# Table of Contents

**Important Phone Numbers** ................................................................. 2  
**The Clery Act** ....................................................................................... 3  
**Young Harris College Police Department** ............................................ 3  
**Reporting Procedures** .......................................................................... 4  
  **Reporting Criminal Offenses** .............................................................. 4  
  **Confidentiality** .................................................................................... 4  
  **Reporting Violations of College Policy** ............................................... 5  
  **Immunity for Victims** .......................................................................... 5  
  **Medical Emergency** ........................................................................... 5  
  **Responsible Action** ........................................................................... 5  
**Timely Warning Procedures** .................................................................. 6  
**Emergency Response and Evacuation Procedures** ............................... 6  
  **Immediate Notification** ....................................................................... 7  
**Criminal Activity at Off Campus Locations** ........................................... 7  
**Access & Maintenance to Campus Facilities** ........................................ 8  
  **Academic and Administrative Building Access** .................................. 8  
  **Student Housing Access** .................................................................... 8  
**Crime Prevention and Security Awareness Programs** .......................... 8  
**Drugs and Alcohol** ................................................................................ 9  
  **Philosophy on Drugs and Alcohol** ...................................................... 9  
  **Alcohol** .............................................................................................. 9  
  **Drugs** .................................................................................................. 9  
**Crime and Fire Safety Statistics** ............................................................ 9  
**Fire Safety** ............................................................................................. 10  
  **Policies Related to Fire Safety** ............................................................ 10  
  **Tobacco** ............................................................................................. 11  
  **Fire Alarm Evacuation Procedure** ....................................................... 12  
  **Reporting** ........................................................................................... 12  
  **Plans for Future Improvement** .............................................................. 12  
**Missing Students** .................................................................................. 12  
**Sexual Misconduct** ............................................................................... 13  
  **Consent** .............................................................................................. 13  
  **Reporting Sexual Misconduct** ............................................................. 13  
  **Resolving Reports of Sexual Misconduct** .......................................... 14  
  **Possible Sanctions and Protective Measures** ...................................... 14  
  **Educational Programs** ....................................................................... 15  
**Sex Offender Registry** .......................................................................... 15  
**Appendix A** ........................................................................................... 16
Important Phone Numbers

Emergencies: 911

Counseling and Psychological Services: 706-379-5057
  • On-Call Counselor: 404-630-3764

Health & Wellness Services: 706-379-5057
  • On-Call Nurse: 706-897-6228

Physical Plant: 706-379-5037

Office of Finance and Administration
  • Room Reservation Requests: 706-379-5276

Office of Residence Life
  • Assistant Dean of Students: 706-379-5300
  • On-Call Resident Director: 706-781-8393

Support in Abusive Family Emergencies (SAFE)
  • 24-hour crisis hotline: 706-379-3000

Office of Student Development: 706-379-5118

Title IX Coordinator: 706-379-5272

YHC Police Department
  • Day: 706-379-4570
  • Night: 706-896-7460

Ask dispatch to contact the YHC Police Department.
The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires colleges and universities to publish an annual report by October 1st of each year that contains the previous three years of campus crime and fire safety statistics along with certain policies pertaining to campus safety and security.

Young Harris College Police Department

The Young Harris College Police Department and all officers employed by the College are certified by Georgia Police Officers Standards Training (POST) Council. They are in place to protect the members of the campus community and to enforce College and civil laws. Young Harris College Police officers have the authority to arrest individuals. It is important that crimes be reported to the Police and all campus community members are encouraged to do so. The YHCPD has jurisdiction over the campus and local vicinity. While a written memorandum of understanding (MOU) is not currently in effect for all investigations, the YHCPD works closely with other local and state law enforcement agencies when needed as part of the investigation or response to reports of crime on or around the campus. There is an MOU with local agencies regarding the investigation of sexual misconduct and collaborative response to victims of sexual assault.

The Police Department office is located adjacent to the common room in Manget Hall. The campus is patrolled and an officer is on duty 24-hours a day, seven days a week, year-round. In addition to general safety and law enforcement services, the Police Department maintains campus crime statistics and reports, conducts educational programs in the residence halls, issues parking decals and enforces campus parking policies, provides safety escorts, lock-out assistance, and security and traffic/parking assistance for athletic and campus-wide events.

In addition to certified officers, the Police Department is staffed by student police cadets who carry out limited public safety and security services for the College community.
Reporting Procedures

Reporting Criminal Offenses

Campus community members who observe or experience a criminal action or emergency should contact the YHC Police Department by calling 911 immediately. Non-emergency criminal reports for the purpose of making timely warnings or for disclosure in the annual security report may also be made by contacting any of the following:

- Vice President for Student Development
- Associate Vice President for Student Development
- Assistant Dean of Students
- Resident Director On Call
- Title IX Coordinator
- Chief of Police
- Assistant Chief of Police

Reports of criminal offenses will be investigated by the YHC Police Department and/or the Office of Student Development. Young Harris College encourages accurate and prompt reporting of all crimes to the YHC Police Department or any above College administrator.

Confidentiality

If a victim of a crime decides not to pursue action within the College conduct system or criminal justice system s/he may still make a confidential report. A report can be filed without revealing a person’s identity. The purpose of a confidential report is to comply with the person’s wish to keep the matter confidential, while taking steps to ensure the safety of the College community. With such information the College can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regards to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institutions.

If a report is filed with the Office of Student Development, Title IX Coordinator, or YHC Police Department where the victim wishes his/her name not be disclosed to the accused or that no investigation or disciplinary action be pursued, efforts will be taken to ensure confidentiality to the extent allowed by law. Information will only be shared with those directly responsible for handling the College’s response to the alleged incident. It will then be determined if such a request can be honored while still providing a safe environment for all students, faculty, and staff.

If a victim or a witness wishes to report a crime on a voluntary, confidential basis, s/he may do so by disclosing that information to an on campus pastoral or professional counselor. Pastoral and professional counselors are bound by specific professional guidelines regarding confidentiality. College employees serving in such a capacity may report a crime if and when appropriate according to professional rules of ethics and practice. If and when deemed appropriate these professionals will encourage reporting on a voluntary, confidential basis for the inclusion in the annual disclosure of crime statistics.
Reporting Violations of College Policy

A student may file an incident report pertaining to a student, group of students, or a student organization violating College policy, with the right to an explanation of procedural alternatives available as well as applicable charges that might ensue. An incident report should be submitted to the Associate Vice President for Student Development as soon as possible after the event takes place, preferably within 10 days. If a student wishes to pursue legal, criminal, or civil charges against another student s/he may do so by contacting the YHC Police Department. Acts of harassment, intimidation, and/or retaliation from any member of the College community will not be tolerated. Reports of campus policy violations will be reviewed and followed-up by the Office of Student Development.

Immunity for Victims

Young Harris College encourages the reporting of conduct violations and crimes that occur on campus or against any student. A victim might be hesitant to report a crime to a College official in fear of receiving a policy violation themselves (i.e. underage drinking at the time of a sexual assault). It is in the best interest of the community that any victim of a crime reports the incident to a College official. To encourage reporting, Young Harris College pursues a policy of offering victims of crimes amnesty from policy violations related to the incident as determined by the Vice President for Student Development.

Medical Emergency

Remember that only those certified in first aid and CPR should administer such treatments. Remain with the injured party at all times until professional medical aid arrives. After the injured person has been removed or treated by trained medical personnel, give the College official on the scene an accurate description of the apparent cause of the accident and the nature of the injury. The Vice President for Student Development or other College representative will notify the person designated by the injured party in the event of a serious accident or injury.

By expediting professional medical treatment through standard emergency procedure, the victim of a serious injury or illness stands a much greater chance of survival and avoidance of serious aftereffects.

In the event of a medical emergency call 911.

Responsible Action

The welfare of the College community is of the highest priority. Young Harris College encourages students to offer help and assistance to others in need by contacting the YHC Police Department or On-Call Resident Director. At times, a student, or group of students, might hesitate to provide assistance to another for fear of one, both, or all of them receiving a policy violation (i.e. an underage student has been drinking and fears the consequences of calling an ambulance for an incapacitated friend). While policy violations cannot be overlooked, the College pursues a policy of limited immunity that takes into account the situation as a whole and the act of helping someone in need.
**Timely Warning Procedures**

In an effort to provide timely notice to the YHC community, and in the event of a serious incident which may pose an on-going threat to members of the YHC community, a timely warning will be broadcast using campus wide email and/or Mountain Lion Alerts (emergency alert system). The alerts are generally written and distributed to the College community by the Vice President for Student Development or designee, the YHC Chief of Police or designee, and/or Vice President for Advancement or designee. Updates to the YHC community about any particular incident resulting in a timely warning may be distributed via campus wide email, Mountain Lion Alerts, or posted on YHC Connect. Timely warning notices may also be posted by YHC PD or Student Development staff in campus buildings when deemed necessary.

Timely warnings are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and whether there is a continuing danger to the campus community. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other YHC community members and a timely warning would not be distributed.

The College reviews information that is reported to the YHC PD and Office of Student Development by members of the community, by campus security authorities, and by local police agencies. The YHC Chief of Police or designee and/or Vice President for Student Development or designee review all reports to determine if there is an on-going threat to the community and if the distribution of a timely warning, that withholds the names of victims as confidential, is warranted.

**Emergency Response and Evacuation Procedures**

The Young Harris College Emergency Preparedness and Response Manual includes the College’s recovery plans, emergency response plans, the names and offices responsible for specific functions during an emergency, building emergency and evacuation procedures, shelter-in place information, medical emergency instructions, fire prevention measures and response procedures, and procedures for incidents involving hazardous materials, natural hazards, threats of violence, pandemics, and utility failure. The Young Harris College Emergency Preparedness and Response Manual is available on YHC Connect for all faculty and staff. Emergency response and evacuation procedures are communicated during mandatory hall meetings at the beginning of each semester for residential students. Emergency evacuation drills are conducted each semester in the residence halls and evacuation routes are posted at various locations in all campus buildings.

The Young Harris College Police Department has received training in CPR, first-aid, incident command and disaster management. Depending on the nature of the incident, other local, state, or federal agencies may also be involved in responding to an incident.
Upon confirmation of a significant emergency or dangerous situation the College will, given the circumstances, activate either the immediate notification or timely warning system to communicate to the campus community. The Vice President for Student Development or designee, the YHC Chief of Police or designee, and/or Vice President for Advancement or designee is responsible for confirming a threat exists; determining the appropriate information, means of communicating such notices, and appropriate segment or segments of the campus community to receive a notification; and initiating such communication.

Follow-up information will be sent via Mountain Lion Alerts, campus wide email, and/or posted on YHC Connect. Local law enforcement and the YHC website may be used to help disseminate emergency information to the larger community.

**Immediate Notification**

In the case of a serious incident that poses an immediate threat to the health or safety of students or employees the institution will without delay, and taking into account the safety of the community, determine the content of the notification and initiate Mountain Lion Alerts, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

This system is able to send notifications to all registered mobile phones and email addresses. In the event of an emergency, subscribers will be notified of the situation, wherever they are geographically. Messages sent out via this system are for weather cancellations and delays, as well as emergency conditions. Mountain Lion Alerts will be tested once each semester. Students, faculty, and staff will receive an email regarding the date and time of the test as well as instructions on how to update their information.

All students, faculty, and staff are encouraged to sign up for and accurately maintain their information via an online account. For more information about Mountain Lion Alerts, please contact the Office of Student Development. Students, faculty, and staff can register for and maintain their account at [www.yhc.edu/alerts](http://www.yhc.edu/alerts).

**Criminal Activity at Off Campus Locations**

Young Harris College does not have any officially recognized student organizations that have housing facilities “off-campus.” It is common for local police agencies to contact the YHC PD if a student found to be involved in criminal activity. However, this is done out of courtesy and local police are not “required” to notify or involve YHC PD when they respond to a call involving a YHC student. A good faith effort is made each year to collect crime data from all local, state, and federal agencies that have jurisdiction in and around Young Harris College. These statistics are included in the YHC crime statistics in Appendix B.
Access & Maintenance to Campus Facilities

In addition to enforcing College policy and civil laws, the Young Harris College Police Department works with the Physical Plant staff to minimize hazardous conditions by regularly patrolling all campus grounds and buildings. Officers report any light malfunctions and other unsafe physical conditions to Physical Plant for follow-up. All students, faculty, and staff are encouraged to report any unsafe conditions to the Physical Plant, Police Department, or On-Call Resident Director to ensure a safe environment.

Academic and Administrative Building Access

Although the official business hours for the College are 8:00 a.m. – 5:00 p.m. Monday through Friday for most of the year, most administrative and academic buildings are accessible beyond that time for student use. Contact the Office of Finance and Administration to reserve any room. The Campus Restaurant is open to the public during posted business hours. Events open to the public include YHC Theatre productions, planetarium shows, and athletic events.

Student Housing Access

Residential students are issued a key and/or YHC One Card to access their residence hall, room, and suite/apartment. For the complete Residence Life visitation/guest policy please refer to the Residence Life section contained within the Guide to Student Life.

Crime Prevention and Security Awareness Programs

At Young Harris College, as other places, safety and crime prevention is a matter of personal responsibility. It is recommended that all students keep their doors locked and be generally aware of people and events around them. In an emergency situation when you need the police, fire department, and/or an ambulance call 911. If you are ever in doubt of whether a situation is an emergency you should call 911. The dispatcher will notify the YHC Police Department as well as any other emergency responders as necessary. Be sure to stay on the line to answer any questions the EMS operator may ask. If you call the EMS, you should also contact the Resident Director On-Call, who will notify other College officials as needed.

All campus community members are reminded of their obligations as members of a community to assist with crime prevention strategies. As the police cannot be everywhere, campus community members should remember to lock doors and to take steps necessary to prevent crimes from occurring. Safety and security programs are conducted throughout the academic year that are open to all members of the College community. Examples of these
include: YHC PD escort program, programs connected to the Governors Highway Safety Grant, distribution of the Annual Security and Fire Safety Report and Guide to Student Life, educational information on timely warning notices, and programs sponsored by each residence hall geared toward campus safety. At the beginning of each academic year, basic safety measures are reviewed with the members of the campus community in general meetings and campus housing meetings.

**Drugs and Alcohol**

*Philosophy on Drugs and Alcohol*

The College expects its students to comply with Federal, state and local laws regarding drugs and alcohol. Additionally, Young Harris College is concerned with both the welfare of the College community and the academic and personal development of each student. The College strives to create a healthy environment where the illegal and/or improper use of alcohol or drugs does not interfere with learning, performance, or development. The abuse of alcohol and/or drugs disrupts this environment and places the well-being of the members of the College community at risk. It is important for all members of the community to take responsibility for preventing the illegal and/or improper use of alcohol or drugs from adversely affecting the community’s learning environment and the academic, physical, spiritual, and emotional well-being of its students.

The use of alcohol by any student, regardless of age, is prohibited on campus.

*Alcohol*

The possession, consumption, distribution, or manufacturing of any alcoholic beverage is prohibited on campus and at College-sponsored events where students are present. The use of alcohol by any student, regardless of age, is prohibited on campus.

*Drugs*

Young Harris College does not permit or condone the illegal possession and/or use of controlled substances or paraphernalia. Controlled substances means any drug, substance, or immediate precursor included in the definition of controlled substance in the Official Code of Georgia Annotated 16-13-21(4) or Schedules I through V of Section 202 of the Federal Controlled Substance Act. If a student is present in a room or suite where drug use, or the presence of drugs or drug paraphernalia, is found, that student will be charged accordingly. Students who violate the drug policy may be subject to arrest.

The complete alcohol and drug policies, including treatment and educational programming, can be found in the Guide to Student Life, located online at [www.yhc.edu/gsl](http://www.yhc.edu/gsl).

**Crime and Fire Safety Statistics**

Crime and fire statistics are compiled by the Office of Student Development in cooperation with the YHC Police Department, Office of Residence Life, and relevant state and local agencies. The campus crime and residential fire safety statistics contained in this report are from January 1, 2011 – December 31, 2013. A copy of the report is available online at [www.yhc.edu/clery](http://www.yhc.edu/clery) or a paper copy may be requested by contacting the Office of Student Development.
Fire Safety

Fire safety in the residence halls at Young Harris College is of utmost importance. Several life safety measures are implemented campus-wide in the residence halls including full sprinkler systems, smoke detectors, central fire alarms and fire extinguishers. The College is a less than a mile from Towns County Fire Station Two and works regularly with the local municipality to monitor fire safety on campus.

Policies Related to Fire Safety

The following fire safety guidelines are found in the Guide to Student Life, which is distributed to all students when they arrive at the beginning of each academic year.

- No student shall set, or cause to be set, any unauthorized fire in or on College property.
- No student shall cause a false fire alarm.
- No student shall tamper with, block, or hang something from fire safety equipment (i.e. smoke detectors, fire extinguishers, sprinkler system, or signage).
- Once a fire alarm sounds all persons must vacate a building immediately.
- Balconies, hallways, windows, and stairwells must have a clear passage at all times.
- No student shall falsely report a fire to the police or fire department.
- The possession or use of fireworks on College property is forbidden. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.
- Grills (with the exception of those outlined in the Residence Life section of the Guide to Student Life), flammable devices, and combustible materials, including, but not limited to, kerosene, lighter fluid, and gas cans are prohibited in or near campus buildings (including porches and balconies). Students may ONLY grill on campus using College supplied or approved grills.
- No individual student or recognized student organization shall use the College fire pit without prior approval from the Director of Campus Activities by submitting a Request for Program form at least two weeks prior to the desired date. A “Fire Pit Policy & Reservation Form” may be found in the Office of Campus Activities. Approval to use the fire pit will not be honored if a burn ban is issued by local, state, or federal authorities (see additional fire pit usage guidelines in the Guide to Student Life).
In addition to the above, the following are specific to campus residential facilities. Fire safety and prevention is of paramount importance in a residential living environment. The responsibility for this safety rests with each resident living in the hall. Each residential facility is equipped with fire alarm pull stations on every floor and at every access point. In addition to the institution’s fire safety policy, the following pertain to all residential students.

- Open flame items such as oil lamps and incense are prohibited. Unlit/Unused candles are permitted for decoration as long the wick has been removed.
- Appliances:
  - One refrigerator (6.0 cubic feet or less) is permitted in each room – refrigerators are provided in Enotah Hall.
  - One microwave oven (under 1 cubic foot or less) is permitted in each room
  - Open coil or open flame items such as ranges are prohibited
  - George Foreman type grills, toasters, and toaster ovens are only permitted in the Village.
  - Be extremely careful with allowed electrical appliances such as irons, coffeepots, hot pots, and electric blankets – while on, these must not be left unattended.
  - It is prohibited to house refrigerators, microwaves, or other appliances in use in closets, drawers, or other enclosed spaces.
- Halogen lamps, lava lamps, and lamps with plastic shades are prohibited.
- Electrical Safety:
  - Do not overload electrical outlets.
  - Electrical products should be marked by the manufacturer as “UL Listed.”
  - Always use a power surge protector for multiple outlets to protect your property.
  - Each power strip and extension cord must be plugged into a wall outlet. Plugging extension cords into other extension cords, plugging extension cords into power strips, plugging power strips into extension cords, or plugging power strips into other power strips is prohibited. In addition, power strips and/or extension cords may not be plugged into outlet expanders.
  - Do not place posters or wall hangings over electrical outlets or lights.
- Live trees are prohibited in the residence halls.
- Grills (charcoal only) are allowed in the Village. Residents will need to properly dispose of used charcoal and store grills properly. Grills should never be used or stored on wooden porches/decks. Failure to use or store grills properly may result in loss of grilling privileges.

**Tobacco**

Out of respect for individuals on campus that choose not to smoke, dip, or chew as well as the serious effects of second hand smoke, tobacco use is not permitted inside any campus building. Use of tobacco is prohibited at all times on breezeways, balconies or in entryways, regardless of weather. Students who choose to use tobacco products must be 25 feet from any public building and restricted to designated areas around residence halls.

The College expects all students to comply with federal, state, and local laws regarding tobacco.
Fire Alarm Evacuation Procedure

At the beginning of the fall semester, the fire evacuation procedure is explained during a mandatory hall meeting for all resident students, exits are posted, and a fire drill is held for the instruction of all residents. A minimum of one unannounced fire drill will be held each semester. The following procedures should be implemented during a fire drill:

1. Close all windows in your room.
2. Put on a coat, if necessary, and hard sole shoes
3. Take your keys, close and lock your room door behind you.
4. Walk quietly and quickly to your exit.
5. Wait for the “all clear” signal from your RA or RD before re-entering the building.

Failure to evacuate the building or re-entering a building prior to receiving permission to do so during a fire drill is prohibited.

Reporting

Any concerns regarding fire safety in the residence halls should be addressed to the Vice President for Student Development, Associate Vice President for Student Development, Assistant Dean of Students, Chief of Police, or Assistant Chief of Police. Residence Life staff (full time staff and Resident Assistants) are trained on an annual basis on the operation of the fire alarm systems, smoke detectors and evacuation procedures. Resident students are notified annually of fire evacuation procedures and safety polices through the Guide to Student Life, on the College website, during fire evacuation drills, and during an annual mandatory hall meeting. Residence hall rooms are inspected for the existence of health and safety hazards by residence life staff a minimum of two times per semester. Students found in violation of polices are instructed to immediately rectify the situation and may be referred through the student conduct process. Reports of fire or suspected fire should be immediately reported to the Young Harris College Police Department and Towns County Fire Department by calling 911.

Plans for future improvement

All residence halls currently meet or exceed the State of Georgia and Towns County fire safety requirements. Future construction projects will also meet or exceed fire safety requirements. Fire safety policies and procedures are reviewed and updated on an annual basis. Maintenance staff members thoroughly inspect all fire systems on an annual basis.

Missing Students

In accordance with the Higher Education Opportunity Act of 2008, Young Harris College has developed a policy for notifying a student’s emergency contact on record for a student who resides in on-campus housing and who is determined to be missing.

A student may be deemed missing if it is reported to appropriate College officials (YHC Police Department, On-Call Resident Director, or the Vice President for Student Development) that the student has been unreachable via personal contact, telephone, e-mail, or other means of electronic communication for 24 hours or more. Any College official that is notified of the above should immediately contact the YHC Police Department.
 Upon determination by the YHC Police Department that a student is missing, the designated emergency contact will be notified as soon as possible, but no later than 24 hours after that determination. The student’s custodial parent or guardian will also be notified if that person is not the designated emergency contact and the student is under 18 years of age and not an emancipated individual. Students may assign a confidential emergency contact in the event they become missing in the YHC Police Department. Once assigned, this confidential contact information will only be accessible to authorized campus officials and law enforcement and is not disclosed outside of a missing person investigation.

**Sexual Misconduct**

Sexual misconduct refers to sexual assault, sexual harassment, dating violence, domestic violence, and stalking. Complete definitions of these terms can be found in Appendix A of this publication.

**Consent**

Consent can be communicated between parties through words or actions, but must be given with the intention of creating a mutual understanding regarding sexual activity. Consent is invalid when it involves physical force, threats, or intimidation; minors under the age of consent; persons whose mental disabilities prohibit sound judgment; persons physically or mentally incapacitated, either voluntary or involuntary, as a result of alcohol or other drug consumption; and individuals who are unconscious, unaware, or otherwise physically helpless. Consent is not a passive means of approval and silence cannot be interpreted as consent. Lack of consent may also be communicated through the use of non-verbal expressions or actions indicating resistance. Consent may be withdrawn at any time.

**Reporting Sexual Misconduct**

Students who feel they have been a victim of sexual misconduct; including sexual harassment, domestic violence, dating violence, sexual assault, or stalking should contact the YHC Police Department, Resident Director on Call, Office of Student Development or Title IX Coordinator immediately. Upon reporting, the victim has the right to file criminal charges through the Young Harris College Police Department or other law enforcement agencies, be assisted by campus authorities in notifying law enforcement authorities if s/he chooses, or decline to notify such authorities. Regardless of the immediate decision to pursue charges, it is important to preserve evidence as it may be necessary to the proof of criminal activity or obtaining a protection order in the future. A student or employee who reports that s/he has been a victim of sexual misconduct, whether the offense occurred on or off campus, shall be provided with a written explanation of his/her rights and options by the Title IX Coordinator or designee.

The Title IX Coordinator or Office of Student Development will provide written notification of, and work with the victim to review:

1. On-campus and community services available for counseling, health, mental health, victim advocacy, legal assistance and other services available for victims.
2. Options for, and provide assistance with, changing academic, living, transportation, and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
Resolving Reports of Sexual Misconduct
Cases where alleged domestic violence, dating violence, sexual assault, or stalking has occurred will be adjudicated through the YHC student conduct system. This process provides a prompt, fair, and impartial investigation conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. In these proceedings, the accuser and accused are entitled to the same opportunities to have others present during the hearing, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice as described in the Guide to Student Life. Both the accuser and accused shall be simultaneously informed, in writing, of 1) the hearing outcome 2) any change to the results of the original outcome because of appeal, and 3) the final outcome of any allegation of domestic violence, dating violence, sexual assault, or stalking. Both the accuser and accused may appeal the initial decision through the normally stated appeal process as outlined in the Guide to Student Life.

Possible Sanctions and Protective Measures
Students found responsible for violating the College sexual misconduct policy will be held accountable; which includes sanctions up to and including suspension or expulsion from the College. If a student is found responsible and not banned from campus, protective measures may be imposed as part of the sanction to ensure the wellbeing of the victim. These include, but are not limited to, no contact order, change of classes, or relocation of living situation.
**Educational Programs**

The offices of Health & Wellness Services and Counseling and Psychological Services work, often in conjunction with the Office of Residence Life, to coordinate primary and ongoing prevention and awareness programs to educate the students about healthy relationships and bystander intervention and to prevent rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. The Office of Human Resources coordinates primary and ongoing prevention awareness programs for all employees. Some examples of primary and ongoing prevention and awareness programs are:

- Human Resources distributing a Guide to Understanding and Responding to Sexual Harassment and Violence that can be found here: [http://www.yhc.edu/human-resources/title-ix](http://www.yhc.edu/human-resources/title-ix).
- The Division of Student Development sponsors a peer advocacy group called Campus Leaders Advocating Wellness (CLAW). This group, trained by the directors of Health and Wellness Services and Counseling and Psychological Services, presents programs to students and student groups about healthy relationships and sexual violence.
- The Office of Counseling and Psychological Services sponsors a variety of support groups as needed throughout the year.
- Prior to enrolling at YHC, the Office of Health & Wellness Services requires all incoming students to take two online seminars. AlcoholEdu, which focuses on substance abuse prevention and Haven, which focuses on rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking, bystander intervention, and risk reduction.
- A representative from the Office of Student Development or Office of Human Resources meets individually with anyone involved in an incident of sexual misconduct about no contact or restraining orders issued by the College or outside entities to ensure proper understanding of and ramifications of not abiding by each.

For more information about upcoming events and services related to educational programs contact either the Office of Student Development or Office of Human Resources.

---

**Sex Offender Registry**

Information on registered sex offenders may be obtained from the YHC Police Department or by contacting the Georgia Bureau of Investigation at 404-270-8465 or [www.gbi.georgia.gov](http://www.gbi.georgia.gov) and clicking on “Services” then “Georgia Registered Sex Offenders” ([http://gbi.georgia.gov/00/channel_modifieddate/0,2096,67862954_87983024,00.html](http://gbi.georgia.gov/00/channel_modifieddate/0,2096,67862954_87983024,00.html)). Sex offenders are required under state law to provide notice to College officials if they are employed or are enrolled as a student at Young Harris College.
Appendix A

Clery Act Reporting Definitions\(^1\)

**Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified above that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or retail vendor).

**Non-Campus Building or Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Murder and Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another. Does not include suicides, traffic fatalities, accidental deaths, attempted murder, and justifiable homicide.

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

**Sexual Harassment:** Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors and other physical and expressive behavior of a sexual nature where 1) submission to such conduct is made either explicitly or implicitly a condition of an individual’s employment or education, 2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual, or 3) such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or of creating an intimidating, hostile, or demeaning employment, living, or educational environment.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females under Title VII of the 1964 Civil Rights Act pertaining to employees and Title IX of the 1972 Educational Amendment Act pertaining to students.

**Sexual Assault:** An offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the FBI. Sexual assault is any form of unwanted sexual contact obtained without consent and/or obtained through the use of force, threat of force, intimidation, drugs or substances that impact a person’s ability to resist, or coercion by any person upon another person. This includes, but is not limited to, intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another

\(^1\) Crime Definitions taken from the *Uniform Crime Reporting Handbook*, NIBRS, and Violence Against Women Act.
person’s genitals, breasts, thighs, or buttocks; penetration that involves sexual, anal, or oral intercourse without effective consent; or sexual penetration with an object.

**Sex Offenses-Forcible:** Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

- **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against the person’s will; or not forcibly or against the person’s 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 sexual 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 or 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 incapacity.

**Sex Offenses-Nonforcible:** Unlawful, nonforcible sexual intercourse.

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

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

**Robbery:** The taking or attempting to take anything from value of 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.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes forcible entry, unlawful entry-no force, and attempted forcible entry.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle (i.e. automobiles, sport utility vehicles, trucks, buses, motorcycles, motor scooters). This category includes vehicles taken by persons not having lawful access even though the vehicle is later abandoned as well as 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, etc.

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

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

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

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another (only Clery reportable if determined to be a hate crime).

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness (only Clery reportable if determined to be a hate crime).

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical harm (only Clery reportable if determined to be a hate crime).

**Destruction/Damage/Vandalism of Property (excluding arson):** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it (only Clery reportable if determined to be a hate crime).

**Hate Crime:** Any of the above crimes, as well as any other crime involving bodily injury, that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias in regards to race, gender, religion, national origin, sexual orientation, gender identity, ethnicity/national origin, or disability.

**Illegal Weapons Possession:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
Drug Law Violations: Violations of laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Included in this classification: the manufacture, sale, purchase, transportation, furnishing, possession or use of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.

Arrest: Person or persons processed by arrest, citation, or summons

Disciplinary Referral: The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Appendix B

**YHC Crime Statistics**

*January 2011 – December 2013*

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Total On-Campus</th>
<th>Residential Facilities</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>Sex Offenses - Forcible</td>
<td>0 2 0 0</td>
<td>0 0 2 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 2 0 0</td>
</tr>
<tr>
<td>Sex Offenses - Non-Forcible</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>NA NA 0 NA NA 0 0</td>
<td>NA NA 0 NA NA 0</td>
<td>NA NA 0 NA NA 0</td>
<td>NA NA 0 NA NA 0</td>
<td>NA NA 0 NA NA 0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>NA NA 0 NA NA 0 0</td>
<td>NA NA 0 NA NA 0</td>
<td>NA NA 0 NA NA 0</td>
<td>NA NA 0 NA NA 0</td>
<td>NA NA 0 NA NA 0</td>
</tr>
<tr>
<td>Stalking</td>
<td>NA NA 0 NA NA 0 0</td>
<td>NA NA 0 NA NA 0</td>
<td>NA NA 0 NA NA 0</td>
<td>NA NA 0 NA NA 0</td>
<td>NA NA 0 NA NA 0</td>
</tr>
<tr>
<td>Robbery</td>
<td>1 0 0 1 0 0 0</td>
<td>0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0</td>
<td>1 0 0 0 0 0 0 0</td>
<td>5 0 0 5 0 0 5 0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
</tr>
<tr>
<td>Burglary</td>
<td>5 0 1 3 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>5 0 0 5 0 0 5 0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0 1 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 1 0 0 0 0 0 0</td>
<td>0 1 0 0 0 0 0 0</td>
</tr>
<tr>
<td>Arson</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
<td>0 0 0 0 0 0 0 0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Total On-Campus</th>
<th>Residential Facilities</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offense Statistics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Illegal Weapons Possession</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 0</td>
</tr>
<tr>
<td>Drug Law Violation</td>
<td>0 0 2 0 0</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 0</td>
<td>0 0 2 0 0</td>
<td>0 0 2 0 0</td>
</tr>
<tr>
<td>Liquor Law Violation</td>
<td>6 4 1 2 1 1</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 0</td>
<td>6 4 1 2 1 1</td>
<td>6 4 1 2 1 1</td>
</tr>
<tr>
<td>Disciplinary Referrals - Non-Arrests</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Illegal Weapons Possession</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 0</td>
</tr>
<tr>
<td>Drug Law Violation</td>
<td>1 8 12 4 8 12</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 0</td>
<td>1 8 12 4 8 12</td>
<td>1 8 12 4 8 12</td>
</tr>
<tr>
<td>Liquor Law Violation</td>
<td>100 98 96 87 95 95</td>
<td>0 0 0 0 0 0</td>
<td>0 0 0 0 0 0</td>
<td>100 98 96 87 95</td>
<td>100 98 96 87 95</td>
</tr>
</tbody>
</table>

*Residential Facilities is a sub-set of Total On-Campus
**Data adjusted from 2012-2013 report

Hate Crimes: No reported hate crimes for 2011, 2012, or 2013
Appendix C

Description of Student Housing Fire Detection and Suppression Systems

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Sprinkler System</th>
<th>% Sprinkler Covered</th>
<th>Central Fire Alarm</th>
<th>Smoke Detection Devices</th>
<th>Extinguisher (common areas)</th>
<th>Room Evacuation Placards</th>
<th>Annual Fire Drills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appleby Center</td>
<td>yes</td>
<td>100%</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>2</td>
</tr>
<tr>
<td>Appleby East*</td>
<td>yes</td>
<td>100%</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>2</td>
</tr>
<tr>
<td>Appleby West</td>
<td>yes</td>
<td>100%</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>2</td>
</tr>
<tr>
<td>Enotah Hall</td>
<td>yes</td>
<td>100%</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>2</td>
</tr>
<tr>
<td>Hillgrove Hall</td>
<td>yes</td>
<td>100%</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>2</td>
</tr>
<tr>
<td>Manget Hall</td>
<td>yes</td>
<td>100%</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>2</td>
</tr>
<tr>
<td>Rollins Hall</td>
<td>yes</td>
<td>100%</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>2</td>
</tr>
<tr>
<td>The Towers</td>
<td>yes</td>
<td>100%</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>2</td>
</tr>
<tr>
<td>Winship Hall**</td>
<td>yes</td>
<td>100%</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>2</td>
</tr>
<tr>
<td>Village***</td>
<td>yes</td>
<td>100%</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>3</td>
</tr>
<tr>
<td>YHC Motel****</td>
<td>no</td>
<td>0%</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>0</td>
</tr>
</tbody>
</table>

*Building offline as of Summer 2012
**Building offline as of Summer 2011
***Summer Session Housing
****Temporary residence hall for Fall 2012 only

Appendix D

Residential Fire Safety Statistics

January 2011 – December 2013

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Cause of Fire</th>
<th>Injuries Requiring Treatment</th>
<th>Fire Related Deaths</th>
<th>Value of Property Damage Caused</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

No fires reported during this time.
# Appendix E

## Student Housing Fire Drill Information

**January 2011 – December 2011**

### Spring 2011 Fire Evacuation Drills

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Date</th>
<th>Beginning Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appleby Complex*</td>
<td>4/18/11</td>
<td>6:30PM</td>
</tr>
<tr>
<td>Enotah Hall</td>
<td>1/20/11</td>
<td>7:55PM</td>
</tr>
<tr>
<td>Hillgrove Hall</td>
<td>1/20/11</td>
<td>8:30PM</td>
</tr>
<tr>
<td>Manget Hall</td>
<td>1/11/11</td>
<td>5:08PM</td>
</tr>
<tr>
<td>Rollins Hall</td>
<td>1/20/11</td>
<td>8:26PM</td>
</tr>
<tr>
<td>Winship Hall</td>
<td>1/20/11</td>
<td>8:40PM</td>
</tr>
</tbody>
</table>

*Appleby Center, Appleby East, Appleby West: All on one central alarm system

### Summer 2011 Fire Evacuation Drills

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Date</th>
<th>Beginning Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rollins Hall*</td>
<td>6/21/11</td>
<td>8:21PM</td>
</tr>
</tbody>
</table>

*Rollins Hall: Only hall open for Summer 2011

### Fall 2011 Fire Evacuation Drills

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Date</th>
<th>Beginning Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appleby Complex*</td>
<td>9/1/11</td>
<td>8:14PM</td>
</tr>
<tr>
<td>Enotah Hall</td>
<td>9/1/11</td>
<td>10:34PM</td>
</tr>
<tr>
<td>Hillgrove Hall</td>
<td>8/30/11</td>
<td>8:21PM</td>
</tr>
<tr>
<td>Manget Hall</td>
<td>8/30/11</td>
<td>8:01PM</td>
</tr>
<tr>
<td>Rollins Hall</td>
<td>8/30/11</td>
<td>8:41PM</td>
</tr>
<tr>
<td>Winship Hall**</td>
<td>OFFLINE</td>
<td>OFFLINE</td>
</tr>
<tr>
<td>The Village***</td>
<td>9/1/11</td>
<td>10:10PM</td>
</tr>
</tbody>
</table>

*Appleby Center, Appleby East, Appleby West: All on one central alarm system

**Winship Hall permanently offline starting Fall 2011

***The Village: New Construction, opened August 2011
### Spring 2012 Fire Evacuation Drills

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Date</th>
<th>Beginning Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appleby Complex*</td>
<td>3/13/12</td>
<td>7:26PM</td>
</tr>
<tr>
<td>Enotah Hall</td>
<td>4/16/12</td>
<td>8:20PM</td>
</tr>
<tr>
<td>Hillgrove Hall</td>
<td>4/12/12</td>
<td>7:31PM</td>
</tr>
<tr>
<td>Manget Hall</td>
<td>4/12/12</td>
<td>7:37PM</td>
</tr>
<tr>
<td>Rollins Hall</td>
<td>4/12/12</td>
<td>7:43PM</td>
</tr>
<tr>
<td>The Village**</td>
<td></td>
<td>2:08PM</td>
</tr>
</tbody>
</table>

*Appleby Center, Appleby East, Appleby West: All on one central alarm system

### Summer 2012 Fire Evacuation Drills

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Date</th>
<th>Beginning Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Village*</td>
<td>6/26/12</td>
<td>8:10PM</td>
</tr>
</tbody>
</table>

*The Village: Only hall open for Summer 2012

### Fall 2012 Fire Evacuation Drills

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Date</th>
<th>Beginning Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appleby Complex*</td>
<td>8/29/12</td>
<td>5:30PM</td>
</tr>
<tr>
<td>Enotah Hall</td>
<td>8/28/12</td>
<td>9:07PM</td>
</tr>
<tr>
<td>Hillgrove Hall</td>
<td>8/30/12</td>
<td>6:48PM</td>
</tr>
<tr>
<td>Manget Hall</td>
<td>8/30/12</td>
<td>6:42PM</td>
</tr>
<tr>
<td>Rollins Hall</td>
<td>8/30/12</td>
<td>6:34PM</td>
</tr>
<tr>
<td>The Village**</td>
<td>8/31/12</td>
<td>11:55AM</td>
</tr>
<tr>
<td>YHC Motel**</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

*Appleby Center & Appleby West: All on one central alarm system  
(Appleby East permanently offline starting Fall 2012)  
**Temporary residence hall for Fall 2012 only
### Spring 2013 Fire Evacuation Drills

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Date</th>
<th>Beginning Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appleby Complex*</td>
<td>4/24/2013</td>
<td>2:03PM</td>
</tr>
<tr>
<td>Enotah Hall</td>
<td>4/25/2013</td>
<td>2:00PM</td>
</tr>
<tr>
<td>Hillgrove Hall</td>
<td>4/24/2013</td>
<td>2:54PM</td>
</tr>
<tr>
<td>Manget Hall</td>
<td>4/24/2013</td>
<td>3:10PM</td>
</tr>
<tr>
<td>Rollins Hall</td>
<td>4/24/2013</td>
<td>3:02PM</td>
</tr>
<tr>
<td>The Village</td>
<td>4/23/2013</td>
<td>2:00PM</td>
</tr>
</tbody>
</table>

*Appleby Center & Appleby West: All on one central alarm system (Appleby East permanently offline starting Fall 2012)*

### Summer 2013 Fire Evacuation Drills

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Date</th>
<th>Beginning Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Village*</td>
<td>6/19/2013</td>
<td>11:30AM</td>
</tr>
</tbody>
</table>

*The Village: Only hall open for Summer 2013*

### Fall 2013 Fire Evacuation Drills

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Date</th>
<th>Beginning Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appleby Complex*</td>
<td>9/19/2013</td>
<td>9:27PM</td>
</tr>
<tr>
<td>Enotah Hall</td>
<td>9/17/2013</td>
<td>9:30PM</td>
</tr>
<tr>
<td>Hillgrove Hall</td>
<td>10/8/2013</td>
<td>10:05PM</td>
</tr>
<tr>
<td>Manget Hall</td>
<td>9/17/2013</td>
<td>9:36PM</td>
</tr>
<tr>
<td>Rollins Hall</td>
<td>9/19/2013</td>
<td>9:37PM</td>
</tr>
<tr>
<td>The Village</td>
<td>9/25/2013</td>
<td>1:20PM</td>
</tr>
<tr>
<td>The Towers*</td>
<td>10/8/2013</td>
<td>10:13PM</td>
</tr>
</tbody>
</table>

*Appleby Center & Appleby West: All on one central alarm system
**The Towers: New Construction, opened August 2013*