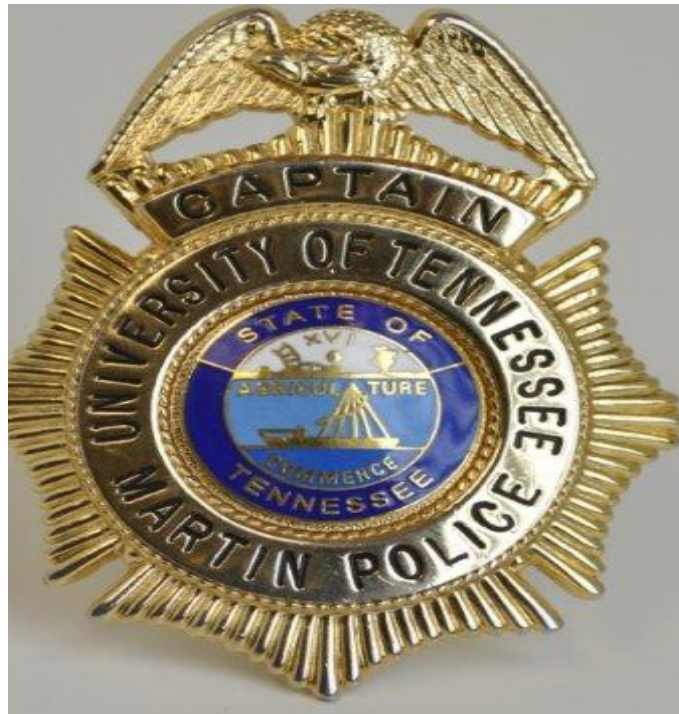


THE UNIVERSITY OF TENNESSEE AT MARTIN
DEPARTMENT OF PUBLIC SAFETY



2017 ANNUAL CAMPUS SECURITY

AND FIRE SAFETY REPORT

**FOR UT MARTIN MAIN CAMPUS AND THE PARSONS, ,
SELMER, JACKSON, AND RIPLEY CENTERS**

(SOMERVILLE BEGINS 2018)

(Note all policies herein apply to the Satellite Campuses unless otherwise noted)

(Reflects data from Jan 1 thru Dec 31, 2016)

TABLE OF CONTENTS

<u>SECTION:</u>	<u>TITLE:</u>
I	<u>HISTORY AND PURPOSE OF THE ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORT</u>
II	<u>UT MARTIN IS A SAFE CAMPUS</u>
III	<u>THE UT MARTIN CAMPUS COMMUNITY</u>
IV	<u>POLICE ON CAMPUS</u>
V	<u>OTHERS INVOLVED IN CAMPUS SAFETY</u>
VI	<u>CAMPUS ACCESS</u>
VII	<u>REPORTING CRIME</u>
VIII	<u>TIMELY/EMERGENCY WARNING POLICY</u>
IX	<u>CRIME PREVENTION TIPS</u>
X	<u>WEAPONS POLICY</u>
XI	<u>ALCOHOL POLICY/PROCEDURES</u>
XII	<u>ILLEGAL DRUG POLICY</u>
XIII	<u>POLICY ON SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE AND STALKING</u>
XIV	<u>SEX OFFENDER REGISTRY</u>
XV	<u>MISSING STUDENT NOTIFICATION/ACTION POLICY</u>
XVI	<u>EVACUATION POLICY/EMERGENCY RESPONSE PLAN</u>
XVII	<u>CRIME/FIRE LOG</u>
XVIII	<u>CRIME STATISTICS</u>
XIX	<u>UNIVERSITY OF TENNESSEE AT MARTIN ANNUAL FIRE SAFETY REPORT</u>

A printed copy of this report is available upon request.

I

HISTORY AND PURPOSE OF THE ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORT

During the early morning hours of April 5, 1986, Jeanne Ann Clery, was tortured, raped, sodomized and murdered in her dormitory room at Lehigh University. Her killer was a drug and alcohol abuser, a Lehigh student whom Jeanne had never met. He gained access to her room by proceeding, unopposed, through three propped-open doors, each of which should have been locked. He was convicted and sentenced to death.

In response, the U.S. Department of Education reviewed campus safety policies and created procedures to establish a nationwide uniformed published campus crime reporting system. This allows prospective students and parents to have the information they need to make informed decisions about the safety/security issues relative to those institutions of higher education they are considering attending. These reporting requirements are contained in the U.S. Dept. of Education Higher Education Opportunity Act also known as the “Clery Act.”

II

UT MARTIN IS A SAFE CAMPUS

UT Martin offers a stimulating and challenging educational experience, at an exceptionally beautiful and safe campus. The faculty and staff are committed to providing a healthy environment for our students to obtain intellectual and personal growth. UT Martin has been and remains one of the safest campuses in the state, when compared with other four-year higher education institutions. Our low crime rate can be directly attributed to the high caliber of staff/faculty/students that attend or work at the University and the genuine concern they have for one another.












Please remember there can never be a 100% guarantee one will not become the victim of a crime and the main responsibility for one's personal and property safety always remains with that individual! By developing a “security mindset” of remaining aware of your surroundings, taking prevention measures, and locking up/keeping control of your property you can greatly reduce the chances of becoming a victim. Make safety and security issues part of your everyday planning.

The map below is the general reporting area boundaries for the UT Martin Main Campus.











The University of Tennessee at Martin Campus Parking Map

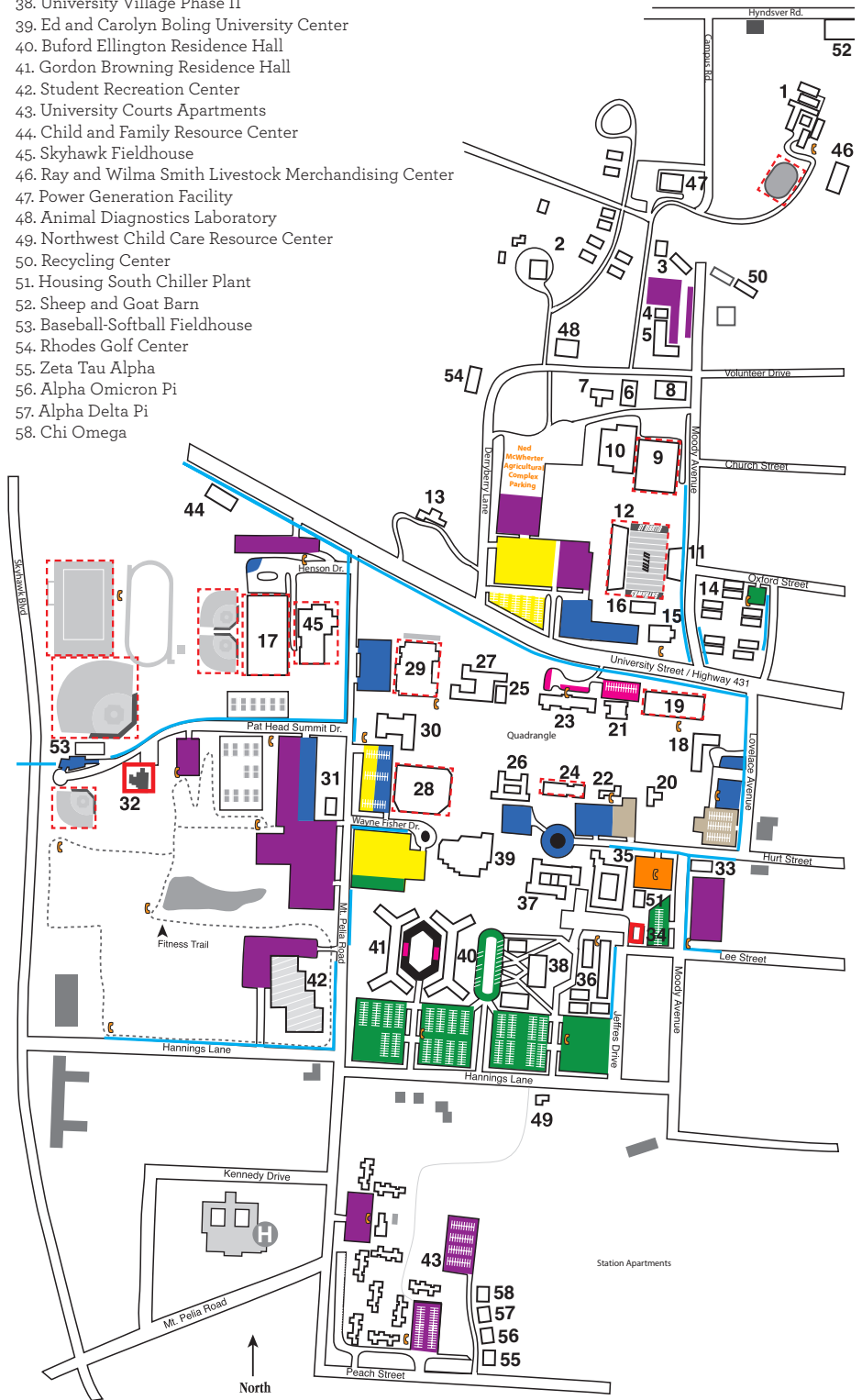
1. Ag Teaching & Demonstration Center
2. Farm Maintenance Building & Swine Center
3. Motor Pool
4. Paint Shop
5. Maintenance Center
6. Physical Plant Greenhouse A & B
7. Plant Science Research Center
8. Physical Plant Warehouse
9. Ned McWherter Agricultural Complex
10. West Tenn. Agricultural Pavilion and Stalling Facility
11. ROTC Building
12. Hardy M. Graham Stadium
13. Alumni Center
14. Grove Apartments
15. Student Life and Leadership Center
16. Bob Carroll Athletic Training Facility
17. Kathleen & Tom Elam Center
18. Business Administration Building
19. Cecil M. and Boyce A. Gooch Hall
20. Communications Building
21. Holland McCombs Center
22. Sociology Building
23. Hall-Moody Administration Building
24. Andy Holt Humanities Building
25. Biology Greenhouse
26. Crisp Hall
27. Brehm Hall
28. Paul Meek Library
29. Fine Arts Building
30. Joseph E. Johnson EPS Building
31. Tennis Center
32. Margaret N. Perry Children's Center
33. Heating Plant
34. Student Health Center
35. Prentice Cooper Residence Hall
36. University Village

37. Frank Clement Hall
38. University Village Phase II
39. Ed and Carolyn Boling University Center
40. Buford Ellington Residence Hall
41. Gordon Browning Residence Hall
42. Student Recreation Center
43. University Courts Apartments
44. Child and Family Resource Center
45. Skyhawk Fieldhouse
46. Ray and Wilma Smith Livestock Merchandising Center
47. Power Generation Facility
48. Animal Diagnostics Laboratory
49. Northwest Child Care Resource Center
50. Recycling Center
51. Housing South Chiller Plant
52. Sheep and Goat Barn
53. Baseball-Softball Fieldhouse
54. Rhodes Golf Center
55. Zeta Tau Alpha
56. Alpha Omicron Pi
57. Alpha Delta Pi
58. Chi Omega

-  Emergency Call Box locations
-  Non Commuters
-  Staff
-  Commuters
-  Restricted (*Cooper only)
-  Time Limit Parking
-  Unrestricted
-  Commuter, Restricted (*Cooper only)
-  Fire Arms Prohibited
-  Fire Arm Restrictions May Apply
(see Safety Policy 0875)
-  Free Expression Zones

Where you should park...

- Staff 
- Commuters   
- Non-Commuters.....  
- Cooper.....    



*Cooper residents require an additional permit issued for each semester. It is the student's responsibility to come to the Department of Public Safety in Crisp Hall at the beginning of fall and spring semesters to obtain the additional permit free of charge.

III

THE UT MARTIN CAMPUS COMMUNITY

The Campus Community includes all persons who work at, attend, or have a vocation with the University. This total includes the UT Martin Main Campus and the Satellite Campuses located at Parsons, Selmer, Ripley, and Jackson. As of the Fall Semester 2015 the population was:

FTE Undergraduate Students:	5453
FTE Graduate Students:	211
Staff Personnel:	646
Faculty Personnel:	353
Full Time Police Department Personnel:	<u>12 (Commissioned Officers)</u>
Total Campus Population:	6663

IV

POLICE ON CAMPUS

The UT Martin Department of Public Safety Officers are fully commissioned by the State of Tennessee and the City of Martin (with limitations pursuant to an MOU) to enforce all local, state, and federal laws and the administrative policies of the University. Our officers attend the State Law Enforcement Academy within six months of employment and receive a minimum of 40 hours of in-service training annually, as required by the Tennessee Peace Officer Standards and Training Commission (P.O.S.T.). Our officers have the same responsibilities and authority as your home-town law enforcement agency and are on duty 24 hours a day/365 days a year.

In addition, our officers have specialized training in criminal investigations, sexual assault, defensive tactics (to include chemical spray and TASER), EMS first responder (to include AED's), domestic violence, response to armed intruders, National Incident Management System (NIMS) response to man-made or natural emergencies, firearms, crime scene processing, domestic and foreign terrorist intelligence, cyber crimes, response to emotionally disturbed

persons, emergency vehicle operation, and numerous other areas. One of our command level officers is a graduate of the Federal Bureau of Investigation National Academy. The majority of our officers have Bachelor degrees in various disciplines and some have or are in the process of obtaining Master degrees.

The UT Martin Dept. of Public Safety received full accreditation from the Tennessee Law Enforcement Accreditation Program in December of 2013.

City of Martin Police Department:

UT Martin and the City of Martin have a **memorandum of understanding (MOU)** between the two police departments that in most cases establishes that the primary investigative agency for most crimes will be the agency that has primary jurisdiction over the area where the crime initiated or most serious aspect of the crime occurred. Officers have concurrent responsibilities in areas of the city that are primarily designated for student use (fraternity houses and church annexes-classified as Non Campus Buildings). The only exceptions are: 1) in the event of a sexual assault on campus, there will be a joint investigation and; 2) if there is an unexplained death on campus, the City Police will lead the investigation as required by State Law. UT Martin is contained within the city limits of Martin, thus city officers have full enforcement authority on campus.

County/State/Federal Officers:

The Weakley County Sheriff's Department, State of Tennessee, and Federal Law Enforcement Officers have full enforcement authority on Campus. As normal protocol, they work through the UT Martin Department of Public Safety when needing to contact persons on campus, unless emergency or investigative conditions dictate otherwise.

Criminal Activity Off Campus

When a UT Martin Student is involved in an off campus offense, campus officers communicate with and assist local, state, and federal law enforcement with investigations when necessary. Further, campus departments with a need to know about an off campus offense involving a student are made aware of the incident, if dictated. UT Martin Officers have direct communication with the city police, fire department, and ambulance services to facilitate rapid response in any emergency situation.

V

OTHERS INVOLVED IN CAMPUS SAFETY

All University faculty and staff are trained to recognize and report suspicious/criminal activity and safety hazards. The University is much like a community within itself and employs its own

skilled laborers (carpenters, plumbers, painters, HVAC technicians, electricians, grounds workers, mechanics, etc), who are out and about all over campus and act as augmenting “eyes and ears” for our Department. They are best suited to detect persons/activities that appear “out of the norm” on or near campus and have direct radio/telephonic contact with our Department.

On-campus housing consists of seven resident facilities which include Browning, Ellington, Cooper Dorm, University Village I and II, Grove and University Courts Apartments. All of the facilities use proven safety equipment and procedures to assist in the protection of the residents and property.

The Housing staff seeks to make the halls as safe as possible. All primary doors leading directly into residents' rooms are equipped with double locks and telephone jacks are provided in resident areas.

Outside entrances to the residence halls (Ellington, Browning, Cooper) are equipped to be secured from midnight until 6 am and authorized entrance should be made only through the main lobby doors during these hours. A worker is stationed at the lobby desk area 24 hours a day, when the residence hall is opened during the normal academic year, and monitors entrance into the halls. Interior end hallway doors in Browning and Ellington Halls are equipped to be secured 24 hours a day and authorized entrance is provided only to residents of the specific floor. Cooper Hall and University Village Phase I (Units A-E) have outside suite doors along with individual room doors that can be double-locked. University Village Phase II (Units F-H) has card access outside doors. Some facilities also have security cameras located in strategic areas.

The Housing Department employs staff and student workers. Resident Halls have a Hall Director and Assistant Hall Director who oversee the operation of the hall and supervise the staff. Often, they are university graduates and have or maybe obtaining a graduate degree and are experienced in resident life issues. The halls also have Resident Assistants assigned to each floor who have proven themselves to be exemplary students and who receive specialized training in conflict resolution, counseling services, emergency response procedures, crime prevention/reporting, and other issues. University Village has a Community Leader (the same as a Hall Director) over all of the units and a Community Advisor (the same as a Resident Assistant) assigned to each unit. They have the same qualifications and receive the same training as the other Hall Staff.

During times when there are low-occupancy rates in the student housing facilities for an extended period (ex: holidays, summer sessions, fall/spring breaks, etc), those residents who remain on campus are normally housed in one dorm that remains staffed with housing personnel. The remainder of the dorms are secured and randomly checked by housing and public safety personnel.

Students who have guests to stay overnight in one of the housing facilities need to inform the housing staff. The student is responsible for the conduct of their guests and need to insure they are familiar with and adhere to campus policies. At times, groups may attend specialized training

or activities on-campus and may be housed in on-campus residential facilities. Normally, housing personnel will be assigned to the facility during the occupancy of such groups.

The Housing Staff also has maintenance workers who tend to the upkeep of the facilities. They perform a vital role in the safety and security of the residence. They are vigilant for suspicious activity and/or safety violations and take corrective actions when necessary.

The Housing Staff Members are available to assist residents with safety and security issues, **but the primary responsibility lies with each individual resident. Locking doors, exercising control over personal property, and remaining aware of one's surroundings are still the main contributors to a safe and secure environment.**

University Officials, such as facilities management, maintenance personnel, campus police, and housing personnel have lawful access with proper reason to residential facilities by utilizing a master key without a work order or maintenance schedule.

VI CAMPUS ACCESS

In addition to the access restrictions listed above involving on-campus residential facilities, the University of Tennessee at Martin campuses and facilities (including Satellite Campuses) are restricted to students, employees, guests, and invitees to the University, except when part or all of the campus, its buildings, or facilities are open to the general public for a designated time and purpose.

Any person(s) on any UT Martin properties are subject to the rules and regulations of the University which are applicable to conduct of students/employees on campus and all federal, state, and local laws and regulations. In addition, all person(s) who operate motor vehicles on campus properties agree by such operation to be subject to University and Board of Trustee rules, regulations, policies and procedures, and State Laws/City Ordinances relating to traffic and parking.

Any person(s) on the UT Martin properties shall provide adequate identification upon request to appropriate University officials, police, and security personnel. Employees and students refusing to provide such identification may be subject to disciplinary action. Those not officially affiliated with the University refusing to provide such identification shall be requested to leave campus and if they refuse are subject to criminal prosecution.

Access to academic buildings not normally opened to students for class/study purposes during normal academic hours, will be limited to those on approved access lists filed with the UT Martin Department of Public Safety by the responsible instructor/university official. After hour

use of facilities are limited in some areas and those involved will depart the facility upon request of police or security personnel.

VII REPORTING CRIME

The University of Tennessee at Martin has policies in place that encourage accurate and prompt reporting of all crimes to campus and local police in a timely fashion.

MAIN CAMPUS

ALL EMERGENCIES REQUIRING IMMEDIATE RESPONSE SHOULD BE REPORTED BY CALLING 911. The calls will be directed to the Martin Police or Weakley County 911 centers, who will immediately notify on duty campus officers and/or EMS/Fire to respond.

To report a suspicious person/activity or if you need assistance **not** requiring an immediate response:

On campus-dial 731-881-7777 which is the campus dispatch office (159 Crisp Hall) and is operational 24 hours a day/365 days a year.

If in the City-The Martin Police Department (101 Univ St, Martin TN 38237) at 731-587-5355.

If in the county-The Weakley County Sheriff's Office (7951 HW 22, Dresden TN 38225) at 731-364-5454.

There are emergency call stations located strategically around campus that automatically contact the Dept. of Public Safety and will generate an immediate response, if dictated. They are at the following locations seen marked with the telephone symbol (☎) on our campus parking map at:

http://www.utm.edu/departments/finadmin/publicsafety/ParkingBrochure_inside10.pdf

There are also phones located in the lobbies and/or hallways of some Academic/Residential Buildings that can be used for emergency notifications by dialing 911. On campus elevators have communication capabilities with the Dept. of Public Safety for emergency contact.

Suspicious/criminal activity can also be reported in person at the Department of Public Safety located at 215 Hurt Street (159 Crisp Hall), to any patrolling uniformed officer, to the housing staff, or other University Employees around campus.

To report safety concerns/hazards, please notify the Dept. of Public Safety at 881-7777 or the housing staff if in a housing facility.

You can also report information **not requiring an immediate response** confidentially (they will be investigated) by:

E-mailing <http://crime@utm.edu> (also can be accessed from the Dept. of Public Safety web site under "Crime Tip Form")

SATELLITE CAMPUSES

Suspicious/Criminal activity that occurs at a Satellite Campus should be reported to the City Police having jurisdiction over the location. **If there is an emergency requiring immediate response dial 911.** If you need to notify the police of a situation not requiring an immediate response call:

Jackson Center-The Jackson Police Department (234 Institute St, Jackson TN 38301) at 731-425-8400

Parsons Center-The Parsons Police Department (School Drive, Parsons TN 38363) at 731-852-3911

Ripley Center-The Ripley Police Department (110 S. Washington St, Ripley TN, 38063) at 731-635-1515

Selmer Center- The Selmer Police Department Selmer City Hall-144 N. 2nd, Selmer, TN. 38375 at 731-645-7907.

Somerville Center- The Somerville Police Department 117 W North St. Somerville, TN. (901) 465-3205

Campus Security Authorities

A victim of a crime may not choose to report the incident for action within the legal or University judicial system. The Department of Public Safety encourages victims to report crimes even if they do not wish to pursue legal charges for the safety of the victim and potential future victims. Further, the University can collect accurate information for reporting crime statistics. It also allows the victim to be referred to resources that can assist them, if they so choose.

Crimes can also be reported to *Campus Security Authorities*, who are designated individuals with significant responsibility for student and campus activities. These individuals have been instructed on what information to obtain, **while maintaining the confidentiality of the victim**, and how to report the information to the Department of Public Safety for inclusion in the campus crime statistics. Further, these individuals know how to contact resources that are available to assist the victim, if they so choose. Listed below are the UT Martin Campus Security Authorities (contact numbers can be obtained by calling the campus operator at 731-881-7000):

Vice Chancellor for Academic Affairs and Provost

Vice Chancellor of Student Affairs

Assist. Vice Chancellor for Student Affairs

Director of Student Conduct

Director University Center

Director of Minority Affairs

Director of University Center

University Center Staff

Director of Housing

Assistant Director of Housing Facilities

Hall Directors and Assistant Hall Directors

Residence Assistants

Director of Greek Life

Director of Student Organizations

Faculty Advisors for Student Organizations

Director of Campus Recreation

Campus Recreation Staff

Director of Human Resources

Athletic Director

Assistant Athletic Director

Head and Assistant Athletic Coaches

Head Athletic Trainer

Director of Student Success

Director of Disability Services

Director of the Women's Center

Director Jackson Center

Director Parsons Center

Director Ripley Center

Director Selmer Center

Director International Programs

Director of Equity and Diversity

PSEPP Coordinator

Director Public Safety

Public Safety Officers
Director Center for International Education

Who is exempt from reporting?

Pastoral Counselor

An employee of an institution, who is associated with a religious order or denomination, recognized by the religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

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

We do encourage the above listed exempt counselors to, if they deem it appropriate, encourage victims of the procedures to confidentially report crimes for inclusion in the annual disclosure of crime statistics.

VIII TIMELY WARNING/EMERGENCYNOTIFICATION POLICY

PURPOSE:

The purpose of this policy is to establish procedures concerning the Timely Warning/Emergency Notifications/Crime Alerts issued by the UT Martin.

DEFINITIONS:

Timely Warnings: are issued when it is determined that a **crime**, for which the University must report statistics (ex-homicide, sex offenses, robbery, aggravated assault, arson), presents a serious or continuing threat to students or employees on or around campus. **These notifications will be made to the entire campus community through the use of the campus-wide e-mail system and text messaging system if practical.**

Timely Warning Notices are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson,

criminal homicide, and robbery if there is an on-going threat to the campus community. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Campus Police. For example, if an aggravated assault occurs between two students who have a disagreement, there may be no on-going threat to other University community members; therefore, a Timely Warning Notice would not be distributed. The Director of Public Safety (or designee) reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning Notice is warranted. Timely Warning Notices may also be posted for other crime classifications as deemed necessary.

Emergency Notifications: are issued Immediately to notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring “on campus.” These could include, but are not limited to, an outbreak of a communicable illness, an impending weather condition, a gas leak or other non-criminal emergencies. These notifications can be to the entire campus or may be limited to the affected area if the threat is isolated, through use of all/or part of the campus multifaceted emergency alert systems.

The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate all, or part of, the emergency notification system, 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.

All members of the university community are notified on an annual basis that they are required to notify the Police Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or on-going threat to the health and safety of students and or employees on campus.

The Police Dept. has the responsibility of responding to and summoning the necessary resources to mitigate or investigate and document any situation that may cause a significant emergency or dangerous situation.

In addition, the Police Department has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segment of the community that may be affected by the situation. The Department of Public Safety, Emergency Management, and the external relations office receive information from various offices/departments on campus, such as Police Dept, The Environmental Health and Safety Office (etc).

If the Police Dept. or Environmental Health and Safety Office confirm there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the community, the Police Dept and Environmental Health and Safety Office, and external

relations will collaborate to determine the content of the message and will use some or all of the multi-faceted alert system to describe and communicate the threat to the community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

The Police Dept., The Environmental Health and Safety Office, and external relations office will, without delay and taking into account the safety of the community determine the contents of the notification and initiate the multi-faceted alert system, unless issuing a notification will, in the judgment of the first responders (including but not limited to : the Campus Police Dept., the City Police Dept. and/or the City Fire and EMS), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

DETERMINATION:

The Chancellor (or a designee), The Department of Public Safety Director (or a designee), or the University Emergency Management Coordinator, with the possible assistance of University Relations, will develop timely/emergency warning notices for the University Community to notify members of the community about serious crimes/emergencies against people that occur on or close to campus, where it is determined that the incident may pose an ongoing threat to members of the University community. These notices may be disseminated through University Relations for release to local media as dictated.

PROCEDURES:

Timely Warnings will be disseminated through the campus wide e-mail and/or text messaging system.

Emergency Warnings will be disseminated **without delay** through all, or part of, the University Emergency Alert System which includes:

- Campus Wide or portions of the campus e-mail system.
- Emergency text messaging system (you must voluntarily opt in at (www.getrave.com))
- Fire Alarm System
- The auto-dialer system
- The UT Martin Home Page/Portal (mainly for up-dates)
- Contact with Building Managers
- The tornado siren (weather related only)
- The mass audible alert system (loud speakers)
- Campus and local media entities
- Posters placed in Campus Buildings and/or Residential Facilities
- “Word of mouth.”

All alerts will include, or provide information where to obtain, the time, date, location, and details of the offense/emergency and any weapons or suspect/vehicle descriptions if available. The information provided in the alert will of course be limited by the amount of space authorized by the venue utilized. Additional information and where to obtain it will be posted as soon as practical.

Status updates as to the disposition or additional pertinent information in relation to the alert will be issued as dictated. Copies of the warnings will be maintained with the master case file for the specific case and/or in the Clery Report files as required.

Those attending Satellite Campuses will receive Timely Warnings via their campus e-mail and text messaging system. Emergencies Warnings will be issued using all or part of, the multifaceted emergency alert system and those may be limited to the specific satellite campus location affected. Students attending satellite campuses are encouraged to opt-into the emergency text messaging system at

www.getrave.com.

TESTING: The multi-faceted emergency notification system will be tested annually.

IX CRIME PREVENTION TIPS

For crime prevention tips in the following areas please refer to the UT Martin Department of Public Safety Web Site at:

<http://www.utm.edu/departments/finadmin/publicsafety/crimeprevention.php>

- [Contacting the Police](#)
- [Walking Around Campus](#)
- [On-Campus Residential Facilities](#)
- [Motor Vehicle Safety](#)
- [If You Are Being or About to Be Attacked](#)
- [Standard Description of a Person and/or Vehicle](#)
- [Cyber Security](#)
- [Obscene or Annoying Phone Calls](#)
- [Automatic Teller Machines \(ATM's\)](#)
- [Identity Theft](#)
- [If Your Identity is Stolen](#)
- [Dating Safety](#)
- [Sexual Assault or Rape Victim](#)
- [Alcohol/Party Safety](#)

- [Campus Response to Armed Intruders](#)
- [Sexual Harassment](#)
- [Where to Go For Help If You Are a Victim of Sexual Harassment](#)
- [Definitions of Sexual Harassment](#)

X **WEAPONS POLICY**

Weapons

A. Tennessee Criminal Law

The UT Martin Department of Public Safety enforces Tennessee’s criminal law concerning weapons. Among other prohibitions concerning weapons, Tennessee’s criminal law generally prohibits persons from possessing or carrying, whether openly or concealed, with the intent to go armed, any firearm, explosive, explosive weapon, crossbow, bow and arrows, bowie knife, hawk bill knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, knuckles, fireworks, firecrackers, stun guns, TASERS, or any other weapon of like kind, not used solely for University instructional or University-sanctioned ceremonial purposes, on any property owned, used or operated by the University. Anyone illegally possessing, carrying, or using any of those weapons will be subject to criminal sanctions. (T.C.A. §§ 39-17-1309 and 39-17-1359)

B. University Policy for Employees

In addition to being subject to Tennessee’s criminal law, University employees are subject to the University’s Code of Conduct for employees. The University of Tennessee’s Code of Conduct for employees, HR 580, prohibits the possession of firearms, explosives, or other dangerous materials on university property or during university activities, unless the employee is authorized either by university policy or law to carry firearms, explosives, and other dangerous materials and it is also necessary to do so in the course of employment (police officers, R.O.T.C. personnel, etc.).

C. Full-Time Employees with Handgun Carry Permits—In accordance with Tennessee law, (**Tennessee Code Annotated §§ 39-17-1309(e)(9)**), a full time employee who is the holder of a valid handgun carry permit may carry a **concealed** handgun on University property if the employee registers with the jurisdictional police department and follows the Universities regulations set forth in university policy HR0875.

D. University Policy for Students

In addition to being subject to Tennessee’s criminal law, University students are subject to the University’s Code of Conduct for students. The Code of Conduct prohibits students from possessing, using, storing, or manufacturing any weapon or any facsimile of a weapon on University-controlled property or in connection with a University-affiliated activity, unless authorized in writing by the UT Martin Department of Public Safety. The Code of Conduct for students defines “weapon” to mean any device, instrument, or substance that is designed to, or reasonably could be expected to, inflict a wound, incapacitate, or cause serious bodily injury or death, including, but not limited to, firearms (loaded and unloaded, real and replica), ammunition, electronic control devices (such as tasers and stun guns), devices designed to discharge an object (such as bb guns, air guns, pellet guns, potato guns, and slingshots), explosives, dangerous chemicals (such as mace, tear gas, and oleoresin capsicum), martial arts weapons, bows and arrows, artificial knuckles, nightsticks, blackjacks, dirks, daggers, swords, and knives with fixed blades longer than three (3) inches. The term “weapon” does not include chemical repellents available over-the-counter for self-defense; instruments used solely for personal hygiene, preparation of food, maintenance, University-related instruction/athletics, or University employment-related duties.

Students utilizing weapons for hunting/sport or for University-related instruction/athletics shall store the weapons at the UT Martin Department of Public Safety when the weapons are not being actively utilized for those purposes. Weapons not being actively utilized for hunting/sport or University-related instruction/athletics may be transported on campus only to and from the Department of Public Safety for the purposes of checking the weapons in/out or to/from authorized University instruction/athletics events, which can be done at any time, 24 hours a day. All weapons shall remain unloaded while being checked in/out and stored.

XI

ALCOHOL POLICY/PROCEDURES

The UT Martin policy concerning alcohol states: *“possession or use of alcoholic beverages on university-owned or controlled property or at a university-sponsored or supervised event is prohibited, except in designated areas”* Those found in violation will be referred for

University/Legal sanctions as dictated with regards to age and location. Information relative to the Campus Policy on Alcohol Abuse can be found at the Student Consumer Information at <http://www.utm.edu/consumer.php>.

Legal Penalties

VIOLATION OF THE DRINKING AGE LAW: T.C.A. 1-3-113 basically states it is unlawful for anyone under the age of 21 to purchase, attempt to purchase, possess, transport, or consume alcoholic beverages, wine or beer. This law is **strictly enforced** on and off-campus. The University believes that intervention reduces the number of repeat offenders of underage alcohol laws/policies.

Penalties: fine + court costs, community service, possible loss of license, alcohol education, university sanctions.

PUBLIC INTOXICATION: T.C.A. 39-17-310 basically states the offense of Public Intoxication is when a person appears in public under the influence of a mind-altering controlled substance or any intoxicating substance to the degree that the offender is a danger to themselves, to other persons/property, or unreasonably annoys other people in the vicinity.

Penalties: initial incarceration until sober, fine + court costs, additional jail time if the court so rules, alcohol education, university sanctions. Note: If underage, will be charged with that offense also.

DRIVING WHILE INTOXICATED: T.C.A. 55-10-415 basically states that it's illegal for any person under the age of 21 to operate or be in physical control of a motor vehicle while under the influence of a mind-altering drug. Presumptive level of intoxication is .02.

Penalties: \$500 fine + court costs, alcohol education, community service, loss of license, university sanctions.

DRIVING UNDER THE INFLUENCE: T.C.A. 55-10-401 basically states that it is illegal for any person to operate or be in physical control of a motor vehicle while under the influence of a mind altering drug. Presumptive level of intoxication is .08

Penalties

1st offense: initial incarceration until sober, \$350 fine + court costs, minimum 48 hours in jail (7 days if BAC is above at .20.), loss of license,

alcohol education, university sanctions. If underage, will be charged with that offense also.

University Sanctions: advisement, probation, mandatory drug screening/education program, community service, suspension, expulsion. Note: If underage, will be charged with that offense also.

Alcohol/Party Safety

- Not drinking is a viable option, **especially if you are underage.**
- Drink in moderation-remain in control of yourself.
- Keep control of your drink and know where it came from.
- If you drink-don't drive-use a designated driver.
- Go with friends and leave with those friends-look out for each other.
- Know your environment-gain information about the location beforehand if possible-if things begin to get out of control-leave immediately.

Binge Drinking:

The consumption of 5 or more drinks in a row by men-or 4 or more drinks in a row by women-at least once in the past 2 weeks. Heavy binge drinking includes three or more such episodes in 2 weeks.

Why do people binge drink?

- Peer Pressure
- Curiosity
- To reduce stress or to feel good
- Wanting to feel older

Risks of Binge Drinking:

- **Alcohol Poisoning**-symptoms: affects breathing and the “gag” reflex, extreme confusion, inability to be awakened, vomiting, seizures, low body temperature, blush or pale skin, impaired judgment.
- **Health related risks**-contracting an STD, physical injury, developing dependency
- **Personal related risks**-emotional and mental anguish, guilt, embarrassment, loss of friendships or relationships, poor grades (may affect scholarships), disciplinary action from the university up to and including dismissal, negative impact on future education or employment opportunities.
- **Commission of criminal offenses**-Underage drinking, driving while intoxicated, driving under the influence, fighting, sexual assault, vandalism, disorderly conduct, theft.

- **Sobering up**-drinking coffee, exercise, home remedies do not work-The only safe method is time-the body processes alcohol at a rate of ½ oz per hour. That's two hours to get rid of 1 beer or 1 normal drink.
- **Where to seek help for alcohol related problems**-The campus counseling center, student health, student affairs, public safety, the housing staff, or a trusted friend can assist/refer you to getting help if needed.

Alcohol Awareness Programs:

- A presentation is made during Freshman Orientation explaining all alcohol laws and policies.
- Alcohol awareness presentations are made upon request to student organizations and groups throughout the academic year.
- On-line alcohol awareness educational programs are available on request or required for those found in violation of alcohol laws/policies.
- “Alcohol Awareness Week” is a coordinated effort between the Campus Counseling Center, the Dept. of Public Safety, and other campus departments/organizations that occurs during spring semester. It may include a simulated DUI driving course on a go-cart, alcohol usage and signs of alcoholism survey, social events demonstrating alcohol free alternative parties, and other awareness programs/activities.

XII ILLEGAL DRUG POLICY

The policy of the University of Tennessee at Martin basically states that *state and federal laws with relation to the possession of, using, selling, or manufacturing of illegal controlled substances while on university-owned or controlled property or at university-sponsored or supervised event will be strictly enforced and violations are prohibited.* Information relative to the Campus Policy on Drug Abuse can be found at the Student Consumer Information at: <http://www.utm.edu/consumer.php>.

Legal Sanctions:

Depending on the type and amount of controlled substance involved, prior convictions, and any mitigating factors that might enhance the sentence/fine.

University Sanctions

Include: Advisement, probation, mandatory participation in a drug screening/education program, community service, suspension, expulsion.

Risks of Drug Abuse:

- **Drug Abuse Symptoms:** affects breathing and the “gag” reflex, extreme confusion, inability to be awakened, vomiting, seizures, low body temperature, blush or pale skin, impaired judgment.
- **Health related risks-**contracting an STD, physical injury, developing dependency
- **Personal related risks-**emotional and mental anguish, guilt, embarrassment, loss of friendships or relationships, poor grades (may affect scholarships), disciplinary action from the university up to and including dismissal, negative impact on future education or employment opportunities.
- **Commission of criminal offenses-**violation of drug laws, fighting, sexual assault, vandalism, disorderly conduct, theft.
- **Where to seek help for drug related problems-**The campus counseling center, student health, student affairs, public safety, the housing staff, or a trusted friend can assist/refer you to getting help if needed.

Drug Education Programs

The Department of Public Safety presents a program on request that educates students on drug identification, effects, laws and University policy/sanctions signs of addiction, and support resources which are available upon request. Incoming freshman are informed of the policy during Freshman Orientation.

XIII

POLICY ON SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE AND STALKING

COMMITMENT

The University of Tennessee at Martin is committed to maintaining a supportive and safe educational environment, one which seeks to ensure the well-being of all members of its community. This commitment reflects the University’s adherence to its mission, to its various policies supporting the mission, and to relevant state and federal laws.

Additional information concerning options for reporting sexual misconduct (e.g., sexual assault, sexual harassment) and relationship violence (e.g., domestic violence, dating violence, stalking) can be found in the university’s policy on sexual misconduct and relationship violence. The policy on sexual misconduct and relationship violence also provides information on confidential resources that are alternatives to reporting an incident to the university. A copy of the policy is contained in [Appendix A](#) of this Annual Security/Fire Report.

XIV

SEX OFFENDER REGISTRY

In accordance with the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the University of Tennessee at Martin Department of Public Safety is providing a link to the Tennessee Bureau of Investigation (TBI) Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the State concerning registered sex offenders may be obtained. It also requires sex offenders, already required to register in the State, to provide notice to any institute of higher education in this State at which the person is employed, carries a vocation, or is a student. In the State of Tennessee, those convicted as sex offenders must register with a Law Enforcement Agency periodically as required by law.

The TBI Sex Offender Registry information shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees or volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation may make the violator subject to criminal and/or civil/university sanctions.**

The TBI is responsible for maintaining this registry. Follow the link below to access the TBI Sex Offender Registry which is also accessible from the UT Martin Department of Public Safety Web Site:

<http://www.tbi.state.tn.us/sorint/SOMainpg.aspx>

Further information can be found in the **Adam Walsh Child Protection and Safety Act** of 2006 Web Site: <http://georgewbush-whitehouse.archives.gov/news/releases/2006/07/20060727-7.html>

XV

UNIVERSITY OF TENNESSEE AT MARTIN

MISSING STUDENT NOTIFICATION/ACTION POLICY

In compliance with the Missing Student Notification Policy (20 USC 1092 C-Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of the Office of Housing, Department of Student Affairs, and the Department of Public Safety to actively investigate any report of a missing student currently enrolled at the University.

Students have the option to provide an emergency person/number to be contacted if they are believed to be (a) missing for more than 24 hours and/or (b) in potential danger. This information can be entered in the "Emergency Contact" section of the "Self-Service" area of the student's Banner Account once he/she logs in.

*Students residing in on-campus residential facilities can also provide an **additional** contact number to their housing staff that will only be utilized in the event they go missing and will only be provided to law enforcement and other limited individuals who are actively involved in the investigation.*

This information will only be available to authorized campus officials and law enforcement officers in furtherance of resolving the missing student's investigation/emergency situation.

Anyone who believes that a student has gone missing should report his or her concern to a Residence Life Staff Member, Student Affairs, or the Department of Public Safety. The official receiving the report should:

- Collect and document the name, campus address, physical description (including last known clothing), vehicle information, and any contact information relative to the missing student.
- The last time and location the missing student was seen.
- The circumstances leading to the belief the student has gone missing.
- Any friends, other locations, or changes in routine involving the missing student.
- The name and contact information of the individual filing the report.

The official receiving the report will then contact appropriate members of the Office of Housing/Student Affairs and/or the Department of Public Safety. An investigation will be initiated surrounding the circumstances that lead to the concern, to determine the threat level to the involved missing student. The following actions may be taken:

1. Initiating a search on campus for the missing student to include common areas, residence halls, parking areas for his/her vehicle, or other known areas frequented by them.
2. Attempting to contact the involved missing student directly through cell

phones, room phones, or e-mail/social networking venues.

3. Contacting known associates of the missing student.
4. Checking the involved missing student's room for information that might lead to his/her location.
5. Checking the involved missing student's campus e-mail, phone, and Skyhawk Card records for recent usage. Class schedules and instructors may also be consulted to determine the latest attendance date.
6. Making contact with the involved missing student's emergency contact number if the threat level determines it to be necessary and/or if the student has been missing for more than 24 hours. If the student is under the age of 18 and is not emancipated, the student's parents/guardians must be notified.

The Department of Public Safety and the local police will be notified if the student is believed to be in potential danger and/or has been missing for more than 24 hours.

7. Based upon the threat level to the involved missing student determined by the initial investigation and/or the length of time or age involved, the Department of Public Safety will further the investigation pursuant to its established police policies to include notification of other agencies and emergency alert systems.

XVI

EMERGENCY EVACUATION POLICY/EMERGENCY RESPONSE PLAN

The University of Tennessee at Martin Emergency Response Plan can be accessed through the Public Safety Web Site or at the following link:

http://www.utm.edu/departments/ehs/emergency_response.pdf

In the event of an emergency requiring the evacuation of the entire campus, the following plan will be implemented. The plan will cover the following areas:

1. Campus Officials to Be Notified
2. Relocation of Residents
 - Transportation

- Temporary Housing and Food Needs
 - Identification of Special Needs Residents
3. Dealing With the Media
 4. Aftercare

Campus Officials to Be Notified

Per the campus emergency response plan, the Vice Chancellor of Student Affairs is the lead official of any crisis involving the residence halls. At the beginning of any crisis the following officials are to be notified:

- The Director of Housing
- The Associate Director of Housing
- The Assistant Director of Housing for Residence Life
- The Vice Chancellor for Student Affairs (to be contacted by the Director of Housing or Department of Public Safety)
- The Chancellor of the University (to be contacted by the Vice Chancellor of Student Affairs, the Director of Housing, or Department of Public Safety)
- The Director of University Relations, a.k.a. Public Information Officer (for media contacts)
- The Director of Student Health & Counseling Services

Relocation of Residents

Once the decision has been reached to evacuate residence halls, the Hall Directors in each building will be notified to contact hall staff residents to prepare them for the evacuation. Special care should be devoted to identify and assist evacuation of students with temporary & permanent mobility impairment.

If time permits, hall staff will go room to room to inform residents of the evacuation and notifying residents of what personal items may be brought with them. If time does not permit, the fire alarm will be immediately pulled and hall staff will proceed through the building clearing the rooms using the standard fire drill procedures.

Residents will be directed to a central location (the University Center) for notification and transportation off campus. If the University Center is not suitable at that time, the Elam Center and/or Student Recreation Center are the second choice (based upon the nature and needs of the disaster). Another central location will be announced if the Elam Center/SRC is not suitable.

The Hall Director or Assistant Hall Director will bring the latest copy of the hall roster with them to determine which residents are accounted for. It is realized that upon notification some residents may decide to leave campus on their own. The staff should make effort to note on the roster those who chose to leave campus using their own transportation.

Transportation

Upon the decision being reached that residents must be evacuated from the building, transportation will need to be arranged. The three initial contacts for transportation are:

- UT Martin Motor Vehicle Operations for vans **(881-7655)**
- Weakley County Board of Education for school buses **(364-2247)**
- Tennessee National Guard for trucks **(587-9626)**

If additional transportation is needed, neighboring school districts can be contacted as well as the charter bus company in Union City.

Temporary Housing

Arrangements for the temporary housing of dislocated residents will be of prime importance. If the need to evacuate the halls does not necessitate the need to evacuate campus, residents can be temporarily housed in the Elam Center. If the entire campus must be evacuated, the following local locations can be used for temporary housing:

- Westview High School
- Martin Middle School
- Local Churches

If the city of Martin must be evacuated, the following locations will be contacted for possible temporary housing:

- Dresden High School
- Union City High School
- Murray State University

Cots and blankets will need to be provided. Agencies such as the American Red Cross, Weakley County Emergency Management, and the Tennessee National Guard can be contacted for help.

Food Needs

Once the residents have been relocated, plans for providing food will need to be implemented. If the relocation is on campus or local, Sodexo Dining Services can be used to facilitate this function. If Sodexo is not in service or unable to operate, local churches and aid agencies such as the American Red Cross can be contacted for assistance. Sodexo staff will assist with any agency to feed UTM Students. Special care needs to be made that identifies those with life threatening food allergies.

Identification of Special Needs Residents

Special needs residents in each hall will be identified and assisted per the Housing Evacuation Plan in the Housing Professional Staff manual.

Dealing with the Media

All media requests should be directed to Bud Grimes, Director of University Relations (Public Information Officer), at 731-881-7615.

Aftercare

The Director of Student Health & Counseling Services should be contacted to have counselors available at the relocation site, should their services be needed by any resident or staff member.

Testing

Parts or all of the components of the emergency response/evacuation plan will be tested through table top and/or practical exercises annually as planned and coordinated by the Campus Emergency Management Coordinator, Safety Specialist, and the Department of Public Safety.

XVII CRIME/FIRE LOG

The UT Martin Department of Public Safety maintains a *Crime/Fire Log* that lists all reported crimes on or immediately around campus. It also lists mostly all incidents for which a report is generated by the Department of Public Safety.

- *Fire Log* entries are distinguished by the title *Fire Call* and report number in **bold lettering** before the entry.
- Crime entries are distinguished by the specific crime title and report number in **bold lettering** at the beginning of the entry.

The log outlines the logistics of the incident (e.g., date and time reported, location), the nature of the incident, and how it was handled (referred, continuing investigation, arrest etc).

The log is available for review at the UT Martin Department of Public Safety, located in Crisp Hall during normal business hours.

XVIII

CRIME STATISTICS

The statistics are required by the U.S. Department of Education as part of the Campus Crime Statistics Act (Clery Act) and include crimes that occur on campus, at non-campus locations (Fraternity Houses, student religious annexes, etc), and public property (streets/sidewalks that border the campus). Reportable crimes that occur in on-campus residential facilities are separately designated but are included in the specific on-campus crime total. Drug offenses, underage drinking violations, and weapons offenses are combined arrests and referrals. A three year comparison of crime statistics are required to be displayed as part of the Annual Security Report. Satellite Campuses statistics must be individually displayed separately for the past three years. The annual security report must be completed and submitted to the Department of Education by October 1st of the current year but will reflect the crime statistics for the previous three calendar years. The applicable website can be viewed at: <http://ope.ed.gov/security/>.

Reportable Clery crimes are: murder & non-negligent manslaughter, negligent manslaughter, sex offenses (non-forcible includes incest and statutory rape only), robbery, aggravated assault, burglary, motor vehicle theft, arson, underage drinking violations, drug offenses, and weapons violations.

Effective in 2008 Congress implemented the Higher Education Opportunity Act (HEOA) which is a reauthorization of the above listed Acts and in compliance with the Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). One aspect of the HEOA is an expansion of hate crime statistics to include the crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, when such crimes are classified as a hate crime.

A Hate Crime is defined as: a crime in which the victim was intentionally selected because of the actual or perceived race, gender, religion, disability, sexual orientation, ethnicity, national origin, or gender identity.

Effective with the 2014 Annual Security/Fire Report, newly identified crimes requiring reporting are Dating Violence, Domestic Violence, and Stalking and unfounded offenses.

LIQUOR LAW VIOLATIONS												
ARRESTS AND REFERRALS	66/40	16/16	54/39	2	0	1	29	2	3	0	0	

DRUG LAW VIOLATIONS												
ARRESTS AND REFERRALS	10/9	16/16	16/14	0	0	1	2	0	2	0	0	

WEAPONS LAW VIOLATIONS												
ARRESTS AND REFERRALS	1	0	0	0	1	0	0	0	0	0	0	

DOMESTIC VIOLENCE											
Dating Viol	0	0	0	0	0	0	0	0	0	0	0
Domestic Viol	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0

LIQUOR LAW VIOLATIONS											
ARRESTS AND REFERRALS	0	0	0	0	0	0	0	0	0	0	0

DRUG LAW VIOLATIONS											
ARRESTS AND REFERRALS	0	0	0	0	0	0	0	0	0	0	0

WEAPONS LAW VIOLATIONS											
ARRESTS AND REFERRALS	0	0	0	0	0	0	0	0	0	0	0

RIPLEY CENTER

TOTAL CRIMES REPORTED FOR	RIPLEY CENTER (Has no on campus resident facilities)			NON-CAMPUS BUILDINGS			PUBLIC PROPERTY			Unfounded (started reporting in 2014)	Unfounded
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2015	2016
MURDER & NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0
FORCIBLE SEX OFFENSES	0	0	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0	0	0
NON-FORCIBLE SEX OFFENSES	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0

--	--	--

LIQUOR LAW VIOLATIONS												
ARRESTS AND REFERRALS	0	0	0	0	0	0	0	0	0	0	0	0

DRUG LAW VIOLATIONS												
ARRESTS AND REFERRALS	0	0	0	0	0	0	0	0	0	0	0	0

WEAPONS LAW VIOLATIONS												
ARRESTS AND REFERRALS	0	0	0	0	0	0	0	0	0	0	0	0

XIX
UNIVERSITY OF TENNESSEE AT MARTIN
ANNUAL FIRE SAFETY REPORT ON
STUDENT HOUSING FACILITIES

Overview

The Higher Education Opportunity Act (Public Law 110-315) became law in August, 2008, requiring all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all reportable fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to the University of Tennessee at Martin. **UT Martin satellite campuses** are not included in this report in that they provide no on-campus student housing facilities.

A campus **fire log** is included in the campus crime log and is available for review at the Department of Public Safety in Crisp Hall, during normal business hours. The title "*Fire Call*" and the report number precedes each individual entry.

For reporting purposes, the following definition applies:

Fire: *Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.*

Pursuant to this definition:

- **There were two reported incidents in 2014.**
- **There was one reported incident in 2015.**
- **There were no reported incidents in 2016.**

Please refer to the **On-Campus Housing Facilities Fire Protection Systems/Reported Fire Incidents** section below for details of the incidents.

On-Campus Housing Facilities Occupancy Rates as of Fall 2016:

Browning Hall - 289
Ellington Hall – 269
Cooper Hall – 128
University Village Phase I – 386
University Village Phase II – 355
Grove Apartments – 65
University Courts Apartments– 95

******Total on on-campus occupancy as of Fall 2016– 1,587**

General Statement of University Owned/Controlled Student Housing Facilities

The University Village on-campus residence facilities are equipped with wet and dry sprinkler systems that have flow and tamper switches and are monitored by a fire alarm panel and addressable fire alarm systems that are monitored by an alarm company. Ellington and Cooper Halls have no sprinkler systems, but have addressable fire alarm systems that are monitored by an alarm company. Browning Hall has a non-addressable fire-alarm system that is not monitored, only a local alarm, and no sprinkler system. University Courts and Grove Apartments have no fire alarm or sprinkler systems.

There are fire extinguishers strategically located in all facilities on campus for immediate access if needed.

Fire Safety Plans

If a fire is discovered in any University building, members of the University are encouraged to activate the fire alarm system and call 911. The fire alarm system is a continuous audible alarm. In case the fire alarm system is activated, each member should leave the building as quickly as possible, using available stairwells and the most direct escape route. Each member should leave their room and lock doors upon exiting, if feasible.

Members should walk quietly and quickly out of the building to the designated area which is far enough away from the building to be out of danger. Members are encouraged to verbally sound the alarm to anyone who may not be aware of the situation as they exit. Escape routes are posted throughout the facilities and members are made aware of them during training sessions and fire drills.

How to Report a Fire/Emergency Telephone Numbers

Call 911 and/or 731-881-7777 (Campus Police)

If a burning odor or smoke is present, call 911 immediately. Report the exact location of the emergency and, if known, what is involved. If there is a large amount of smoke and/or an actual fire, activate the building fire alarm system. Incidents can also be reported to:

Resident Assistants

Assistant Hall Directors

Hall Directors

Housing Office (881-7730)

Maintenance Workers

Campus Police Officers on patrol

Fire Safety Procedures

The act of maliciously discharging/tampering with a fire extinguisher, lighting a fire, or misuse or tampering with the alarm/sprinkler/fire safety system endangers lives and will be considered a serious infraction that will subject the perpetrator to both criminal and/or University Administrative sanctions, up to and including arrest and/or dismissal from the University.

A. Actions to Take in the Event of a Fire

Call 911 immediately

- If you can help control the fire without personal danger, take action with available firefighting equipment. If not, leave the area immediately.
- If the building audible fire alarm has not been activated automatically, do so by using a pull station alarm.
- Never allow the fire to come between you and an exit.
- Remove all persons from the danger area. If possible, close the door behind you as you exit to contain the fire.

B. Response to Audible Fire Alarms

- Evacuate the building immediately.
- Do not use elevators.
- If requested, accompany and assist persons with disabilities who appear to need assistance, either by personally helping them or notifying responders of their location.
- Close and lock room doors as you exit to contain the fire, if feasible.
- Exit the building by the most direct route and proceed far enough from the building to be out of danger and so as not to interfere with emergency responders.
- Return to the building only when instructed to do so by police or fire department officials.

UTM Housing policies on fire-related Items

Illegal Items

- **Illegal Multi-plugs/Extension Cords-** All multi-plug units are required by Housing to have a surge protector. No extension cords are allowed.
- **Open Flames-** Candles are allowed in the residential life facilities *for decoration purposes only*. Wicks *must* be removed from all candles.

- **Incense** is not allowed.
- **Open Coil Appliances-** Hot plates, toaster ovens, and other appliances with an open coil burner are not allowed in Browning, Ellington, and Cooper Halls. University Village A-E and F-H residents are allowed to have these items.
- **Halogen Lamps**
- **Crock Pots (Allowed in University Village A-E / F-H)**
- **Scented Plug-in air freshener** (battery operated ones are ok)
- **BBQ Grills** - are not permitted inside any of the residence halls, on any balcony of University Village, or inside the courtyard of Cooper Hall.
- **Smoking-** is not permitted in on-campus housing facilities. Smoking is only permitted outside and 25 feet away from the building and any entrances/exits from the building.
- **Fireworks-**Fireworks are not allowed on campus unless utilized during an approved and sanctioned University event.
- **Hoverboards-** Hoverboards are not allowed in any Campus Housing Units.

Fire Drills

Approximately one week out of each month is designated “Fire Drill Week” for the Office of Housing. Ellington Hall, Browning Hall, Cooper Hall, and University Village Phase 1 and 2 participate in the fire drill week. Hall Directors will notify Public Safety prior to the Fire Drill to inform them that the following alarm is, in fact, a drill. Once the pull station has been activated the RA’s currently in the building will meet at the designated areas to retrieve building keys and begin an orderly evacuation of the building. Once all residents are safely outside of the building and a staff member is stationed at each exit, the Hall Director will silence the alarm and give the all clear for residents to return to their rooms.

University Village Phase 1 conducts fire drills on a per semester basis. They are done according to the same policy as described above for the other residential facilities.

******There were 48 combined planned fire drills in the housing facilities in 2016.**

Browning Hall--8

Cooper Hall-----8

Ellington Hall--8

University Village Phase I (Units A-E)- 12

University Village Phase II (Units F-H)- 12

Fire Training with Residence Life Staff

Fall staff training was conducted in August, 2016. During the fall training time there was dedicated one full day to fire related training activities. Included in this training is:

- A review of all fire evacuation policies for each hall
- A review of each residence hall's fire alarm system operation
- A review of all illegal appliances on campus
- A review of how to utilize room checks to find life safety issues and how to respond to them
- Training time with Martin Fire Department that includes:
 - A training seminar on fire causes and safety
 - Real life training on extinguishing fires utilizing the PASS system with fire extinguishers
 - Residence Hall fire simulation in which RA's are placed in a residence hall and fake smoke is pumped into the building. All staff must learn how to safely exit a building and evacuate under these circumstances.

The residence life staff also meets for a campus wide-meeting every month to review training topics and to discuss events for the next month. One of these meetings are set aside to recap fire safety protocols.

There is also an abbreviated training session in the spring semesters that conducts a review of all procedures including those related to fire safety.

Fire Education of Residents

All residents are required to meet with the hall staff by the first day of school. Among the topics discussed are fire evacuation procedures and a discussion of what items are not allowed in the residence halls.

The Housing Staff conducts a mandatory meeting with all residents during which is discussed proper ways to cook, extinguishing possible grease fires, and how to utilize the PASS system in extinguishing fires. Handouts are given to all residents with useful fire safety information for the residence halls and University Village Apts.

Room Checks

Approximately once a month The Office of Housing conducts "Room Checks" for Ellington Hall, Browning Hall, Cooper Hall, University Village Phase 1, and University Village Phase 2. The Resident Assistants are to inspect each room in each hall and look for violations in safety and Housing guidelines. For safety purposes the RA's look for illegal multi-plugs, candles with wicks, illegal appliances (those with an open glowing coil), and oil-based scented plug-ins. If found the residents are given 5 days to remove the items in question, otherwise they are confiscated by the Office of Housing and turned in to the Safety Office. For University Courts and Grove Apartments, Maintenance Staff goes to each apartment once every six weeks and does a routine check while replacing air filters.

On-Campus Housing Facilities Fire Protection Systems/Reported Fire Incidents

BUILDING	FIRE ALARM	SPRINKLER SYSTEMS	REPORTED FIRE INCIDENTS 2014/2015/2016
University Village Phase I			
A-Unit 201 Hannings Ln	Addressable fire alarm system that is monitored by fire alarm company	Dry system throughout building including attic that has flow and tamper switches and monitored by fire alarm panel	0 0 0
B-Unit 201 Hannings Ln	Addressable fire alarm system that is monitored by fire alarm company	Wet system throughout building including attic that has flow and tamper switches and monitored by fire alarm panel	0 0 0
C-Unit 201 Hannings Ln	Addressable fire alarm system that is monitored by fire alarm company	Wet system throughout building including attic that has flow and tamper switches and monitored by fire alarm panel	0 0 0
D-Unit 201 Hannings Ln	Addressable fire alarm system that is monitored by fire alarm company	Wet system throughout building including attic that has flow and tamper switches and monitored by fire alarm panel	0 0 0
E-Unit 201 Hannings Ln	Addressable fire alarm system that is monitored by fire alarm company	Wet system throughout building including attic that has flow and tamper switches and monitored by fire alarm panel	0 0 0
University Village Phase II F, G, and H Units 209 Hannings Ln	Addressable fire alarm system that is monitored by alarm company	Wet system on 1st, 2nd, and 3rd floors. 4th floor is a dry system. All floors have flow and tamper switches and monitored by fire alarm	0 0 0

		panel	
Browning Hall (G & H) 315 Hannings Ln	Non-addressable fire alarm system with only pulls and horns and is not monitored	No sprinkler system	0 0 0
Ellington Hall (E & F) 301 Hannings Ln	Addressable fire alarm system with only pulls and horns and is monitored by fire alarm company	No sprinkler system	0 0 0
Cooper Hall 206 Hurt St	Addressable fire alarm system with only pulls and horns and is monitored by fire alarm company	No sprinkler system	0 0 0
University Courts (A-L) 134 Mt. Pelia Rd	No fire alarm system	No sprinkler system	0 0 0
Grove Apartments (A-E) 400 University St	No fire alarm system	No sprinkler system	1 0 0 <i>2014-C Unit- Electrical box in an apartment had burnt insulation-no damage</i>

Future Fire Safety Plans:

The University of Tennessee at Martin places great emphasis on the safety of our students, faculty, and staff. Through repetitive training and strategic reminders, we will maintain fire safety as a top priority of concern in our on-campus residential and other campus facilities.

For example, on August 3rd, 4th, and 5th of 2015, the Martin Fire Department (in cooperation with the Housing Staff) conducted dynamic training exercises for their firefighters at the Ellington Residence Hall to include entrance/search and rescue operations in multi-storied buildings.

EEO Statement:

The University of Tennessee is an EEO/AA/Title VI/Title IX/ Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Inquiries should be directed to the Office of Equity and Diversity (OED), 303 Administration Building, Martin, TN 38238, (731) 881-3505 Office, (731) 881-4889 TTY, Hearing Impaired, (731) 881-3507 Fax,

equityanddiversity@utm.edu, <http://www.utm.edu/departments/equalopp/>.