utilized.

In accordance with the published guidelines used to interpret 34 CFR 668(e), the decision to issue a timely warning is made on a case-by-case basis in light of all facts surrounding the crime, including factors such as the nature of the crime, the continuing danger to the community, and the possible risk of compromising law enforcement efforts. Neither the Clery Act nor the Department of Education defines "timely". The Department of Education has stated that the warning should be issued as soon as the pertinent information is available.

Alcorn State University will issue timely warnings without delay once reported information has been verified and the determination is made that an immediate threat to the community is evident.

Depending on the particular circumstances of the crime or event, especially in all situations that could pose an immediate threat to the community and individuals, the police department will post additional information with more immediate and updated notification.

Timely warnings for situations that are not criminal in nature such as natural disasters, are disseminated from university's emergency management team. (See Attachment VII for details). In such instances, a copy of the notice is posted around campus, in each residence hall, and academic building.

Anyone with information warranting a timely warning should report the circumstances to the university police department by phone at 601-877-3000 or ext. 3000 or in person at the university police station.

For the Natchez campus they can call by phone at 601-304-4300 or ext. 4300.

1.9 Missing Persons Procedure

If there is reason to believe that a student, employee or visitor is missing from the campus, the Alcorn State University police department must be notified immediately at 601-877-3000 or ext. 3000.

On the Natchez Campus, contact the campus police at 601-304-4300 or ext. 4300.

According to state law, there is a 24 hour waiting period to declare an adult (over 18 years old) missing. If a child (under 18 years) old is missing or believed to be in danger, there is no 24-hour waiting period. This includes cases involving minor students or minors participating in programs on campus. Alcorn's missing person procedure also includes all students who live off campus.

Procedure

Upon determination of a missing person, adult or minor, the university police department will generate a missing person report and initiate an investigation.

If the missing person is an adult over the age of 18, and has been missing for more than 24 hours, the Alcorn State University police department will immediately notify the missing person's emergency contacts, law enforcement agencies in surrounding counties and in the jurisdiction where the student or employee originally resided, unless that jurisdiction made the missing person report. All adult missing person emergency contact(s) will be contacted no later than 24 hours after he or she is determined missing.

If the missing student is a minor under the age of 18, and is not emancipated, the student's legal parents or guardian, or emergency contact will be contacted immediately after there is reason to believe that the student is missing.

All missing person information will be entered on the NCIC (National Crime Information Center) system and that information will become nationwide. In the cases involving minors, there will be no 24 hour wait and the information will be entered immediately into the NCIC system after there is reason to believe that the student or visitor is missing.

Students and employees have provided emergency contact information upon entering the university either as a student or an employee. This information is confidential; and can only be accessed by authorized campus officials. This information will only be disclosed to collaborating law enforcement agencies for furtherance of an investigation.

To assist with the investigation, the university radio station, television station, Connect-Ed system and university website may be used to disseminate information regarding the missing person.

2.0 CRIME PREVENTION

The University Police Department, working in cooperation with other university departments, has developed a very active and comprehensive program with the objective of preventing crime to the fullest extent possible through awareness and participation of the university community.

While the Alcorn State University Police Department may offer advice and assistance regarding campus security and safety, each individual has the primary responsibility for his/her own safety.

Student crime prevention and awareness programs begin with our Chief of Police addressing the freshman at orientation. Also, through the distribution of policy statements, the university website at www.alcorn.edu, the crime log, and various other programs, the university community is informed of crime trends, security measures, and information vital to overall safety.

2.1 Police Patrol

A patrol officer's duties include protecting life and property, prevention of crime and keeping the peace. Patrol officers may also be called upon for traffic duty, an investigation, and/or apprehending a suspect. Please bear in mind that the police officer, by asking detailed questions, is attempting to solve a crime or apprehend a suspect, or simply make an accurate report.

Each member of the university community is asked to be observant and to pay attention to descriptions of persons, including clothing worn, vehicles, and license plate numbers. Any suspicious person observed in or around your residence facility, classroom, office, or work area should be reported to university police immediately at ext. 3000 or 601-877-3000.

On the Natchez Campus, the numbers are: 601-304-4300 or ext. 4300.

If additional information is needed after the initial inquiry, an investigator from the university police will be assigned to conduct a follow-up investigation.

2.2 Escort Safety / Safe-Walking

The police department will provide an escort service during the hours of darkness while school is in session. The service is offered to students and staff that may be facing a walk in the dark. Please contact campus police at ext.3000 from offices and campus residential rooms or 601-877-3000 for any phone.

On the Natchez Campus, the campus police numbers are: 601-304-4300 or ext. 4300.

Women students that must walk at night, if not escorted, should walk in pairs or groups. This will be safer than walking alone. However, if an escort is needed, call campus police.

2.3 Campus Safety/Education

During orientation at the beginning of each semester, students are informed of police services offered by the Alcorn State University police department. The Chief of Police talks to the in-coming students about safety, security, police programs and the police section of the campus website.

Students are told about crime on-campus and similar information is presented to new employees.

Crime prevention and security programs as well as sexual assault prevention programs are offered two or three times a semester. During the academic year, the police department will partner with other university organizations and departments in presenting programs on various subjects including alcohol

and drug abuse, sexual assault awareness and prevention (rape and acquaintance rape) as well as educational sessions on personal safety and residence hall security.

The resident counselors and resident assistants are required to do programs in the resident halls and the police department has the opportunity to collaborate with them as well.

The university police section of the website is full of personal safety tips and security procedures that encourage students and employees to be aware of their responsibility for their own security and the security of others.

Crime Prevention and Security Awareness on the police website @ www.alcorn.edu/police is available at a click of the mouse. The site is packed with useful information. Program information is also provided through the daily campus announcements campus-wide email, the radio station and the television station. Special announcements will be additionally promoted by the campus newspaper and postings in residential hall and academic buildings.

The following are examples of the programs and material available each year to the campus community:

(Crime Prevention and Security Awareness Programs) 34CFR 668.46(b)(6)

New-Student Orientation – At the beginning of every semester, the Alcorn State University Chief of Police addresses the entering new student group and gives a talk about the police department, its policies, procedures, campus safety, parking, community policing, the police section of the website, and university conduct.

People Organized for Student Services Enhancement - POSSE (monthly) – Student Affairs personnel conducts “POSSE” meetings with students living in the residence halls. During these evening sessions, students are given an opportunity to discuss various issues concerning campus life. These include but are not limited to: living conditions, financial aid, counseling and dining services, or any other pertinent matter students deem necessary.

Student -Leadership Roundtable (monthly) – The Student Leadership Roundtable is designed for students to share classroom successes, co-curricular experiences and ideas, to discuss issues concerning campus life, and to dialogue with guest lecturers on a variety of issues, topics, and events relative to campus life with the primary emphasis on leadership.

Resident Halls Programs (monthly) – Resident halls directors and resident assistants are required to present student-help programs. The university police programs division also partner with various resident counselors to present drug and alcohol abuse education.

MPS (monthly) - Monthly Police Sessions - is a program set up to education and inform students and employees about campus safety, security, crime prevention, police programs, and the police section of the campus website. Drug and alcohol abuse education will also be presented at various venues.

Campus Security Bulletin / CSB (daily) – is an online campus-wide broadcast email set up to provide safety and security procedures to students and staff. All students and staff have university email accounts. The campus security bulletin will provide daily safety information and also alert the university community about up-coming security programs, information and emergency procedures.

**Drug and Alcohol Abuse Programs
Program Resources & Methods:**

Our programs are administered one of three ways:

1. Moderator - discussion.
2. Power Point Presentation
3. Professional Guest Speaker - Question/Answer

The programs include talking about the dangers of abuse, the definition of abuse, signs of abuse, method of self-correction (if possible), and avenues of professional help.

SAEP (monthly) - Sexual Assault Education and Prevention Program is a monthly program presented to students and staff with an awareness of rape, acquaintance rape and other sexual offenses. The program will serve as an information resource, a counseling vehicle for victims or those preventing victimization, a first responder, an advocate for victims or those in fear of becoming a victim, and as a crisis hotline for victims. The second part of the SAEP program provides a self-defense module for women who will empower themselves in this way.

(See section 4 for information about the SAEP program, preserving evidence, victim options, and a detailed discussion).

3. EMERGENCY RESPONSE, EVACUATION AND NOTIFICATION

In today's society, security has become a major focus of concern for universities, administrators and law enforcement. Alcorn State University, will without delay assess every emergency situation with due diligence to ensure the safety of the "university community." Alcorn State University has established a Core Response Team that will determine the seriousness of the situation, act accordingly, and manage the institution's response to a crisis. The Core Response Team is comprised of different departments of the university possessing different areas of expertise. Outside expertise will be consulted without delay to determine and manage the emergency crisis. Upon confirmation of the emergency, the Core Response Team will determine the level of the emergency, determine the content of the notification and initiate the notification system.

(See Attachment VII for a list of people responsible for management of an emergency crisis)

3.1 Emergency Notification Procedure

All emergency notifications will be issued "without delay, and taking into account the safety of the university community. The only exception is that issuing a notification will compromise the situation negatively, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. In this instance, the notification will be put on hold until cleared.

Since our campus is relatively small, all emergency notifications will be sent to the entire university campus community and not any pre-determined segments of the campus. This is to ensure that all persons have enough information so they will not unknowingly wonder into a dangerous area. In addition, persons not in the dangerous area may contact those they know to be in or going toward the dangerous area. If the situation merits, notification will be sent to the adjacent communities.

Students, faculty and staff are notified daily by campus email to enroll in Alcorn State University's state-of-the-art emergency notification system, Connect-Ed. It one of is the quickest ways to ensure that our campus community receives critical university notifications on safety issues, school closings, weather alerts and any other emergency or police matters.

Connect-Ed sends simultaneous messages to all registered recipients via text-message capable phones, PDAs, and regular e-mail of information critical to their safety and well-being.

It's crucial that we are able to notify our campus and community quickly in time-sensitive situations because up-to-date communication helps minimize the spread of misinformation, restore order and provide direction **and even save lives or injury**. The Connect-Ed system can also be used to notify entire student populations and staff members of school closures and contingency plans due to unforeseen incidents.

The Connect-Ed service has been successfully used for communication by schools across the country during events, such as the wildfires in Southern California, Hurricane Katrina, Hurricane Ernesto, school evacuations, campus notifications required by the Clery Act, and to help locate missing persons.

In addition to the Connect-Ed system, the university will utilize its radio station (WMPR – 91.7 FM) and its television station (ASU TV 13), VOIP- phone system, and broadcast email. If necessary we will use runners to deliver messages by word-of-mouth.

We cannot overemphasize the importance of common sense and good judgment in responding to an emergency situation. However, it is equally important that emergency procedures be widely known and consistently followed to avoid chaos and facilitate orderly evacuation, resolution and restoration.

3.2 Testing of the Emergency Notification System - the Connect-ED emergency notification system is tested at least twice every semester. All tests are announced to not cause alarm that there is a real emergency. Simulated (un-announced) tests are also run periodically by CIT (campus technology). CIT also keeps documentation of the tests in the computer database.

There are two tests we have done: simulation and semi-simulation

Simulation Tests - are those we notify the recipients of the testing of the system and then the message is sent to them by the CIT computer system which logs that the messages were received or failed.

Semi-Simulation Tests– involves the police dispatcher. The recipients are notified of the test; and the police dispatcher sends the message. These tests may involve a real scenario such as the evacuation of a building. There will be at least one annual testing of the semi-simulation test that will be projected to get the full effect of a real scenario. The procedure for publicizing this test will be that of the emergency notification procedures.

3.3 Emergency Notification System Training – there are key people who have been trained in the Connect-ED emergency notification system. The police dispatchers, CIT personnel, and university relations personnel have been trained to send a message in the event of an actual emergency. Training is ongoing.

3.4 Confirmation and Content of the Notification

Confirmation of the emergency: with the exception of natural emergencies such as hurricanes and tornados, the confirmation of "a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus," will follow police dispatch information of the emergency and/or the determination of the police investigation or assessment of the situation.

Initiation of the notification system: It will be "in the professional judgment of responsible authorities" that the notification procedure is activated. The initial notification will be done by campus police dispatchers; second: CIT; third: university relations.

Content of the notification: the initial content of the notification will be classified by the campus police dispatch following confirmation of an emergency. Any revisions to the content of the notification(s) will be done and approved by the core response team.

University Relations (department) will determine and distribute all information that will be disseminated to the external media outlets. University relations may give the campus radio station and television station the authority to broadcast and or disseminate information.

3.5 Emergency Response and Evacuation Procedures

The mission of Alcorn State University is to respond to an emergency situation in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

- Priority I: Protection of Life and Property
- Priority II: Maintenance of Life Support
- Priority III: Assessment of Damages & Restoration of General Campus Operations

Evacuation Procedures

1. When the fire alarm sounds, (fire or evacuation) all personnel should ensure that nearby personnel are aware of the emergency, quickly shutdown operating equipment (e.g., compressed gas cylinders), close doors and exit the building using stairwells.
2. All occupants should proceed to their Designated Meeting Site and await further instructions from their Safety Monitor.
3. All personnel should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. Floor plans with escape routes, alternate escape routes, exit locations and Designated Meeting Sites are located and are posted in the buildings.
4. Building occupants must NOT use elevators as an escape route in the event of a fire.

One can extinguish small fires only if trained to use a fire extinguisher. However, an immediate readiness to evacuate is essential. For Fire Safety and Procedures see the Fire Report in section 11.

Disabled Occupants

If a disabled occupant is unable to exit the building unassisted, the Safety Monitor must notify the emergency medical response personnel (EMT's) of the person's location. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation stairwell.

Critical Operations Shutdown

Critical Operation Shutdown: Critical operations, including equipment that must be shut off and persons designated to complete these actions have been identified. Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as ensuring complete evacuations in a timely manner. The Critical Operations Shutdown procedures are to be followed by those employees who have been assigned to care for essential building operations.

4.0 SEXUAL ASSAULT AND HARASSMENT PREVENTION (Campus Sexual Assault Policy/Programs) 34CFR 668.46(b)(11)

Alcorn State University is committed to creating a safe and secure campus environment that is free from acts of intimidation, sexual assault or hate violence. All reports of sexual assault will be thoroughly investigated by the university police; and arrests will be made when appropriate. If necessary, the results of the investigation will be submitted to the Claiborne County District Attorney's Office for evaluation for criminal prosecution. If reasonably available, assistance will be provided in changing academic and living situations of victims of sexual assaults.

The State of Mississippi defines Sexual Assault as Sexual Battery:

Sexual Battery - SEC. 97-3-95 of the Mississippi Penal Code:

(1) A person is guilty of sexual battery if he or she engages in sexual penetration with:

(a) Another person without his or her consent;

(b) A mentally defective, mentally incapacitated or physically helpless person; or

(c) A child under the age of fourteen (14) years.

(2) A person is guilty of sexual battery if he or she engages in sexual penetration with a child of fourteen (14) but less than eighteen (18) years if the person is in a position of trust or authority over the child including without limitation the child's teacher, counselor, physician, psychiatrist, psychologist, minister, priest, physical therapist, chiropractor, legal guardian, parent, stepparent, aunt, uncle, scout leader or coach.

4.1 Sexual Assault Case Procedures (What to do...)

Persons who have been sexually assaulted or who have been the victim of any type of sex offense should immediately report the incident to the Alcorn State University Police Department by dialing campus ext. 3000 or 601-877-3000 or 911.

On the Natchez campus dial 911 or campus police at ext. 4300 or 601-304-4300.

All Alcorn State University personnel, if confronted with *such* incidents, will help the students. They will assist in notifying the appropriate parties including: law enforcement, counseling, mental health personnel, legal counseling, and relatives. If transportation is needed, it will be provided. In addition, our sexual assault prevention program has identified members (confidants) of the campus community that are people students know and can go to when first responders are needed. These members (confidants) comprise what we call: the SART Team (see section 4.4 for details).

If you are a victim of a sexual assault, the following is strongly suggested:

1. Get to a safe place.
2. Call the police immediately
Main Campus: call ext 3000 or 601-877-300
Natchez Campus: call ext 4300 or 601-304-4300
3. Seek medical attention immediately: You may not be sure about prosecution; but you might want to later. You are encouraged to immediately obtain a medical evidentiary examination and file a police report. You always have the right to change your mind and not to pursue a criminal complaint.
4. You can also call the Rape Crisis 24- hour Hotline 601-982 7273. Their advocates will provide you with some options you may desire and you will not have to give your name.
5. Do not bathe, shower, douche, change your clothes or change anything at the crime scene. Extremely valuable physical evidence can be obtained from you, your clothing, objects and DNA evidence at the scene of the crime.
6. If you do or do not make a report to the police, you are still encouraged to seek professional and medical attention/advice. It is important not to forget the possibility of sexually transmitted diseases, pregnancy or other medical concerns.

4.2 After a Sexual Assault – Preservation of Physical Evidence:

The timely preservation of physical evidence is essential to the successful prosecution of most sex offenses. Considering the time-sensitive nature regarding the preservation and collection of such evidence, it is essential that the police department be contacted as soon as possible.

Due to the sophisticated investigative resources required to investigate certain sex crimes, the Alcorn State University Police Department has entered into an agreement with the other state law enforcement agencies to assist with investigation if necessary.

The Alcorn State University Police will also assign an investigator to facilitate internal university incident management and internal judicial protocols.

In the event of a sexual assault, the victim can/will receive immediate medical attention and the collection of physical evidence will be a major concern along with the well-being of the victim. The victim will be given the option to speak to a nurse or doctor, a counselor, legal advisor, and relatives.

Alcorn State University does not perform the physical evidence examination in the campus infirmary upon the advice of our attending physician. If a sexual assault occurs on campus, the victim is taken to the nearest hospital of choice, where they are examined. An ASU police officer will collect the physical evidence and take it to the crime lab in Jackson, Mississippi. The crime lab will email the results-report to the university police investigator.

4.3 Administrative/Judicial Considerations & Disciplinary Action

During any campus disciplinary proceeding in a case of alleged sexual assault, the accuser and the accused are entitled to the same opportunities to have others present. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. This does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C 1232g).¹

Following the university's final determination from an on-campus disciplinary proceeding for an alleged sex offense, there can be sanctions for rape, acquaintance rape, or other sex offenses (forcible or non-forcible). This will include censure, social probation, termination of the residence contract, or suspension or expulsion from the university. This determination is only the university's determination; and the alleged suspect can still face criminal prosecution.

Assistance will be made available in changing the academic and living situations of the victim after an alleged sexual assault incident if requested by the victim; and if these changes are reasonably available. Counseling, mental health, and other student services are available, both on campus and in the surrounding community, for victims of sexual assault.

By being aware that crime does occur on campus, members of the university community can take positive measures to prevent crime. Such positive measures include locking doors, avoiding walking in areas that look unsafe or are not well lit, utilizing the campus police escort service, being alert to surroundings, avoiding intoxication, and keeping known and pleasant acquaintances.

Note: these provisions shall be construed to confer a private right of action upon any person to enforce the provisions of the above mentioned.

Any changes in university policy are made at the discretion of Office of Student Affairs.

For more information about campus safety, university security policies or crime prevention services, please telephone the University Police Department at 601-877-3000 or ext. 3000.

Campus Sexual Assault Victims' Bill of Rights

- The accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be informed of their options to notify law enforcement.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

4.4 Sexual Assault Education/Prevention Programs

Alcorn State University is committed to creating a safe and secure campus environment that is free from acts of intimidation, sexual assault or hate violence. All forms of sexual assault are regarded as serious university offenses which are likely to result in suspension or expulsion. Mississippi criminal law encompasses these under at least the following titles: rape, statutory rape, sexual battery, and fondling. Prosecution of students for crimes they commit, whether by state or federal prosecutors, is independent of and in addition to the charges and actions taken under university regulations.

There has only been one (forcible) sexual offense reported the campus police in the last four years. That is not to say that none have occurred. That is to say we only have one on record. Hopefully, the recorded number is very close to the actual amount of offenses that have occurred on our campus.

Alcorn State University does not have an independent rape crisis center. We have spoken to established sexual assault prevention agencies in our area; and it was a consensus that our campus would be better served by partnering with a professional agency as noted in the Clery Handbook.

Alcorn State University police department has partnered with Catholic Charities **Guardian Sexual Assault Center** to help us provide on-campus sexual assault/rape education and prevention programs; and, to also serve as our extended rape crisis center. In addition, Mrs. Natasha Sanders from university's counseling and testing services is also a partner with this project/program. Mrs. Sanders, along with a woman police officer, will administer the SAEP student engagement program.

The Guardian Sexual Assault Center is in Natchez, Mississippi – 40 miles from campus. The center provides an array of services to victims of sexual assault. The program is established to help eliminate or reduce the incidence of rape and sexual assault through prevention and education. All services are offered free of charge.

Services offered:

- **24 hour crisis hot line – 1-601-982-7273**
- Mental Health Intervention
- Crisis Intervention
- Counseling for victims and loved ones
- Counseling for adult survivors
- Police / Court Escorts
- Community Awareness
- Emergency Shelter
- Day Treatment
- Adolescent Day Treatment
- Emergency assistance
- Guardian Shelter for Battered Families
- Supportive Housing
- Guardian Sexual Assault Center
- Guardian Collection Thrift Store
- Food Pantry

The Catholic Diocese was established in 1837 and included the entire state of Mississippi. In 1977, the Diocese was divided into the Diocese of Biloxi, which serves 17 southernmost counties of the state, and the Diocese of Jackson, which serves the 65 remaining counties. **The Natchez Guardian Sexual Assault Center** is under the Diocese of Jackson. Website: <http://www.catholiccharitiesjackson.org>

SAEP – (at least monthly) Sexual Assault Education and Prevention Program – SAEP is the name of our on-campus sexual assault/rape education and prevention program. SAEP is the parent comprehensive program that involves many other programs and groups.

The SAEP police program also partners with the resident halls association, the Student Leadership Roundtable series, and POSSE to have and to promote sexual assault and prevention programs. This way, SAEP is brought to the students at many different times and at many different venues.

SAEP - Sexual Assault Education and Prevention Program:

- a. Promotes the awareness of rape.
 - b. Promotes the awareness of acquaintance rape.
 - c. Promotes the awareness of other sexual offenses
 - d. Promotes the prevention of all sexual offenses.
2. Serves as an information resource.
 3. Serves and a crisis hotline for victims.
 4. Serves as counseling for victims or those preventing victimization.
 5. Serves as a first responder or advocate for victims or those in need.
 6. Provides a self-defense module for women who will empower themselves this way.

Sexual Assault Response Team: **SART team coordinators**

The Sexual Assault Response Team will include at least the following: a counselor, a law enforcement investigator, and a medical representative. The other members of SART will be members of the university community that seem to be persons students can and will identify with and confide in. Research has shown that victims need to talk to someone they trust. Unfortunately, that is not always the police as a first responder. The SART team must be people who have some experience sexual assault victims; therefore, there will need to be at least one professional training session of the **SART team coordinators** and subsequent follow-up training and information gathering. This team will also coordinate and communicate with other community agencies and services as required.

4.5 Rape on College Campuses

If you have never have been personally involved in a sexually violent situation, chances are someone you know has been. The following material (in the next sections) will address the subjects of types of rape, date drugs, dater rights, and myths about rape. Rape is not just a problem for women. Men and women must work together to bring about the changes needed to end sexual violence. The more knowledge you have, the better equipped you are to respond correctly.

4.6 Types of Rape

People who are forced to have sexual contact against their will are victims of sexual assault. If the assault involves sexual intercourse by force or without consent (at any time), it is rape.

Two types of rape are:

Acquaintance Rape - rape by someone the victim knows. (This type of rape occurs most often.)

Rapists aren't always strangers, when someone you know- a date, steady boyfriend, or a casual friend- forces you to have sex, it's still rape.

Stranger Rape - rape by someone unknown to the victim.

4.7 Tips that may help prevent Acquaintance Rape

There are no definite rules to avoid becoming a victim of acquaintance rape. However, if expectations and feelings about sex are clearly communicated, rape may be less likely to happen.

Here are some suggestions that will help clarify relationships:

- Be careful not to let alcohol or other drugs decrease your ability to take care of yourself and make sensible decisions.
- Trust your gut feelings. If a place you are in or the way your date acts makes you nervous or uneasy, get out or leave.
- Check out a first date or a blind date with friends. Meet in and go to public places. Carry money for a phone call or taxi or take your own car.
- Don't leave a social event with someone you've just met or don't know well.
- Do not accept beverages from someone you don't know and trust. Always watch your drink and never leave it unattended.
- Be assertive. Express your expectations and feelings clearly. Stand up for your rights without violating those of others.
- Communicate clearly. Realize that it takes effort for two people to understand each other.
- Take responsibility. Say YES if you mean YES and NO if you mean NO ... and know the difference.
- Before you end up in a situation where you are vulnerable, think about your alternatives.

Poor Communications can lead to rape when two people have different expectations and desires.

For example, the man may think the woman is playing hard to get when she really means no.

As a man, you can...

- Accept a woman's decision when she says "NO." Don't see it as a challenge.
- Ask yourself how sexual stereotypes affect your attitude and actions toward women.
- Avoid clouding your judgment and understanding of what another person wants by using alcohol and other drugs.
- Realize that forcing a woman to have sex against her will is rape, which is a violent crime with serious consequences.

4.8 Date Rape Drugs & Alcohol

While under the influence of alcohol: men and women can feel that they are more sexual; Alcohol causes increased misperceptions by reducing the ability to process complex thoughts.

It can be used as an excuse (I Was Drunk);

It decreases the ability to resist an attack;

In over 3/4 of college rapes, alcohol was involved in some way.

Rohypnol and GHB are called the date rape drugs because when they are slipped into someone's drink, a sexual assault can then take place without the victim being able to remember what happened.

Rohypnol is referred to as (roofies, roopies, circles, the forget pills.) It works like a tranquilizer. It causes muscle weakness, fatigue, and slurred speech, loss of motor coordination and judgment, and amnesia that lasts up to 24 hours. It looks like an aspirin – small, white, round.

GHB (GAMMA-HYDROXYBUTERATE is also known as “liquid X,” “salt water” or “scoop”) -causes quick sedation. Its effects are drowsiness, nausea, vomiting, headaches, dizziness, coma, and death. It’s most common form is clear liquid although it can also be a white, grainy powder.

4.9 Dater's Bill of Rights

1. I have the right to refuse a date without feeling guilty.
2. I can ask for a date without feeling rejected or inadequate if the answer is no.
3. I do not have to act macho.
4. I may choose not to act seductively.
5. If I don't want physical closeness, I have the right to say "no".
6. I have the right to start a relationship slowly, to say, "I want to know you better before I become involved."
7. I have the right to be myself without changing to suit others.
8. I have the right to change a relationship when my feelings change. I can say, “We used to be close; but I want something else now.”
9. If I am told a relationship is changing, I have the right not to blame or change myself to keep it going.
10. I have the right to an equal relationship with my partner.
11. I have the right not to dominate or be dominated.
12. I have the right to act one way with one person and a different way with someone else.
13. I have the right to change my goals whenever I want to.

4.10 Myths that Contribute to Date Rape

1. At a certain point a man cannot stop.
2. When a woman says "NO" it means "CONVINCE" me.
3. When a woman teases a man it is acceptable to force a woman to have sex.
4. Unless a woman resists it is not rape.
5. It is not rape when a woman is drunk or passed out.
6. The way a woman dresses is a sign she wants to be raped.
7. If a woman has had sex with the person on another occasion, it cannot be rape.
8. If women did not take precautions it can't be rape.
9. If a woman agrees then changes her mind it's not rape.
10. If a guy or girl is too drunk to know what he or she is doing, it's not rape.
11. All rapists know that their actions are defined as rape.
12. Rape does not affect men.

4.11 Support Resources for Students

Any and all the contacts below can direct victims to the resources they may need. On campus counseling is available. Off campus counseling is also available to walk-in or referrals.

Alcorn State University has a partnership with Catholic Charities – Guardian Sexual Assault Center who provides a number of other services for victims of sex offenses in addition to mental health services. However, any and all internal and external services of choice are available to victims.

Support Resources for Students (continued)

Campus Police / Fire Department (Safety Center)	Chief Melvin Maxwell	601-877-3000
Rape Crisis Hotline		888-721-5460
Briarwood Mental Health Services		800-8634004
Health Services (main campus infirmary)		601-877-6460
Counseling & Testing Center (main campus)		601-877-6230
University Housing		601-877-6478
ASU Family Clinic (Natchez Campus)		601-304-4375
National Suicide Prevention Lifeline		800-273-8255
Mississippi Department of Mental Health		877-210-8513
Catholic Charities-Guardian Sexual Assault Center		601-466-8668

5.0 REGISTERED SEX OFFENDER INFORMATION **(Location / Notification of Registered Sex Offenders) 34CFR 668.46(b)(12)**

The "Campus Sex Crimes Prevention Act" is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, working or volunteering on campus.

The Act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act that requires sex offenders who are already required to register in a state, to provide notice, as required under state law, to each institution of higher education at which the person is employed, carries on a vocation, or is a student.

The Act requires that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems. These changes took effect October 28, 2002.

It also amends the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained, seen, and read.

Lastly, the Act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

For information about Sex Offender Registries, Sex Offenders Search, News, Information and Discussion go to <http://www.sexcriminals.com> and click sex offender registry; then click your state.

Alcorn State University publishes the notification of sex offenders on the university's website: www.alcorn.edu/police click on the **sex offenders notifications** tab.

Alcorn State University provides this notification in accordance with state and federal statutes. When the university has received official notification of convicted sex offenders enrolled at the institution, the information is posted on the university website. The release of this information is only intended to inform and enhance the security of the Alcorn community which is required by law. The individuals who appear on this notification have been convicted of a sex offense that requires registration and notification by law.

6.0 SUBSTANCE ABUSE

(Policies on Alcoholic Beverages, Illegal Drugs and Drug/Alcohol Abuse Programs)

6.1 Alcohol Policies - 34CFR 668.46(b)(8)

It is the policy of Alcorn State University that the possession and/or use of any alcoholic beverages or controlled substance other than prescribed drugs are not permitted on the campus or in any of the university buildings (this includes parking lots). If a student violates this policy or his/her behavior is affected by the use of alcohol or drugs, the student will be subject to disciplinary action and/or legal action. Violations will be prosecuted by local and university authorities.

It is illegal in the state of Mississippi for anyone under the age of 21 to purchase, possess, or consume alcohol or to falsify or misrepresent his or her age to obtain alcohol.

See attachment V for complete policy statement.

6.2 Drug Policies - 34CFR 668.46(b)(9)

The use, possession, and/or sale of illegal drugs are violations of Alcorn State University's Code of Conduct. Faculty, students and employees who use, possess or sell illegal drugs are subject to criminal prosecution as well as administrative disciplinary actions, including mandatory counseling, suspension or dismissal. The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting of any controlled substances, is strictly prohibited in all locations of the university. This is in accordance to all local, state, and federal laws. Drug paraphernalia is also strictly prohibited.

See attachment IV for complete policy statement.

6.3 Alcohol / Drug Abuse Education - 34CFR 668.46(b)(10)

Our alcohol abuse and drug abuse education programs use prevailing facts such as those below; and we let the students talk about them with hope of drawing conclusions that lead to safer drinking habits, more caution and perhaps abstinence.

Facts:

- Recent research confirms that college campuses continue to have some alcohol and other drug-use problems.
- Alcohol, of all substances used, causes the most problems on college campuses.
- Studies show that about 43% of all students report drinking in a high-risk manner at some point in the college career. Twenty percent of students report drinking in a high-risk manner often.
- 60.5 % had study or sleep interrupted
- 53.6 % had to take care of a drunken student
- 29.3 % had been insulted or humiliated
- 20.1 % experienced an unwanted sexual advance (women)
- 18.6 % had a serious argument or quarrel; 13.6 % had property damaged
- 9.5 % had been pushed, hit, or assaulted

6. 3 Legal Enforcement

It is the policy of Alcorn State University that the possession and/or use of any alcoholic beverages or controlled substance other than prescribed drugs are not permitted on the campus or in any of the university buildings (this includes parking lots). If a student violates the above regulation or his/her behavior is affected by the use of alcohol or drugs, the student will be subject to disciplinary and/or legal action.

Any faculty, staff, or student(s) found in violation of the aforementioned policy while on the university's campus, or while engaged in official university business off campus, shall be required to undergo mandatory assessment for drug abuse. The University reserves the right to prescribe the nature and type of corrective action to be imposed on faculty, staff or students found in violation of the Drug-Free Workplace and Drug-Free Campus Policy.

Such corrective action may include: 1) issuance of warning, 2) referral for treatment, 3) suspension, 4) termination, 5) expulsion, and/or 6) civil prosecution.

(For the complete policy statement: Attachment V).

7.0 CAMPUS FACILITIES ACCESS AND SECURITY (Security of and Access to Campus Facilities) 34CFR 668.46(b)(3)

7.1 Access to and Security Consideration of Campus Facilities

Main Campus

All academic buildings on campus are generally open from 7 a.m. to 9:30 p.m., Monday through Friday. Certain academic buildings are also open for weekend classes and special activities. All academic and administrative buildings are locked after hours and on weekends. Only physical plant personnel, campus police and specific faculty members have access to buildings after hours and on weekends.

All campus facilities and grounds are maintained in such a manner as to enhance security. Security cameras have been placed throughout the campus to provide a “camera angle” view of every building. The cameras record and view in real time. Monitors for the cameras are located in the police station. Dispatch can see and direct police patrol to scene of an offense at many locations. Police also patrol the campus regularly and check to see if doors are locked and look for other security or unsafe situations. Lighting surveys are conducted by members of facilities management and the university police to identify poorly lit areas to enhance security. While on patrol, police officers observe campus lighting and any abnormal situations and submit work orders and/or reports.

Natchez Campus

Alcorn has two academic buildings and a residential hall on the Natchez campus: the School of Nursing is open from 7 a.m. to 9 p.m. Monday through Friday and 9 a.m. to 2 p.m. on Saturday and 2 p.m. to 9 p.m. on Sunday. The School of Business is only open 7 a.m. to 5p.m. Monday through Thursday and 7 a.m. to 4 p.m. on Friday. The library is in the School of Business. The library has a separate entrance/exit than the business school and is locked-off from the school of business after hours. The library is open Monday through Thursday 8 a.m. to 9 p.m.; Friday 8 a.m.to 4 p.m.; Saturday 8.a.m to 3 p.m. and Sunday 2 p.m.to 9 p.m. Both buildings are locked after hours; and after hour access is only granted by the campus police to specific authorized personnel.

There are at least seven wide-angle security cameras monitoring the buildings. The cameras record and view in real time. Monitors for the cameras located in the police station on the Natchez campus and remotely to the main campus police station. Dispatch can see and direct police patrol to scene of an offense if there is one. Police also patrol regularly and check to see if doors are locked and for other security matters or unsafe situations. The Natchez campus and its parking lots are well-lit. Extra lighting is essential because there is wooded area near campus. The lighting is maintained by on campus facilities management. While on patrol, police officers observe campus lighting and any abnormal situations and submit work orders and/or reports.

7.2 Parking Safety

There are several parking lots located around campuses of Alcorn State University. In order to reduce the chance of property loss, never leave your vehicle running, unlocked, keys in the ignition or the windows rolled down. Never leave valuables in sight. Use security devices such as a car alarm, steering wheel lock and/or a fuel/electric cut-off switch. When approaching your vehicle, have your keys in your hand and remember to look inside your vehicle before you get in. For emergencies, have your cell phone on speed dial to the campus police.

7.3 Residential Housing Access and Security

Main Campus

Alcorn State University opened two new housing facilities in August 2010. The other two new housing units are to be opened in January 2011. These four dormitories are part of a new complex with many amenities and added security. Access to the new dorms will be by card-key only. There are security cameras throughout the building.

Currently there are only three dormitories that do not have key-card access and security cameras. Those three are scheduled to be closed once the two new dorms are opened. Security cameras have been placed in the lobbies and on the floors of all the older dorms to add to the security of these buildings. Corresponding monitors are located in the campus police station for added police security, monitoring and evaluation.

In addition, all resident halls staff have police radios with assigned call numbers. Police patrol units ride by the dormitories and contact the dorm staff by their call letters. The resident hall staff can reach the police just as easily.

Alcorn State University's main campus provides residential housing to the majority of its approximately 3,200 students. The university police and the Department of Housing and Residence Life work closely together to create a safe and comfortable living and learning environment.

Theft is the most common crime problem in the residential areas; therefore, precautions should be exercised at all times. Residents are encouraged to be watchful and cautious by being aware of their surroundings and the presence of unfamiliar people. Residents are reminded to always lock their doors and report unfamiliar and suspicious behavior in an effort to reduce the opportunity of crime.

Alcorn State University **does not have any off-campus residential facilities. 34CFR 668.46(b)(7)**

University organizations do not have any off campus locations official recognized by the university.

Residential Fire Safety – See Fire Report – section 11.

Natchez Campus

The Natchez Residence Hall Complex was completed in 1998. It can house 116 students. The building is divided into three buildings. The main building contains the director's office, guest lobby, and kitchen area. This dorm is locked at all times. Building access is with a card/key; and visitation has set hours. There are designated evacuation routes posted at the stairwells as well as the exits. Students were instructed to acquaint themselves with their exits. Residents are also reminded to always lock their doors and report unfamiliar and suspicious behavior in an effort to reduce the opportunity of crime.

Residential Fire Safety – See Fire Report – section 11.

8.0 WEAPONS POLICY

Policy Statement:

It is the policy of Alcorn State University that the possession or control of any weapon while on university property is prohibited and in most cases is a felony. It is the policy of the university that any weapon on university property concealed or exposed is prohibited unless he/she is a law enforcement officer.

II. Reason for Policy:

This policy is in place to promote a safe and secure campus.

III. Definition of Weapon:

A weapon is a gun, rifle, pistol, or any firearm, any bomb (or other explosive material).

The term weapon includes any potentially dangerous objects or substance including, but not limited to, any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or in-operable, loaded or unloaded); any sword (including decorative), or other martial arts weapons; any knife, switchblade, billy-club, nunchakus, blackjack, bludgeon, metal knuckles, slingshot, razor, or ice pick; illegal or potentially dangerous chemicals, fireworks, BB gun, pellet gun, air rifle, paint gun, or any replica firearm, or any other instrument which by its nature or circumstances may be reasonably construed as a weapon.

9.0 HATE VIOLENCE

Reporting Hate Violence

Reporting hate violence is a very important in the development of a more tolerant society and a hate free campus environment. If you have been the target of a hate crime or hate bias motivated incident, you are encouraged to report the occurrence to the Alcorn State University Police Department.

These crimes: Murder, Manslaughter, Sex Offenses, Robbery, Aggravated Assault, Simple Assault, Burglary, Motor Vehicle Theft, Arson; and the 2010 Clery additions which include: larceny/theft, intimidation, destruction/damage or vandalism of property are crimes if directed through prejudice/bias are considered hate crimes. These crimes should be reported to the Alcorn State University police or any local law enforcement agency *as hate crimes* if circumstances manifest evidence that the victim was intentionally selected because of the victim's actual or perceived: •

- **Race.** a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks, whites, **or**
- **Gender.** a group of persons because those persons are male or female, **or**
- **Religion.** a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists, **or**
- **Sexual orientation.** a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex, e.g. gays, lesbians, heterosexuals, **or**
- **Ethnicity/national origin.** a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions, e.g., Arabs, Hispanics, **or**
- **Disability.** a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury advanced age, or illness.

Procedure/Response:

The police reporting of a hate crime must include indicators of prejudice (such as those above) in the report that is given to the District Attorney. It will be the decision of the District Attorney to pursue it as a hate crime or not.

REPORTED HATE CRIME ON BOTH CAMPUSES in 2007, 2008, 2009 – **No Hate Crimes reported**

10.0 CRIME STATISTICS

(Collection of crime statistics for the Annual Report)

In compliance with the Clery Act, the Alcorn State University Police Department has the responsibility to report certain crime statistics to the Department of Education. Additionally, the Police Department must also comply with other State and Federal crime statistics reporting mandates.

There is a vast difference in reporting requirements between the Clery report and other State and Federal crime reporting statistics. Clery reporting requires the reporting of student disciplinary referrals that are not required by either state or federal law enforcement.

This report contains crime statistics that have been compiled from the 2009 calendar year and a reprint of the two previous calendar years' crime statistics.

The statistics reported in following sections have been compiled from data collected from five (4) reporting sources: (1) the Alcorn State University Police Department, (2) the Claiborne County Sheriff's Department and (3) the Vicksburg Police Department, (4) the Natchez Police Department.

Crime statistics are gathered, collected and reported on a periodic basis.

Alcorn State University does not monitor or record criminal activity in which students are engaged at off-campus locations unless the attending law enforcement agency involves our police department. The university does not have off campus student organizations that are officially recognized by the institution because Alcorn currently does not have an off-campus student locations, or any off-campus housing.

10.1 Reporting Locations - Definitions

#1 On-Campus Property:

Any building or property owned, leased or under the control of Alcorn State University within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes.

#2 On-Campus Residential Facilities:

All on-campus residential buildings located on campus property; can be owned and managed by a private company.

#3 Non-Campus Property:

Any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution and any building or property owned or controlled by a student organization recognized by the institution.

#4 Public property:

All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

10.2 CRIME STATISTICS (Categories)

The statistics in the following tables are arranged in accordance with the hierarchy rule used in the uniform crime reporting system of the Department of Justice, Federal Bureau of Investigation.

Such statistics do not identify victims of crimes or persons accused of crimes.

Crime Statistics – Table 1 Statistic Table 1

Alcorn State University – Main Campus - Alcorn State, MS 39096

Crime Statistics – Table 2 Statistic Table 2

Alcorn State University – Natchez Campus - Natchez, MS 39120

See Attachment II for the Crime Definitions

Statistics Table 1 Alcorn State University – **Main Campus** - Alcorn State, MS 39096

**Any reported entries from our Vicksburg Administrative Building are entered in the non-campus property column on this main campus chart.

Offense	YEAR	On-Campus Property	Residential Facilities	*Non-Campus Property	Public Property	Optional Total
Murder/Non-Negligent Manslaughter	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Negligent Manslaughter	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Sex Offenses Forcible	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	1	0	0	0	0
Sex Offenses Non-Forcible	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	8	0	0	0	0
Robbery	2007	1	1	0	0	1
	2008	0	0	0	0	0
	2009	1	0	0	0	0
Aggravated Assault	2007	2	1	0	0	2
	2008	3	1	0	0	3
	2009	1	0	0	0	1
Burglary	2007	23	18	0	0	23
	2008	18	15	1**	0	18
	2009	6	0	0	0	6
Motor Vehicle Theft	2007	1	0	0	0	1
	2008	1	0	0	0	1
	2009	2	0	0	0	2
Arson	2007	0	0	0	0	0
	2008	2	0	0	0	2
	2009	2	0	0	0	2
Liquor Law Arrests	2007	0	0	0	0	0
	2008	0	9	0	0	9
	2009	0	0	0	0	0
Liquor Law Violations Referred For Disciplinary	2007	24	0	0	0	0
	2008	9	0	0	0	0
	2009	11	0	0	0	0
Drug Law Arrests	2007	14	6	0	0	0
	2008	12	3	0	0	0
	2009	6	0	0	0	0
Drug Law Violations Referred For Disciplinary	2007	0	0	0	0	0
	2008	12	0	0	0	0
	2009	24	0	0	0	0
Illegal Weapons Possession Arrests	2007	3	0	0	0	0
	2008	7	1	0	0	0
	2009	6	0	0	0	0
Illegal Weapons Posses. Referred For Disciplinary	2007	0	0	0	0	0
	2008	7	0	0	0	0
	2009	10	0	0	0	0

Statistics Table 2 Alcorn State University – Natchez Campus - Natchez, MS 39120

Offense	YEAR	On-Campus Property	Residential Facilities	Non-Campus Property	Public Property	Optional Total
Murder/Non-Negligent Manslaughter	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Negligent Manslaughter	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Sex Offenses Forcible	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Sex Offenses Non-Forcible	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Robbery	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Aggravated Assault	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Burglary	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Motor Vehicle Theft	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Arson	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Liquor Law Arrests	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Liquor Law Violations Referred For Disciplinary	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Drug Law Arrests	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Drug Law Violations Referred For Disciplinary	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Illegal Weapons Possession Arrests	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Illegal Weapons Posses. Referred For Disciplinary	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0

Alcorn State University Fire Safety Report

This is a combined report of the main campus and the Natchez campus. The information specific to the Natchez Campus will be specified in this report. If the Natchez campus is not specified in the information it precedes, then the information applies to both campuses. Students from all three campuses are provided with the same student handbook, university website access and university policies and procedures.

Note: The main campus has a fire department. The Natchez campus uses the City of Natchez Fire Department.

11.1 PREVENTION: Fire Safety and Training

The police and fire department staff participate in semi-annual drills and in-service training classes with mandatory attendance. Semi-annual fire drills are conducted in each building and dormitory. Drills are used as a learning tool and as an evaluation method for the fire safety program. The fire plan is reviewed annually and updated as needed and is mandatory by the IHL.

It is the responsibility of all staff to:

- be familiar with the fire plan
- know the location of office smoke detectors and fire extinguishers
- know how to use fire extinguishers
- be familiar with all fire exits
- be cautious in their work habits to prevent fires
- immediately report any condition that appears to be a fire hazard
- act immediately if smoke or fire is noticed.

11.2 ALARM SYSTEMS AND BUILDING CONSTRUCTION:

Each building or office has:

- strategically placed smoke detectors
- evacuation routes and exits properly marked
- fire extinguishers rated for class A, B, C & D fires (multi-purpose extinguishers)
- a diagram of the location of each fire extinguisher, and evacuation routes.
-

11.3 STUDENT HOUSING FIRE SYSTEMS

Smoke detectors fire extinguishers and/or alarms in each building or office are checked for adequate operations per manufacturer's specifications. Batteries are changed twice per year or as needed and records kept of this. There is at least one fire drill per semester for each residential hall.

Female Honors

The Honors Hall has a complete fire system that includes: smoke detectors, fire extinguishers, a fire alarm and a sprinkler system. There are designated evacuation routes posted and exit signs at the stairwells as well as the exits. Students were instructed to acquaint themselves with their exits.

John Burrus Hall

John Burrus Hall has a fire system that includes: smoke detectors, fire extinguishers. There are designated evacuation routes posted and exit signs at the stairwells as well as the exits. Emergency lighting for exits is automatically triggered in the event of a power outage. Students were instructed to acquaint themselves with their exits.

Beulah Robinson Hall

Beulah Robinson Hall has a fire system that includes: smoke detectors, fire extinguishers. There are designated evacuation routes posted and exit signs at the stairwells as well as the exits. Emergency lighting for exits is automatically triggered in the event of a power outage. Students were instructed to acquaint themselves with their exits

Albert Lott Hall

Albert Lott Hall has a fire system that includes: smoke detectors, fire extinguishers. There are designated evacuation routes posted and exit signs at the stairwells as well as the exits. Emergency lighting for exits is automatically triggered in the event of a power outage. Students were instructed to acquaint themselves with their exits

Hiram Revels Hall

Hiram Revels Honors Hall has a complete fire system that includes: smoke detectors, fire extinguishers, a fire alarm. There are designated evacuation routes posted and exit signs at the stairwells as well as the exits. Emergency lighting for exits is automatically triggered in the event of a power outage. Students were instructed to acquaint themselves with their exits.

New Student Housing Complex (main campus – Alcorn State, MS)

One thousand and three (1003) bed: suite style, state-of-the-art complex residence halls are fully staffed with professional and student staff. The halls have computer labs, classrooms, study rooms, laundry facilities, and are card key accessible and securely monitored twenty-four (24) hours a day.

The new facilities feature a small living space, a kitchenette area, and full private baths. The suites also have a full-size refrigerator, a microwave, flat screen television, bedroom furniture, and student desks. Only a microwave is included in the kitchenette as students are encouraged to have their meals in the dining hall or other campus eateries. However, the microwave will provide a convenient way to warm leftovers or for late night snacking.

The new student housing complex has the latest and most complete fire system that includes: smoke detectors, fire extinguishers, a fire alarm and a sprinkler system. There are designated evacuation routes posted and exit signs at the stairwells as well as the exits. Emergency lighting for exits is automatically triggered in the event of a power outage. Students are instructed to acquaint themselves with their exits.

Natchez Campus Residence Hall

The Natchez Residence Hall Complex was completed in 1998. It can house 116 students. The building is divided into three buildings where the main building contains the Director's office, guest lobby, and kitchen area. It has a complete fire system that includes: smoke detectors, fire extinguishers, a fire alarm and a sprinkler system. There are designated evacuation routes posted and exit signs at the stairwells as well as the exits. Emergency lighting for exits is automatically triggered in the event of a power outage. Students were instructed to acquaint themselves with their exits.

Students are educated in applicable fire safety practices, such as:

- Escape procedures
- Fire hazards related to dorm rooms, equipment, and supplies
- Hazards of smoking and cooking in dorm rooms

11.4 FIRE ALERT GUIDELINES:

If you discover a fire: stay calm and the acronym "**RACE**" will help you do what is needed

R – REMOVE – Remove yourself from contact with smoke or fire. Report any that may be in the building.

A – ALARM – Pull the fire alarm and/or call dispatch and report the location and nature of the fire.

C – CONFINE - Close all doors and windows.

E – EVACUATE – Evacuate the building. Cautiously, move yourself and others to a safe area. Do not use elevators.

If an alert of a fire is given: follow these guidelines

- Stop normal work activities.
- Listen to determine where the fire is located.
- If the fire is in your area, take action as per "**R-A-C-E**" (guidelines above).
- If the location is not in your work area, be attentive for additional information.
- Be prepared to be assigned additional tasks and responsibilities.
- Be prepared for evacuation of certain areas or the entire building per instruction of the Fire Chief, President or designee.
- Wait for the "All Clear" to be announced before resuming normal work activities.
- Use only stairways
- Remove any obstacles that may cause an obstruction of a corridor.
- Do not turn off lighting or electrical breakers.
- Feel closed doors with the back of your hand before opening them. If the door is too hot to touch, do not open it.

11.5 Fire Alert and Evacuation Procedures

If a fire occurs in the dormitory, administrative or classroom building follow these steps:

1. If a fire alarm sounds, whether real, false or a drill, all procedures must be followed by all residents and guests of the building. Everybody must leave the building immediately.
2. Alert people in the area of the need to evacuate
3. Call Campus Police/Fire Department at 601-877-3000 or ext. 3000
4. **Natchez campus:** call 911 for the fire department
5. Windows and doors should be closed and the main light left on in each room when the room is exited.
6. If necessary, stay as low as possible to avoid smoke and heat
7. Persons are to leave a building by the nearest safest exit.
8. Evacuate the building calmly, but quickly, following evacuation and assembly area and await additional instructions. Report anyone who is missing and who was in your area when the evacuation started to the near staff person of fire department personnel.
9. Remain at the assembly area until you are instructed how to proceed by the Fire Department, Campus Police or the Core Response Team

Reminders (if applicable):

- Feel the door or doorknob to the hallway with the back of your hand. If it feels hot, do not open it – the fire may be on the other side of the door. If you are trapped, put a cloth or towel under the door to help prevent the entry of smoke. Dial 601- 877-3000 and tell the campus police your location and telephone extension and that you are trapped in the room and need rescue. Stay on the phone until instructed otherwise.
- If the door is not hot, open it slowly. If the hallway is clear of smoke, walk to the nearest fire exit and evacuate via the nearest stairwell to the street/grade level exit. Close doors behind you.
- Do not attempt to use elevators. Elevators are tied to the fire detection system and are not available to occupants once the alarm sounds.
- Assemble at the area designated for your department and remain there until instructed by campus police or the fire department that it is safe to re-enter the building.

NATCHEZ CAMPUS:

In the event there is a fire on the Natchez Campus, the Natchez campus occupants must call 911 and follow the previously mentioned procedures for safe evacuation. The City of Natchez Fire Department responds to fire calls on the Natchez campus. All fire standards are set and maintained by the Natchez Fire Department. The Natchez Fire department does monthly fire inspections of the three Alcorn State University buildings on the Natchez Campus.

11.6 STUDENT SAFETY - HOUSING POLICY – both campuses

University policy on portable electrical appliances, smoking, and open flames.

In the Student Handbook, students are informed that guidelines have been established in the interest of individuals' safety and the preservation of university housing property. Students are informed that the following items are permitted within the facility:

The following electrical appliances, must be UL approved and in good condition, in order to be permitted in student's rooms: clocks, radios, televisions, computers, razors, curling irons, desk lamps, stereo equipment, fans, refrigerators (2.0 cubic ft.), portable hair dryers, and microwave ovens.

Fire prevention regulations rule that **cooking is not permitted in students' rooms**. Any student who brings or uses restricted cooking utensils in the residence halls is in violation of the regulation and will be subject to confiscation and storage of said appliance(s) until it can be removed from the residence hall.

Smoking is prohibited in university housing. Specifically, smoking will be prohibited inside university housing buildings, including but not limited to, student rooms, suites, lounges, bathrooms, common areas, stairwells, lobbies and elevators.

Residents who smoke must do so outside of the building and must be far enough away from the building that smoke will not filter into the building via exterior doors, windows or the building ventilation systems. Full cooperation with this policy is expected. Any violation of this policy will result in disciplinary action.

11.7 PLANS FOR IMPROVING FIRE SAFETY:

Plans for future improvement include installing fire suppression systems in non-sprinkler resident halls. More fire safety presentations may be included in our fire safety program.

If you have been trained to use a fire extinguisher:

Only trained personnel may use fire extinguishers. Small fires can be extinguished without evacuation, but you must constantly evaluate and be ready to evacuate if the fire cannot be controlled. **NEVER ENTER A SMOKE-FILLED ROOM.**

Potential emergencies in university buildings may require the occupants to evacuate the building. The following information and procedures have been designed to help ensure your personal safety, should an evacuation become necessary.

Building occupants are not required to fight fires. Individuals who have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire, may use a portable fire extinguisher to fight small, incipient stage fires (no larger than a waste basket). Fire fighting efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat or flames.

11.8 EMERGENCY ACTION PLAN

Main Campus: In case of a fire emergency {defined as (1) an uncontrolled fire or imminent fire hazard, (2) the presence of smoke or odor of burning, (3) the uncontrolled release of a flammable or combustible substance, or (4) a fire alarm sounding}, **Campus Police/Fire department must be notified immediately at 601-877-3000.** Campus police/fire department has primary responsibility for managing fire emergencies and summoning outside assistance when necessary. Unauthorized re-entry into a building during a fire emergency is not permitted. Violates of this policy are subject to university and state fire code sanctions.

Natchez Campus: In case of a fire emergency {defined as (1) an uncontrolled fire or imminent fire hazard, (2) the presence of smoke or odor of burning, (3) the uncontrolled release of a flammable or combustible substance, or (4) a fire alarm sounding}, **the Natchez Fire Department must be notified immediately at 911.** Unauthorized re-entry into a building during a fire emergency is not permitted. Violates of this policy are subject to University and state fire code sanctions.

During a fire emergency, only individuals designated in the EAP may remain in the building to fulfill their responsibilities. All other occupants must immediately evacuate the building in accordance with the departmental emergency action plan.

The University Emergency Action Plan:

Fire Protection Systems: The university plan has a description of the fire alarm, if equipped, and any fire suppression systems in university buildings.

Evacuation Procedures: After occupants have left the building via the nearest stairwell, they should go to the designated assembly point established in the university's plan. At the assembly point, supervisors will account for all personnel and notify the campus police if any personnel are missing.

During an emergency, students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate. Special attention should also be given to any persons with disabilities, especially those who are visitors or unfamiliar with the building.

Additional Duties: Additional duties maybe required for assistance during an evacuation or the shut-down of special processes or equipment.

Training: The campus fire department is responsible for training all students and employees. New students and employees should receive training when first come to the university.

Fire Extinguishers

The use of fire extinguishers must conform to the following guidelines which are specified by the OSHA Standard (29 CFR 1910.157);

Portable fire extinguishers suitable to the conditions and hazards involved shall be provided and maintained in an effective operating condition.

Portable fire extinguishers shall be conspicuously located and mounted where they will be readily accessible. Extinguishers shall not be obstructed or obscured from view.

Portable fire extinguishers shall be given maintenance service at least once a year and a written record shall be maintained. Facilities management is responsible for obtaining annual maintenance for the extinguishers.

Monthly inspections which entail visually inspecting for broken seals, damage, and low gauge pressure, depending on type of extinguisher, are performed by facilities management personnel. A tag affixed to the extinguisher is initialed by the inspector after each inspection.

Employees designated to fight fires must receive training in the general principles of fire extinguisher use and the hazards involved with initial stage of fire fighting.

Fire Prevention

Proper housekeeping including the prompt removal of wastes and keeping the work space free of unnecessary combustible materials will help to prevent or reduce the severity of fires.

Limited quantities of flammable liquids may be stored in laboratories and shops. Flammable liquid storage cabinets are required where large amounts are present.

Storage of combustible materials such as cardboard boxes, etc. should be kept to a minimum.

Electrical wiring should be maintained in good condition. Extension cords should be used only for temporary use.

The emergency number for main campus police/ campus fire department is 601-877-3000 should be posted on every phone. For a safety survey of your area, contact Fire Chief Ray White at 601-877-6196 or 601-877-3000. **For the Natchez campus call 911.**

**Reported Fires at and around Alcorn State University – 2008, 2009 and 2010
Fire Statistics – Table 3 – Main Campus**

2010 Fires

Date	Time	Location	Nature	Injuries	Deaths	Cost
3/25/2010	12:51	Auto Vehicle - campus	Short Circuit	0	0	\$3500
4/15/2010	14:15	Mable Thomas –Dorm	Arson	0	0	\$2500
4/26/2010	12:35	Robinson Hall -- Dorm	Arson	0	0	\$125

2009 Fires

Date	Time	Location	Nature	Injuries	Deaths	Cost
4/02/2009	07:15	Mable Thomas- Dorm	Trash Can	0	0	0
5/07/2009	12:25	Auto Vehicle - campus	Short Circuit	0	0	\$2000
6/05/2009	15:55	Business Office NAB	Foil in microwave	0	0	0
6/12/2009	12:20	House Fire – off campus	Cooking	0	0	\$200
8/10/2009	09:15	Auto Vehicle - campus	Arson	0	0	0

2008 Fires

Date	Time	Location	Nature	Injuries	Deaths	Cost
1/07/2008	19:52	Dumpster	Short Circuit	0	0	0
8/27/2008	15:00	Cafeteria	Arson:	0	0	0
10/27/2008	12:45	Auto Vehicle - campus	Arson:	0	0	\$1250

Natchez Campus

**There were no reported fires at and around the
Alcorn State University Natchez Campus
for the years: 2008, 2009 and 2010**

ATTACHMENT I

THE CLERY ACT SUMMARY:

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101–542), which amended the Higher Education Act of 1965 (HEA).

This act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments **renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** in memory of a student who was slain in her dorm room in 1986.

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees; and to make their campus security policies public information. It also requires that crime data is collected, reported and disseminated to the campus community and are also submitted to the US Department of Education.

The act is intended to provide students and their families with accurate, complete and timely information about safety on campus so that they can make informed decisions and conclusions about the university they may choose.

ATTACHMENT II

CRIME DEFINITIONS:

Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another.

NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: the killing of another person through gross negligence.

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.

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. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes; unlawful entry with intent to commit a larceny or a felony; breaking and entering with the intent to commit a larceny; housebreaking; safe-cracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles were later abandoned – including joyriding).

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, or personal property of another.

Weapon Law Violation: 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; all attempts to commit any of the aforementioned.

Drug Abuse 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 (Demoral, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

Sex Offense (Forcible): any sexual act directed against another person without the other person's consent. (Includes attempts).

Forcible Rape - The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's free will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy - Oral or anal intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offense (Non-forcible): Any unlawful, but consensual sex act with another person. (Includes attempts)

Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

ATTACHMENT III

Smoke-Free Campus Policy

Policy Statement

In an effort to provide a healthier academic environment and workplace, smoking is prohibited in any Alcorn State University owned or leased buildings and vehicles. This includes all offices, classrooms, residential housing, hallways, dining facilities, restrooms and athletic facilities. Smoking is prohibited in outdoor areas that are shared in close proximity by the public. Smokers must maintain a distance of 25 feet or more from any enclosed area where smoking is prohibited to insure that secondhand smoke does not enter the area through entrances, windows, ventilation systems or any other means.

The use of tobacco products is prohibited on any property owned, leased or controlled by the University. This includes all on-campus and off campus facilities. All university workspace and classroom areas under the University's control shall be smoke-free even if the building owner or lease(s) do not prohibit smoking.

Definitions

ASU Property (owned, leased or controlled by the university): includes but is not limited to all buildings, grounds and vehicles. **Tobacco and tobacco products:** Cigarettes, cigars, pipes, smokeless tobacco, snuff and chewing tobacco.

Enforcement

Enforcement of this smoke-free policy will be the responsibility of supervisors, faculty and staff. The Office of Student Housing will enforce the policy in the residence halls. Student violations will be reported to the Office of Student Housing. Visitor, vendor and contractor violations will be referred to the ASU Police Department.

The university provides ongoing educational programming and information on the hazards of tobacco use. Observance of this policy is the responsibility of all ASU students, faculty, staff and visitors.

For additional information regarding this Smoke-Free Campus Policy, please contact the Vice President for Student Affairs.

ATTACHMENT IV

Drug-Free Campus Policy

Policy Statement

It is the policy of Alcorn State University to maintain a drug-free workplace, workforce, and campus consistent with Federal laws as set forth in the Drug-Free Workplace Act of 1988 and the Department of Defense Drug-Free Workforce Rule of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Consequently, all employees--faculty, staff (part-time/full-time), and students are absolutely prohibited from the unlawful possession, manufacture, distribution, dispensation, sale, use, or in any way involve themselves with controlled substances and alcohol on University property or as part of any University activity. For the purpose of this policy, the term "Controlled Substances" means those defined in Schedules I through V of section 202 of the Controlled Substances Act [21 U.S.C. 812] and as further defined by regulation 21 CFR 1300.11 through 1300.15.

Any faculty, staff, or student(s) found in violation of the aforementioned policy while on the university's campus, or while engaged in official university business off campus, shall be required to undergo mandatory assessment for drug abuse. The university reserves the right to prescribe the nature and type of corrective action to be imposed on faculty, staff or students found in violation of the Drug-Free Workplace and Drug-Free Campus Policy.

The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting of any controlled substances, are strictly prohibited from all locations of the university according to all local, state, and federal laws. Drug paraphernalia is strictly prohibited at the university. Paraphernalia is defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body. The scope of this prohibition includes drugs or paraphernalia that is on the person or in the possession of a student on property owned or controlled by the university and/or at events and activities sponsored by the university, and involves related incidents that are subject to prosecution under local, state, and federal laws. The illegal possession of and/or use of drugs, or drug paraphernalia includes, but is not limited to, roach clips, bongs, masks, scales, balances, sandwich bags or plastic bags and their corners, sifters, syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, spray cans, carburetor pipes, paint, pipes, using screens, water pipes, and any other equipment, products and materials that can be directly linked to the usage of controlled substances.

Such corrective action may include: 1) issuance of warning, 2) referral for treatment, 3) suspension, 4) termination, 5) expulsion, and/or 6) civil prosecution.

Notification of Conviction

It is the policy of Alcorn State University that any faculty or staff member convicted of a controlled substance violation at the workplace is required to notify his or her supervisor or the university president within five (5) work days of such conviction. Failure to comply with this requirement shall result in disciplinary action which may include suspension pending further investigation. It is the policy of the university to comply with Federal law which requires that the university notify the applicable Federal Agencies within ten (10) days after the University has received notification of a controlled substance conviction of any faculty or staff member whose position is federally funded.

It is the expectation of Alcorn State University that all students receiving a Pell Grant will comply with the specific Anti-Drug Abuse Act Certification requirements of the U. S. Department of Education. The requirements are that any student convicted of a drug-related offense, while on Pell Grant, will report the conviction in writing to the U. S. Department of Education within ten (10) days after the conviction.

ATTACHMENT V

Alcoholic Beverages and Controlled Substances Policy

Policy Statement

It is the policy of Alcorn State University that the possession and/or use of any alcoholic beverages or controlled substance other than prescribed drugs are not permitted on the campus or in any of the University buildings (this includes parking lots). If a student violates the above regulation or his/her behavior is affected by the use of alcohol or drugs, the student will be subject to disciplinary and/or legal action.

Any faculty, staff, or student(s) found in violation of the aforementioned policy while on the University's campus, or while engaged in official University business off campus, shall be required to undergo mandatory assessment for drug abuse. The University reserves the right to prescribe the nature and type of corrective action to be imposed on faculty, staff or students found in violation of the Drug-Free Workplace and Drug-Free Campus Policy.

Such corrective action may include: 1) issuance of warning, 2) referral for treatment, 3) suspension, 4) termination, 5) expulsion, and/or 6) civil prosecution.

Notification of Conviction

It is the policy of Alcorn State University that any faculty or staff member convicted of a controlled substance violation at the workplace is required to notify his or her supervisor or the University President within five (5) work days of such conviction. Failure to comply with this requirement shall result in disciplinary action which may include suspension pending further investigation. It is the policy of the University to comply with Federal law which requires that the University notify the applicable Federal Agencies within ten (10) days after the University has received notification of a controlled substance conviction of any faculty or staff member whose position is federally funded.

It is the expectation of Alcorn State University that all students receiving a Pell Grant will comply with the specific Anti-Drug Abuse Act Certification requirements of the U. S. Department of Education. The requirements are that any student convicted of a drug-related offense, while on Pell Grant, will report the conviction in writing to the U. S. Department of Education within ten (10) days after the conviction.

Mississippi penalties for illegal alcohol sales and possession

Any person under 21 who falsely states or falsely presents a document stating he or she is 21 or older for the purpose of buying light wine, beer, or other alcoholic beverage may be subject to the following penalties:

1. Light wine or beer — misdemeanor: Fine \$25 to \$500 and/or up to 30 days community service
2. Alcoholic beverage — misdemeanor: Fine up to \$200. Any person under 21 who buys or possesses any light wine, beer, or other alcoholic beverage may be subject to the following penalties: First offense:

Fine \$500 to \$1000, Second or subsequent offense: Fine \$1000 to \$2,000 and/or up to one year in jail. Any person who sells or furnishes any alcoholic beverage to any person who is known to be insane or mentally defective, visibly intoxicated, known to habitually drink alcoholic beverages to excess, or known to be a habitual user of narcotics or other habit-forming drugs will be guilty of a misdemeanor. Upon conviction there will be a fine of not more than \$500 and/or six months in jail.

**Alcoholic beverage means any alcoholic liquid containing greater than 4 percent of alcohol by weight and capable of being consumed by human beings.*

ATTACHMENT VI

STUDENT ENGAGEMENT & OUTCOMES

The mission of Student Engagement is to assist the Student Affairs Division in its efforts to enhance student's overall leadership development and college experiences. The engagement activities are relative to social responsibility, interpersonal relationships, civility, integrity, ethics, and cultural awareness. Students who are engaged in co-curricular activities show sustained behavioral involvement in learning tasks accompanied by a positive emotional tone through ongoing action, including enthusiasm, optimism, curiosity, and interests.

The services and programs provided by Student Engagement are consistent with and complement the University's mission by meeting the educational needs of residents in southwest Mississippi, neighboring northeastern Louisiana parishes, and other locales by: providing support programs and services necessary to engage students in meaningful learning experiences within and outside the classroom.

Student Engagement promotes and supports student learning by providing students an opportunity to participate in Student Leadership Development via the Student Leadership Round Table series, the People Organized for Student Services Enhancement (POSSE) resident hall colloquiums, and by providing students access to and information concerning the following: Student Handbook, co-curricular programs/activities in conjunction with academic departments, New Student Orientation, Student Affairs Calendar of Activities, and a Quarterly Student Affairs Newsletter.

PREVENTION SERVICES PROGRAM

The Prevention Services Program assists the university toward strengthening its capacity to provide students and employees with a variety of services relative to alcohol and other drugs. These services include confidential counseling and referrals, staff development seminars regarding the recognition of substance abusers, drug paraphernalia, a resource library and the dissemination of printed materials.

STUDENT ENGAGEMENT PROGRAM

The Student Engagement Program is designed to develop the university's capacity for the meaningful engagement of students in co-curricular activities outside the classroom as a means of adding value, humanism, civic and social responsibility, volunteerism, leadership, and team-work to students. Through these activities, the university seeks to build a culture where students and faculty come to value learning through engagement as a significant component of the university, education, and the campus, and adjoining communities as a teaching and learning environment.

For additional information, please contact: Dr. Valarie Thompson 601-877-6385

ATTACHMENT VII

USEFUL CONTACTS

Police/Fire/Emergency Ambulance 9-1-1
University Police (601) 877-3000

All Numbers are 601 (area code)

Interim President	601-877-6111
Vice President for Student Affairs	601-877-6380
Facilities Management (Physical Plant)	601-877-6470
Health Services (Infirmary)	601-877-6460
Counseling & Testing Center (WWACB 3rd flr)	601-877-6230
University Housing	601-877-6478
Campus Police / Fire Department (Safety Center)	Chief Melvin Maxwell 601-877-3000
Rape Crisis Hotline	601-982 7273
Briarwood Mental Health Services	800-8634004
Natchez Regional Hospital	601-443-2680
Natchez Community Hospital	601-445-6231
ASU Family Clinic (Natchez Campus)	601-304-4375
National Suicide Prevention Lifeline	800-273-8255
Mississippi Department of Mental Health	877-210-8513
Catholic Charities-Guardian Sexual Assault Center	601-466-8668

ATTACHMENT VIII

CORE RESPONSE TEAM – EMERGENCY MANAGEMENT TEAM

In the case of an emergency, the Core Response Team will determine the level of the emergency, determine the content of the notification and initiate the notification system.

Core Response Team

Mr. Jessie Stephney Emergency Coordinator 601-877-6471 jstephney@alcorn.edu	Mr. Kevin Appleton Vice President for Finance & Administration 601-877-6151 kappleton@alcorn.edu
Mrs. Pam Wood Director of Academic Facilities 601-877-6380 pwood@alcorn.edu	Chief Melvin Maxwell Chief of Police 601-877-3000 mmaxwell@alcorn.edu
Mrs. Clara Ross Stamps, Director University Relations (601) 877-6131 cstamps@alcorn.edu	Mr. Jessie Hayden Facilities Management 601-877-6471 jhayden@alcorn.edu
Mrs. LLJuna Weir Athletic Department 601-877-6500 weir@alcorn.edu	Ms. Jessica Foxworth Student Housing 601-877-6478 jfoxworth@alcorn.edu

Additional Core Members:

- Associate Vice President of Business Affairs
- Director of Human Resources
- Associate Vice President of Student Affairs
- Ambulance Service
- Food Services General Manager

Building Mayors - are responsible for the evacuation procedure in their buildings.

- | | |
|---|------------------------------|
| Jessie Hayden (Facilities Management) | Debra Jones (ROTC) |
| Mrs. Harris (Financial Aid) | Christine Starks (Laundry) |
| Gwen Lucas (Human Science) | Willie Sanders (Agriculture) |
| Pam Bell (Math and Science) | Patricia Carroll (WNAB) |
| Dr. Konecky (Fine Arts) | Cheryl Kariuki (Vicksburg) |
| Alice Shannon (Rowan) | Zandra Gray (Multicultural) |
| Aneki Bailey (Library) | Debra Davis (Whitney) |
| Malvin Williams Jr. (Industrial Technology) | Regina Rankin (Bowles Hall) |
| Willie Moses (Student Union) | |

Resident Hall Directors will be responsible for their buildings.

ATTACHMENT IX

Mechanism of Distribution of the Annual Security Report

1. Electronic mail:

- a. Annual (October) electronic mailing to all students, faculty and staff. (email)

2. Direct mailing:

- a. Annual direct mailing of the postcard “Clery Notice”

3. Web page postings: (announcement/link to PDF format)

- a. Alcorn State University Police Department web page
- b. Alcorn State University Home page (news/event tabs)
- c. Alcorn State University Daily Campus New Bulletin (broadcast email)
- d. Alcorn State University Student Affairs Newsletter

4. Notification in the following publications:

- a. Alcorn State University Student Catalog
- b. Student Handbook
- c. New Student Orientation Packets
- d. New Employee Orientation Packet
- e. Alcorn State University campus newspaper
- f. Alcorn State University Student Affairs Newsletter