THE UNIVERSITY OF TENNESSEE AT MARTIN

2019
ANNUAL SECURITY REPORT and ANNUAL FIRE SAFETY REPORT

For UTM Main Campus and the Centers
(Parsons, Selmer, Jackson, Somerville, and Ripley Centers)

(Reflects statistics from January 1, 2016 through December 31, 2018)

A printed copy of this report is available upon request.
I. Preparation of this Report


Preparation of this report is the responsibility of the UTM Department of Public Safety. The UTM Department of Public Safety prepares and publishes this report to inform the UTM community about campus security policies and procedures, programs designed to prevent and respond to certain crimes, and specific statistics for certain criminal incidents, arrests, and disciplinary referrals reported throughout the previous three calendar years. The crime statistics are gathered from the UTM Department of Public Safety but also include statistics based on information provided by other Campus Security Authorities (as defined by the Clery Act), as well as outside police departments (local and abroad). For additional information on Campus Security Authorities, see note 1 of this Report.

UTM distributes this Report by October 1 to the Campus Community by email. The Campus Community includes all persons who work at, attend, or have a vocation with the University. This includes the UTM Main Campus and the Satellite Campuses located at the Parsons, Selmer, Ripley, Somerville and Jackson Centers. The distribution email includes the web address where the Report is posted and information on how to obtain a hard copy of the report. This report is also distributed to prospective students and prospective employees. Anyone, including prospective students and prospective employees, may obtain a hard copy of this report by calling the UTM Department of Public Safety (731-881-7777) or visiting: https://www.utm.edu/departments/publicsafety. The Clery Act statistics published in this Report are also provided to the Department of Education electronically.

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II. Law Enforcement & Jurisdiction

A. UTM Main Campus

UTM’s Main Campus has a dedicated on-campus Department of Public Safety. The UTM Department of Public Safety has twelve (12) fully commissioned public safety officers, each with the authority to make arrests. The UTM officers are 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. Each officer attends the State Law Enforcement Academy within six months of employment and receives 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.). The UTM Department of Public

1 Where policies or procedures described in this Report differ between UTM Main Campus and the UTM Centers, the separate policies and procedures will be described for each. Unless this distinction is made, the policies and procedures described in this Report apply equally to UTM Main Campus and the UTM Centers.
Safety received full accreditation from the Tennessee Law Enforcement Accreditation Program in December of 2013; and received their second award in 2018.

In addition, the UTM officers have specialized training in, among others, criminal investigations, sexual assaults, defensive tactics (including chemical spray and TASER), EMS first responder training (including AEDs), domestic violence, armed intruder response, National Incident Management System (NIMS), response to man-made or natural emergencies, firearms, crime scene processing, domestic and foreign terrorist intelligence, cybercrimes, response to emotionally disturbed persons, and emergency vehicle operation. The majority of our officers have Bachelor’s Degrees in various disciplines, and some have or are in the process of obtaining Masters Degrees. One of our command level officers is a graduate of the Federal Bureau of Investigations’ National Academy.

B. UTM Centers

UTM operates nonresidential education centers in Parsons, Selmer, Jackson, Somerville, and Ripley. While the UTM Department of Public Safety maintains primary law enforcement jurisdiction at these centers, there is no on-campus public safety department or personnel. As a result, the local municipal police departments where each center is located will, in all likelihood be the first responders should an emergency occur. Contact information for pertinent local law enforcement agencies follows:

<table>
<thead>
<tr>
<th>UTM CENTER</th>
<th>LOCAL LAW ENFORCEMENT</th>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackson Center</td>
<td>The Jackson Police Department</td>
<td>731-425-8400</td>
</tr>
<tr>
<td>Parsons Center</td>
<td>The Parsons Police Department</td>
<td>731-852-3911</td>
</tr>
<tr>
<td>Ripley Center</td>
<td>The Ripley Police Department</td>
<td>731-635-1515</td>
</tr>
<tr>
<td>Selmer Center</td>
<td>The Selmer Police Department</td>
<td>731-645-7907</td>
</tr>
<tr>
<td>Somerville Center</td>
<td>The Somerville Police Department</td>
<td>901-465-3205</td>
</tr>
</tbody>
</table>

III. UTM Department of Public Safety’s Relationship with Other Police Departments

A. City of Martin Police Department

UTM 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 was initiated, or where the most serious aspect of the crime occurred. Officers have concurrent responsibilities in areas of the city that are primarily designated for student use. 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. UTM is contained within the city limits of Martin, thus City Police have full enforcement authority on campus.
B. 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 UTM Department of Public Safety when needing to contact persons on campus, unless emergency or investigative conditions dictate otherwise.

C. Information about Monitoring & Reporting Off-Campus Criminal Activity, including at Noncampus locations of Officially Recognized Student Organizations

As noted above, UTM and the City of Martin have concurrent responsibilities in areas of the city that are primarily designated for student use. This includes, but is not limited to, noncampus locations of student organizations officially recognized by UTM (at the UTM Main Campus this includes fraternity houses). This means that City Police may monitor, respond to, and document criminal activity occurring at noncampus locations of student organizations. In these situations, City Police will generally notify the UTM Department of Public Safety. (*Note the Centers do not have any recognized student organizations with noncampus locations).

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IV. Security of & Access to Campus Facilities

UTM is committed to providing a healthy learning and working environment for intellectual and personal growth. Safety on the campus of UTM is a natural source of concern for parents, students and University employees. UTM recognizes this and employs a number of security measures to protect the members of its community. But safety is a “campus” responsibility. We all share the responsibility of making UTM a safe place to study, work and live by staying informed, aware, and alert.

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

A. UTM Main Campus

Security Considerations Used in the Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner designed to minimize the potential for hazardous conditions. The UTM Department of Public Safety officers regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to the Building Services for correction. It is helpful when other members of the Campus Community also report problems. Safety concerns can be reported by contacting Building Services at fixit@utm.edu or calling 731-881-7642 (or 7642 on campus). More information is available at https://www.utm.edu/departments/physplant/report.php. In addition, UTM developed an e-mail address, safety@utm.edu, which UTM personnel can use to easily report unsafe conditions or other safety concerns. The e-mail address safety@utm.edu can be found at the Environmental Health and Safety website at http://www.utm.edu/departments/ehs/index.php. Recipients
of this e-mail are the UTM Safety Officer, the Emergency Management Coordinator and Safety Specialist, and the Director of Public Safety.

Security of and Access to Campus Facilities

On-Campus Student Housing

UT Martin Main Campus has six residence complexes: Browning Hall, Cooper Hall, Ellington Hall, University Village Phase I (A-E), University Village Phase II (F-H), and University Courts Apartments. The University takes extra precautions for the safety and security of its residents, including trained staff, restricted key and swipe card access, fire safety, security cameras and 24-hour desk operations in many complexes, maintenance assistance, and health & safety inspections.

Specifically, each residence hall has a Hall Director who is a full-time professional living in each complex, as well as Resident Assistants (RAs). In addition, three halls (Browning Hall, Ellington Hall, and Cooper Hall) each has an undergraduate student leader as an Assistant Hall Director (AHD). AHDs oversee, among other things, desk operations. Browning, Ellington, and Cooper Halls operate desks 24 hours a day, 7 days a week. Although the remaining three complexes do not have 24/7 desk operations, residents can contact other complexes for support. University Village Phase I residents who need assistance are asked to contact the Cooper Hall front desk at 731-881-8900. University Village Phase II residents are asked to call the Ellington Hall front desk at 731-881-8930. The Browning Hall front desk can be reached at 731-881-8940. University Courts residents who need assistance between the hours of 8am and 5pm, Monday through Friday, will call 731-881-7928. After 5pm and on weekends, University Courts residents should call Public Safety at 731-881-7777 for any assistance.

Each resident is given a key to their individual room/apartment and ID card access to their floor. If a resident (or anyone) sees someone tampering with doors, they should contact the front desk of the applicable residence halls or public safety. Letting anyone else use another person’s keys or ID card is a violation of the Standards of Conduct outlined in the Student Handbook, and jeopardizes the security of the floor, room, or apartment. Floor doors are not allowed to be propped open by residents at any time. Some facilities also have security cameras located in strategic areas. Furthermore, each complex conducts Health and Safety Inspections. These will be announced, via fliers, email, and/or banners at least 24 hours in advance, so that the residents can be at home, if possible.

Academic and Administrative Buildings

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.

Most facilities have individual hours, and the hours may vary at different times of the year. Access to some of these buildings is controlled by card access after normal business hours, and all of these buildings have varied levels of access. Access to academic buildings, not normally open to students for class/study purposes during normal academic hours, will be limited to those on approved access lists filed with the UTM 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. Most academic and administrative buildings do not have Department of Public Safety officers assigned to them, but officers patrol the academic and administrative buildings on a regular basis.

Additional Security Considerations

Emergency Assistance Call Boxes

UTM has an extensive network of emergency assistance call boxes located throughout campus in well-lit areas. The call boxes are connected directly to the UTM Department of Public Safety, and are monitored 24 hours a day, seven days a week, including all holidays. If you need help, simply press the red button on the call box. The call will be answered by a certified police dispatcher in the UTM Department of Public Safety who will ask you to explain your situation and will send the appropriate help to your location. As part of safety preparedness, individuals are encouraged to be aware of the locations of the nearest emergency call boxes around campus. Locations of the exterior emergency call boxes are located on the map below and are on the campus parking map marked with a symbol.

https://www.utm.edu/departments/publicsafety/_pdfs/PS_ParkingBrochure_MAPonly.pdf

Locations of Emergency Call Boxes

Identification Cards:

Each full-time student at the university is required to obtain and carry an official university identification card (Skyhawk Card). The Skyhawk Card is used to check out books from the library; to use the check cashing service; to gain access to dorms and computer labs; to gain admission to certain events sponsored by the University and student organizations; to obtain discounts on items from certain local businesses; and to establish the owner’s right to use university facilities. The Skyhawk Card is the property of the
university and may be reclaimed if used by any person other than the person identified on the card. It must be shown when requested by any university official.

**Registered Parking**

All motor vehicles operated (utilized) by faculty, staff and students in connection with their employment or attendance at UTM must be registered at the UTM Department of Public Safety in Crisp Hall. Visitor parking permit requests can be made in advance online at:
https://www.utm.edu/departments/publicsafety/visitor_parking.php

**B. UTM Centers**

*None of the UTM Centers have residential housing or on-campus security departments*

**Parsons:** UTM Parsons Center is located in Decatur County at 975 Tennessee Avenue, North Parsons, TN 38363. The building is open: Monday-Thursday (7:00 a.m. to approximately 9 p.m.); Friday (7:00 a.m. to approximately 5:00 p.m.) and Saturday (7:00 a.m. to approximately 3:00 p.m.). When the building is open, access may only be achieved through the front door. All other building doors remain locked throughout the day. There are security cameras throughout the Center, and local law enforcement patrols the general vicinity, including the parking lot. Any maintenance needs can be reported to the Center Director at 731-847-3880.

**Selmer:** UTM Selmer Center is located in McNairy County at 1269 Tennessee Avenue, Selmer, TN 38375. The building is open from 8:00 am to 9:00 pm Monday - Friday. When the building is open, access may only be achieved through the front door. All other building doors remain locked throughout the day. There are security cameras throughout the Center, and local law enforcement patrols the general vicinity, including the parking lot. Any maintenance needs can be reported to the Center Director at 731-610-0065.

**Jackson:** UTM Jackson Center is located in Madison County at the Ned R. McWherter Center on the campus of Jackson State Community College (JSCC) The building address is 2046 North Parkway, Jackson, TN 38301. Within that building, the UTM Jackson Center currently operates out of Rooms 110 (administrative), 233 and 235. During business hours, the Center will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all JSCC facilities (including the Jackson Center) is by key, if issued. All security for the building is provided by the JSCC Campus Police Department. This Department also reports maintenance needs to the Physical Plant Director at JSCC. For more information about security at JSCC visit: https://www.jscc.edu/about-jackson-state/administration/safety-and-security/. For a contact at the Center itself, please contact the Center Director at 731-425-9277.

**Somerville:** UTM Somerville is located in Fayette County at 214 Lakeview Road, Somerville, TN 38068. The building is open Monday - Friday from 8:00 a.m. to 5 p.m. On certain select evenings when classes are held, the building will reopen at 6:15 p.m. and close after the end of the last class. When the building is open, access may only be achieved through the front door. All other building doors remain locked throughout the day. There are security cameras throughout the Center, and local law enforcement patrols
the general vicinity, including the parking lot. Any maintenance needs should be reported to the Center Director at 901-465-7313.

Ripley: UTM Ripley Center is located in Lauderdale County at 315 South Washington Street, Ripley, Tennessee 38063. The building is open Monday-Friday from 8:00 a.m. to 5 p.m. On certain select Saturdays, the building may be open from 8:00 a.m. to 12:00 p.m. Only the front door remains unlocked when the building is unlocked. All other building doors remain locked throughout the day. There are security cameras throughout the Center, and local law enforcement patrols the general vicinity, including the parking lot. Any maintenance needs sighted should be reported to the Center Director at 731-221-8778.

V. Reporting Crimes or Other Emergencies

A. Accurate & Prompt Reporting

Students, faculty, staff, and visitors are encouraged to promptly and accurately report all crimes and public safety-related incidents to the UTM Department of Public Safety or the appropriate local police agency, including when the victim elects to, or is unable to, make such a report. Crimes and incidents should be reported as soon as possible for the purpose of making timely warning or emergency notification reports to the community, and for inclusion in the annual statistical disclosure.

B. Where & How to Report

Crimes and emergencies can be reported by contacting the following police agencies:

<table>
<thead>
<tr>
<th>Emergency Police, Fire, or Ambulance</th>
<th>Dial 911</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTM Public Safety</td>
<td>Dial 911 or 731-881-7777</td>
</tr>
<tr>
<td>Emergency Assistance Call Boxes</td>
<td>Use any of the designated call boxes located throughout campus to connect immediately with the UTM Department of Public Safety.</td>
</tr>
<tr>
<td>*See page 6 for map of locations.</td>
<td></td>
</tr>
<tr>
<td>Local Police Departments</td>
<td>The Martin Police Department 101 Univ St., Martin, TN 38237 or 731-587-5355</td>
</tr>
<tr>
<td>* See page 3 for Centers’ local police departments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Weakley County Sheriff’s Office 7951 HW 22, Dresden, TN 38225 or 731-364-5454</td>
</tr>
</tbody>
</table>
Designated Campus Security Authorities\(^2\) to whom a crime can be reported:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Student Conduct *Contact for Main Campus &amp; Centers</td>
<td>Shannon M. Perry</td>
<td>222 Administration Building</td>
</tr>
<tr>
<td></td>
<td></td>
<td>731-881-7703</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:sperry19@utm.edu">sperry19@utm.edu</a></td>
</tr>
<tr>
<td>Director of Equity and Diversity &amp; Title IX Coordinator *Contact for Main Campus &amp; Centers</td>
<td>Joe T. Henderson</td>
<td>303 Administration Building</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(731) 881-3505</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:jhende33@utm.edu">jhende33@utm.edu</a></td>
</tr>
<tr>
<td>Director of UTM Center *Centers Only &amp; Center Specific</td>
<td>Parsons: Dr. Kelli Beth Deere</td>
<td><a href="mailto:kdeere@utm.edu">kdeere@utm.edu</a> or 731-847-3880</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Selmer: Alan Youngerman</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:ayoung3@utm.edu">ayoung3@utm.edu</a> or 731-646-1636</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jackson: Kayce Beam</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:kbeam1@utm.edu">kbeam1@utm.edu</a> or 731-425-9277</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Somerville: Kara Tapp</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:ktapp1@utm.edu">ktapp1@utm.edu</a> or 901-465-7313</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ripley: Dr. Simpfronia Taylor</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:staylo47@utm.edu">staylo47@utm.edu</a> or 731-221-8778</td>
</tr>
</tbody>
</table>

D. **Information about Voluntary, Confidential Reporting Options**

UTM allows anyone to report crimes or other public safety-related incidents on a voluntary, confidential basis for statistical inclusion in this report. To submit a report for statistical inclusion only, use the anonymous tip line at: [http://crime.utm.edu](http://crime.utm.edu/)

UTM also encourages all licensed mental health professionals and pastoral counselors to refer persons whom they are counseling to report crimes on a voluntary, confidential basis for statistical inclusion in this Report by using the anonymous tip line. This is because licensed mental health professionals and

\(^2\) “Campus security authority” or CSA is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution.

(1) campus police department or a campus security department of an institution; (2) individuals who have responsibility for campus security, but who do not constitute a campus police department or a campus security department, (3) individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and (4) an official of an institution who has significant responsibility for student and campus activities.
pastoral counselors, when acting as such, are not considered to be a Campus Security Authority for Clery Act purposes and are not required to report crimes for inclusion into the annual crime statistics contained in this Report.

VI. Timely Warnings

Statement of Policy

The University will issue a Timely Warning to the campus community for Clery-reportable crimes occurring on the University’s Clery Act geography that are reported to Campus Security Authorities or local police agencies, and that are considered by the University to represent a serious or continuing threat to students and employees.

- **Clery-reportable crimes include**: murder/non-negligent manslaughter; manslaughter by negligence, rape, fondling, incest, and statutory rape; robbery; aggravated assault, burglary, motor vehicle theft, arson, certain categories of hate crimes, domestic violence, dating violence, stalking, or violations of weapons, drug abuse, and liquor laws. Notices may also be posted for other crime classifications as deemed necessary.

- **Clery Act geography, in general, means**: on campus buildings or property, including residence complexes, noncampus property that University owns, leases, or controls (Includes locations such as fraternities, athletic travel or study trip where there is extended or repeated use), and certain public property within or immediately adjacent to campus.

UT Martin Clery Geography Map
Whether an incident constitutes a serious or continuing threat to students and employees is a case-by-case determination. In general, this means that there is a risk of students or employees becoming victims of a similar crime. For example, if a robbery is reported on campus and the alleged perpetrator has not been caught, the risk is there. If the alleged perpetrator was apprehended, there may be no continuing risk if the perpetrator acted alone. Other questions that may be asked are: does a criminal incident appear to be a one-time occurrence, or does it fall into a pattern of reported crimes? For example, if students set some posters on fire after the football team lost the homecoming football game, the arsons are probably a one-night event. If an unknown person was randomly setting fires, this would pose a continuing threat.

**Statement of Procedures**

**Decision Criteria for a Timely Warning:**

The Director of Public Safety (or designee) will determine whether a timely warning will be issued. The decision whether to issue a timely warning is decided on a case-by-case basis in light of all the facts surrounding a crime, including, but not limited to, the possible risk of compromising law enforcement efforts.

**Content for a Timely Warning:**

The amount and type of information presented in a timely warning will vary depending on the circumstances of the crime. If there is certain information that could compromise law enforcement efforts, it may be withheld from the timely warning notice. Generally, the warning will specify the type of crime reported, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim. The Director of Public Safety (or designee) will determine the content for each timely warning. If time permits, the Director of Public Safety (or designee) will consult with the Chancellor (or a designee), and/or the University Emergency Management Coordinator, and/or University Relations, in determining the content for each warning.

**Timing for a Timely Warning:**

Although the Clery Act does not define “timely,” the intent of a warning is to enable our University community to protect itself. This means that a warning is issued as soon as pertinent information is available so that it can be used as a preventive tool, and not solely constitute a description of the incident.

**How Timely Warning Notices are Issued/Disseminated:**

Timely warning notices will be made to the entire campus community through the use of the campus-wide e-mail system. The Director of Public Safety also has the discretion to issue the warning, via others tools, as necessary (including the emergency text messaging system if practical).

== V. Emergency Notifications ==

**Statement of Policy**

The University will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. “Immediate threat” as used here includes an imminent or impending threat. Examples of significant emergencies or dangerous situations may include but are not limited to: an outbreak of meningitis, norovirus or other serious illness; approaching hurricane or other extreme
weather conditions; earthquake; gas leak; terrorist incident; armed intruder; active shooter; bomb threat; civil unrest or rioting; explosion; and chemical or hazardous waste spill.

Statement of Procedures

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:

The initial and primary responder to emergencies will normally be the Department of Public Safety. It is possible that the initial and primary responder may be the Office of Environmental Health and Safety, particularly for incident such as an outbreak of serious illness; extreme weather conditions; earthquake; gas leak; or chemical or hazardous waste spill. In either situation, the ranking or senior officer/administrator on the scene will quickly assess the situation and notify the Director of the Department of Public Safety, or in his absence, the highest-ranking officer in Public Safety.

The Director (or highest-ranking officer) will take immediate steps to confirm whether the incident constitutes a “significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees,” such that an Emergency Notification is warranted. If time permits, the Director (or highest-ranking officer) may consult with the Vice Chancellor for Finance and Administration. If the Vice Chancellor for Finance and Administration cannot be contacted, and if time permits, the Chancellor will be consulted. If it is not possible to contact the Vice Chancellor for Finance and Administration or the Chancellor, and if time permits, efforts will be made to consult with the Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Affairs, or the Vice Chancellor for University Advancement (in that order).

Upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees, UTM will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of the first responders, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The Director of Public Safety (or designee) or the Emergency Management Coordinator (or designee) will initiate the notification system to the campus.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification:

The Department of Public Safety Director (or a designee), in conjunction with first responders, will determine the appropriate segments to notify and the appropriate modes to use. Generally, campus community members in the immediate area of the dangerous situation (i.e., the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The Department of Public Safety Director (or a designee), together with the Chancellor (or a designee), the Emergency Management Coordinator, and/or University Relations, will continually evaluate the situation and assess the need to notify additional segments of the campus population.

Determining the Contents of the Emergency Notification:

Speed and accuracy of the information are of utmost importance in issuing emergency notifications. To expedite this process and ensure that each message contains essential information, the mass notification system contains pre-scripted templates for the most probable or highest impact emergencies. These
messages identify the situation, allow for input of the location, and identify the immediate protective action that should be taken. The individual authorizing the message will select the most appropriate template. In those cases, where there are no predetermined templates in the system, the individual may use the “alert” template to craft a specific message. The goal is to ensure people are aware of the situation and they know the steps to take to stay safe.

Procedures Used to Notify the Campus Community:

In the event of a situation that poses an immediate threat to members of the campus community, the campus has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an emergency. These methods of communications include emergency text messaging via RAVE, and campus-wide or portions of the campus emergency e-mail. The University may also use:

- Fire Alarm System
- The auto-dialer system
- The UTM Home Page/Portal (mainly for updates)
- 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

Those attending UTM Centers will receive Emergency Notifications, via their campus e-mail and text messaging system. Students attending UTM Centers are encouraged to opt-into the emergency text messaging system. Once the incident is over or the threat no longer exists, an all-clear notification will be disseminated to the community through the means used to issue the Emergency Notification(s).

How to Sign Up for Emergency Text Messaging:

We encourage all employees and students of the campus community to enroll in RAVE. To sign up (opt-in) to the emergency text messaging system, the procedure is as follows:

1. From the “UTM Home Page,” enter your ID and Password into the “My UTM Portal.”
2. Click on “Banner Self-Service” then, click on “Personal Information.”
3. Select “Text Messaging Opt-In.”
4. Click on the link shown (https://www.getrave.com/login/utm) to access the Rave Alert System.
5. Validate user by entering your UTM User Name and Password.
6. Create an account
7. Confirm mobile carrier.
8. Confirm mobile number: Enter 4-digit code that was texted to the phone.
9. “Official Groups:” Select “My Groups” and choose text/e-mail options.
10. Log out.

 Procedures for Disseminating Emergency Information to the Larger Community (i.e., individuals and organizations outside the campus community):
If the campus activates its Emergency Notification, University Relations is responsible for determining when and how to disseminate emergency information to the larger community. This may include updating notices on Facebook, Twitter, and other social networking platforms; maintaining communications with news outlets; distributing press releases; or scheduling press conferences.


To ensure the campus emergency management plans remain current and actionable, the main campus, along with each center, conduct at least one test annually. The Department of Public Safety works with the main campus and each center to develop test scenarios. Outreach to local state and federal responders and stakeholders is also conducted in order to solicit participation. These tests are scheduled and include both exercises and drills. After each test, the main campus and each center conduct after-action reviews. In conjunction with at least one emergency management test each year, the main campus and each center notify the appropriate campus community of the test and remind the community of the University’s alerts system and emergency response procedures. They also document for each test: a description of the exercises, the date, the time, and whether it was announced or unannounced.

_Emergency Response and Evacuation Procedures_

The Emergency Response Plan for UTM Main Campus can be accessed through the Public Safety Web Site or at: [http://www.utm.edu/departments/ehs/emergency_response.pdf](http://www.utm.edu/departments/ehs/emergency_response.pdf).

The Emergency Response Plan for UTM Centers can be accessed at the appendices of this report: Appendix 2, Somerville; Appendix 3, Selmer; Appendix 4, Parsons; Appendix 5, Ripley; Appendix 6, Jackson

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**VII. Crime Prevention & Security Awareness Programs**

Below is a sample of the programs offered at UTM that address campus security practices and procedures, as well as crime prevention. For additional details on primary and ongoing prevention programs specifically addressing dating violence, domestic violence, sexual assault, and stalking please reference “Sexual Misconduct Prevention, Survival, and Post Incident Actions” program described below.
## Sexual Misconduct Prevention, Survival, and Post Incident Actions

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Type/Description</th>
<th>Frequency</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Orientation</td>
<td>Each school year, all freshmen participate in the program put on by members of the UTM Department of Public Safety. Some of the topics discussed are: (1) Incidents and offenses that often lead to disciplinary actions and/or arrest; (2) Against The Will Is Against The Law; (3) You and The Law; and (4) Drugs and Alcohol.</td>
<td>Annually</td>
<td>Students</td>
</tr>
<tr>
<td>Against The Will Is Against The Law</td>
<td>This program is offered to the entering freshman class. Topics discussed are: acquaintance rape, date rape, group rape, stranger rape, other forms of sexual exploitation, and suggested precautions and preventions. It is stressed to the students that there can be no guarantee of complete safety, but a few practices can serve to enhance their personal safety and protection. A question and answer session is included in this program. * This program is also provided to the Campus upon request.</td>
<td>Annually to freshman and upon request</td>
<td>Students and employees</td>
</tr>
<tr>
<td>You and The Law</td>
<td>The Department of Public Safety and the Office of Student Affairs have prepared this program as another way to inform members of the University community of selected University rules, city ordinances and state laws. Topics discussed are: (1) Police powers - who has the power of arrest; (2) Arrest and booking; (3) Alcohol (legal drinking age and DUI laws); (4) Illegal possession or fraudulent use of credit or debit cards; (5) Theft of services; (6) Theft of property; (7) Fires and bomb threats; (8) Weapons on University property; (9) Trespassing on University property</td>
<td>Annually to freshman and upon request</td>
<td>Students and employees</td>
</tr>
<tr>
<td>Program Title</td>
<td>Type/Description</td>
<td>Frequency</td>
<td>Audience</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------</td>
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</tr>
<tr>
<td>Campus Safety Awareness -</td>
<td>An informative program which discusses security of persons and personal property in the dorms and around campus. Preventive measures and procedures are outlined. Assistance from law enforcement, medical and counseling agencies in the community are described.</td>
<td>Programs are given upon request</td>
<td>Students and employees</td>
</tr>
<tr>
<td>Parent Student Orientations</td>
<td>This program is presented two or three times each year to prospective students and parents. Subjects covered are: responsibilities, authority, and services of the University Police; unlocking and starting cars; transporting injured; enforcing all laws and UTM policies; etc. Time is allotted to answer questions.</td>
<td>Two-to-three times a year</td>
<td>Prospective students and parents</td>
</tr>
<tr>
<td>Freshmen First Year Initiative</td>
<td>Most freshmen attend the summer Freshmen First Year Initiative during which they meet many of the Public Safety personnel and are given written and verbal information concerning safety/security procedures, legal issues, and vehicle/parking information. One session with the freshmen groups is devoted to information concerning personal safety, with emphasis on interpersonal violence and sexual assault prevention.</td>
<td>Annually</td>
<td>Freshman students</td>
</tr>
<tr>
<td>Sexual Misconduct Prevention, Survival and Post Incident Actions</td>
<td>This program defines the elements of dating violence, domestic violence, sexual assault, and stalking. It provides tips on prevention, awareness, survival (basic self-defense), and resources for support/reporting post incident.</td>
<td>Programs are given upon request</td>
<td>Students and Employees</td>
</tr>
</tbody>
</table>
VIII. Drug and Alcohol Policies

Federal law requires that the University notify all faculty, staff, and students of certain information pertaining to unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of its activity. The following information complies with the notification requirements of the Drug-Free Schools and Communities Act (DFSCA) and its implementing regulations by providing standards of conduct, disciplinary sanctions, possible legal sanctions and penalties. This section also outlines certain health risks associated with alcohol and other drug (AOD) abuse and provides contact information for UTM’s AOD programs available to students, staff, and faculty.

UTM’s Alcohol Policies & Enforcement of State Law

The following is brief summary of UTM’s policies regarding possession, use, and sale of alcoholic beverages, including UTM’s policies regarding enforcement of Tennessee’s underage drinking laws. Overall, UTM maintains an alcohol-free campus and workplace; and violation of this policy is grounds for disciplinary action -- up to and including immediate discharge for an employee and permanent dismissal of a student, and possible referral for prosecution of either students or employees, depending on age, location, and severity.

University Policy for Student

UTM prohibits consuming, manufacturing, possessing, distributing, dispensing, selling, or being under the influence of alcoholic beverages, if prohibited by federal, state, or local law. UTM also prohibits providing an alcoholic beverage to a person younger than twenty-one (21) years of age, unless permitted by law. The possession of and/or being under the influence of alcohol are also prohibited on University owned or controlled property including the residential life facilities or student auxiliary affiliations. If students are found possessing alcohol, whether on or off campus, these incidents will be documented and referred to the Office of Student Affairs for disciplinary action.

In addition, University policy prohibits any student and/or student organization from serving or permitting the consumption, possession or display of any alcoholic beverage or containers at any time, or by anyone on University premises. Student organization officers are responsible for initiating risk management procedures and refusing admission to their social gatherings of persons under the influence of alcoholic beverages. Student organizations sponsoring any social affairs are responsible for the general decorum of the event. Any student and/or organization can be sanctioned for violations of the UTM Standards of Conduct, whether on or off campus, if the Office of Student Affairs is notified or contacted.

In conjunction with any notification received by the Office of Student Conduct for any student who is found responsible of violating ordinances in regard to the consumption, presence, possession, and/or use of alcohol, the University follows the below Alcohol Notification Policy. A complete copy of this policy is located in The Student Code of Conduct, located here: https://www.utm.edu/departments/conduct/conduct.php.

1. First Offense and/or Arrest

Parental and/or guardian notification will be issued in accordance to APA procedures, disciplinary probation (TBA-may or may not include a loss of privileges and/or
scholarships) and educational sanctions including mandatory completion of the Alcohol eCHUG program.

2. Second Offense and/or Arrest
Parental and/or guardian notification; Indefinite Disciplinary probation (TBA—may or may not include a loss of privileges and/or scholarships), additional counseling sessions (TBA) and a $100.00 monetary fine, payable within 7-10 days of notification. In addition, a mandated Alcohol/Drug (A&D) Assessment examination under the supervision of the UT Martin Counseling Center. The Counseling Center is located in the Student Health and Counseling Building, (731) 881-7720.

3. Third Offense and/or Arrest
Recommended suspension from the University. Additional sanctions may be recommended at the discretion of the Office of Student Conduct.

Other violations listed in the Student Handbook may also result in suspension. Disciplinary action may be taken regardless of whether violations occur on or off campus.

University Policy for Employees
UTM prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or intoxicants while on duty; use of alcohol in a university vehicle on or off university property; possession or use of alcohol while on duty (except at university-sponsored events and other events an employee is expected to attend as part of his or her duties); or reporting to work under the influence of alcohol or while unlawfully using controlled substances. HR0580 Code of Conduct is available at: http://www.utm.edu/departments/personnel/conduct.php.

If employees are found violating these policies these incidents will be documented and referred to the Office of Human Resources for disciplinary action. Violation of these policies is grounds for disciplinary action -- up to and including immediate discharge for an employee and referral for prosecution. State law may provide additional penalties for such unlawful activities, including fines and imprisonment. Local ordinances may also provide various penalties for alcohol-related offenses.

Tennessee Underage Drinking Law
The following is a brief summary of Tennessee laws pertaining to underage drinking. This is not an exhaustive list and is subject to change as laws evolve.

Illegal alcohol purchase, attempt to purchase, possession, or consumption.
It is illegal in Tennessee for a person under the age of twenty-one (21) to buy (or attempt to buy), possess, transport, or consume alcohol; or knowingly provide false information to obtain alcohol. (Tenn. Code Ann. Sections 57-3-412(a)(3)(A), (a)(5)(A), & (b)(2)(c).) This type of violation is a Class A misdemeanor. In addition to possible criminal penalties, a judge may order license suspension. A minor who misrepresents the minor’s age to buy or consume alcohol can be charged with a misdemeanor. (Tenn. Code Ann. Sections 57-3-412.) In addition to criminal penalties, a minor younger than 18 may face license suspension, a fine of up to $50, and at least 20 hours of community service, as decided by
the judge. Minors between 18 and 20 will be fined between $50 and $200, and may also face license suspension for up to one year, and between five and 30 days in jail, as decided by the judge.

**Furnishing Alcohol to a Minor**
It is illegal in Tennessee for an adult to furnish alcohol to a minor, or to knowingly allow a minor to consume alcohol on the adult’s property. (Tenn. Code Ann. Sections 39-15-404(a)(4).) Purchasing alcohol for a minor is a Class A misdemeanor. For first offenses, violators will be fined between $25 and $500, and between $50 and $1,000 for second and subsequent offenses. (Tenn. Code Ann. Sections 57-3-412(a)(4).) A violator who provided alcohol or allowed alcohol to be consumed on the violator’s property will also have to perform 100 hours of community service, and possibly face suspension of driving privileges. (Tenn. Code Ann. Sections 39-15-404(d).)

**UTM’s Drug Policies & Enforcement of Federal & State Law**

The following summarizes UTM’s policies regarding possession, use, and sale of illegal drugs, including UTM’s policies regarding enforcement of Federal and Tennessee drug laws. Overall, UTM maintains a drug-free campus and workplace, and violation of this policy is grounds for disciplinary action -- up to and including immediate discharge for an employee and permanent dismissal of a student, and possible referral for prosecution of either students or employees.

**University Policy for Student**
UTM prohibits using, manufacturing, possessing, distributing, selling, dispensing, or being under the influence of drugs or drug paraphernalia, if prohibited by federal, state, or local law; using or possessing a prescription drug if the prescription was not issued to the student; or distributing or selling a prescription drug to a person to whom the prescription was not originally issued.

The possession of and/or being under the influence of drugs are prohibited on University owned or controlled property including the residential life facilities or student auxiliary affiliations. If students are found possessing drugs, whether on or off campus, these incidents will be documented and referred to the Office of Student Affairs for disciplinary action. Violation of this policy is grounds for disciplinary action -- up to and including permanent dismissal of a student, and referral for prosecution. A complete copy of The Student Code of Conduct can be located here: [https://www.utm.edu/departments/conduct/conduct.php](https://www.utm.edu/departments/conduct/conduct.php).

**University Policy for Employees**
It is the policy of UTM to maintain a safe and healthful environment for its students and employees. Therefore, University policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs (“controlled substances” as defined in the Controlled Substances Act, 21 U.S.C. 812). Specifically, UTM prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances; abuse of prescription drugs while on duty; or reporting to work under the influence of illegal drugs or while unlawfully using controlled substances. If employees are found in violation of this policy, these incidents will be documented and referred to the Office of Human Resources for disciplinary action.

If employees are found violating these policies these incidents will be documented and referred to the Office of Human Resources for disciplinary action. Federal and state laws provide additional
penalties for such unlawful activities, including fines and imprisonment (21 U.S.C. 841 et seq.; T.C.A. 39-6-401 et seq.). Local ordinances also provide various penalties for drug-related offenses. In addition, UTM will take all appropriate actions against violators, which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use or rehabilitation program. Individuals who are paid by UTM through federal grants or contracts must abide by this policy and notify the university in writing of any criminal drug statute conviction which includes a finding of guilt, a plea of nolo contendere, or a sentence by any state or federal judicial body for a violation occurring in the workplace within five days after such conviction. The University is, in turn, required to inform the granting or contracting agency of such a violation within 10 days of the university’s receipt of notification. A copy of the University’s Drug Free Campus and Workplace HR0720 policy can be found at https://policy.tennessee.edu/.

Federal Illegal Drug Laws

The following is a brief summary of federal laws pertaining to illegal drugs. This is not an exhaustive list and is subject to change.

The Controlled Substance Act provides penalties for unlawful manufacturing, distribution, and dispensing of controlled substances. The penalties are determined by the schedule of the drug or other substance. There are established five schedules of controlled substances, to be known as schedules I, II, III, IV, and V. The following information, although not complete, is an overview of federal penalties:

<table>
<thead>
<tr>
<th>DRUG</th>
<th>QUANTITY</th>
<th>1st OFFENSE</th>
<th>2nd OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana (Schedule I)</td>
<td>1,000 kg or more marijuana mixture; or 1,000 kg or more marijuana plants</td>
<td>Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs. or more than life, fine not more than $10 million if an individual, $50 million if other than an individual.</td>
<td>Not less than 20 yrs. or more than life. If death or serious bodily injury, injury imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual.</td>
</tr>
<tr>
<td>Marijuana (Schedule I)</td>
<td>100 kg to 999 kg marijuana mixture; or 100 kg to 999 marijuana plants</td>
<td>Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life, fine not more than $5 million if an individual, $25 million if other than an individual.</td>
<td>Not less than 10 yrs. or more than life. If death or serious bodily injury, injury imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual.</td>
</tr>
<tr>
<td>Marijuana (Schedule I)</td>
<td>More than 10 kg hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants</td>
<td>Not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life, fine $1 million if an individual, $5 million if other than an individual.</td>
<td>Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if other than an individual.</td>
</tr>
<tr>
<td>Marijuana (Schedule I)</td>
<td>Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants;</td>
<td>Not more than 2 yrs. Fine not more than $250,000, $1 million if other than an individual.</td>
<td>Not more than 10 yrs. Fine $500,000 if an individual, $2 million if other than individual.</td>
</tr>
<tr>
<td>Hashish (Schedule I)</td>
<td>10 kg or less</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish Oil (Schedule I)</td>
<td>1 kg or less</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to $20 million if an individual and $75 million if other than an individual.

State Illegal Drug Laws

The following is a brief summary of Tennessee laws pertaining to illegal drugs. This is not an exhaustive list and is subject to change.

In Tennessee, a simple possession charge is a misdemeanor, but all other violations of drug laws are felonies. It is an offense for a defendant to knowingly:

- Manufacture a controlled substance;
- Deliver a controlled substance;
- Sell a controlled substance; or
- Possess a controlled substance with intent to manufacture, deliver, or sell the controlled substance.

The actual penalties will depend on numerous factors including criminal history. Possible penalties include: Forfeiture of property; Suspension of driver's license; Jail and/or prison time; Fines; Probation; Community service. (T.C.A §§ 29-38-104; 39-17-417; 39-17-425). Below is a snapshot of sentencing by controlled substances schedules

Schedule I (heroin, psychedelics), and II (opiates/opioids, cocaine, methamphetamines) substances: Purchase or possession; first offense: incarceration ranging from 2-15 years; Purchase or possession; second offense: incarceration ranging from 5-30 years; Sale or intent to distribute; first offense: incarceration ranging for 5-30 years; Sale or intent to distribute; second offense: incarceration ranging from 10-40 years or life.
Schedule III (anabolic steroids), IV (Xanax, Valium) and V (Tylenol with Codeine) substances: Purchase or possession; first offense: incarceration ranging from 1-5 years; Purchase or possession; second offense: incarceration ranging from 1-10 years; Sale or intent to distribute; first offense: incarceration ranging for 1-10 years.

**Alcohol & Drug Abuse Health Risks**

Serious health and personal risks are associated with the use of illegal drugs and abuse of alcohol. They may include temporary or permanent physical or mental impairment, injury, or death. Use and abuse of such substances may also give rise to conduct which causes injury, death, or damage to the user/abuser or to the person or property of others, resulting in criminal or civil prosecution and liability. Use and abuse of such substances may also lead to unsafe and/or nonconsensual sex, unwanted pregnancy, and may cause defects, injury, or death in unborn children. Consequences also include temporary or permanent loss of educational or employment opportunities. And, if underage, the student will be charged with that offense. Some additional information follows:

*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 get help if needed.

*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 get help if needed.

**UTM Alcohol and Drug Abuse Programs & Support Resources**

*The following programs have been developed to help address alcohol abuse:*

**Alcohol Education** - A DUI information program consisting of slides and verbal descriptions of alcohol-related accidents involving UTM students. Precautionary measures and current Tennessee alcohol laws, including the new 18-20-year-old Alcoholic Beverage Violations laws, are also explained. This program is presented at Freshman Studies and upon request. (45 minutes)

**Alcohol Abuse** - A program which discusses the laws pertaining to alcohol, symptoms of alcohol abuse, precautionary measures, and area services available for counseling alcohol problems. This program is presented upon request. (60 minutes)

**Know Your Limits** - This is a different type of educational program that demonstrates levels of intoxication. The officers demonstrate a hand-held INTOXIMETER. The officers also explain the laws related to alcohol possession and consumption. The interaction and sharing of information make this a very positive program. (duration?)

*The following programs have been developed to help address drug abuse:*

**Drug Education** - A program to educate students on the types and effects of drug usage. The emphasis is on preventive measures. Drug laws are thoroughly discussed.

*The follow are support resources for alcohol/drug abuse:*

**Alcohol eCHUG Course** (students): [https://interwork.sdsu.edu/echug2/?id=UTM&hfs=true](https://interwork.sdsu.edu/echug2/?id=UTM&hfs=true)

**Student Health and Counseling Services** (students):
For assistance, call (731) 881-7750. *Services are available to all UTM students, including Centers. For additional health service facilities near each center:*
[https://www.utm.edu/departments/shcs/satellite.php](https://www.utm.edu/departments/shcs/satellite.php)

**State of Tennessee Employee Assistance Program** (employees):
For assistance, call 1-855-437-3486; TTY Users, call 1-800-456-4006;

**EAP, Behavioral Health, Substance Abuse** (employees):
855-HERE.4.TN (855.437.3486); here4tn.com
IX. Sexual Assault, Domestic Violence, Dating Violence, and Stalking: Education and Prevention Programs

UTM implements comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to educate its community about sexual misconduct, including but not limited to sexual assault, domestic violence, dating violence, and stalking. UTM intends its Prevention Programs to: (1) be culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and (2) consider environmental risk and protective factors as they occur to the individual, relationship, University, community, and societal levels. UTM’s Prevention Programs include both Primary Prevention Programs, Primary Awareness Programs, and Ongoing Prevention and Awareness Campaigns.

- **Primary Prevention Programs**: UTM implements programming, initiatives, and strategies, informed by research or assessed for value, effectiveness, or outcome that are intended to prevent incidents of Prohibited Conduct through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe Bystander Intervention, and seek to change behavior and social norms in healthy and safe directions.

- **Primary Awareness Programs**: UTM implements comprehensive, intentional, and integrated community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent Prohibited Conduct, promote safety, and reduce the perpetration of Prohibited Conduct.

- **Ongoing Prevention and Awareness Campaigns**: UTM implements programming, initiatives, and strategies for students and employees that are sustained over time and focus on increasing understanding of topics relevant to, and skills for, addressing Prohibited Conduct using a range of strategies with audiences throughout UTM.

In these Prevention Programs, UTM:

- Makes a clear statement that domestic violence, dating violence, sexual assault and stalking are **prohibited conduct**;

- Defines domestic violence, dating violence, sexual assault, and stalking including how those terms are defined by the State of Tennessee (To read these definitions, see Appendix 1 of this Report)

- Defines what behavior and actions constitute consent to sexual activity in the State of Tennessee (To read this information, see Appendix 1 of this Report.)
CONSENT UNDER TENNESSEE CRIMINAL LAW

In Tennessee, with respect to most criminal offenses relating to sexual activity, sexual activity is criminal if: (1) the activity was accomplished without the consent of the victim and the defendant knows or has reason to know at the time of the activity that the victim did not consent; (2) force or coercion is used to accomplish the activity; (3) the defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated, or physically helpless; or (4) the sexual activity is accomplished by fraud.

“Consent” is not explicitly defined in Tennessee statutory law, for purposes of criminal offenses relating to sexual activity.

“Coercion” means a threat of kidnapping, extortion, force, or violence to be performed immediately or in the future. (Tennessee Code Annotated § 39-13-501(1))

“Mentally defective” means that a person suffers from a mental disease or defect which renders that person temporarily or permanently incapable of appraising the nature of the person's conduct. (Tennessee Code Annotated § 39-13-501(3))

“Mentally incapacitated” means that a person is rendered temporarily incapable of appraising or controlling the person’s conduct due to the influence of a narcotic, anesthetic or other substance administered to that person without the person's consent, or due to any other act committed upon that person without the person's consent. (Tennessee Code Annotated § 39-13-501(4))

“Physically helpless” means that a person is unconscious, asleep or for any other reason physically or verbally unable to communicate unwillingness to do an act. (Tennessee Code Annotated § 39-13-501(5))

With respect to criminal offenses relating to sexual activity with a person under the age of eighteen (18) years of age, consent is irrelevant because Tennessee law deems a minor as incapable of consenting to sexual activity. However, Tennessee law provides a close-in-age exception to that general rule that allows minors who are at least the age of thirteen (13) and less than the age of eighteen (18) to give consent to sexual acts with another person who is less than four (4) years older than the minor.

- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or to intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and learn how to minimize the risk of potential attacks.

If you have any questions about UTM’s current Primary Prevention Programs please contact UTM’s Title IX Coordinator, at 731-881-3505.

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X. Sexual Assault, Domestic Violence, Dating Violence, and Stalking: Response Procedures for Alleged Victims to Follows

A. IMPORTANT NOTE

UTM has adopted a University-wide policy that prohibits sexual misconduct, relationship violence and stalking. The policy applies to students, faculty, and staff. The policy: describes prohibited conduct for students, faculty, and staff; explains multiple options for reporting sexual misconduct, relationship violence and stalking to the University; describes the procedures that the University will follow for promptly, thoroughly, and equitably investigating and resolving reports of sexual misconduct, relationship violence, and stalking in order to eliminate the misconduct, prevent its recurrence, and address its effects on a complainant or the University community; identifies resources for complainants; describes the University’s prevention and awareness programs relating to sexual misconduct, relationship violence, and stalking; and implements the requirements of Title IX and the Clery Act (including amendments to the Clery Act made by the Violence Against Women Reauthorization Act). A copy of the policy is available at: https://www.utm.edu/sexualmisconduct/policy.php.

What follows below are certain statements of policy that the Clery Act requires be provided in this Report. UTM encourages everyone to read the full policy. To the extent there are any discrepancies between the statements below and the policy, the policy controls. For purposes of Sections XI, XII, and XIII of this Report, capitalized terms are defined in Appendix 1.

Sexual Misconduct Definitions

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Misconduct</td>
<td>A term that encompasses Sexual Harassment, Sexual Assault, Sexual Exploitation, and all other words and/or conduct that would constitute a Sex Offense Crime.</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>Engaging in Sexual Contact or Sexual Intercourse with another person without the Consent of that person.</td>
</tr>
<tr>
<td>Sexual Contact</td>
<td>The intentional touching of another person (including another person’s clothing) in a sexual manner with any part of one’s body or with any object. Sexual Contact also includes intentionally causing another person to touch themselves (including their clothing) in a sexual manner. Whether a touching was done in a sexual manner is determined from the perspective of a sober, objectively reasonable person in the same situation and with the same sex, gender identity, and sexual orientation as the person who was touched.</td>
</tr>
<tr>
<td>Sexual Intercourse</td>
<td>The penetration, no matter how slight, of the vagina or anus with any body part or object; or oral penetration by a sex organ of another person.</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>Sexual Harassment is a form of Sex Discrimination. To determine whether conduct constitutes Sexual Harassment, consideration must be</td>
</tr>
<tr>
<td>TERM</td>
<td>DEFINITION</td>
</tr>
<tr>
<td>----------------------</td>
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<td>given to the totality of the circumstances, including without limitation: the context in which the conduct and/or words occurred; and the frequency, nature, and severity of the conduct and/or words. Depending on the severity of the conduct, a single incident may be considered sexual [or other discriminatory] harassment.</td>
<td>With respect to an employee’s conduct, Sexual Harassment means conduct prohibited by University of Tennessee System Human Resources Policy 0280 (“Sexual Harassment and Other Discriminatory Harassment”) (policy.tennessee.edu/hrpolicy/hr0280/)</td>
</tr>
<tr>
<td>Sexual Exploitation</td>
<td>An act or attempted act by a person for the purpose of sexual arousal or gratification, financial gain, or other personal benefit through the abuse or exploitation of another person’s sexuality. Examples of Sexual Exploitation include, without limitation: observation of a person who is undressed or engaging in Sexual Contact or Sexual Intercourse, without the Consent of all persons being observed (in a place where a person has a reasonable expectation of privacy); creation or distribution of images, photography, an audiotape, or videotape of Sexual Contact, Sexual Intercourse, or a person’s intimate parts (i.e., genitalia, groin, breasts, buttocks) without the Consent of all persons being recorded or photographed; prostituting another person; allowing others to observe, either in person or electronically, Sexual Contact or Sexual Intercourse without the Consent of all persons involved in the Sexual Contact or Sexual Intercourse (in a place where a person has a reasonable expectation of privacy); and knowingly exposing another person to a sexually transmitted infection without informing the other person that one has a sexually transmitted infection.</td>
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<tr>
<td>Sex Offense Crime</td>
<td>This term is defined in Appendix A.</td>
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<td><strong>TERM</strong></td>
<td><strong>DEFINITION</strong></td>
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<tr>
<td>Relationship Violence³</td>
<td>A term that encompasses Dating Violence, Domestic Violence, and all other words and/or conduct that would constitute a Relationship Violence Crime. Relationship Violence may be a form of Sex Discrimination prohibited by federal and state antidiscrimination laws, such as Title VII and Title IX.</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim of the violence. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include acts covered under the definition of Domestic Violence.</td>
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<tr>
<td>Domestic Violence</td>
<td>A felony or misdemeanor crime of violence committed: (1) by a current or former spouse or intimate partner of the victim; (2) by a person with whom the victim shares a child in common; (3) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (4) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) by 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 in which the crime of violence occurred.</td>
</tr>
<tr>
<td>Relationship Violence Crime</td>
<td>This term is defined in Appendix A.</td>
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<tr>
<td>Stalking</td>
<td>Stalking includes both the crime of Stalking in Tennessee and the crime of Stalking defined by the Clery Act:</td>
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<td>Clery Act Crime: Engaging in a Course of Conduct directed at a specific person that would cause a reasonable person to: (1) fear for the person’s safety or the safety of others; or (2) suffer Substantial Emotional Distress. For the purposes of this definition:</td>
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³ In accordance with the Clery Act, the University’s definition of Relationship Violence and Stalking are derived from Tennessee criminal law and the Clery Act. However, for purposes of determining whether this policy has been violated, the University will evaluate a report of Prohibited Conduct based on a Preponderance of the Evidence standard. Thus, the University may conclude that the Respondent committed a violation of this policy even if the same conclusion would not be drawn if the report were evaluated based on the criminal “beyond a reasonable doubt” standard.
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<td>“Course of Conduct”</td>
<td>means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person’s property;</td>
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<tr>
<td>For the purposes of this definition only, “reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim; and</td>
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<tr>
<td>“Substantial Emotional Distress”</td>
<td>means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.</td>
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Engaging in either conduct that falls under the definition of the Tennessee Crime or the Clery Act Crime violates this policy. Stalking may be a form of Sex Discrimination prohibited by federal and state antidiscrimination laws, such as Title VII and Title IX.

### Retaliation

An act or attempted act taken because of a person’s participation in a protected activity that would discourage a Reasonable Person from engaging in protected activity. Protected activity includes a person’s Good Faith: (1) opposition to Prohibited Conduct; (2) report of Prohibited Conduct to the University or to a state or federal agency; (3) participation (or reasonable expectation of participation) in any manner in an investigation, proceeding, hearing, or Interim Measure under this policy; or (4) exercise of rights or responsibilities under any provision of the Clery Act. Retaliation is a violation of this policy regardless of whether the underlying allegation of a violation of this policy is ultimately found to have merit. Retaliation should be reported in the same manner in which Prohibited Conduct is reported under this policy (Section 3). When the University receives notice of alleged Retaliation, the University will take immediate and appropriate steps to investigate the alleged Retaliation. The University will take strong responsive action if it determines that Retaliation occurred, which may include disciplinary action independent of any penalty or Interim Measures imposed in response to the underlying allegation of misconduct. The University generally will investigate and resolve reports of Retaliation in the same manner in which it handles reports of other Prohibited Conduct under this policy (Section 5).
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| Consent (or Consensual) | Consent is an affirmative and voluntary agreement by a person to engage in a specific sexual act.  

**Consent Must Be Obtained**
Consent must be obtained, and the responsibility for obtaining Consent rests with the individual who voluntarily and physically initiates a specific sexual act, even if the other person initiated the sexual encounter. One’s own use of alcohol, drugs, or other substances does not diminish one’s responsibility to obtain Consent from the other person. Moreover, another person’s use of alcohol, drugs, or other substances does not diminish one’s responsibility to obtain Consent from that person.

**Consent Must Be Affirmative**
Consent must be affirmative, which means that Consent is communicated only through words and/or non-verbal actions that convey a clear agreement to engage in a specific sexual act. Whether person has communicated an agreement to engage in a specific sexual act generally is evaluated from the perspective of what a Reasonable Person who perceived the individual’s words and/or non-verbal actions would have understood; however, in the context of a long-term relationship between persons that has involved sexual activity and a pattern of communicating Consent, whether Consent has been communicated may be evaluated based on a subjective standard (i.e., what did the specific person who initiated the specific sexual act conclude?). A verbal “no” (or words equivalent to “no”) or the nonverbal communication of “no,” even if it sounds or appears insincere or indecisive, always means that Consent has not been communicated, or if previously communicated has been withdrawn. The absence of a verbal “no” or the absence of a nonverbal communication of “no” does not necessarily mean that Consent has been communicated. Because interpreting non-verbal actions may lead to misunderstanding and a violation of this policy, persons subject to this policy are strongly encouraged to err on the side of caution and not rely solely on the non-verbal actions of another person in concluding that the other person has communicated Consent. The University urges persons subject to this policy to communicate with one another before engaging in a sexual act to ensure that they both wish to engage in the same sexual act.

Consent cannot be obtained by or inferred from:

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4 The definition of consent for the purposes of criminal law in the State of Tennessee is explained in Appendix F. The information provided in this policy concerning Tennessee law is provided in accordance with the Clery Act. It is not intended, nor should it be construed, as legal advice.
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| ▪ Silence that is not accompanied by non-verbal actions conveying a clear agreement to engage in a particular sexual act;  
▪ Consent communicated by the other person on a previous occasion;  
▪ Consent communicated to another person;  
▪ The other person’s failure to resist physical force (however, for purposes of this policy, the other person’s resistance to physical force will be viewed as a clear demonstration that the person has not communicated Consent);  
▪ The sexual arousal of the other person;  
▪ A current or previous dating, romantic, intimate, or sexual relationship with the other person;  
▪ Currently or previously cohabitating with the other person;  
▪ The other person’s attire;  
▪ The other person’s reputation;  
▪ The other person’s giving or acceptance of gifts; or  
▪ The other person’s extension or acceptance of an invitation to go to a private residence, room, or other location. |

**Consent Must be Voluntary**  
Consent is not voluntary if it is obtained by Coercion. Nor is Consent voluntary if it is obtained from a person who is Incapacitated if one knows (or a Reasonable Person would know) that the other person is Incapacitated. Because the Incapacitation of another person may be difficult for one to discern, persons subject to this policy are strongly encouraged to err on the side of caution (i.e., when in doubt, assume that the other person is Incapacitated and therefore unable to give Consent.)

**Consent Must be Continual**  
Consent must be continual, which means that Consent must exist from the beginning to the end of each sexual encounter and for each specific sexual act that occurs during a sexual encounter. A person has a right to change his/her mind; thus, Consent to engage in a specific sexual act may be withdrawn by a person at any time. A withdrawal of Consent is communicated through clear words and/or clear non-verbal actions that indicate that a person no longer agrees to engage in a specific sexual act. Once a person’s withdrawal of Consent has been communicated, the other person must cease the specific sexual act and must obtain Consent before reinitiating the specific sexual act or any other sexual act. Consent is automatically withdrawn when a person becomes Incapacitated. Consent to one type of Sexual Contact or Sexual Intercourse (e.g., oral intercourse) does not constitute or imply Consent for another type of Sexual Contact or Sexual Intercourse (e.g., vaginal intercourse), whether during a sexual encounter or during a previous sexual encounter. The University urges persons subject to this policy
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<td>to communicate with one another throughout a sexual encounter to ensure that any progression of sexual activity is done with Consent.</td>
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<td><strong>Coercion</strong></td>
<td>Words and/or conduct that, viewed from the perspective of a Reasonable Person, substantially impair(s) a person’s ability to voluntarily choose whether to engage in a particular sexual act (e.g., Sexual Contact or Sexual Intercourse). Coercion is something more than mere seduction or persuasion.</td>
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<td>Coercion includes, without limitation:</td>
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<td>▪ Physical force; or</td>
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<td>▪ Words and/or conduct that would cause a Reasonable Person to fear imminent: harm to the person’s health, safety, or property or that of a third person; threat of the loss or impairment of a job benefit; threat of the loss or impairment of an academic benefit; kidnapping of the person or a third person; or disclosure of sensitive personal information (e.g., disclosure of a person’s sexual orientation, gender identity, or gender expression).</td>
</tr>
<tr>
<td><strong>Incapacitated (or Incapacitation)</strong></td>
<td>A temporary or permanent physical or mental state in which a person cannot make informed, rational judgments (e.g., judgments concerning Sexual Contact, Sexual Intercourse, or Sexual Exploitation) because: the person lacks the physical or mental capacity to understand the nature or consequences of their words and/or conduct; and/or the person is unable to physically or verbally communicate Consent. Incapacitation can be voluntary or involuntary. Incapacitation is determined based on the totality of the circumstances.</td>
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<td>Incapacitation may result from: sleep; unconsciousness; intermittent consciousness; temporary or permanent physical or mental disability; involuntary physical restraint; or the influence of alcohol, drugs, or other substances, including, without limitation, substances used to facilitate Sexual Assault (e.g., Rohypnol, Ketamine, GHB, and Burundanga).</td>
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<td>Alcohol and drugs are common causes of Incapacitation. When alcohol or drugs are involved, Incapacitation is a state beyond mere drunkenness or intoxication. The impact of alcohol and drugs varies from person to person; however, warning signs of Incapacitation may include, without limitation: lack of control over physical movements (e.g., inability to dress/undress without assistance; inability to walk without assistance); lack of awareness of circumstances or surroundings; vomiting; unresponsiveness; and inability to communicate coherently.</td>
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**TERM** | **DEFINITION**
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A person who is under the age of eighteen (18) (i.e., a minor) is incapable of giving Consent; however, a person who is at least the age of thirteen (13) and less than the age of eighteen (18) is capable of giving Consent to sexual acts with another person who is less than four (4) years older than the minor.

**Good Faith**
Having a belief in the truth of information that a Reasonable Person in the same situation could have, based on the information known to the person communicating the information at the time the information was communicated by that person. A report or other information communicated during an investigation, hearing, or other proceeding under this policy is not made in Good Faith if made with knowing or reckless disregard for information that would negate the report or information.

**Reasonable Person**
A sober, objectively reasonable person in the same situation, and with the same sex, gender identity, and sexual orientation as the person whose words and/or conduct are being evaluated.

**B. Importance of Preserving Information**

In cases of sexual assault, domestic violence, dating violence, and stalking, it is important for a person who may have been subjected to such conduct (“Complainant”) to seek immediate medical attention to determine the presence of physical injury, address pregnancy concerns, determine the possibility of exposure to sexually transmitted diseases, and, if the Complainant later decides to pursue legal options, to obtain evidence to assist in criminal prosecution, a civil action, or in obtaining a civil protection order.

According to sexual assault nurse examiners, the key to success in collecting physical evidence of a Sexual Assault is to collect the evidence as soon as possible after a sexual assault (ideally within 24 hours of a sexual assault, but no later than 72 hours after a sexual assault). Prior to seeking medical care, Complainants of Sexual Assault, when possible, should avoid changing their clothing, bathing, showering, using a douche, using the bathroom, brushing their teeth, drinking liquids, washing their hands or face, or combing their hair. If Complainants change their clothes, then the best way to preserve evidence relating to clothing is to put the clothing in a paper (not plastic) bag.

The collection of evidence for use in a criminal prosecution or an order of protection hearing relating to Sexual Assault can only be performed by trained personnel at a hospital emergency room; physical examinations by other healthcare providers are likely to impede potential future legal remedies. In cases of Sexual Assault, a medical professional usually will: examine the Complainant; provide appropriate medical treatment; collect evidence of the assault, such as hairs, fluids, and fibers; and, if applicable, talk with the Complainant about the prevention of venereal disease and pregnancy. A medical examination preserves evidence for forensic analysis in the event that a Complainant wishes to pursue a criminal prosecution or an order of protection. The medical examination likely will be performed by a
Sexual Assault Nurse Examiner (SANE), a nurse who is specially trained to collect evidence in cases of Sexual Assault.

If the Complainant chooses not to report the incident to law enforcement at the time of the medical examination, the medical provider will provide the examination materials to local law enforcement with a unique identifying number that will also be provided to the Complainant. The law enforcement agency with jurisdiction will store the examination materials for up to three (3) years. If, in that time, the Complainant decides to make a police report, the Complainant may report to the law enforcement agency with jurisdiction and refer to the unique identifying number so that the Complainant’s examination materials may be matched with the Complainant’s law enforcement report for evidentiary purposes.

Medical care may be obtained from the following:

**Student Health & Counseling Services (option for students only)**
609 Lee Street (across from University Villages Phase 1)
731-881-7750
[http://www.utm.edu/departments/shcs/](http://www.utm.edu/departments/shcs/)
SHCS is open 8:00 a.m. – 5:00 p.m., Mondays-Fridays, except on University holidays/closings.

**Local hospitals**
West Tennessee Healthcare -Volunteer Martin
161 Mt Pelia
Martin, TN 731-587-4261
[https://www.wth.org/locations/volunteer-hospital/?address=38237&lat=36.365921&lng=-88.845504](https://www.wth.org/locations/volunteer-hospital/?address=38237&lat=36.365921&lng=-88.845504)

Weakley County Health Department
9852 Highway 22 Dresden, TN 38225 731-364-2210
Open Monday-Friday, 8:00 a.m. – 4:30 p.m.
[https://www.tn.gov/health/health-program-areas/localdepartments.html](https://www.tn.gov/health/health-program-areas/localdepartments.html)

Baptist Memorial Hospital
1201 Bishop Street
Union City, TN 731-885-2410

Lauderdale Community Hospital
326 Asbury Avenue
Ripley, TN 731-221-2200

Jackson-Madison County General Hospital
620 Skyline Drive
Jackson, TN 731-541-5000
[http://www.wth.org/locations/jackson-madison-co-general](http://www.wth.org/locations/jackson-madison-co-general)
B. Where and How to Report the Incident

UT Martin employees/units identified below are trained to support Complainants (at UT Main Campus and all Centers). While not bound by confidentiality (i.e., they are Mandatory Reporters who are required to report knowledge of incidents of Prohibited Conduct to UT Martin and/or take other responsive action), these UT Martin employees/units will maintain the privacy of information shared by Complainants within the limited circle of those UT Martin employees involved in UT Martin’s response to an incident of Prohibited Conduct.

**Title IX Coordinator**
303 Administration Building
731-881-3505 (phone)
equityanddiversity@utm.edu

**Department of Public Safety**
159 Crisp Hall
731-881-7777 (24 hours/day, seven days/week)
http://www.utm.edu/departments/publicsafety/

**Office of Student Conduct**
222 Administration Building
731-881-7703
http://www.utm.edu/departments/conduct/

Complainants of Prohibited Conduct also have options to communicate confidentially with someone who is not affiliated with UT Martin or law enforcement. Complainants who desire to speak confidentially with someone at UT Martin may contact one of the following:

- A licensed mental health counselor at **Student Health & Counseling Services**
  609 Lee Street (across from University Villages Phase 1)
  731-881-7750
  http://www.utm.edu/departments/shcs/
  (resource option for students only)

- A counselor with the **Employee Assistance Program**
  Managed by Magellan Health Services (855-Here4TN (855-437-3486))
  http://www.utm.edu/departments/personnel/EAP.php
  (resource option for employees only)

Complainants who desire to speak confidentially with someone not affiliated with UT Martin or law enforcement may contact one of the following:

**West Tennessee resources available 24 hour/7 days a week**
C. Options about the Involvement of Law Enforcement

Sexual assault, dating violence, domestic violence, and stalking may constitute both a violation of UTM’s policy and criminal law. Therefore, UTM encourages persons to report incidents to law enforcement. **But a Complainant has the right to decline to report an incident to law enforcement. Even if a Complainant does not report the incident to law enforcement, the Complainant may still request Interim Measures from UTM by reporting the incident to the Title IX Coordinator or another Mandatory Reporter.**

The following options are available 24 hours, seven days a week, for reporting an incident to law enforcement: Dial 911 or 7777 on campus. Upon the Complainant’s request, the Title IX Coordinator will assist the Complainant to contact the Department of Public Safety or another appropriate local law enforcement agency.

Even if the Complainant is unsure whether to pursue criminal prosecution or an order of protection, UTM recommends that the Complainant report the incident to law enforcement as soon as possible. In most cases, after addressing a Complainant’s immediate safety needs and/or needs for
medical care, a law enforcement officer will meet with the Complainant and take a statement about what occurred. In cases of Sexual Assault and Relationship Violence, in addition to taking a statement, the law enforcement officer may ask to examine the scene of the incident and collect bedding, clothing, or other items of evidentiary value. A Department of Public Safety law enforcement officer also will conduct a thorough interview to record as many details as possible, as precisely as possible. The law enforcement interview may take as long as several hours, depending on the circumstances of the case. Due to the traumatic effect of sexual assaults on survivors, multiple interviews may be required to get all of the pertinent details of the assault.

If, after concluding its investigation, law enforcement determines that a crime occurred, then law enforcement will refer the matter to the District Attorney. The District Attorney will decide whether to pursue criminal prosecution; however, it is unusual for cases to proceed without the cooperation of the Complainant. Reporting the incident to law enforcement does not obligate the Complainant to cooperate with the District Attorney’s criminal prosecution. If criminal prosecution is pursued, however, the likelihood of success will be much higher if the Complainant reported and allowed evidence to be collected immediately after the incident of Prohibited Conduct.

UTM will cooperate with law enforcement agencies if a Complainant decides to pursue the criminal process, to the extent permitted by law. However, the University’s policy may differ in significant respects from criminal law. A Complainant may seek resolution through UTM’s procedures outlined in this policy, may pursue criminal action, may choose one but not the other, may choose both, or may choose neither. Neither law enforcement’s determination whether to prosecute a Respondent, nor the outcome of any criminal prosecution is determinative of whether Prohibited Conduct occurred in violation of this policy. Procedures under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. UTM does not normally wait until a criminal investigation or proceeding is concluded before conducting its own investigation, implementing Interim Measures, and/or taking other appropriate action. Although UTM may need to temporarily delay the fact-finding portion of its investigation while law enforcement is gathering evidence, UTM will take Interim Measures to support the Complainant during such a delay. Decisions made or sanctions imposed by UTM are not based on criminal or civil charges against a Respondent arising from the same incident being dismissed, reduced, rejected, sustained, or not prosecuted; however, a Respondent’s plea or a finding against a Respondent in a criminal or civil proceeding may, at UTM’s discretion, be used by UTM in a UTM disciplinary proceeding.

D. Information about Orders of Protection

In some cases, an individual may wish to consider a Protection from Abuse (PFA) Order from the local courts. This is a civil proceeding independent of the University. An individual also has the right to file for a Protection from Abuse Order or Sexual Violence Protection Order. If a court order is issued the University will, to the extent possible, assist the protected person in benefiting from the restrictions imposed by the court, and will also facilitate on-campus compliance with the order.
Every county has a different process to get a PFA order. For assistance in pursuing orders of protection and other legal remedies, a Complainant may contact:

**West Tennessee Legal Services**  
210 W. Main Street  
Jackson, TN  
731-423-0616 or 800-372-8346  
wtls@wtls.org

The Title IX Coordinator or the Department of Public Safety can assist a Complainant to arrange an appointment with West Tennessee Legal Services to discuss options for pursuing an order of protection and other legal remedies.

Even though each county is different, the legal process follows the same general pattern. The PFA process usually starts by filling out a form called a “petition” at the local county courthouse. After the petition is filled out, a judge will read it and may ask the plaintiff to answer a few questions. The judge may grant or deny a temporary PFA order and may schedule a date for a final hearing. On the date of the PFA hearing, the plaintiff and defendant will come before a judge. Both are allowed to have attorneys to represent them at this hearing. A domestic violence advocate may also come with the plaintiff. If both the plaintiff and defendant agree on the terms of an order, the judge will make it official. If either party does not agree, the judge will give the plaintiff and defendant the chance to talk on the record about the abuse described in the petition. After listening to the testimony, the judge may grant or deny the plaintiff a final PFA order. Final orders can be in place for any period of time, up to and including 3 years. The Tennessee Coalition to End Domestic and Sexual Violence provides information about orders of protection on its website: [https://www.nsvrc.org/organizations/223](https://www.nsvrc.org/organizations/223).

Separate from protective orders, the University can in some cases issue a “no contact” order pending the outcome of a University investigation. Such a directive serves as notice to the party on which it is served that s/he must not have verbal, electronic, written, or third party communication with the other. To request information about a University no contact order, contact the Title IX office at 731-881-3505.

**E. Information about Protecting Confidentiality in Publicly-Available Recordkeeping & regarding Protective Measures/Accommodations**

**Publicly Available Recordkeeping**  
The University will complete publicly available record-keeping, including Clery Act reporting and disclosures, without the inclusion of personally-identifying information about the Complainant or Respondent. Specific information follows:

**Clery Act**  
The Clery Act requires the University to issue three types of public documents: First, this report, which contains crime statistics. Statistics published in this Report do not personally identify Complainants or Respondents. Second, in addition to this Report and in compliance with the Clery Act, the Department of Public Safety maintains a daily crime log that includes entries for all crimes and alleged crimes that occurred within the University’s Clery Geography, or within the patrol jurisdiction of the Department of Public Safety. The crime log does not include personally identifying information about the Complainant or the Respondent. Third, the Clery Act requires
UT Martin to issue timely warnings for certain crimes reported to the Department of Public Safety or Campus Security Authorities. UT Martin will undertake reasonable efforts to avoid disclosing a Complainant’s name and other identifying information, while still providing enough information for community members to make safety decisions in light of the potential danger.

Tennessee Public Records Act
Incident reports prepared by the Department of Public Safety for law enforcement purposes are generally considered public records under the Tennessee Public Records Act (Tennessee Code Annotated § 10-7-503 et seq.) and are not protected by FERPA, which means UT Martin is obligated by law to make them available to any Tennessee citizen upon request, unless the report is part of an ongoing criminal investigation. Local law enforcement agencies may also be required to make their records available under similar circumstances. In addition, investigative reports prepared by other UT Martin officials (e.g., the Office of Equity & Diversity) that do not contain personally identifiable student information are also generally considered public records under the Tennessee Public Records Act.

Robert (Robbie) Nottingham Campus Crime Scene Investigation Act
The Robert (Robbie) Nottingham Campus Crime Scene Investigation Act (Nottingham Act), Tennessee Code Annotated § 49-7-129, requires the Department of Public Safety to notify the Martin Police Department upon the Department of Public Safety’s receipt of a report from a victim alleging that any degree of rape has occurred on UT Martin property. The Nottingham Act requires the Department of Public Safety and the Martin Police Department to participate in a joint investigation of the rape, with the Department of Public Safety leading the investigation. The Nottingham Act also requires sexual assault programs and services on campus to report annually to the Department of Public Safety the number of requests for assistance received from persons who were raped on or in the vicinity of campus during the preceding calendar year. Personally identifiable information is not provided to the Department of Public Safety in connection with that report.

Requests for Accommodations or Interim Measures
The University will maintain as confidential any accommodation or Interim Measures provided to the Complainant, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or Interim Measure. The specific Interim Measures implemented and the process for implementing those measures will vary depending on the facts of each case and the student or employee status of the Complainant and the Respondent. The Title IX Coordinator, in consultation as needed with other appropriate University employees (e.g., an employee who would be involved in implementing the Interim Measure being considered), will consider a number of factors in determining what Interim Measures UT Martin will take, and will determine what information needs to be disclosed and to whom.

F. Written Notifications That Will Be Made Available

When a student or employee reports to the University that the student or employee has been a victim of sexual assault, domestic violence, dating violence, or stalking, the University will provide the student or employee with written notification about available options for, assistance in, and how to request changes to academic, living, transportation and working situations, or protective measures. The University determines which measures are reasonably available and necessary for a particular individual on a case-by-case basis determined by the Student Conduct Office for students and the Office of Human Resources for employees both in conjunction with the Title IX Office. Following an alleged sex offense,
the University will comply with a student’s request for a living and/or academic situation change, if they are reasonably available, regardless of whether the individual chose to report the crime to Public Safety or the police.

The University will also provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community. Specific contact information follows:

COUNSELING, HEALTH, AND MENTAL HEALTH SERVICES
Student Health & Counseling Services Students can provide free and confidential mental and clinical expertise for students in dealing with Sexual Misconduct or Relationship Violence. In the case of a Sexual Assault, SHCS may refer a student to a local hospital for a sexual assault examination performed by a trained Sexual Assault Nurse Examiner. SHCS can also assist students with find other resources in the community to serve their needs.

Student Health & Counseling Services (SHCS)
609 Lee Street (across from University Villages Phase 1)
Hours: 8:00 a.m. – 5:00 p.m., Mondays-Fridays except on University holidays/closings
731-881-7750
http://www.utm.edu/departments/shcs/

UTM students at enrolled at UTM Centers in Ripley, Selmer, Jackson, or Parson are eligible for services at Student Health and Counseling Services, which is located on the Martin campus. If you cannot travel to the Martin Campus, Student Health and Counseling Services can provide a list of community resources in those areas, or students can view a list of local facilities that provide mental and health services in those areas at: http://www.utm.edu/departments/shcs/satellite.php.

For additional off-campus resources, see the list on page 33 of this Report.

VICTIM ADVOCACY SERVICES AND PRIVATE LEGAL ASSISTANCE
The University does not provide advocacy services or private legal assistance to Complainants or Respondents. The American Bar Association provides information on legal services by state: https://www.americanbar.org/groups/probono_public_service/

VISA AND IMMIGRATION ASSISTANCE
Under the law, international students and employees who are Complainants receive the same rights under Title IX and the Clery Act as other Complainants, regardless of their immigration and visa status. For victims of Sexual Assault, Relationship Violence, and Stalking, there may be other visa options, including U and T Visas. UTM’s Center for International Education can provide useful information regarding immigration status, although the office does not provide legal advice:

Center for International Education
124 Gooch Hall
Martin, TN 38238
Phone: 731-881-1023
http://www.utm.edu/departments/cie/
International students and employees with questions about their immigration and visa status should seek the assistance of an immigration attorney. Immigration lawyers are licensed attorneys who specialize in the field of immigration law. They function as the client’s advocate, and can represent them before immigration agencies, both in immigration court, as well as with filing applications for immigration benefits. The attorney can give general advice and can discuss immigration options. Like all attorneys, immigration attorneys are bound by professional ethical and legal requirements to keep client discussions confidential.


**STUDENT FINANCIAL AID**

Complainants or Respondents who need assistance with financial aid issues may contact the Title IX Coordinator or the Financial Aid and Scholarships Office ([https://www.utm.edu/departments/finaid/](https://www.utm.edu/departments/finaid/))

**XI. Sexual Assault, Domestic Violence, Dating Violence, and Stalking: Procedures for Institutional Disciplinary Action**

**POLICY ON SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE, AND STALKING: SECTION 5 - UNIVERSITY PROCEDURES FOR INVESTIGATING AND RESOLVING REPORTS OF PROHIBITED CONDUCT**

**5.1 SUMMARY OF STUDENT AND EMPLOYEE PROCEDURES**

UT Martin has specific procedures for investigating and resolving reports of Prohibited Conduct based on the relationship of the Respondent to UT Martin and the type of Prohibited Conduct that was reported.

- The procedures used to investigate and resolve Prohibited Conduct involving a Respondent who is a student are described in **Section 5.2** and **Section 5.4**.

- The procedures used to investigate and resolve Prohibited Conduct involving a Respondent who is an employee or other non-student generally depends on whether the incident allegedly involved non-Consensual physical contact with the Complainant.
A report involving Sexual Assault, a Sex Offense Crime, a Relationship Violence Crime, Dating Violence, Domestic Violence, or Stalking generally will be resolved in accordance with the procedures described in Section 5.2 and Section 5.3.

A report of Sex Discrimination (e.g., Sexual Harassment) that does not involve Sexual Assault, a Sex Offense Crime, a Relationship Violence Crime, Dating Violence, Domestic Violence, or Stalking generally will be resolved by the Office of Equity & Diversity in accordance with UT Martin’s Discrimination Complaint Procedure: [http://www.utm.edu/departments/equalopp/complaintprocedure.php](http://www.utm.edu/departments/equalopp/complaintprocedure.php).

Appendix E contains a chart that summarizes which complaint procedures will be used to resolve reports of Prohibited Conduct.

### 5.2 Standards Applicable to All Procedures

The standards in this Section 5.2 apply to all procedures under this policy (i.e., Section 5.3 and Section 5.4) for investigating and resolving reports of Prohibited Conduct, regardless of whether the Complainant or Respondent is a UT Martin student, UT Martin employee, or a person who is neither a student nor an employee.

#### 5.2.1 Determining the Appropriate Procedure

The appropriate UT Martin procedure for investigating and resolving reports of Prohibited Conduct generally is determined by whether the Respondent is a student, employee, or a person who is neither a student nor an employee. In all of the procedures described below, UT Martin is committed to providing a prompt, thorough, and equitable investigation and resolution. A UT Martin investigation may occur alongside, rather than in lieu of, a law enforcement investigation. UT Martin does not use mediation to resolve incidents of Sexual Assault. The Title IX Coordinator will resolve issues regarding the appropriate investigatory and resolution procedure.

#### 5.2.2 Selecting an Investigator

For each report of Prohibited Conduct to be investigated, UT Martin may select an investigator(s) of its choosing, provided that the investigator has specific training and experience investigating allegations of Prohibited Conduct. Any investigator(s) chosen to conduct the investigation must be impartial and free of any conflict of interest. The investigator(s) may be a University employee, a team of University employees, an external investigator(s) engaged to assist UT Martin, or a team of investigators that pairs an external investigator(s) with a University employee. Investigations of reports of Prohibited Conduct are usually performed by the Office of Equity and Diversity (if the Respondent is an employee or other non-student) or the Office of Student Conduct (if the Respondent is a student). A separate law enforcement investigation may be conducted by the Department of Public Safety.
5.2.3 Preponderance of the Evidence Standard

All investigations and proceedings, including disciplinary hearings, relating to Prohibited Conduct must be conducted using a Preponderance of the Evidence standard.

5.2.4 Advisors and Support Persons

Both the Complainant and the Respondent are entitled to bring a person of their choice to UT Martin meetings and hearings, but the person’s role is limited to providing advice, guidance, and/or support for the Complainant or the Respondent, not acting as an advocate or participant (except in a UAPA Hearing, in which a Complainant and a Respondent are entitled to have an attorney advocate on their behalf).

5.2.5 Training

UT Martin employees and students participating in UT Martin investigations and disciplinary hearings involving Prohibited Conduct receive annual training on issues related to Prohibited Conduct and how to conduct an investigation and/or hearing in a way that protects the safety of the parties and promotes accountability.

5.2.6 Rights of the Complainant and the Respondent

In addition to rights for Complainants and Respondents described in other parts of this Section 5 and other sections of this policy, Complainants and Respondents have the following rights in cases involving Prohibited Conduct:

- Notice concerning the procedure by which UT Martin will handle the Complainant’s report and an opportunity to ask questions about University policies and procedures;
- A prompt, thorough, and equitable investigation of the Complainant’s report;
- The same opportunity as the other party to present an explanation of the facts during UT Martin’s investigation;
- Notice of the outcome of UT Martin’s investigation;
- Notice of the date, time, and location of a disciplinary hearing; the right to have a disciplinary hearing closed to the public if a hearing involves a student Complainant or Respondent; and the right to request rescheduling of a disciplinary hearing for good cause;
- The same access as the other party to any information or documents that will be used by UT Martin during a disciplinary hearing, unless prohibited by law;
- To challenge the seating of any UAPA Hearing administrative judge or hearing officer for good cause (determined at the discretion of the Chancellor/Agency Head); any member of a hearing board, panel, or committee for good cause (determined at the discretion of the chairperson of the hearing board, or, if the seating of the chairperson is challenged, then at the discretion of the majority of the hearing board; or any other hearing decision maker for
good cause (determined at the discretion of UT Martin employee responsible for
supervising the hearing board);

- The same opportunity as the other party to be present during a disciplinary hearing, present
witnesses and other evidence, challenge the admissibility of evidence, and cross-examine
adverse witnesses during the disciplinary hearing;

- To testify or remain silent in an investigation or disciplinary hearing;

- Not to be questioned directly by the other party during a disciplinary hearing or at any other
time during UT Martin’s investigation or resolution;

- To submit a written impact statement (Complainant) or a written mitigation statement
(Respondent) to a hearing board, panel, or committee, or other hearing decision maker, for
consideration during the sanctioning phase of a disciplinary hearing, if the Respondent is
found responsible for the charges, or to the Office of Student Conduct or other
administrator for consideration during the sanctioning phase of an administrative hearing,
if the Respondent admits responsibility for the charges;

- To be provided with the same or equivalent rights as the other party to challenge or appeal
the decision of a UT Martin investigation or disciplinary hearing panel, board, or other
decision maker.

5.2.7 Notice to Complainants and Respondents

Unless prohibited by federal law, with respect to any UT Martin disciplinary hearing that arises from an
allegation of Prohibited Conduct, UT Martin will provide simultaneous written notification to the
Complainant and the Respondent of:

- The results of the hearing;

- UT Martin’s procedures for the Complainant and the Respondent to appeal the results of
the UT Martin disciplinary hearing, if such procedures are available (any such procedures
must be available to both the Complainant and the Respondent);

- Any change to the results of the hearing before the results are final; and

- When the results of the hearing become final.

For the purposes of this Section 5.2.7, “results” means any initial, interim, and final decision by any
official or entity authorized to resolve disciplinary matters within UT Martin. The results include any
sanctions imposed by UT Martin and include the rationale for the results.

Notice to the Complainant and the Respondent concerning other matters (e.g., appeals) must be
provided in writing simultaneously to the Complainant and Respondent.
5.2.8 **Time Frames**

UT Martin will strive to meet the time frames described in this Section 5. In each case, however, UT Martin will balance the need to complete a prompt investigation and resolution with the need to conduct a thorough investigation and a resolution that complies with due process. Thus, the actual time to complete an investigation and resolution may require a reasonable adjustment of the time frames in this policy depending on many factors, including, without limitation: the complexity of the allegations; the complexity of the investigation and resolution; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, witnesses, and evidence (e.g., forensic evidence); a request by a Complainant to conduct an investigation or resolution at a slower pace; the effect of a concurrent criminal investigation; a request by a district attorney to delay interviewing a witness; a witness’ compliance with the instruction of a district attorney not to participate in a University investigation; any intervening University holidays, breaks, or other closures; and/or other unforeseen circumstances. In the event that the need arises to significantly adjust the time frames in this policy or those previously communicated to the Complainant and the Respondent for good cause, UT Martin will notify the Complainant and the Respondent in writing of the reason for the delay and the expected adjustment in time frames.

5.2.9 **Prior Conduct, Including Sexual History**

In general, neither the Complainant’s nor the Respondent’s prior sexual history is relevant to the issue of whether Prohibited Conduct occurred and will not be considered as evidence during an investigation or hearing. However, when the Respondent contends that the Complainant gave Consent for a particular sexual act, the prior sexual history between the Complainant and the Respondent may be relevant to assess the manner and nature of communications between the parties. As noted in Section 2.2, however, the mere existence of a current or previous dating, romantic, intimate, or sexual relationship with the other person does not allow a Respondent to imply or infer Consent. The Complainant’s and the Respondent’s prior sexual history may also be relevant in other limited circumstances, such as to show intent, motive, absence of mistake, or to explain an injury or physical finding.

5.2.10 **Prompt, Fair, and Impartial Proceedings**

All activities related to a non-criminal resolution of a UT Martin disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings conducted by UT Martin under this policy must be prompt, fair, and impartial. Those activities must be conducted in a manner that: (1) is consistent with UT Martin’s policies and transparent to the Complainant and the Respondent; (2) includes timely notice of meetings at which the Complainant or the Respondent, or both, may be present; and (3) provides timely access to the Complainant, the Respondent, and appropriate officials to any information that will be used after the fact-finding investigation but during informal and formal disciplinary meetings and hearings. Decision makers must not have a conflict of interest or bias for or against the Complainant or the Respondent.

5.2.11 **Alternative Resolution**

At any point during the investigation and resolution process, a report may be resolved through an alternative other than the procedures outlined in Section 5.3 or Section 5.4. When an alternative resolution is proposed, the Title IX Coordinator will determine whether exploration of an alternative resolution is appropriate (including a determination whether the Complainant has been pressured by others to pursue
alternative resolution). UT Martin will not use mediation to resolve reports of Sexual Assault. If exploration of an alternative resolution is appropriate, the Title IX Coordinator will serve as an impartial facilitator (or designate another trained employee to do so) so that the Complainant and the Respondent do not have direct contact (unless both parties consent to direct contact). UT Martin will not compel a Complainant or a Respondent to participate in an alternative resolution process. At any time during an alternative resolution process, either the Complainant or the Respondent may request that the process cease and the investigation and resolution process continue pursuant to Section 5.3 or Section 5.4. The Title IX Coordinator will not approve an alternative resolution unless the Complainant and the Respondent agree to the alternative resolution. The Title IX Coordinator will ensure that any proposed alternative resolution is consistent with the University’s Title IX obligations. If no alternative resolution is reached, then UT Martin will continue with the investigation and resolution process.

5.3 Procedure for Investigating and Resolving a Report Involving a Respondent Who is a UT Martin Employee or Other Non-Student

This Section 5.3 describes procedures for investigating and resolving a report of Sexual Assault, Sex Offense Crimes, Relationship Violence, Stalking, or Retaliation involving a Respondent who is an employee or other non-student.

5.3.1 Meeting (Communication) with the Complainant

After receiving a report of Prohibited Conduct (either directly from a Reporter or indirectly from a Mandatory Reporter), the Title IX Coordinator will initiate immediate and appropriate steps by UT Martin to: have an appropriate University employee offer to meet with, or otherwise communicate with, the Complainant; in cases of Sexual Assault, Relationship Violence, or Stalking, provide a Complainant with a copy of this policy and/or another written publication approved by the Title IX Coordinator to inform the Complainant of the Complainant’s rights under this policy (if that has not already been done by a Mandatory Reporter), which will include notification about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures; evaluate whether Interim Measures need to be implemented and assist with the implementation of Interim Measures; and, subject to a Complainant’s Request for Limited Action (Section 3.1.5), initiate the investigation and resolution procedures outlined this Section 5 if, based on an initial assessment, the alleged conduct meets the definition of Prohibited Conduct and falls within the scope and applicability of this policy (Section 1.2). The Title IX Coordinator also can assist a Complainant in reporting the incident to law enforcement.

5.3.2 Investigation and Resolution

Unless UT Martin grants a Complainant’s Request for Limited Action (Section 3.1.5) and decides not to further investigate a report of Prohibited Conduct, the Title IX Coordinator will designate one or more persons to investigate the report, which likely will be an employee in the Office of Equity and Diversity. The investigator selected by UT Martin will conduct the investigation in a manner appropriate in light of the circumstances of the case, which will typically include interviews with the Complainant, the Respondent, and any witnesses. As part of the investigation, UT Martin will provide an equal opportunity for the Complainant and the Respondent to be heard, to submit information, and to identify witnesses and other evidence. The interviews will be supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available. The
investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough and equitable, and all persons will be treated with appropriate sensitivity and respect. The investigation will be conducted in a manner that is respectful of individual privacy concerns.

UT Martin’s investigator will make written findings and recommendations (including a statement outlining the basis for them) and transmit the findings and recommendations to the appropriate UT Martin administrator. The report will contain a conclusion, based on a Preponderance of the Evidence standard, concerning whether the Respondent violated this policy. The findings and recommendations will be made available simultaneously to the Complainant and the Respondent. The appropriate administrator will review the investigator’s findings and recommendations, make a determination whether this policy was violated (and, if so, what disciplinary and/or other corrective actions should be imposed), and will provide simultaneous written notification of the determination to the Complainant and the Respondent.

UT Martin strives to complete the procedures in this Section 5.3.2 within 60 calendar days of the receipt of a report of Prohibited Conduct.

5.3.3 Appeals

A Respondent who is an employee who is not satisfied with the administrator’s determination may appeal in accordance with applicable University policies and procedures, including, without limitation, University of Tennessee System Human Resources Policy 0525 (Disciplinary Action), University of Tennessee System Human Resources Policy 0640 (Grievances), and the UT Martin Faculty Handbook (http://www.utm.edu/departments/acadaff/_docs/fachbook.pdf). A Complainant must be provided the same opportunity as a Respondent to submit information to the decision maker on appeal.

Within fifteen (15) calendar days after receipt of the administrator’s determination, a Complainant who is not satisfied with the determination may appeal in writing to the next higher administrative level. UT Martin will inform the Complainant in writing of the person to whom an appeal may be made. Any administrator who receives a Complainant’s appeal must make a decision on the appeal within ten (10) calendar days of the administrator’s receipt of the appeal.

Decision makers concerning appeals must be impartial and free of any conflict of interest.

Decisions on appeals must be provided in writing simultaneously to the Complainant and Respondent.

5.3.4 Disciplinary or Other Corrective Actions

Disciplinary actions with respect to an employee found to have committed Prohibited Conduct can include, without limitation: termination, demotion, suspension without pay, and/or oral or written corrective action. When the person found to have committed Prohibited Conduct is neither a student nor an employee, UT Martin’s corrective action(s) will vary based on UT Martin’s ability to implement corrective action(s).
5.4 **PROCEDURE FOR INVESTIGATING AND RESOLVING A REPORT INVOLVING A RESPONDENT WHO IS A UT MARTIN STUDENT**

This Section 5.4 describes procedures for investigating and resolving reports of Prohibited Conduct involving a Respondent who is a student.

5.4.1 **Meeting (Communication) with the Complainant**

After receiving a report of Prohibited Conduct (either directly from a Reporter or indirectly from a Mandatory Reporter), the Title IX Coordinator or the Office of Student Conduct will initiate immediate and appropriate steps by UT Martin to: have an appropriate UT Martin employee offer to meet with, or otherwise communicate with, the Complainant; in cases of Sexual Assault, Relationship Violence, or Stalking, provide a Complainant with a copy of this policy and/or another written publication approved by the Title IX Coordinator to inform the Complainant of the Complainant’s rights under this policy (if that has not already been done by a Mandatory Reporter), which will include notification about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures; evaluate whether Interim Measures need to be implemented and assist with the implementation of Interim Measures; and, subject to a Complainant’s Request for Limited Action (Section 3.1.5), initiate the investigation and resolution procedures outlined in this section if, based on an initial assessment, the alleged conduct meets the definition of Prohibited Conduct and falls within the scope and applicability of this policy (Section 1.2). The Title IX Coordinator or the Office of Student Conduct also can assist a Complainant in reporting the incident to law enforcement.

5.4.2 **Investigation**

Unless the University grants a Complainant’s Request for Limited Action (Section 3.1.5) and decides not to further investigate a report of Prohibited Conduct, the investigator(s) selected by the University will conduct the investigation in a manner appropriate in light of the circumstances of the case, which will typically include interviews with the Complainant, the Respondent, and any witnesses. As part of the investigation, the University will provide an equal opportunity for the Complainant and the Respondent to be heard, to submit information, and to identify witnesses and other evidence. The interviews will be supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available. The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough and equitable, and all persons will be treated with appropriate sensitivity and respect. The investigation will be conducted in a manner that is respectful of individual privacy concerns. Investigations likely will be conducted by the Office of Student Conduct.

The Title IX Coordinator or the Office of Student Conduct will provide simultaneous written notice of the investigative finding and disciplinary penalty/remedy (if any) to the Complainant and the Respondent. UT Martin strives to complete the procedures in this Section 5.4.2 within 60 calendar days of the receipt of a report of Prohibited Conduct.
5.4.3 Resolution

If UT Martin determines after an investigation that a student has engaged in Prohibited Conduct, then UT Martin will take prompt and effective steps reasonably calculated to end the misconduct, prevent the misconduct from recurring, and address its effects. One of those steps likely will involve the Office of Student Conduct charging the Respondent with a violation of the Standards of Conduct and resolving the matter in accordance with Section 5.2, this Section 5.4, and UT Martin’s student disciplinary regulations and procedures described in Chapter 1720-05-01-04 (http://senate.utk.edu/wp-content/uploads/sites/16/2018/06/Academic-Affairs-Student-Success-Book-partial-as-of-6-17-181.pdf).

Appeals

5.4.3.1 Appeal by the Complainant of a Decision of the Office of Student Conduct to Not Charge a Respondent with Violating the Standards of Conduct

A Complainant may appeal a decision of the Office of Student Conduct to not charge a Respondent with violating the University’s Standards of Conduct to the Vice Chancellor for Student Affairs by filing a written request for appeal within ten (10) calendar days after receipt of the decision of the Office of Student Conduct. The Vice Chancellor for Student Affairs may affirm the decision of the Office of Student Conduct, reverse the decision of the Office of Student Conduct and direct the Office of Student Conduct to charge the Respondent with violating the Standards of Conduct, or remand the matter for additional investigation or consideration. The Vice Chancellor for Student Affairs will issue a decision in writing, sent to the Complainant and the Respondent simultaneously, within ten (10) calendar days of receipt of the appeal. The decision of the Vice Chancellor for Student Affairs is final.

5.4.3.2 Appeal by the Complainant of a Proposed Disciplinary Penalty

In a case in which the Respondent has indicated a willingness to accept responsibility for violating a Standard of Conduct, but the Complainant does not agree with the disciplinary penalty proposed by the Office of Student Conduct for the Respondent’s violation of the Standard of Conduct, the Complainant may appeal to the Vice Chancellor for Student Affairs by filing a written request for appeal within ten (10) calendar days after notification of the proposed disciplinary penalty by the Office of Student Conduct. The Vice Chancellor for Student Affairs may affirm the disciplinary penalty proposed by the Office of Student Conduct, modify the disciplinary penalty proposed by the Office of Student Conduct, or remand the matter for additional consideration by the Office of Student Conduct. The Vice Chancellor for Student Affairs will issue a decision in writing, sent to the Complainant and the Respondent simultaneously, within ten (10) calendar days of receipt of the request for review. The decision of the Vice Chancellor for Student Affairs is final.

5.4.3.3 Appeal by either the Complainant or the Respondent of a Decision of the Student Conduct Officer or Disciplinary Hearing Board

The Complainant or the Respondent may appeal a decision of the Student Conduct Officer (Office of Student Conduct) or a decision of the Disciplinary Hearing Board to the Vice Chancellor for Student Affairs by filing a written request for appeal with the Vice Chancellor for Student Affairs within seven (7) calendar days after written notification of the decision of the Student Conduct
Officer or the Disciplinary Hearing Board. The Vice Chancellor for Student Affairs may affirm the decision of the Student Conduct Officer or the Disciplinary Hearing Board, modify or overturn the decision of the Student Conduct Officer or the Disciplinary Hearing Board, or return the case to the Student Conduct Officer or the Disciplinary Hearing Board with instructions for reconsideration of the case. The Vice Chancellor for Student Affairs will issue a decision in writing, sent to the Complainant and the Respondent simultaneously, within ten (10) calendar days of receipt of the request for review. The decision of the Vice Chancellor for Student Affairs is final.

5.4.3.4 Appeal by University, the Complainant, or the Respondent of an Initial Order in a TUAPAUAPA Hearing

An appeal of an initial order of in a UAPA Hearing must be filed with the Chancellor/Agency Head within fifteen (15) calendar days after entry of the initial order. In cases involving Prohibited Conduct, the Chancellor/Agency Head will strive to issue a final order or an order remanding the matter for further proceedings within ten (10) calendar days after the filing of an appeal.

5.4.3.5 Decisions on Any Type of Appeal

Decisions on appeals must be provided in writing simultaneously to the Complainant and Respondent.

5.4.4 Disciplinary Sanctions and Other Remedial and Protective Measures

Following a final determination under UT Martin procedures that a student committed Prohibited Conduct (e.g., after appeals have been exhausted), UT Martin will take prompt and effective steps reasonably calculated to end the misconduct, prevent the misconduct from recurring, and address its effects. Such steps likely will include imposing one or more of the following disciplinary sanctions: permanent dismissal, suspension, deferred suspension, disciplinary probation, disciplinary reprimand, restitution, education, loss of privilege, and/or warning. In addition to imposing disciplinary sanctions, UT Martin may implement other remedial and protective actions, including: issuing a no-contact directive to the Respondent; providing medical and counseling services to the Complainant (for a student Complainant): exploring changes in living, transportation, dining, and working arrangements for the Complainant and the Respondent; providing an escort to ensure that the Complainant can move safely between classes and activities (for a student Complainant); exploring changes in class and extracurricular schedules, including adjustments so that the Complainant and the Respondent do not share the same classes (for a student Complainant); assisting the Complainant in communicating with faculty (for a student Complainant); providing academic support for the Complainant, including tutoring (for a student Complainant); and exploring options for re-taking a course, dropping a course, or withdrawing for a semester without financial or academic penalty (for a student Complainant). UT Martin will take prompt and effective steps reasonably calculated to end the misconduct, prevent the misconduct from recurring, and address its effects.

In order to be proactive in preventing Prohibited Conduct, following a report of Prohibited Conduct that has a substantial nexus to the activities of a registered student organization (or its members) or another UT Martin--affiliated student group, the Title IX Coordinator may coordinate with the Division of Student
Life to provide the leaders of the registered student organization or UT Martin-affiliated student group and/or active members in good standing of a registered student organization or University-affiliated student group with prevention and awareness programming concerning Prohibited Conduct (e.g., programming about Bystander Intervention; programming about Consent) at UT Martin’s expense. Such efforts should not be interpreted as a University finding that the student organization or group engaged in wrongful conduct.

XII. Additional Information about Sex Offense

A. Release of Disciplinary Outcomes to Certain Crime Victims

UTM will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the results of any disciplinary proceeding conducted by UTM against a student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the next of kin of the victim may make the request.

B. 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 UTM Department of Public Safety Web Site: http://sor.tbi.tn.gov/SOMainpg.aspx

XIII. Missing Student Policy & Procedures

Missing Student Policy for Students Living in On-Campus Student Housing

The purpose of this policy is to establish a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when absent from the University for 24 hours.

All reports of missing students should be made to one of the following:

<table>
<thead>
<tr>
<th>Department of Public Safety</th>
<th>731-881-7777</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Life Staff Member</td>
<td>731-881-8930</td>
</tr>
<tr>
<td>Office of Student Affairs</td>
<td>731-881-7700</td>
</tr>
</tbody>
</table>

All reports of missing students made to someone other than Public Safety shall be immediately referred to the Department of Public Safety at 731-881-7777, which shall investigate each report and make a determination whether the student is missing in accordance with this policy.

Every student living in on-campus student housing, regardless of age, shall have the opportunity to identify one or more persons to be contacted by the University in case a student is determined to be missing. This contact is for missing person purposes only and may be different from the person selected as the student’s general emergency contact. General emergency contact information and missing persons contact information are kept separate, even if the student registers the same contact for both purposes.

Students electing to provide a contact for missing person(s) purposes must enter the number under the “Personal Information” section of their Banner account. Students are offered this option each year, regardless of whether the student has identified contact persons in previous years. Contact information will be registered confidentially, accessible only to authorized campus officials, and will not be disclosed to external parties except law enforcement personnel in furtherance of a missing person investigation.

If a missing student is under 18 years of age and not emancipated, the Department will notify a custodial parent or guardian of the missing student (in addition to notifying any additional contact person designated by the student) not later than 24 hours after the determination by the Department that the student is missing.

The Department will also notify the Martin Police Department not later than 24 hours after it determines that the student is missing, unless the Martin Police Department was the entity that made the determination that the student was missing.

Missing Student Procedures
Any report of a missing student, from whatever source, should immediately be referred to the Public Safety Department. The individual should provide as much information as possible, including:
• 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 at which the missing student was seen;
• the circumstances leading to the belief that the student has gone missing;
• any friends, other locations, or changes in routine involving the missing student.

When a student is reported missing, the Department shall:

• Initiate an investigation to determine the validity of the missing person report, including but not limited to: 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; attempting to contact the involved missing student directly through cell phones, room phones, or e-mail/social networking venues; contacting known associates of the missing student; checking the missing student’s room for information that might lead to his/her location; 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.

• Make a determination as to the status of the missing student. The official determination that the student is missing can be made at any time by the Department or by the Martin Police Department

• Notify the individual designated by the missing student as the missing person’s contact within 24 hours of making the determination that the student is missing. If the student has identified multiple contacts, they will be contacted in an order determined by the Department.

• If the student registered multiple contact persons, and the first person contacted confirms that the student is not missing, the Department will contact each additional contact person in turn unless the student in question is reached by the Department or contacts the Department.

• The Department will document attempts to contact the individual(s) named as contact persons.

• If the missing student is under the age of 18 and is not emancipated, the Department will notify the student’s custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.

• Immediately notify the Martin Police Department within 24 hours after determining that the student is missing. This notification will be made even if the missing student has not registered a designated contact person, is above the age of 18, or is an emancipated minor.

• Once the missing student is located, all previously notified individuals will be updated as appropriate.
The statistics listed below reflect the number of certain types of crimes reported to Campus Security Authorities and police departments (local and abroad), as defined by the Clery Act on certain geography defined by the Clery Act. They do not reflect the outcome of investigations by the University or the pertinent police department.

### Clery Act Statistics Main Campus 2016

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HATE CRIME REPORTING
- 2018: There were no reportable hate crimes.
- 2017: There were no reportable hate crimes.
- 2016: There were no reportable hate crimes.

UNFOUNDED CRIME REPORTING
- 2018: There were no unfounded crimes.
- 2017: There were no unfounded crimes.
- 2016: There were no unfounded crimes.

Clery Act Statistics Selmer Center 2016

The statistics listed below reflect the number of certain types of crimes reported to Campus Security Authorities and police departments (local and abroad), as defined by the Clery Act on certain geography defined by the Clery Act. They do not reflect the outcome of investigations by the University or the pertinent police department.
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**Clery Act Statistics Selmer Center**

2017

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**Clery Act Statistics Selmer Center 2018**

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60
HATE CRIME REPORTING
• 2018: There were no reportable hate crimes.
• 2017: There were no reportable hate crimes.
• 2016: There were no reportable hate crimes.

UNFOUNDED CRIME REPORTING
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Clery Act Statistics Somerville Center
2016

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**Clergy Act Statistics Somerville Center 2017**

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**Clery Act Statistics Somerville 2018**

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**VAWA OFFENSES**

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**Clery Act Statistics Parsons Center 2018**

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**HATE CRIME REPORTING**
- 2018: There were no reportable hate crimes.
- 2017: There were no reportable hate crimes.
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**UNFOUNDED CRIME REPORTING**
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- 2017: There were 0 unfounded crimes.
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**Clery Act Statistics Ripley Center 2016**

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### Clery Act Statistics Jackson Center
#### 2016

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### HATE CRIME REPORTING
- 2018: There were no reportable hate crimes.
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### UNFOUNDED CRIME REPORTING
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**Clergy Act Statistics Jackson Center 2017**

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**HATE CRIME REPORTING**
- 2018: There were no reportable hate crimes.
- 2017: There were no reportable hate crimes.
- 2016: There were no reportable hate crimes.

**UNFOUNDED CRIME REPORTING**
- 2018: There were 0 unfounded crimes.
- 2017: There were 0 unfounded crimes.
- 2016: There were 0 unfounded crimes.

**Definitions of Offenses within the Clery Act**

It is important to note that the crime classifications for which colleges and universities must provide statistics to comply with the Clery Act differ under state and federal law. The crime statistics reported under the Clery Act include the following crimes, as defined under the Clery Act:

**Murder and Non-Negligent Manslaughter:** The willful (non-negligent0 killing of one human being by another.

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

**Sex Offenses**— Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. This includes Rape, Fondling, Incest, and Statutory Rape. (Specific definitions of each are located in the Sexual Misconduct appendix of this report).

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accomplished 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.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

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

**Hate Crimes:** Is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. This includes the race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability of the victim. In addition to the above listed offenses, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are reported if they are classified as a hate crime.

**Definitions of Geography within the Clery Act**

The Clery Act requires that statistics be provided for reported Clery Act crimes that occur: (1) on-campus (and in student housing facilities), (2) on public property within or immediately adjacent to campus, and (3) in or on non-campus buildings or property that UT Martin owns or controls are disclosed. The Clery Act defines these categories as:

**On-Campus:** Buildings or property owned or controlled by the institution used to support the educational purpose of the institution, an institution’s core campus

• **On-Campus Student Housing:** Student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus

• **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

• **Noncampus 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 reasonably contiguous to the core campus.
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.

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 was one reported incident in 2016-(Case #7137)** which involved Ellington Hall Room E-112-resident left some shirts on top of a lamp and they caught fire. It was extinguished immediately by housing staff. Minimal damage to clothes.

**There was one reported incident in 2017-(Case #7571)** which involved C-Unit Grove Apts-an exterior light that got overheated and burnt the exterior wall. Extensive damage to the wall.

**There were no reported incidents in 2018**

On-Campus Housing Facilities Occupancy Rates as of Fall 2019:

- Browning Hall - 282
- Ellington Hall – 358
- Cooper Hall – 246
- University Village Phase I – 370
- University Village Phase II – 372
- Grove Apartments – Closed as of Summer 2019
- University Courts Apartments– 134

****Total on-campus occupancy as of Fall 2019– 1762

**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 or on any campus property as the University of Tennessee at Martin is a completely smoke free campus. See UT Policy https://universitytennessee.policytech.com/dotNet/documents/?docid=509&public=true
- 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 2018.
Browning Hall--7
Cooper Hall----11
Ellington Hall--9
University Village Phase I (Units A-E)- 12
University Village Phase II (Units F-H)- 9

Fire Training with Residence Life Staff

Fall staff training was conducted in August, 2019. 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

RESIDENTIAL BUILDING FIRE ALARM SYSTEMS

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.

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.

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.
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.

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.

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 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.

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.

Cooper Hall 206 Hurt St

Addressable fire alarm system with only pulls and horns and is monitored by fire alarm company No sprinkler system.

University Courts (A-J) 134 Mt. Pelia Rd

No fire alarm system. No sprinkler system.

Grove Apartments (A-E) 400 University St (Note Closed to residents in Summer 2019)

No fire alarm system. No sprinkler.

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, in August of 2019, the Martin Fire Department (in cooperation with the Housing Staff) conducted dynamic training exercises for their firefighters at the Cooper 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/.
Appendix 1

Policy on Sexual Misconduct, Relationship Violence, and Stalking

Student Handbook & Standards of Conduct

Effective September 1, 2016
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1.1 **PURPOSE AND OVERVIEW**

The University of Tennessee at Martin is committed to creating and maintaining a learning, living, and working environment free from Sexual Misconduct, Relationship Violence, Stalking, and Retaliation. Those prohibited types of conduct will not be tolerated and will be grounds for disciplinary action up to, and including, permanent dismissal from UT Martin and termination of employment.

Sexual Misconduct, Relationship Violence, Stalking, and Retaliation are collectively referred to in this policy as Prohibited Conduct. This policy: (1) describes Prohibited Conduct; (2) explains options for reporting Prohibited Conduct; (3) sets forth the procedures UT Martin will follow for promptly, thoroughly, and equitably investigating and resolving reports of Prohibited Conduct in order to eliminate Prohibited Conduct, prevent its recurrence, and address its effects on Complainants and/or the UT Martin community; (4) identifies resources for students and employees, including Complainants; (5) outlines UT Martin’s prevention and awareness programs relating to Prohibited Conduct; and (6) implements the requirements of Title IX, Title VII, and the Clery Act with respect to Prohibited Conduct.

1.2 **SCOPE AND APPLICABILITY; DEFINITIONS**

**1.2.1 Individuals Covered by This Policy**

This policy applies to the conduct of and protects UT Martin students, UT Martin employees, UT Martin volunteers, UT Martin contractors, and third parties participating in a UT Martin program or activity. This policy applies regardless of the Complainant’s or the Respondent’s sex, sexual orientation, or gender identity. Prohibited Conduct can be committed by anyone (regardless of sex, sexual orientation, or gender identity), can occur between strangers or acquaintances, and can occur between people of the same or of different sexes, sexual orientations and/or gender identities.

**1.2.2 Jurisdiction**

UT Martin’s jurisdiction concerning off-campus misconduct by students committed away from University-controlled property is outlined in the Rules of UT Martin, Chapter 1720-05-01-.03. With respect to employees and other non-students, this policy applies to conduct which: (i) occurs on University-controlled property; (ii) occurs in the context of a University employment or education program or activity; and/or (iii) occurs outside the context of a University employment or education program or activity, but has continuing adverse effects on University-controlled property or in any University employment or education program or activity.

1.2.3 Effective Date

The effective date of this policy is September 1, 2016. This policy applies to all Prohibited Conduct reported to have occurred on or after the effective date of this policy. If the Prohibited Conduct reportedly occurred prior to the effective date of this policy, then: (1) the report will be evaluated using definitions of misconduct contained in applicable university policies in effect at the time of the reported Prohibited Conduct; and (2) other aspects of the University’s response to the report (e.g., investigation and resolution procedures) will be based on this policy.

1.2.4 Definitions

For the purposes of this policy, the “Complainant” is the person who may have been subjected to Prohibited Conduct regardless of whether that person makes a report or seeks action under this policy. The “Respondent” is the person or registered student organization who has been accused of committing Prohibited Conduct. These terms do not imply pre-judgment concerning whether Prohibited Conduct occurred.

Other key terms used in this policy (such as Sex Discrimination, Sexual Misconduct, and Relationship Violence) are defined in either Section 2 or Appendix A and are capitalized throughout this policy.

1.3 Title IX: Title IX Coordinator

UT Martin is a recipient of federal financial assistance for education activities, and in accordance with the provisions of Title IX, all of its education programs and activities are subject to the prohibition against Sex Discrimination. UT Martin’s Nondiscrimination Statement⁶ prohibits Sex Discrimination in any UT Martin education program or activity, including employment and admissions. Title IX applies to all students, employees, applicants for admission or employment, volunteers and visitors at UT Martin and prohibits unequal treatment on the basis of sex including Sexual Harassment, Sexual Assault, and Sexual Exploitation, which are all types of Sex Discrimination.

Reports or complaints of Sex Discrimination or Prohibited Conduct, or questions about UT Martin’s policies, procedures, resources, or programs concerning any of those issues, may be directed to UT Martin’s Title IX Coordinator. The responsibilities of the Title IX Coordinator is summarized below and are described in more detail in other sections of this policy. The Title IX Coordinator is generally available Monday – Friday on UT Martin business days from 8:00 a.m. to 5:00 p.m.

⁶ http://www.utm.edu/departments/equalopp/eostatement.php
The University’s Title IX Coordinator is:

Joe T. Henderson
Title IX Coordinator
Interim Director, Office of Equity and Diversity
303 Hall-Moody Administration Building
Martin, TN 38238
731-881-3505 (phone)
731-881-3507 (fax)
jhende33@utm.edu
http://www.utm.edu/departments/equalopp/
https://www.utm.edu/sexualmisconduct/titleIX.php

The Title IX Coordinator’s responsibilities include, without limitation:

- Coordinating and maintaining ultimate oversight responsibility with respect to UT Martin’s compliance with Title IX;
- Receiving, tracking, and monitoring reports of Sex Discrimination, including Prohibited Conduct, and ensuring that records of such reports are maintained;
- Ensuring prompt, thorough, and equitable investigations and resolutions of reports of Sex Discrimination, including Prohibited Conduct, in order to eliminate Sex Discrimination, prevent its recurrence, and address its effects on Complainants and/or the University community;
- Identifying and addressing patterns or systemic problems concerning Prohibited Conduct;
- Ensuring and coordinating appropriate training, prevention, and awareness efforts concerning Prohibited Conduct;
- Providing information to students, employees, and third parties concerning this policy, including, without limitation, providing information to employees about how to respond appropriately to a report of Prohibited Conduct;
- Ensuring that appropriate Interim Measures are provided to students and employees;
- Making appropriate reports (that do not personally identify Complainants) to UT Martin’s Department of Public Safety for purposes of including incidents in UT Martin’s annual Clery Act crime statistics, if applicable; and
- Being available to meet or otherwise communicate with students, employees, and others, including, without limitation, Complainants, Respondents, and Reporters, about issues relating to this policy.
Inquiries or complaints concerning Title IX also may be referred to the United States Department of Education:

United States Department of Education
Office for Civil Rights
61 Forsyth Street, S.W., Suite 19T10
Atlanta, GA 30303-8927
(404) 974-9406 (phone)
(404) 974-9471 (fax)
OCR.Atlanta@ed.gov

1.4 **Questions About This Policy; Additional Information about Prohibited Conduct**

Questions about this policy should be directed to the Title IX Coordinator. Additional information about the University’s procedures and programs relating to Prohibited Conduct can be found online at: [https://www.utm.edu/sexualmisconduct/titleIX.php](https://www.utm.edu/sexualmisconduct/titleIX.php).
SECTION 2
PROHIBITED CONDUCT

This policy prohibits the following conduct defined in Section 2.1 or Appendix A:

- Sexual Misconduct
  - Sexual Assault
  - Sexual Harassment
  - Sexual Exploitation
  - Sex Offense Crime
- Relationship Violence
  - Dating Violence
  - Domestic Violence
  - Relationship Violence Crime
- Stalking
- Retaliation

2.1 DEFINITIONS OF PROHIBITED CONDUCT

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
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<tbody>
<tr>
<td>Sexual Misconduct</td>
<td>A term that encompasses Sexual Harassment, Sexual Assault, Sexual Exploitation, and all other words and/or conduct that would constitute a Sex Offense Crime.</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>Engaging in Sexual Contact or Sexual Intercourse with another person without the Consent of that person.</td>
</tr>
<tr>
<td>Sexual Contact</td>
<td>The intentional touching of another person (including another person’s clothing) in a sexual manner with any part of one’s body or with any object. Sexual Contact also includes intentionally causing another person to touch themselves (including their clothing) in a sexual manner. Whether a touching was done in a sexual manner is determined from the perspective of a sober, objectively reasonable person in the same situation and with the same sex, gender identity, and sexual orientation as the person who was touched.</td>
</tr>
<tr>
<td>Sexual Intercourse</td>
<td>The penetration, no matter how slight, of the vagina or anus with any body part or object; or oral penetration by a sex organ of another person.</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>Sexual Harassment is a form of Sex Discrimination. To determine whether conduct constitutes Sexual Harassment, consideration must be given to the totality of the circumstances, including without limitation: the context in which the conduct and/or words occurred; and the frequency, nature, and severity of the conduct and/or words. Depending on the severity of the conduct, a single incident may be considered sexual [or other discriminatory] harassment.</td>
</tr>
</tbody>
</table>
**TERM** | **DEFINITION**
--- | ---
With respect to an employee’s conduct, Sexual Harassment means conduct prohibited by *University of Tennessee System Human Resources Policy 0280 (‘Sexual Harassment and Other Discriminatory Harassment’)* ([policy.tennessee.edu/hrpolicy/hr0280/](http://policy.tennessee.edu/hrpolicy/hr0280/))

With respect to the conduct of a student or other non-employee, Sexual Harassment is defined as unwelcome conduct of a sexual nature that is so severe or pervasive, and objectively offensive, that it substantially interferes with the ability of a person to work, learn, live, or participate in or benefit from the services, activities, or privileges provided by the University. In no event shall the term “Sexual Harassment” be construed to prohibit speech protected by the First Amendment to the United States Constitution (e.g., mere insulting or offensive speech). Sexual Harassment may include, for example, unwelcome sexual advances, requests for sexual favors, and acts of Sexual Assault. *(This definition is based on Standard of Conduct Number 6 for students, which can be found at: http://www.utm.edu/studenthandbook/student_handbook.pdf.)*

**Sexual Exploitation**

An act or attempted act by a person for the purpose of sexual arousal or gratification, financial gain, or other personal benefit through the abuse or exploitation of another person’s sexuality. Examples of Sexual Exploitation include, without limitation: observation of a person who is undressed or engaging in Sexual Contact or Sexual Intercourse, without the Consent of all persons being observed (in a place where a person has a reasonable expectation of privacy); creation or distribution of images, photography, an audiotape, or videotape of Sexual Contact, Sexual Intercourse, or a person’s intimate parts (i.e., genitalia, groin, breasts, buttocks) without the Consent of all persons being recorded or photographed; prostituting another person; allowing others to observe, either in person or electronically, Sexual Contact or Sexual Intercourse without the Consent of all persons involved in the Sexual Contact or Sexual Intercourse (in a place where a person has a reasonable expectation of privacy); and knowingly exposing another person to a sexually transmitted infection without informing the other person that one has a sexually transmitted infection.

**Sex Offense Crime**

This term is defined in **Appendix A**.
<table>
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<th><strong>TERM</strong></th>
<th><strong>DEFINITION</strong></th>
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<tbody>
<tr>
<td><strong>Relationship Violence</strong>&lt;sup&gt;7&lt;/sup&gt;</td>
<td>A term that encompasses Dating Violence, Domestic Violence, and all other words and/or conduct that would constitute a Relationship Violence Crime. Relationship Violence may be a form of Sex Discrimination prohibited by federal and state antidiscrimination laws, such as Title VII and Title IX.</td>
</tr>
<tr>
<td><strong>Dating Violence</strong></td>
<td>Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim of the violence. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include acts covered under the definition of Domestic Violence.</td>
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<td><strong>Domestic Violence</strong></td>
<td>A felony or misdemeanor crime of violence committed: (1) by a current or former spouse or intimate partner of the victim; (2) by a person with whom the victim shares a child in common; (3) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (4) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) by 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 in which the crime of violence occurred.</td>
</tr>
<tr>
<td><strong>Relationship Violence Crime</strong></td>
<td>This term is defined in Appendix A.</td>
</tr>
</tbody>
</table>
| **Stalking** | Stalking includes both the crime of Stalking in Tennessee and the crime of Stalking defined by the Clery Act:  


Clery Act Crime: Engaging in a Course of Conduct directed at a specific person that would cause a reasonable person to: (1) fear for the person’s safety or the safety of others; or (2) suffer Substantial Emotional Distress. For the purposes of this definition: |

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<sup>7</sup> In accordance with the Clery Act, the University’s definition of Relationship Violence and Stalking are derived from Tennessee criminal law and the Clery Act. However, for purposes of determining whether this policy has been violated, the University will evaluate a report of Prohibited Conduct based on a Preponderance of the Evidence standard. Thus, the University may conclude that the Respondent committed a violation of this policy even if the same conclusion would not be drawn if the report were evaluated based on the criminal “beyond a reasonable doubt” standard.
**TERM**

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<th>Definition</th>
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<td>▪ “Course of Conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person’s property;</td>
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<tr>
<td>▪ For the purposes of this definition only, “reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim; and</td>
</tr>
<tr>
<td>▪ “Substantial Emotional Distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.</td>
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</table>

Engaging in either conduct that falls under the definition of the Tennessee Crime or the Clery Act Crime violates this policy. Stalking may be a form of Sex Discrimination prohibited by federal and state antidiscrimination laws, such as Title VII and Title IX.

| Retaliation | An act or attempted act taken because of a person’s participation in a protected activity that would discourage a Reasonable Person from engaging in protected activity. Protected activity includes a person’s Good Faith: (1) opposition to Prohibited Conduct; (2) report of Prohibited Conduct to the University or to a state or federal agency; (3) participation (or reasonable expectation of participation) in any manner in an investigation, proceeding, hearing, or Interim Measure under this policy; or (4) exercise of rights or responsibilities under any provision of the Clery Act. Retaliation is a violation of this policy regardless of whether the underlying allegation of a violation of this policy is ultimately found to have merit. Retaliation should be reported in the same manner in which Prohibited Conduct is reported under this policy (Section 3). When the University receives notice of alleged Retaliation, the University will take immediate and appropriate steps to investigate the alleged Retaliation. The University will take strong responsive action if it determines that Retaliation occurred, which may include disciplinary action independent of any penalty or Interim Measures imposed in response to the underlying allegation of misconduct. The University generally will investigate and resolve reports of Retaliation in the same manner in which it handles reports of other Prohibited Conduct under this policy (Section 5). |
2.2 RELATED DEFINITIONS: CONSENT; COERCION; INCAPACITATION; GOOD FAITH; REASONABLE PERSON

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| Consent (or Consensual) | Consent is an affirmative and voluntary agreement by a person to engage in a specific sexual act.  

**Consent Must Be Obtained**

Consent must be obtained, and the responsibility for obtaining Consent rests with the individual who voluntarily and physically initiates a specific sexual act, even if the other person initiated the sexual encounter. One’s own use of alcohol, drugs, or other substances does not diminish one’s responsibility to obtain Consent from the other person. Moreover, another person’s use of alcohol, drugs, or other substances does not diminish one’s responsibility to obtain Consent from that person.

**Consent Must Be Affirmative**

Consent must be affirmative, which means that Consent is communicated only through words and/or non-verbal actions that convey a clear agreement to engage in a specific sexual act. Whether person has communicated an agreement to engage in a specific sexual act generally is evaluated from the perspective of what a Reasonable Person who perceived the individual’s words and/or non-verbal actions would have understood; however, in the context of a long-term relationship between persons that has involved sexual activity and a pattern of communicating Consent, whether Consent has been communicated may be evaluated based on a subjective standard (i.e., what did the specific person who initiated the specific sexual act conclude?). A verbal “no” (or words equivalent to “no”) or the nonverbal communication of “no,” even if it sounds or appears insincere or indecisive, always means that Consent has not been communicated, or if previously communicated has been withdrawn. The absence of a verbal “no” or the absence of a nonverbal communication of “no” does not necessarily mean that Consent has been communicated. Because interpreting non-verbal actions may lead to misunderstanding and a violation of this policy, persons subject to this policy are strongly encouraged to err on the side of caution and not rely solely on the non-verbal actions of another person in concluding that the other person has communicated Consent. The University urges persons subject to this policy to communicate with one another before

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8 The definition of consent for the purposes of criminal law in the State of Tennessee is explained in Appendix F. The information provided in this policy concerning Tennessee law is provided in accordance with the Clery Act. It is not intended, nor should it be construed, as legal advice.

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<td>engaging in a sexual act to ensure that they both wish to engage in the same sexual act.</td>
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</table>

Consent cannot be obtained by or inferred from:
- Silence that is not accompanied by non-verbal actions conveying a clear agreement to engage in a particular sexual act;
- Consent communicated by the other person on a previous occasion;
- Consent communicated to another person;
- The other person’s failure to resist physical force (however, for purposes of this policy, the other person’s resistance to physical force will be viewed as a clear demonstration that the person has not communicated Consent);
- The sexual arousal of the other person;
- A current or previous dating, romantic, intimate, or sexual relationship with the other person;
- Currently or previously cohabitating with the other person;
- The other person’s attire;
- The other person’s reputation;
- The other person’s giving or acceptance of gifts; or
- The other person’s extension or acceptance of an invitation to go to a private residence, room, or other location.

**Consent Must be Voluntary**

Consent is not voluntary if it is obtained by Coercion. Nor is Consent voluntary if it is obtained from a person who is Incapacitated if one knows (or a Reasonable Person would know) that the other person is Incapacitated. Because the Incapacitation of another person may be difficult for one to discern, persons subject to this policy are strongly encouraged to err on the side of caution (i.e., when in doubt, assume that the other person is Incapacitated and therefore unable to give Consent.)

**Consent Must be Continual**

Consent must be continual, which means that Consent must exist from the beginning to the end of each sexual encounter and for each specific sexual act that occurs during a sexual encounter. A person has a right to change his/her mind; thus, Consent to engage in a specific sexual act may be withdrawn by a person at any time. A withdrawal of Consent is communicated through clear words and/or clear non-verbal actions that indicate that a person no longer agrees to engage in a specific sexual act. Once a person’s withdrawal of Consent has been communicated, the other person must cease the specific sexual act and must obtain Consent before reinitiating the specific sexual act or any other sexual act. Consent
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<td>is automatically withdrawn when a person becomes Incapacitated. Consent to one type of Sexual Contact or Sexual Intercourse (e.g., oral intercourse) does not constitute or imply Consent for another type of Sexual Contact or Sexual Intercourse (e.g., vaginal intercourse), whether during a sexual encounter or during a previous sexual encounter. The University urges persons subject to this policy to communicate with one another throughout a sexual encounter to ensure that any progression of sexual activity is done with Consent.</td>
</tr>
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</table>
| **Coercion** | Words and/or conduct that, viewed from the perspective of a Reasonable Person, substantially impair(s) a person’s ability to voluntarily choose whether to engage in a particular sexual act (e.g., Sexual Contact or Sexual Intercourse). Coercion is something more than mere seduction or persuasion. Coercion includes, without limitation:  
- Physical force; or  
- Words and/or conduct that would cause a Reasonable Person to fear imminent: harm to the person’s health, safety, or property or that of a third person; threat of the loss or impairment of a job benefit; threat of the loss or impairment of an academic benefit; kidnapping of the person or a third person; or disclosure of sensitive personal information (e.g., disclosure of a person’s sexual orientation, gender identity, or gender expression). |
| **Incapacitated (or Incapacitation)** | A temporary or permanent physical or mental state in which a person cannot make informed, rational judgments (e.g., judgments concerning Sexual Contact, Sexual Intercourse, or Sexual Exploitation) because: the person lacks the physical or mental capacity to understand the nature or consequences of their words and/or conduct; and/or the person is unable to physically or verbally communicate Consent. Incapacitation can be voluntary or involuntary. Incapacitation is determined based on the totality of the circumstances. Incapacitation may result from: sleep; unconsciousness; intermittent consciousness; temporary or permanent physical or mental disability; involuntary physical restraint; or the influence of alcohol, drugs, or other substances, including, without limitation, substances used to facilitate Sexual Assault (e.g., Rohypnol, Ketamine, GHB, and Burundanga). Alcohol and drugs are common causes of Incapacitation. When alcohol or drugs are involved, Incapacitation is a state beyond |
mere drunkenness or intoxication. The impact of alcohol and drugs varies from person to person; however, warning signs of Incapacitation may include, without limitation: lack of control over physical movements (e.g., inability to dress/undress without assistance; inability to walk without assistance); lack of awareness of circumstances or surroundings; vomiting; unresponsiveness; and inability to communicate coherently.

A person who is under the age of eighteen (18) (i.e., a minor) is incapable of giving Consent; however, a person who is at least the age of thirteen (13) and less than the age of eighteen (18) is capable of giving Consent to sexual acts with another person who is less than four (4) years older than the minor.

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<tr>
<td>Good Faith</td>
<td>Having a belief in the truth of information that a Reasonable Person in the same situation could have, based on the information known to the person communicating the information at the time the information was communicated by that person. A report or other information communicated during an investigation, hearing, or other proceeding under this policy is not made in Good Faith if made with knowing or reckless disregard for information that would negate the report or information.</td>
</tr>
<tr>
<td>Reasonable Person</td>
<td>A sober, objectively reasonable person in the same situation, and with the same sex, gender identity, and sexual orientation as the person whose words and/or conduct are being evaluated.</td>
</tr>
</tbody>
</table>

2.3. **DISCIPLINE FOR PROHIBITED CONDUCT**

Prohibited Conduct committed by students violates UT Martin’s Standards of Conduct for students, which can be found in the Rules of the University of Tennessee at Martin, Chapter 1720-05-01-.04 ([https://publications.tnsosfiles.com/rules/1720/1720-05/1720-05-01.20180927.pdf](https://publications.tnsosfiles.com/rules/1720/1720-05/1720-05-01.20180927.pdf)). The disciplinary penalties that may be imposed on students who violate the Standards of Conduct also can be found in Chapter 1720-05-01-.04.

Prohibited Conduct committed by employees violates standards of conduct that have been established in existing University policies, including without limitation, UT Martin’s **Nondiscrimination Statement** ([https://www.utm.edu/departments/equalopp/eeostatment.php](https://www.utm.edu/departments/equalopp/eeostatment.php)), University of Tennessee Human Resources Policy 0280 (Sexual Harassment and Other Discriminatory Harassment) ([policy.tennessee.edu/hr_policy/hr0280/](https://policy.tennessee.edu/hr_policy/hr0280/)), and University of Tennessee System Human Resources Policy 0580 (Code of Conduct) ([policy.tennessee.edu/hr_policy/hr0580/](https://policy.tennessee.edu/hr_policy/hr0580/)). This policy supplements existing University standards of conduct in order to be more specific concerning UT Martin’s prohibition of Sexual Misconduct, Relationship Violence, Stalking, and Retaliation. Employees who violate this policy will be subject to disciplinary action, up to, and including, termination of
employment, in accordance with University policies, including, without limitation, University of Tennessee System Human Resources Policy 0525 (Disciplinary Action) (policy.tennessee.edu/hr_policy/hr0525/), University of Tennessee System Human Resources Policy 0640 (Grievances) (policy.tennessee.edu/hr_policy/hr0640/), and the University of Tennessee at Martin Faculty Handbook (https://www.utm.edu/departments/acadaff/_docs/fachbook.pdf).

SECTION 3
REPORTING PROHIBITED CONDUCT

UT Martin encourages Complainants of Prohibited Conduct, and others who are aware of Prohibited Conduct, to promptly report the incident to UT Martin and/or to law enforcement.\(^9\)

This policy describes two options for reporting Prohibited Conduct:

1. Report Prohibited Conduct to a UT Martin “Mandatory Reporter” (described in Section 3.1); and/or

2. Report Prohibited Conduct to the UT Martin Department of Public Safety or local law enforcement (described in Section 3.2).

Those options are not mutually exclusive; in other words, a Complainant may pursue one or both of those options. This policy describes both options in detail so that members of the UT Martin community can make informed choices about whether and how to report Prohibited Conduct.

3.1 REPORTING PROHIBITED CONDUCT TO A UT MARTIN MANDATORY REPORTER

Complainants\(^{10}\) are not required to report Prohibited Conduct to UT Martin if they do not want UT Martin to respond to the incident or assist with Interim Measures. However, reporting a violation of this policy to UT Martin empowers Complainants to obtain the support they need and enables UT Martin to respond appropriately, including conducting a prompt, thorough, and equitable investigation and, if warranted, taking disciplinary action against a Respondent. If a person reports an incident of Prohibited Conduct to UT Martin, there is no requirement that the Complainant pursue criminal prosecution or UT Martin discipline against a Respondent. UT Martin recognizes that a Complainant’s decision on how to proceed after a report is filed is a process that may unfold over time; thus, at the time a report is made to UT Martin, a Complainant does not have to decide whether to request any particular course of action.

\(^9\) Mandatory Reporters are required to report information they receive about Prohibited Conduct. The University strongly encourages employees and students who are not Mandatory Reporters to report information about Prohibited Conduct to one of the reporting options described in Section 3.1 or Section 3.2.

\(^{10}\) The reporting options in this section also are available to a Reporter who is not a Complainant.
This policy requires certain UT Martin employees, called Mandatory Reporters, to report information they receive concerning Prohibited Conduct to UT Martin in accordance with Section 6. Not all UT Martin employees are Mandatory Reporters. Some UT Martin employees are encouraged but are not obligated to disclose Prohibited Conduct to UT Martin. Other UT Martin employees, called Confidential Employees (Section 4.1.1), are legally or ethically prohibited from disclosing Prohibited Conduct to UT Martin.

The only way for a Complainant (or any other person) to provide notice to UT Martin of an incident of Prohibited Conduct is to report the incident to a Mandatory Reporter. A Complainant may opt to report an incident of Prohibited Conduct to a Mandatory Reporter but decline to disclose the identity of the Respondent; in that case, the University will offer Interim Measures to the Complainant, but UT Martin’s ability to investigate the incident and pursue disciplinary action against the Respondent or take other remedial action will be limited. If an incident is not reported to a Mandatory Reporter, then UT Martin will not be able to take steps to: identify resources for the Complainant, such as Interim Measures; or promptly, thoroughly, and equitably investigate the incident and/or resolve the situation in order to eliminate the Prohibited Conduct, prevent its recurrence, and address its effects on the Complainant or the UT Martin community. Because Prohibited Conduct often involves behaviors or interactions that are not witnessed by third parties, reports of Prohibited Conduct cannot always be corroborated by additional evidence. However, UT Martin encourages Complainants to not allow the lack of such evidence to dissuade them from reporting Prohibited Conduct to a Mandatory Reporter.

Because Mandatory Reporters have an obligation to report information they receive about Prohibited Conduct (and take other responsive actions), one of the purposes of this Section 3.1 is to inform students, employees and other persons about which UT Martin employees are Mandatory Reporters so that students, employees and other persons can make informed decisions about whether to disclose information to those UT Martin employees. Whether an employee is a Mandatory Reporter will vary based on factors such as the status of the Complainant and the Respondent (i.e., whether they are students, employees, and/or persons who are neither students nor employees) and the employee’s authority to address violations of this policy. Appendix B and Appendix C identify UT Martin’s Mandatory Reporters. Questions concerning whether a particular employee is a Mandatory Reporter should be directed to the Title IX Coordinator.

Mandatory Reporters are not confidential UT Martin resources like the Confidential Employees identified in Section 4.1.1. Nevertheless, information communicated to a Mandatory Reporter will initially be shared only within the limited circle of those UT Martin employees whom UT Martin reasonably needs to involve in UT Martin’s response to an incident of Prohibited Conduct, except as required by law (Section 3.3) and subject to the University granting a Complainant’s Request for Limited Action (Section 3.1.5). Information about the report may need to be shared with the Respondent and witnesses in order to ensure a thorough investigation of the incident. However, information will not be shared with the Respondent or witnesses if the University grants a Complainant’s Request for Limited Action (Section 3.1.5). In accordance with FERPA, Mandatory Reporters who are not employees of

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11 However, all employees are required to report suspected child abuse or child sexual abuse (Section 7.1).
the UT Martin Department of Public Safety will not share personally identifiable information with a law enforcement agency without a Complainant’s written consent or unless required or permitted by law.

An employee-Complainant’s report of Prohibited Conduct that alleges Sex Discrimination committed by an employee-Respondent generally must be filed within 300 days of the alleged discriminatory action. In certain circumstances, however, at the discretion of the Title IX Coordinator, a report communicated to UT Martin outside of that time limit may be investigated. UT Martin does not limit the time frame for reporting an incident of Prohibited Conduct committed by a Respondent who is not an employee, although a delay in reporting may impact UT Martin’s ability to: obtain evidence (e.g., evidence erodes; memories fade); conduct a prompt, thorough, and equitable investigation; and/or otherwise respond and take appropriate action (e.g., the Respondent may no longer be affiliated with the University).

The following are not considered notice to UT Martin about Prohibited Conduct for purposes of triggering a UT Martin obligation to investigate or otherwise respond to a particular incident (e.g., to provide Interim Measures to a Complainant):

- Prohibited Conduct disclosed to a Confidential Employee (Section 4.1);
- Prohibited Conduct disclosed by students or employees during public awareness events such as “Take Back the Night,” candlelight vigils, protests, “survivor speak outs” or other forums. Such events may, however, inform the need for campus-wide education and prevention efforts, and the University may provide information about Title IX rights at those events.
- Prohibited Conduct disclosed by a UT Martin student during such student’s participation as a subject in an Institutional Review Board-approved human subjects research protocol.
- Prohibited Conduct disclosed by a UT Martin student in writing in a class paper or other academic assignment.

### 3.1.1 Mandatory Reporters When the Complainant is a Student

This Section 3.1.1 describes the non-law enforcement options for a Complainant who is a UT Martin student to report Prohibited Conduct to UT Martin.

A Complainant who is a student is encouraged to report Prohibited Conduct to the Title IX Coordinator or to the Office of Student Conduct (731-881-7703). A Complainant who is a student may also report Prohibited Conduct to one of UT Martin’s other non-law enforcement Mandatory Reporters, who are identified in Appendix B.

### 3.1.2 Mandatory Reporters When the Complainant is an Employee

This Section 3.1.2 describes the non-law enforcement options for a Complainant who is a UT Martin employee to report Prohibited Conduct to UT Martin.
A Complainant who is a UT Martin employee is encouraged to report Prohibited Conduct to one of the following UT Martin employees, who are Mandatory Reporters:

- Title IX Coordinator or the Office of Equity & Diversity (Section 1.3)
- The Director of Human Resources
- The immediate supervisor of the Complainant
- The immediate supervisor of the Respondent (if the Respondent is a UT Martin employee)

A Complainant who is a UT Martin employee may also report Prohibited Conduct to one of UT Martin’s other non-law enforcement Mandatory Reporters, who are identified in Appendix C.

Questions about how to contact any of the individuals identified above may be directed to the Title IX Coordinator.

3.1.3 Reporting Options for a Complainant Who is Neither a Student Nor an Employee

The Title IX Coordinator (the Office of Equity & Diversity) is the only non-law enforcement option for a Complainant who is neither a UT Martin student nor a UT Martin employee to report a violation of this policy to UT Martin.

3.1.4 What to Expect after Reporting Prohibited Conduct to a Mandatory Reporter

After receiving a report of Prohibited Conduct (either directly from a Reporter or indirectly from a Mandatory Reporter), the Title IX Coordinator or the Office of Student Conduct will initiate immediate and appropriate steps by UT Martin to: have an appropriate UT Martin employee offer to meet with, or otherwise communicate with, the Complainant; in cases of Sexual Assault, Relationship Violence, or Stalking, provide a Complainant with a copy of this policy and/or another written publication approved by the Title IX Coordinator to inform the Complainant of the Complainant’s rights under this policy (if that has not already been done by a Mandatory Reporter), which will include notification about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures; evaluate whether Interim Measures need to be implemented and assist with the implementation of Interim Measures; and, subject to a Complainant’s Request for Limited Action (Section 3.1.5), initiate the investigation and resolution procedures outlined in Section 5 of this policy if, based on an initial assessment, the alleged conduct meets the definition of Prohibited Conduct and falls within the scope and applicability of this policy (Section 1.2). The Title IX Coordinator also can assist a Complainant in reporting the incident to law enforcement.

3.1.5 Complainant’s Right to Make a Request for Limited Action

A Complainant has the right to make the following requests to UT Martin when a Complainant discloses an incident of Prohibited Conduct to a Mandatory Reporter:

- Request that the Complainant’s name not be disclosed to the Respondent; and/or
• Request that UT Martin not investigate the incident further or pursue disciplinary action against the Respondent.

Such a request is referred to in this policy as a “Request for Limited Action.” The Title IX Coordinator will evaluate a Request for Limited Action. If the Complainant makes a Request for Limited Action, the University will seriously weigh the request against UT Martin’s obligation to provide a safe, non-discriminatory environment for all members of the UT Martin community, including the Complainant. If UT Martin honors the Request for Limited Action, then UT Martin’s ability to respond fully to the incident (e.g., meaningfully investigate the incident and pursue disciplinary action against the Respondent or take other remedial action) may be limited.

There are limited circumstances in which UT Martin may not be able to grant a Request for Limited Action in order to provide a safe, non-discriminatory environment. For example, if UT Martin has credible information that the Respondent has committed one or more other acts of Prohibited Conduct, then the balance of factors might compel UT Martin to investigate the allegation, and, if appropriate, pursue disciplinary action in a manner that may make known the Complainant’s identity to the Respondent.

When evaluating a Request for Limited Action, UT Martin will consider a range of factors, including, without limitation, the following factors:

• The risk that the Respondent will commit additional acts of Prohibited Conduct, such as:
  ▪ Whether there have been other Prohibited Conduct reports concerning the same Respondent;
  ▪ Whether the Respondent has a history of Prohibited Conduct;
  ▪ Whether the Respondent threatened further Prohibited Conduct or other misconduct against the Complainant or others; and
  ▪ Whether the Prohibited Conduct was committed by multiple perpetrators;
• The nature and scope of the Prohibited Conduct, including whether the Prohibited Conduct was perpetrated with a weapon;
• The ages and roles of the Complainant and the Respondent;
• Whether UT Martin can pursue the investigation without the participation of the Complainant (e.g., whether there are other available means to obtain relevant evidence of the Prohibited Conduct such as security cameras or physical evidence);
• Whether the Complainant’s report reveals a pattern of perpetration (e.g., perpetration involving illicit use of drugs or alcohol) at a given location or by a particular group; and
• UT Martin’s commitment to providing a safe, non-discriminatory environment, including the risk posted to any individual or to the campus community by not proceeding with an investigation.

The presence of one or more of those factors could lead UT Martin to deny the Request for Limited Action. If UT Martin determines that it can grant a Request for Limited Action, then UT Martin will take reasonable steps to respond to the report consistent with the Request for Limited Action and will take prompt actions that UT Martin determines are necessary to protect and assist the Complainant while not disclosing the Complainant’s identity to the Respondent (e.g., providing the Complainant with Interim Measures).
If UT Martin determines that it cannot grant the Request for Limited Action, then UT Martin will inform the Complainant prior to starting an investigation and will, to the extent possible and unless otherwise required by law, only share information with people responsible for handling UT Martin’s response. If UT Martin determines that it must disclose the Complainant’s identity to the Respondent, then UT Martin will inform the Complainant of that determination prior to the disclosure. UT Martin will honor a request by the Complainant that UT Martin inform the Respondent that the Complainant asked UT Martin not to investigate or seek discipline. UT Martin will take ongoing steps that it determines are reasonable and appropriate to protect the Complainant from Retaliation or harm and may work with the Complainant to create a safety plan. Retaliation against the Complainant, whether by students or UT Martin employees, will not be tolerated. UT Martin will also assist the Complainant to access the support resources identified in Section 4, including Interim Measures, and inform the Complainant of the right to report a crime to campus or local law enforcement (and provide the Complainant with assistance in reporting if the Complainant requests it).

Because UT Martin is under a continuing obligation to address the issues of Prohibited Conduct campus-wide, reports of Prohibited Conduct (including non-identifying reports) may also prompt UT Martin to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported Prohibited Conduct occurred; increasing education and prevention efforts, including to targeted population groups; conducting additional climate assessments/victimization surveys; and/or revisiting its policies and practices.

3.1.6 Complainant’s Participation in an Investigation or Disciplinary Proceeding

UT Martin will not require a Complainant to participate in any investigation, or a hearing before a disciplinary hearing board. However, a Complainant may be required to participate in a UAPA Hearing if the Complainant receives a subpoena.

3.1.7 Amnesty for Students Who Report Prohibited Conduct to UT Martin

UT Martin recognizes that a student who is under the influence of alcohol and/or drugs at the time of an incident may be hesitant to report an incident to UT Martin because of a fear of UT Martin disciplinary sanctions for student’s own violation of the Standards of Conduct. Because of the importance to UT Martin of responding to incidents of Prohibited Conduct, a student who reports Prohibited Conduct to UT Martin or testifies or provides information in a UT Martin investigation into alleged Prohibited Conduct will not be subject to disciplinary action by UT Martin for personal consumption of alcohol or other drugs, or minor offenses, at or near the time of the reported incident, but may be responsible for other, more serious conduct that harmed or placed the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational remedies with the student regarding alcohol or drugs.

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12 This Section 3.1.6 does not apply to reports to the UT Martin Department of Safety. The amnesty provision in this Section 3.1.6 applies only to discipline for violations of the University’s Code of Conduct.
3.2 REPORTING TO LAW ENFORCEMENT

Prohibited Conduct may constitute both a violation of this policy and criminal law. Therefore, UT Martin encourages persons to report incidents of Prohibited Conduct to law enforcement. Prompt reporting of an incident to law enforcement is especially critical for incidents of Sexual Assault and Relationship Violence because the collection and preservation of evidence relating to Sexual Assault and Relationship Violence often is essential for law enforcement investigations and criminal prosecutions.

A Complainant has the right to decline to report the incident to law enforcement. Even if a Complainant does not report the incident to law enforcement, the Complainant may still request Interim Measures from UT Martin by reporting the incident to the Title IX Coordinator or another Mandatory Reporter.

3.2.1 Contact Information for Campus and Local Law Enforcement

The following options are available 24 hours, seven days a week, for reporting an incident of Prohibited Conduct to law enforcement:

<table>
<thead>
<tr>
<th>INCIDENT LOCATION</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regardless of where the incident occurred</td>
<td>Call 911 in an emergency</td>
</tr>
<tr>
<td></td>
<td>Department of Public Safety</td>
</tr>
<tr>
<td></td>
<td>159 Crisp Hall (215 Hurt Street)</td>
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<tr>
<td></td>
<td>731-881-7777 (24 hours a day, 365 days a year)</td>
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<tr>
<td></td>
<td>or</td>
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<tr>
<td>In the City of Martin</td>
<td>Martin Police Department</td>
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<tr>
<td></td>
<td>101 University Street</td>
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<tr>
<td></td>
<td>Martin TN 38237</td>
</tr>
<tr>
<td></td>
<td>731-587-5355 (non-emergencies) or 911 (emergencies)</td>
</tr>
<tr>
<td></td>
<td><a href="http://martindps.org/police/">http://martindps.org/police/</a></td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Department of Public Safety</td>
</tr>
<tr>
<td>In Weakley County but outside of the City</td>
<td>Weakley County Sheriff's Department</td>
</tr>
<tr>
<td>of Martin</td>
<td>7951 Highway 22</td>
</tr>
<tr>
<td></td>
<td>Dresden, TN</td>
</tr>
<tr>
<td></td>
<td>731-364-5454 (non-emergencies) or 731-364-5454 (emergencies)</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Department of Public Safety</td>
</tr>
</tbody>
</table>
Outside of Weakley County | Contact the law enforcement agency that has jurisdiction over the location where the incident occurred or Contact the Department of Public Safety for assistance in contacting another jurisdiction’s law enforcement agency

Upon the Complainant’s request, the Title IX Coordinator will assist a Complainant in contacting the Department of Public Safety or another appropriate local law enforcement agency.

Employees of the UT Martin Department of Public Safety are also Mandatory Reporters for reports received in a law enforcement capacity. Accordingly, if a person reports an incident to the Department of Public Safety, and the incident has not been previously reported to a Mandatory Reporter outside of the Department of Public Safety, then the Department of Public Safety will contact the Title IX Coordinator. Then, the Title IX Coordinator will contact the Complainant regarding UT Martin’s response to the report (Section 3.1.4). In contrast, if a Complainant reports the incident to a law enforcement agency other than the Department of Public Safety, then the Complainant also will need to report the incident to a Mandatory Reporter if the Complainant wants UT Martin to take any action under this policy.

3.2.2 What to Expect after Reporting Prohibited Conduct to Law Enforcement

Even if the Complainant is unsure whether to pursue criminal prosecution or an order of protection, UT Martin recommends that the Complainant report the incident to law enforcement as soon as possible. In most cases, after addressing a Complainant’s immediate safety needs and/or needs for medical care, a law enforcement officer will meet with the Complainant and take a statement about what occurred. In cases of Sexual Assault and Relationship Violence, in addition to taking a statement, the law enforcement officer may ask to examine the scene of the incident and collect bedding, clothing, or other items of evidentiary value. A Department of Public Safety law enforcement officer also will conduct a thorough interview to record as many details as possible and as precisely as possible. The law enforcement interview may take as long as several hours, depending on the circumstances of the case. Due to the traumatic effect of sexual assaults on survivors, multiple interviews may be required to get all of the pertinent details of the assault.

If law enforcement determines that a crime occurred after concluding its investigation, then law enforcement will refer the matter to the district attorney. The district attorney will decide whether to pursue criminal prosecution; however, it is unusual for cases to proceed without the cooperation of the Complainant. Reporting the incident to law enforcement does not obligate the Complainant to cooperate with the district attorney’s criminal prosecution. If criminal prosecution is pursued, however, the likelihood of success will be much higher if the Complainant reported and allowed evidence to be collected immediately after the incident of Prohibited Conduct.

3.2.3 How UT Martin Policies/Procedures Relate to Criminal Law/Procedures

UT Martin will cooperate with law enforcement agencies if a Complainant decides to pursue the criminal process, to the extent permitted by law. However, this policy may differ in significant respects from criminal law. A Complainant may seek resolution through UT Martin’s procedures outlined in this policy, may pursue criminal action, may choose one but not the other, may choose
both, or may choose neither. Neither law enforcement’s determination whether to prosecute a Respondent nor the outcome of any criminal prosecution is determinative of whether Prohibited Conduct occurred in violation of this policy. Procedures under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. UT Martin normally does not wait until a criminal investigation or proceeding is concluded before conducting its own investigation, implementing Interim Measures, and/or taking other appropriate action. Although UT Martin may need to delay temporarily the fact-finding portion of its investigation while law enforcement is gathering evidence, UT Martin will take Interim Measures to support the Complainant during such a delay. Decisions made or sanctions imposed by UT Martin are not based on a result of criminal or civil charges against a Respondent arising from the same incident being dismissed, reduced, rejected, sustained, or not prosecuted; however, a Respondent’s plea or a finding against a Respondent in a criminal or civil proceeding may, at UT Martin’s discretion, be used by UT Martin in a UT Martin disciplinary proceeding.

3.2.4 Anonymous Reporting to Law Enforcement

Persons may report Sexual Misconduct or Relationship Violence anonymously to the Department of Public Safety online at http://crime.utm.edu/. The Department of Public Safety generally will respond as described in Section 3.2. The amount and level of detail of the information provided to the Department of Public Safety will affect how thoroughly the Department of Public Safety is able to respond to the report.

Reporting a crime anonymously online is not an alternative to calling 911; in an emergency, call 911.

3.3 UT Martin’s Disclosure Obligations under Federal and Tennessee Law Relating to Reports of Prohibited Conduct

3.3.1 Clery Act

Certain UT Martin employees, called Campus Security Authorities, have a duty to report certain incidents of Prohibited Conduct to the Department of Public Safety to comply with the Clery Act. Campus Security Authorities are not required to report personally identifiable information to the Department of Public Safety for Clery Act purposes, but statistical information must be sent to the Department of Public Safety regarding the type of incident that occurred and its general location (e.g., on or off-campus) for publication in an annual report of crime statistics, called the Annual Security Report. Statistics published in the Annual Security Report help to provide the campus community with a clearer picture of the extent and nature of campus crime, but the statistics do not personally identify Complainants or Respondents. In addition to the Annual Security Report and in compliance with the Clery Act, the Department of Public Safety maintains a daily crime log that includes entries for all crimes and alleged crimes that occurred within the University’s Clery Geography or the patrol jurisdiction of the Department of Public Safety. The crime log does not include personally identifying information about the Complainant or the Respondent.

Complainants of Prohibited Conduct also should be aware that the Clery Act requires UT Martin to issue timely warnings for crimes reported to the Department of Public Safety or Campus Security Authorities that pose a substantial threat of bodily harm or danger to members of the campus
community. UT Martin will undertake reasonable efforts to avoid disclosing a Complainant’s name and other identifying information, while still providing enough information for community members to make safety decisions in light of the potential danger.

### 3.3.2 FERPA

In accordance with FERPA, personally identifiable information about a Complainant, Respondent, or Reporter who is a student that has been communicated to a Mandatory Reporter regarding Prohibited Conduct will be shared within UT Martin only with the Title IX Coordinator and those UT Martin employees who “need to know” in order to assist with UT Martin’s response to the Prohibited Conduct. Personally identifiable information concerning a Complainant, Respondent, or Reporter who is a student will not be disclosed by UT Martin to third parties unaffiliated with UT Martin without the consent of the student except in response to a lawfully issued subpoena, court order, or as otherwise required or allowed by law (see, e.g., Section 3.3.3 relating to the Tennessee Public Records Act). If, during a UT Martin’s investigation or resolution of Prohibited Conduct, a Respondent who is a student makes a request to review documents concerning the investigation, UT Martin will be required by FERPA to grant the Respondent’s request to inspect and review records that relate specifically to the Respondent, but UT Martin will redact the Complainant’s name and any other identifying information to the maximum extent allowed by law.

### 3.3.3 Tennessee Public Records Act

Incident reports prepared by the Department of Public Safety for law enforcement purposes are generally considered public records under the Tennessee Public Records Act (Tennessee Code Annotated § 10-7-503 et seq.) and are not protected by FERPA, which means UT Martin is obligated by law to make them available to any Tennessee citizen upon request unless the report is part of an ongoing criminal investigation. Local law enforcement agencies may also be required to make their records available under similar circumstances. In addition, investigative reports prepared by other UT Martin officials (e.g., the Office of Equity & Diversity) that do not contain personally identifiable student information also are generally considered public records under the Tennessee Public Records Act.

### 3.3.4 Robert (Robbie) Nottingham Campus Crime Scene Investigation Act

The Robert (Robbie) Nottingham Campus Crime Scene Investigation Act (Nottingham Act), Tennessee Code Annotated § 49-7-129, requires the Department of Public Safety to notify the Martin Police Department upon the Department of Public Safety’s receipt of a report from a victim alleging that any degree of rape has occurred on UT Martin property. The Nottingham Act requires the Department of Public Safety and the Martin Police Department to participate in a joint investigation of the rape, with the Department of Public Safety leading the investigation.

The Nottingham Act also requires sexual assault programs and services on campus to report annually to the Department of Public Safety the number of requests for assistance received from persons who were raped on or in the vicinity of campus during the preceding calendar year. Personally identifiable information is not provided to the Department of Public Safety in connection with that report.
3.3.5 **Due Process**

After UT Martin has formally accused a Respondent of violating this policy, the Respondent may have a constitutionally-protected due process right to be informed of the nature of the allegations, including the identity of the Complainant.

3.4 **FALSE REPORTING**

An accusation of Prohibited Conduct may have severe consequences for a Respondent. A Reporter who makes a report that is later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action, up to and including termination of employment or dismissal from UT Martin. This provision does not apply to reports made in Good Faith (as defined in Section 2.2), even if the results of an investigation of the incident do not include a finding of a policy violation by a Preponderance of the Evidence. Similarly, a Respondent or other person who is later proven to have intentionally given false information during the course of a UT Martin investigation or disciplinary proceeding action may be subject to disciplinary action, up to and including termination of employment or dismissal from UT Martin.
This section of the policy outlines a variety of UT Martin and external resources and measures relating to Prohibited Conduct. In addition to the information provided in this section, information concerning options for Complainants following a Sexual Assault can be found at: http://rainn.org/get-information/sexual-assault-recovery.

### 4.1 CONFIDENTIAL RESOURCES

The persons identified below are able to keep information communicated to them by a Complainant completely confidential and will not communicate such information to UT Martin, law enforcement, or any other third party, unless required by law in the limited circumstances described in Appendix D.

Information communicated to a person identified as a confidential resource in this Section 4.1 does not constitute notice or a report to UT Martin of an incident of Prohibited Conduct. In other words, a disclosure of Prohibited Conduct to a person identified in this Section 4.1 (including a person supervised by them (e.g., assistants, and front-desk staff)) will not trigger a University response to an incident because the people identified in this Section 4.1 are not Mandatory Reporters and do not report any information about an incident to the Title IX Coordinator, a Mandatory Reporter, or the Department of Public Safety without the Complainant’s permission. As a result, UT Martin will be unable to investigate the incident or pursue disciplinary action against the Respondent. If Prohibited Conduct is disclosed only to a University Confidential Employee, UT Martin may be limited in its ability to provide Interim Measures to the Complainant depending on how much information the Complainant is willing to share with UT Martin.

The persons identified in Section 4.1.1 can, however, help a Complainant explore options, provide information, including information on Interim Measures, and provide emotional support. A Complainant who at first requests confidentiality may later decide to report the incident to UT Martin and/or to law enforcement and have the incident fully investigated. The persons identified in Section 4.1.1 can provide the Complainant with assistance in making such reports if the Complainant asks them to do so.

Complainants may pursue the communication options outlined in this Section 4.1 regardless of whether or not they choose to report the incident to UT Martin or law enforcement. In other words, the resources described in this policy are not mutually exclusive.

#### 4.1.1 UT Martin “Confidential Employees”

If a Complainant does not desire action by UT Martin and would like the details of the incident to be kept confidential, but desires to confide in someone, the Complainant may speak with

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13 The annual publication of this policy to students and employees serves as the University’s written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for Complainants, both within the University and in the community.
one of the following persons, who are called “Confidential Employees” for purposes of this policy:

- **A licensed social worker in Student Health & Counseling Services (resource option for students only)**

  Student Health & Counseling Services  
  609 Lee Street (across from University Villages Phase 1)  
  Hours: 8:00 a.m. – 5:00 p.m., Mondays-Fridays except on University holidays/closings  
  731-881-7750  
  [http://www.utm.edu/departments/shcs/](http://www.utm.edu/departments/shcs/)

  Student Health & Counseling Services (SHCS) serves the physical and mental health needs of UTM students. The primary goal of SHCS is to provide students with the support they need to maintain wellness and achieve academic success. Students come to SHCS for a variety of reasons, including: treatment for injuries; a wide range of gynecologic and women’s health services, including services related to sexually transmitted diseases, safer sex, oral contraception (birth control pills) and injectable contraception (Depo-Provera), emergency contraception, pregnancy testing and referral, routine gynecologic care, and annual exams; vaccine administration; and treatment for acute illnesses. Students also seek counseling for a variety of reasons including: relationship problems; worries about academic performance; depression; anxiety; family concerns; low self-esteem; and low self-confidence.

  SHCS can provide free and confidential mental and clinical expertise for students in dealing with Sexual Misconduct or Relationship Violence. In the case of a Sexual Assault, SHCS may refer a student to a local hospital for a sexual assault examination performed by a trained Sexual Assault Nurse Examiner. SHCS can also assist students with find other resources in the community that serve students’ needs.

  SHCS is open only on University business days during University business hours.

  UTM students at enrolled at UTM Centers in Ripley, Selmer, Jackson, or Parson are eligible for services at Student Health and Counseling Services, which is located on the Martin campus. If you cannot travel to the Martin Campus, Student Health and Counseling Services can provide a list of community resources in those areas, or students can view a list of local facilities that provide mental and health services in those areas at: [http://www.utm.edu/departments/shcs/satellite.php](http://www.utm.edu/departments/shcs/satellite.php).

- **A counselor with the Employee Assistance Program** managed by Magellan Health Services (855-Here4TN (855-437-3486)) (resource option for employees only) [http://www.utm.edu/departments/personnel/EAP.php](http://www.utm.edu/departments/personnel/EAP.php); and

- The following persons associated with the Department of Intercollegiate Athletics (resource options for intercollegiate student-athletes only):
  - A team physician (team physicians are University contractors, not employees); and
A staff member in Athletic Training and employees working under their supervision (e.g., an athletic trainer\textsuperscript{14}).

A person identified in this section is a Confidential Employee only if the student or employee is communicating with that person as a patient or client.

Confidential Employees include the persons identified above, University employees working under their supervision, and University employees providing administrative, operational, and/or related support for such persons.

Confidential Employees may periodically report non-personally identifiable information about Prohibited Conduct to the Title IX Coordinator to keep the Title IX Coordinator informed about the general extent and nature of Prohibited Conduct on and off campus.

4.1.2 Confidential Resources Outside of UT Martin
Complainants of Prohibited Conduct also have options to communicate confidentially with someone who is not affiliated with UT Martin or law enforcement. Complainants who desire to speak confidentially with someone not affiliated with UT Martin or law enforcement may contact one of the following:

West Tennessee resources available 24 hour/7 days a week

- **Women’s Resource and Rape Assistance Program (WRAP)**
  62 Director's Row
  Jackson, TN
  [https://www.wraptn.org](https://www.wraptn.org)
  1-800-273-8712 (24-hour hotline)
  WRAP is the only agency in West Tennessee providing services to both sexual and domestic violence survivors. We have coordinated our efforts with those of local law enforcement agencies, attorneys, hospitals, social services agencies, state agencies, and court offices so that we can work together to provide the best services possible to the clients we serve. WRAP not only makes referrals to these agencies, but also receives referrals from them as well as information and assistance. WRAP serves the following West Tennessee Counties: Crockett, Haywood, Gibson, Madison, Chester, Hardeman, Henderson, Benton, Carroll, Decatur, Henry, Hardin, McNairy, and Wayne.

- **Pathways Behavioral Health Services**
  930 Mount Zion Rd.
  Union City, TN
  1-800-372-0693 (24-hour crisis hotline)
  731-885-9333
  Monday-Friday, 8:00 a.m. – 5:00 p.m.
  [http://www.wth.org/locations/pathways](http://www.wth.org/locations/pathways)
  Pathways Behavioral Health Services (Pathways) provides behavioral health and substance abuse services to the people of West Tennessee. Pathways offers both

\textsuperscript{14} In Tennessee, athletic trainers perform their duties upon the advice, consent, and oral or written prescriptions of a licensed physician. Accordingly, they are considered Confidential Employees.
outpatient and inpatient services for those suffering from mental health and/or substance abuse issues.

- **Shelby County Rape Crisis Center**
  1750 Madison Ave., Ste. 102
  Memphis, TN 38104
  901-222-4350
  The Shelby County Rape Crisis Center (RCC) empowers and cares for victims of sexual violence by providing free and confidential, comprehensive forensic nursing, advocacy and counseling services, regardless of whether or not the victim is reporting to law enforcement.

- **Professional Care Services (mental health services)**
  800-353-9918 (24 crisis line for individuals in Fayette, Tipton, and Lauderdale County)

- **Quinco Mental Health Centers**
  (Locations in Decaturville, Jackson and Selmer)
  800-467-2515 (24 hour crisis hotline)

- **Northwest Safeline**
  800-957-0055 (24 hour crisis hotline)
  This entity provides services to victims of domestic violence in the following West Tennessee counties: Crockett, Dyer, Henry, Lauderdale, Lake, Obion, Tipton, and Weakley.

**National and state crisis lines available 24 hour/7 days a week**

- **Tennessee Coalition Against Domestic & Sexual Violence**
  1-800-356-6767
  [http://tncoalition.org/](http://tncoalition.org/)
  The Tennessee Coalition to End Domestic and Sexual Violence (TCEDS) is a private nonprofit organization composed of diverse community leaders and program members who share a common vision of ending violence in the lives of Tennesseans through public policy, advocacy, education and activities that increase the capacity of programs and communities to address violence. The TCEDS is a statewide organization that serves: domestic violence and sexual assault programs; community groups and organizations; criminal justice agencies; allied professionals (e.g., medical, legal, mental health professionals); individuals seeking information and resources; and immigrant victims of domestic or sexual violence, stalking or trafficking.

- **RAINN National Sexual Assault Crisis Hotline**
  800-656-HOPE (4673)
  [https://www.rainn.org/about-national-sexual-assault-telephone-hotline](https://www.rainn.org/about-national-sexual-assault-telephone-hotline)
Non-UT Martin counselors, advocates, and health care providers will generally maintain confidentiality unless state law otherwise requires (Appendix D) or the Complainant requests the disclosure and signs a consent or waiver form.

4.2 **NON-CONFIDENTIAL UT MARTIN RESOURCES**

UT Martin employees/units identified below are trained to support Complainants. While not bound by confidentiality (i.e., they are Mandatory Reporters who are required to report knowledge of incidents of Prohibited Conduct to UT Martin and/or take other responsive action), these UT Martin employees/units will maintain the privacy of information shared by Complainants within the limited circle of those UT Martin employees involved in UT Martin’s response to an incident of Prohibited Conduct. When speaking with one of the resources below, Complainants are free to limit the details they share while they decide whether to report an incident to UT Martin.

The following UT Martin employees/units are generally available Monday-Friday from 8:00 a.m. to 5:00 p.m. on UT Martin business days unless otherwise specified below:

- **Title IX Coordinator**
  303 Administration Building
  Martin, TN 38238
  731-881-3505 (phone)
  731-881-3507 (fax)
  equityanddiversity@utm.edu
  [http://www.utm.edu/departments/equalopp/](http://www.utm.edu/departments/equalopp/)
  [https://www.utm.edu/sexualmisconduct/titleIX.php](https://www.utm.edu/sexualmisconduct/titleIX.php)
  More information about the Title IX Coordinator can be found in Section 1.3.
- **Department of Public Safety**  
  731-881-7777 (24 hours/day, seven days/week)  
  The Department of Public Safety enforces all laws and University rules on the Martin campus to help maintain a safe environment for UTM students and employees. Public Safety also partners with Student Health and Counseling Services to provide the UTM community with an array of educational programs that allow participants to better understand warning signs and proper responses to help prevent crimes on campus. **Please contact the Department of Public Safety if you would like a Department of Public Safety police officer to take you either to a local hospital for medical treatment, including a sexual assault nurse examination.**

- **Office of Student Conduct**  
  222 Administration Building  
  731-881-7703  
  [http://www.utm.edu/departments/conduct/](http://www.utm.edu/departments/conduct/)  
  The Office of Student Conduct handles cases in which a UTM student has been accused with violating the University’s Standards of Conduct. More information on the University’s procedures for handling allegations of Sexual Misconduct and Relationship Violence against a student can be found in Section VI.

- **Division of Student Affairs**  
  223 Administration Building  
  731-881-7700  
  [http://www.utm.edu/studentaffairs/](http://www.utm.edu/studentaffairs/)  
  The Division of Student Affairs is committed to facilitating student growth and development in civility and humanity by providing excellent student services that are responsive to student needs both inside and outside the classroom. The Division of Student Affairs oversees the Office of Student Conduct and Student Health & Counseling Services.

4.3 **Medical Care**

A Complainant may seek medical care at any time following Prohibited Conduct. The resources described in this Section 4.3 are confidential resources, as described in Section 4.1.

Medical care may be obtained from the following:

- **Student Health & Counseling Services (option for students only)**  
  609 Lee Street (across from University Villages Phase 1)  
  731-881-7750  
  [http://www.utm.edu/departments/shcs/](http://www.utm.edu/departments/shcs/)  
  SHCS is open 8:00 a.m. – 5:00 p.m., Mondays-Fridays, except on University holidays/closings.
▪ **Local hospitals (24 hours, seven days a week)**

West Tennessee Healthcare-Volunteer Martin
161 Mt Pelia
Martin, TN
731-587-4261
[https://www.wth.org/locations/volunteer-hospital/?address=38237&lat=36.365921&lng=-88.845504](https://www.wth.org/locations/volunteer-hospital/?address=38237&lat=36.365921&lng=-88.845504)

Weakley County Health Department
9852 Highway 22
Dresden, TN 38225
731-364-2210
Open Monday-Friday, 8:00 a.m. – 4:30 p.m.

Baptist Memorial Hospital
1201 Bishop St
Union City, TN
731-885-2410

Lauderdale Community Hospital
326 Asbury Avenue
Ripley, TN
731-221-2200

Jackson-Madison County General Hospital
620 Skyline Drive
Jackson, TN
731-541-5000
[http://www.wth.org/locations/jackson-madison-co-general](http://www.wth.org/locations/jackson-madison-co-general)

Decatur County General Hospital
969 Tennessee 69
Parsons, TN
731-847-3031

In cases of Sexual Assault, it is important for a Complainant to seek immediate medical attention to determine the presence of physical injury, address pregnancy concerns, determine the possibility of exposure to sexually transmitted diseases, and, if the Complainant later decides to pursue legal options, to obtain evidence to assist in criminal prosecution, a civil action, or in obtaining a civil protection order. **According to sexual assault nurse examiners, the key to success in collecting physical evidence of a Sexual Assault is to collect the evidence as soon as possible after a Sexual Assault (ideally within 24 hours of a Sexual Assault but no later than 72 hours after a Sexual Assault).** Prior to seeking medical care, Complainants of Sexual Assault, when possible, should avoid changing their clothing, bathing, showering, using a douche, using the bathroom, brushing their teeth, drinking liquids, washing their hands or face, or combing their hair. If Complainants
change their clothes, then the best way to preserve evidence relating to clothing is to put the clothing in a paper (not plastic) bag.

**The collection of evidence for use in a criminal prosecution or an order of protection hearing relating to Sexual Assault can only be performed by trained personnel at a hospital emergency room; physical examinations by other healthcare providers are likely to impede potential future legal remedies.** In cases of Sexual Assault, a medical professional usually will: examine the Complainant; provide appropriate medical treatment; collect evidence of the assault, such as hairs, fluids, and fibers; and, if applicable, talk with the Complainant about the prevention of venereal disease and pregnancy. A medical examination preserves evidence for forensic analysis in the event that a Complainant wishes to pursue a criminal prosecution or an order of protection. The medical examination likely will be performed by a sexual assault nurse examiner, a nurse who is specially trained to collect evidence in cases of Sexual Assault.

If the Complainant chooses not to report the incident to law enforcement at the time of the medical examination, the medical provider will provide the examination materials to local law enforcement with a unique identifying number that will also be provided to the Complainant. The law enforcement agency with jurisdiction will store the examination materials for up to three (3) years. If in that time the Complainant decides to make a police report, the Complainant may report to the law enforcement agency with jurisdiction and refer to the unique identifying number so that the Complainant’s examination materials may be matched with the Complainant’s law enforcement report for evidentiary purposes.
4.4 **INTERIM MEASURES**

After a Mandatory Reporter receives a report of Prohibited Conduct, UT Martin will implement Interim Measures designed to eliminate the reported Prohibited Conduct and protect the persons involved in the matter (e.g., Complainant, Reporter, Respondent, and potential witnesses).

### 4.4.1 Availability of Interim Measures

Interim Measures are available:

- Even if the Complainant does not want to report the incident to law enforcement;
- Even if the Complainant has made a Request for Limited Action and UT Martin has granted the Request for Limited Action (Section 3.1.5). (UT Martin may be able to take measures to protect the Complainant while keeping the identity of the Complainant confidential, such as: providing support services to the Complainant; changing living arrangements or course schedules, assignments, or tests; and providing increased monitoring, supervision, or security at locations or activities where the Prohibited Conduct occurred);
- Prior to or during an investigation of Prohibited Conduct; and
- Prior to a final determination that Prohibited Conduct occurred.

### 4.4.2 Examples of Interim Measures

The following are examples of Interim Measures:

- informing the Complainant of the Complainant’s rights under UT Martin’s procedures for complaints against students or procedures for complaints against employees or other non-students;
- informing the Complainant of the Complainant’s right to report the incident to law enforcement for criminal investigation and prosecution and assisting the Complainant in reporting an incident to law enforcement, if the Complainant wants to report the incident;
- Issuing a no-contact directive, which prohibits the person (e.g., the Respondent) from having verbal, physical, or written contact with another person (e.g., the Complainant) for a definite or indefinite period of time (no-contact directives may be mutual, e.g., the Complainant may also receive a directive to not contact the Respondent);
- Issuing an interim suspension to the Respondent (if a student) prior to the conclusion of the investigation of resolution of a complaint of Prohibited Conduct (an interim suspension may be issued when the Vice Chancellor for Student Life (or designee) has reasonable cause to believe that a student’s or student organization’s continued presence on University-controlled property or at University-affiliated activities poses a significant risk of substantial harm to the health or safety of others or to property or poses an ongoing threat to the disruption of, or interference with, the normal operations of UT Martin);
- Putting a Respondent (if an employee) on leave, in accordance with other applicable University policies, prior to the conclusion of the investigation and resolution of a report of Prohibited Conduct;
- Providing medical and counseling services to a Complainant who is a student;
Exploring changes in living, transportation, dining, and working arrangements for the Complainant and the Respondent;

Providing an escort to ensure that a Complainant who is a student can move safely between classes and activities;

Arranging appointments for a Complainant with follow-up on-campus support services (if a student) or off-campus support services, such as those identified in this Section 4 (e.g., arranging an appointment with West Tennessee Legal Services to discuss options for pursuing an order of protection);

Exploring changes in class and extracurricular schedules, including adjustments so that the Complainant and the Respondent do not share the same classes (if both the Complainant and the Respondent are students);

Assisting the Complainant in communicating with faculty (for Complainants who are students);

Reviewing any disciplinary action(s) taken against the Complainant to see if there is a causal connection between the Respondent’s misconduct and the misconduct that may have resulted in the Complainant being disciplined;

Providing academic support for the Complainant, including tutoring (for Complainants who are students); and

Exploring the options of re-taking a course, dropping a course, or withdrawing for a semester without financial or academic penalty (for students).

4.4.3 Determination of Interim Measures

The specific Interim Measures implemented and the process for implementing those measures will vary depending on the facts of each case and the student or employee status of the Complainant and the Respondent. The Title IX Coordinator, in consultation as needed with other appropriate University employees (e.g., an employee who would be involved in implementing the Interim Measure being considered), will consider a number of factors in determining what Interim Measures UT Martin will take, including, for example: the specific desire(s) expressed by the person who will benefit from the Interim Measures (e.g., the Complainant); whether the Complainant has made a Request for Limited Action (Section 3.1.5); the age of the persons involved; the severity or pervasiveness of the allegations; any continuing effects on the Complainant; whether the Complainant and Respondent share the same residence hall, dining hall, classes, extracurricular activities, transportation, or job location; and whether judicial measures have been taken to protect the Complainant (e.g., civil protection orders). In implementing Interim Measures, UT Martin attempts to minimize the burden on the Complainant while balancing the due process rights, if any, of the Respondent.

4.4.4 Subsequent Communications with UT Martin Concerning Interim Measures

UT Martin will strive to maintain consistent contact with the Complainant and the Respondent to ensure that all safety, emotional, and physical well-being concerns are being addressed. Persons are encouraged to report to the Title IX Coordinator concerns about the failure of another person to abide by the terms of an Interim Measure. UT Martin will take immediate and responsive action to enforce a previously implemented Interim Measure and violations will be addressed by the appropriate office.
4.5 **ORDERS OF PROTECTION AND OTHER LEGAL REMEDIES**

For assistance in pursuing orders of protection and other legal remedies, a Complainant may contact:

**West Tennessee Legal Services**
210 W. Main Street
Jackson, TN
731-423-0616 or 800-372-8346
wtls@wtls.org

The Title IX Coordinator or the Department of Public Safety can assist a Complainant with arranging an appointment with the West Tennessee Legal Services to discuss options for pursuing an order of protection and other legal remedies. The Tennessee Coalition to End Domestic and Sexual Violence provides information about orders of protection on its website: [https://www.tncoalition.org/legal-clinics](https://www.tncoalition.org/legal-clinics)

4.6 **VICTIM ADVOCACY SERVICES AND PRIVATE LEGAL ASSISTANCE**

The University does not provide advocacy services or private legal assistance to Complainants or Respondents. The American Bar Association provides information on finding legal services by state: [apps.americanbar.org/legalservices/findlegalhelp/home.cfm](http://apps.americanbar.org/legalservices/findlegalhelp/home.cfm).

4.7 **VISA AND IMMIGRATION ASSISTANCE**

Under the law, international students and employees who are Complainants receive the same rights under Title IX and the Clery Act as other Complainants, regardless of their immigration and visa status. For victims of Sexual Assault, Relationship Violence, and Stalking, there may be other visa options, including U and T Visas.

UT Martin’s Center for International Education can provide useful information regarding immigration status, although the office does not provide legal advice:

Center for International Education
124 Gooch Hall
Martin, TN 38238
Phone: 731-881-1023
[https://www.utm.edu/departments/cie/](https://www.utm.edu/departments/cie/)

International students and employees with questions about their immigration and visa status should seek the assistance of an immigration attorney. Immigration lawyers are licensed attorneys who specialize in the field of immigration law. They function as the client’s advocate, and can represent them before immigration agencies, both in immigration court as well as in filing applications for immigration benefits. The attorney can give general advice and can discuss immigration options. Like all attorneys, immigration attorneys are bound by professional ethical and legal requirements to keep client discussions confidential.
U.S. Citizenship and Immigration Services (USCIS) ([https://www.uscis.gov/](https://www.uscis.gov/)), a bureau of the Department of Homeland Security (DHS), offers two sites to help individuals find free or low-cost legal representation:

USCIS Find Help in your Community Webpage: [https://www.uscis.gov/about-us/contact-us](https://www.uscis.gov/about-us/contact-us)
USCIS Find Legal Services Webpage: [www.uscis.gov/avoid-scams/find-legal-services](www.uscis.gov/avoid-scams/find-legal-services)


The American Immigration Lawyers Association ([www.aila.org/](www.aila.org/)) offers an online immigration lawyer referral service ([www.ailalawyer.org/](www.ailalawyer.org/)) that can help a student or employee find an immigration lawyer.

The American Bar Association also provides information on finding legal services by state: [apps.americanbar.org/legalservices/findlegalhelp/home.cfm](apps.americanbar.org/legalservices/findlegalhelp/home.cfm).

### 4.8 Student Financial Aid

Complainants or Respondents who need assistance with financial aid issues may contact the Title IX Coordinator or the Financial Aid and Scholarships Office ([https://www.utm.edu/departments/finaid/](https://www.utm.edu/departments/finaid/)).
SECTION 5
UNIVERSITY PROCEDURES FOR INVESTIGATING AND RESOLVING REPORTS OF PROHIBITED CONDUCT

5.5 SUMMARY OF STUDENT AND EMPLOYEE PROCEDURES

UT Martin has specific procedures for investigating and resolving reports of Prohibited Conduct based on the relationship of the Respondent to UT Martin and the type of Prohibited Conduct that was reported.

- The procedures used to investigate and resolve Prohibited Conduct involving a Respondent who is a student a described in Section 5.2 and Section 5.4.

- The procedures used to investigate and resolve Prohibited Conduct involving a Respondent who is an employee or other non-student generally depends on whether the incident allegedly involved non-Consensual physical contact with the Complainant.
  - A report involving Sexual Assault, a Sex Offense Crime, a Relationship Violence Crime, Dating Violence, Domestic Violence, or Stalking generally will be resolved in accordance with the procedures described in Section 5.2 and Section 5.3.
  - A report of Sex Discrimination (e.g., Sexual Harassment) that does not involve Sexual Assault, a Sex Offense Crime, a Relationship Violence Crime, Dating Violence, Domestic Violence, or Stalking generally will be resolved by the Office of Equity & Diversity in accordance with UT Martin’s Discrimination Complaint Procedure: 

Appendix E contains a chart that summarizes which complaint procedures will be used to resolve reports of Prohibited Conduct.

5.6 STANDARDS APPLICABLE TO ALL PROCEDURES

The standards in this Section 5.2 apply to all procedures under this policy (i.e., Section 5.3 and Section 5.4) for investigating and resolving reports of Prohibited Conduct, regardless of whether the Complainant or Respondent is a UT Martin student, UT Martin employee, or a person who is neither a student nor an employee.

5.6.1 Determining the Appropriate Procedure

The appropriate UT Martin procedure for investigating and resolving reports of Prohibited Conduct generally is determined by whether the Respondent is a student, employee, or a person who is neither a student nor an employee. In all of the procedures described below, UT Martin is committed to providing a prompt, thorough, and equitable investigation and resolution. A UT Martin investigation may occur alongside, rather than in lieu of, a law enforcement investigation. UT Martin does not use mediation to resolve incidents of Sexual Assault. The
Title IX Coordinator will resolve issues regarding the appropriate investigatory and resolution procedure.

5.6.2 Selecting an Investigator

For each report of Prohibited Conduct to be investigated, UT Martin may select an investigator(s) of its choosing, provided that the investigator has specific training and experience investigating allegations of Prohibited Conduct. Any investigator(s) chosen to conduct the investigation must be impartial and free of any conflict of interest. The investigator(s) may be a University employee, a team of University employees, an external investigator(s) engaged to assist UT Martin, or a team of investigators that pairs an external investigator(s) with a University employee. Investigations of reports of Prohibited Conduct are usually performed by the Office of Equity and Diversity (if the Respondent is an employee or other non-student) or the Office of Student Conduct (if the Respondent is a student). A separate law enforcement investigation may be conducted by the Department of Public Safety.

5.6.3 Preponderance of the Evidence Standard

All investigations and proceedings, including disciplinary hearings, relating to Prohibited Conduct must be conducted using a Preponderance of the Evidence standard.

5.6.4 Advisors and Support Persons

Both the Complainant and the Respondent are entitled to bring a person of their choice to UT Martin meetings and hearings, but the person’s role is limited to providing advice, guidance, and/or support for the Complainant or the Respondent, not acting as an advocate or participant (except in a UAPA Hearing, in which a Complainant and a Respondent are entitled to have an attorney advocate on their behalf).

5.6.5 Training

UT Martin employees and students participating in UT Martin investigations and disciplinary hearings involving Prohibited Conduct receive annual training on issues related to Prohibited Conduct and how to conduct an investigation and/or hearing in a way that protects the safety of the parties and promotes accountability.

5.6.6 Rights of the Complainant and the Respondent

In addition to rights for Complainants and Respondents described in other parts of this Section 5 and other sections of this policy, Complainants and Respondents have the following rights in cases involving Prohibited Conduct:

- Notice concerning the procedure by which UT Martin will handle the Complainant’s report and an opportunity to ask questions about University policies and procedures;
- A prompt, thorough, and equitable investigation of the Complainant’s report;
- The same opportunity as the other party to present an explanation of the facts during UT Martin’s investigation;
Notice of the outcome of UT Martin’s investigation;

Notice of the date, time, and location of a disciplinary hearing; the right to have a disciplinary hearing closed to the public if a hearing involves a student Complainant or Respondent; and the right to request rescheduling of a disciplinary hearing for good cause;

The same access as the other party to any information or documents that will be used by UT Martin during a disciplinary hearing, unless prohibited by law;

To challenge the seating of any UAPA Hearing administrative judge or hearing officer for good cause (determined at the discretion of the Chancellor/Agency Head); any member of a hearing board, panel, or committee for good cause (determined at the discretion of the chairperson of the hearing board, or, if the seating of the chairperson is challenged, then at the discretion of the majority of the hearing board; or any other hearing decision maker for good cause (determined at the discretion of UT Martin employee responsible for supervising the hearing board);

The same opportunity as the other party to be present during a disciplinary hearing, present witnesses and other evidence, challenge the admissibility of evidence, and cross-examine adverse witnesses during the disciplinary hearing;

To testify or remain silent in an investigation or disciplinary hearing;

Not to be questioned directly by the other party during a disciplinary hearing or at any other time during UT Martin’s investigation or resolution;

To submit a written impact statement (Complainant) or a written mitigation statement (Respondent) to a hearing board, panel, or committee, or other hearing decision maker, for consideration during the sanctioning phase of a disciplinary hearing, if the Respondent is found responsible for the charges, or to the Office of Student Conduct or other administrator for consideration during the sanctioning phase of an administrative hearing, if the Respondent admits responsibility for the charges;

To be provided with the same or equivalent rights as the other party to challenge or appeal the decision of a UT Martin investigation or disciplinary hearing panel, board, or other decision maker.

5.6.7 Notice to Complainants and Respondents

Unless prohibited by federal law, with respect to any UT Martin disciplinary hearing that arises from an allegation of Prohibited Conduct, UT Martin will provide simultaneous written notification to the Complainant and the Respondent of:

The results of the hearing;
UT Martin’s procedures for the Complainant and the Respondent to appeal the results of the UT Martin disciplinary hearing, if such procedures are available (any such procedures must be available to both the Complainant and the Respondent);

- Any change to the results of the hearing before the results are final; and

- When the results of the hearing become final.

For the purposes of this Section 5.2.7, “results” means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within UT Martin. The results include any sanctions imposed by UT Martin and include the rationale for the results.

Notice to the Complainant and the Respondent concerning other matters (e.g., appeals) must be provided in writing simultaneously to the Complainant and Respondent.

### 5.6.8 Time Frames

UT Martin will strive to meet the time frames described in this Section 5. In each case, however, UT Martin will balance the need to complete a prompt investigation and resolution with the need to conduct a thorough investigation and a resolution that complies with due process. Thus, the actual time to complete an investigation and resolution may require a reasonable adjustment of the time frames in this policy depending on many factors, including, without limitation: the complexity of the allegations; the complexity of the investigation and resolution; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, witnesses, and evidence (e.g., forensic evidence); a request by a Complainant to conduct an investigation or resolution at a slower pace; the effect of a concurrent criminal investigation; a request by a district attorney to delay interviewing a witness; a witness’ compliance with the instruction of a district attorney not to participate in a University investigation; any intervening University holidays, breaks, or other closures; and/or other unforeseen circumstances. In the event that the need arises to significantly adjust the time frames in this policy or those previously communicated to the Complainant and the Respondent for good cause, UT Martin will notify the Complainant and the Respondent in writing of the reason for the delay and the expected adjustment in time frames.

### 5.6.9 Prior Conduct, Including Sexual History

In general, neither the Complainant’s nor the Respondent’s prior sexual history is relevant to the issue of whether Prohibited Conduct occurred and will not be considered as evidence during an investigation or hearing. However, when the Respondent contends that the Complainant gave Consent for a particular sexual act, the prior sexual history between the Complainant and the Respondent may be relevant to assess the manner and nature of communications between the parties. As noted in Section 2.2, however, the mere existence of a current or previous dating, romantic, intimate, or sexual relationship with the other person does not allow a Respondent to imply or infer Consent. The Complainant’s and the Respondent’s prior sexual history may also be relevant in other limited circumstances, such as to show intent, motive, absence of mistake, or to explain an injury or physical finding.
5.6.10 Prompt, Fair, and Impartial Proceedings

All activities related to a non-criminal resolution of a UT Martin disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings conducted by UT Martin under this policy must be prompt, fair, and impartial. Those activities must be conducted in a manner that: (1) is consistent with UT Martin’s policies and transparent to the Complainant and the Respondent; (2) includes timely notice of meetings at which the Complainant or the Respondent, or both, may be present; and (3) provides timely access to the Complainant, the Respondent, and appropriate officials to any information that will be used after the fact-finding investigation but during informal and formal disciplinary meetings and hearings. Decision makers must not have a conflict of interest or bias for or against the Complainant or the Respondent.

5.6.11 Alternative Resolution

At any point during the investigation and resolution process, a report may be resolved through an alternative other than the procedures outlined in Section 5.3 or Section 5.4. When an alternative resolution is proposed, the Title IX Coordinator will determine whether exploration of an alternative resolution is appropriate (including a determination whether the Complainant has been pressured by others to pursue alternative resolution). UT Martin will not use mediation to resolve reports of Sexual Assault. If exploration of an alternative resolution is appropriate, the Title IX Coordinator will serve as an impartial facilitator (or designate another trained employee to do so) so that the Complainant and the Respondent do not have direct contact (unless both parties consent to direct contact). UT Martin will not compel a Complainant or a Respondent to participate in an alternative resolution process. At any time during an alternative resolution process, either the Complainant or the Respondent may request that the process cease and the investigation and resolution process continue pursuant to Section 5.3 or Section 5.4. The Title IX Coordinator will not approve an alternative resolution unless the Complainant and the Respondent agree to the alternative resolution. The Title IX Coordinator will ensure that any proposed alternative resolution is consistent with the University’s Title IX obligations. If no alternative resolution is reached, then UT Martin will continue with the investigation and resolution process.

5.7 Procedure for Investigating and Resolving a Report Involving a Respondent Who is a UT Martin Employee or Other Non-Student

This Section 5.3 describes procedures for investigating and resolving a report of Sexual Assault, Sex Offense Crimes, Relationship Violence, Stalking, or Retaliation involving a Respondent who is an employee or other non-student.

5.7.1 Meeting (Communication) with the Complainant

After receiving a report of Prohibited Conduct (either directly from a Reporter or indirectly from a Mandatory Reporter), the Title IX Coordinator will initiate immediate and appropriate steps by UT Martin to: have an appropriate University employee offer to meet with, or otherwise communicate with, the Complainant; in cases of Sexual Assault, Relationship Violence, or Stalking, provide a Complainant with a copy of this policy and/or another written publication approved by the Title IX Coordinator to inform the Complainant of the Complainant’s rights under this policy (if that has not already been done by a Mandatory Reporter), which will include notification about options for, available assistance in, and how
to request changes to academic, living, transportation, and working situations or protective measures; evaluate whether Interim Measures need to be implemented and assist with the implementation of Interim Measures; and, subject to a Complainant’s Request for Limited Action (Section 3.1.5), initiate the investigation and resolution procedures outlined this Section 5 if, based on an initial assessment, the alleged conduct meets the definition of Prohibited Conduct and falls within the scope and applicability of this policy (Section 1.2). The Title IX Coordinator also can assist a Complainant in reporting the incident to law enforcement.

5.7.2 **Investigation and Resolution**

Unless UT Martin grants a Complainant’s Request for Limited Action (Section 3.1.5) and decides not to further investigate a report of Prohibited Conduct, the Title IX Coordinator will designate one or more persons to investigate the report, which likely will be an employee in the Office of Equity and Diversity. The investigator selected by UT Martin will conduct the investigation in a manner appropriate in light of the circumstances of the case, which will typically include interviews with the Complainant, the Respondent, and any witnesses. As part of the investigation, UT Martin will provide an equal opportunity for the Complainant and the Respondent to be heard, to submit information, and to identify witnesses and other evidence. The interviews will be supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available. The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough and equitable, and all persons will be treated with appropriate sensitivity and respect. The investigation will be conducted in a manner that is respectful of individual privacy concerns.

UT Martin’s investigator will make written findings and recommendations (including a statement outlining the basis for them) and transmit the findings and recommendations to the appropriate UT Martin administrator. The report will contain a conclusion, based on a Preponderance of the Evidence standard, concerning whether the Respondent violated this policy. The findings and recommendations will be made available simultaneously to the Complainant and the Respondent. The appropriate administrator will review the investigator’s findings and recommendations, make a determination whether this policy was violated (and, if so, what disciplinary and/or other corrective actions should be imposed), and will provide simultaneous written notification of the determination to the Complainant and the Respondent.

UT Martin strives to complete the procedures in this Section 5.3.2 within 60 calendar days of the receipt of a report of Prohibited Conduct.

5.7.3 **Appeals**

A Respondent who is an employee who is not satisfied with the administrator’s determination may appeal in accordance with applicable University policies and procedures, including, without limitation, University of Tennessee System Human Resources Policy 0525 (Disciplinary Action), University of Tennessee System Human Resources Policy 0640 (Grievances), and the UT Martin Faculty Handbook (http://www.utm.edu/departments/acadaff/_docs/fachbook.pdf). A Complainant must be provided the same opportunity as a Respondent to submit information to the decision maker on appeal.
Within fifteen (15) calendar days after receipt of the administrator’s determination, a Complainant who is not satisfied with the determination may appeal in writing to the next higher administrative level. UT Martin will inform the Complainant in writing of the person to whom an appeal may be made. Any administrator who receives a Complainant’s appeal must make a decision on the appeal within ten (10) calendar days of the administrator’s receipt of the appeal.

Decision makers concerning appeals must be impartial and free of any conflict of interest.

Decisions on appeals must be provided in writing simultaneously to the Complainant and Respondent.

5.7.4 Disciplinary or Other Corrective Actions

Disciplinary actions with respect to an employee found to have committed Prohibited Conduct can include, without limitation: termination, demotion, suspension without pay, and/or oral or written corrective action. When the person found to have committed Prohibited Conduct is neither a student nor an employee, UT Martin’s corrective action(s) will vary based on UT Martin’s ability to implement corrective action(s).

5.8 Procedure for Investigating and Resolving a Report Involving a Respondent Who is a UT Martin Student

This Section 5.4 describes procedures for investigating and resolving reports of Prohibited Conduct involving a Respondent who is a student.

5.8.1 Meeting (Communication) with the Complainant

After receiving a report of Prohibited Conduct (either directly from a Reporter or indirectly from a Mandatory Reporter), the Title IX Coordinator or the Office of Student Conduct will initiate immediate and appropriate steps by UT Martin to: have an appropriate UT Martin employee offer to meet with, or otherwise communicate with, the Complainant; in cases of Sexual Assault, Relationship Violence, or Stalking, provide a Complainant with a copy of this policy and/or another written publication approved by the Title IX Coordinator to inform the Complainant of the Complainant’s rights under this policy (if that has not already been done by a Mandatory Reporter), which will include notification about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures; evaluate whether Interim Measures need to be implemented and assist with the implementation of Interim Measures; and, subject to a Complainant’s Request for Limited Action (Section 3.1.5), initiate the investigation and resolution procedures outlined in this section if, based on an initial assessment, the alleged conduct meets the definition of Prohibited Conduct and falls within the scope and applicability of this policy (Section 1.2). The Title IX Coordinator or the Office of Student Conduct also can assist a Complainant in reporting the incident to law enforcement.
5.8.2 Investigation

Unless the University grants a Complainant’s Request for Limited Action (Section 3.1.5) and decides not to further investigate a report of Prohibited Conduct, the investigator(s) selected by the University will conduct the investigation in a manner appropriate in light of the circumstances of the case, which will typically include interviews with the Complainant, the Respondent, and any witnesses. As part of the investigation, the University will provide an equal opportunity for the Complainant and the Respondent to be heard, to submit information, and to identify witnesses and other evidence. The interviews will be supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available. The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough and equitable, and all persons will be treated with appropriate sensitivity and respect. The investigation will be conducted in a manner that is respectful of individual privacy concerns. Investigations likely will be conducted by the Office of Student Conduct.

The Title IX Coordinator or the Office of Student Conduct will provide simultaneous written notice of the investigative finding and disciplinary penalty/remedy (if any) to the Complainant and the Respondent. UT Martin strives to complete the procedures in this Section 5.4.2 within 60 calendar days of the receipt of a report of Prohibited Conduct.

5.8.3 Resolution

If UT Martin determines after an investigation that a student has engaged in Prohibited Conduct, then UT Martin will take prompt and effective steps reasonably calculated to end the misconduct, prevent the misconduct from recurring, and address its effects. One of those steps likely will involve the Office of Student Conduct charging the Respondent with a violation of the Standards of Conduct and resolving the matter in accordance with Section 5.2, this Section 5.4, and UT Martin’s student disciplinary regulations and procedures described in Chapter 1720-05-01-.04 (https://publications.tnsosfiles.com/rules/1720/1720-05/1720-05-01.20180927.pdf).

5.8.4 Appeals

5.8.4.1 Appeal by the Complainant of a Decision of the Office of Student Conduct to Not Charge a Respondent with Violating the Standards of Conduct

A Complainant may appeal a decision of the Office of Student Conduct to not charge a Respondent with violating the University’s Standards of Conduct to the Vice Chancellor for Student Affairs by filing a written request for appeal within ten (10) calendar days after receipt of the decision of the Office of Student Conduct. The Vice Chancellor for Student Affairs may affirm the decision of the Office of Student Conduct, reverse the decision of the Office of Student Conduct and direct the Office of Student Conduct to charge the Respondent with violating the Standards of Conduct, or remand the matter for additional investigation or consideration. The Vice Chancellor for Student Affairs will issue a decision in writing, sent to the Complainant and the Respondent simultaneously, within ten (10) calendar days of receipt of the appeal. The decision of the Vice Chancellor for Student Affairs is final.
5.8.4.2 Appeal by the Complainant of a Proposed Disciplinary Penalty

In a case in which the Respondent has indicated a willingness to accept responsibility for violating a Standard of Conduct, but the Complainant does not agree with the disciplinary penalty proposed by the Office of Student Conduct for the Respondent’s violation of the Standard of Conduct, the Complainant may appeal to the Vice Chancellor for Student Affairs by filing a written request for appeal within ten (10) calendar days after notification of the proposed disciplinary penalty by the Office of Student Conduct. The Vice Chancellor for Student Affairs may affirm the disciplinary penalty proposed by the Office of Student Conduct, modify the disciplinary penalty proposed by the Office of Student Conduct, or remand the matter for additional consideration by the Office of Student Conduct. The Vice Chancellor for Student Affairs will issue a decision in writing, sent to the Complainant and the Respondent simultaneously, within ten (10) calendar days of receipt of the request for review. The decision of the Vice Chancellor for Student Affairs is final.

5.8.4.3 Appeal by either the Complainant or the Respondent of a Decision of the Student Conduct Officer or Disciplinary Hearing Board

The Complainant or the Respondent may appeal a decision of the Student Conduct Officer (Office of Student Conduct) or a decision of the Disciplinary Hearing Board to the Vice Chancellor for Student Affairs by filing a written request for appeal with the Vice Chancellor for Student Affairs within seven (7) calendar days after written notification of the decision of the Student Conduct Officer or the Disciplinary Hearing Board. The Vice Chancellor for Student Affairs may affirm the decision of the Student Conduct Officer or the Disciplinary Hearing Board, modify or overturn the decision of the Student Conduct Officer or the Disciplinary Hearing Board, or return the case to the Student Conduct Officer or the Disciplinary Hearing Board with instructions for reconsideration of the case. The Vice Chancellor for Student Affairs will issue a decision in writing, sent to the Complainant and the Respondent simultaneously, within ten (10) calendar days of receipt of the request for review. The decision of the Vice Chancellor for Student Affairs is final.

5.8.4.4 Appeal by University, the Complainant, or the Respondent of an Initial Order in a TUAPA Hearing

An appeal of an initial order of in a UAPA Hearing must be filed with the Chancellor/Agency Head within fifteen (15) calendar days after entry of the initial order. In cases involving Prohibited Conduct, the Chancellor/Agency Head will strive to issue a final order or an order remanding the matter for further proceedings within ten (10) calendar days after the filing of an appeal.

5.8.4.5 Decisions on Any Type of Appeal

Decisions on appeals must be provided in writing simultaneously to the Complainant and Respondent.
5.8.5 Disciplinary Sanctions and Other Remedial and Protective Measures

Following a final determination under UT Martin procedures that a student committed Prohibited Conduct (e.g., after appeals have been exhausted), UT Martin will take prompt and effective steps reasonably calculated to end the misconduct, prevent the misconduct from recurring, and address its effects. Such steps likely will include imposing one or more of the following disciplinary sanctions: permanent dismissal, suspension, deferred suspension, disciplinary probation, disciplinary reprimand, restitution, education, loss of privilege, and/or warning. In addition to imposing disciplinary sanctions, UT Martin may implement other remedial and protective actions, including: issuing a no-contact directive to the Respondent; providing medical and counseling services to the Complainant (for a student Complainant); exploring changes in living, transportation, dining, and working arrangements for the Complainant and the Respondent; providing an escort to ensure that the Complainant can move safely between classes and activities (for a student Complainant); exploring changes in class and extracurricular schedules, including adjustments so that the Complainant and the Respondent do not share the same classes (for a student Complainant); assisting the Complainant in communicating with faculty (for a student Complainant); providing academic support for the Complainant, including tutoring (for a student Complainant); and exploring options for re-taking a course, dropping a course, or withdrawing for a semester without financial or academic penalty (for a student Complainant). UT Martin will take prompt and effective steps reasonably calculated to end the misconduct, prevent the misconduct from recurring, and address its effects.

In order to be proactive in preventing Prohibited Conduct, following a report of Prohibited Conduct that has a substantial nexus to the activities of a registered student organization (or its members) or another UT Martin--affiliated student group, the Title IX Coordinator may coordinate with the Division of Student Life to provide the leaders of the registered student organization or UT Martin-affiliated student group and/or active members in good standing of a registered student organization or University-affiliated student group with prevention and awareness programming concerning Prohibited Conduct (e.g., programming about Bystander Intervention; programming about Consent) at UT Martin’s expense. Such efforts should not be interpreted as a University finding that the student organization or group engaged in wrongful conduct.
SECTION 6
REQUIREMENTS AND GUIDELINES FOR MANDATORY REPORTERS

6.1 REQUIRED ACTIONS

A Mandatory Reporter who receives information concerning an incident of Prohibited Conduct must:

1. Assist the Complainant with obtaining medical assistance (if needed or requested) or accessing other on- or off-campus resources (if requested);

2. Encourage the Complainant to report the incident to law enforcement and assist the Complainant in contacting law enforcement if requested by the Complainant; and

3. Report the incident to UT Martin:
   - Evaluate whether University Safety Policy 0575 applies because the incident involves suspected child abuse or child sexual abuse (if so, comply with the reporting requirements of that policy); or
   - If University Safety Policy 0575 does not apply, report the incident to the Title IX Coordinator promptly after receiving notice of the incident (no later than 48 hours after receiving the report). The Mandatory Reporter shall communicate: (1) details known about the alleged incident that UT Martin will need to determine what happened – including the names of the Complainant, Reporter, and Respondent(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident; and (2) if applicable, communicate to the Title IX Coordinator that a Complainant has made a Request for Limited Action.

In cases involving Sexual Assault, Relationship Violence, or Stalking, the Title IX Coordinator must ensure that a copy of this policy or another written publication approved by the Title IX Coordinator has been provided to the Complainant to inform the Complainant of their rights under this policy.

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15 A Mandatory Reporter may also inform his/her supervisor of the incident. With the prior approval of the Title IX Coordinator, a University unit may adopt a policy that requires a Mandatory Reporter in the unit to report an incident of Prohibited Conduct to his/her supervisor or other designee within the unit, who, in lieu of the Mandatory Reporter who received notice of the incident, must promptly report the incident to the Title IX Coordinator.
Complainants who are Mandatory Reporters are not required to report or take any other action identified in this section with respect to Prohibited Conduct to which they personally have been subjected.

6.2 **RECOMMENDED ACTIONS**

Before a person reveals information to the Mandatory Reporter that the person may wish to keep confidential, a Mandatory Reporter should use his/her best efforts to ensure that the person understands:

1. The Mandatory Reporter’s obligation to report the names of a Respondent and a Complainant involved in the alleged Prohibited Conduct, as well as other relevant facts regarding the alleged incident, to UT Martin;

2. A Complainant’s ability to share the information confidentially with certain on- and off-campus resources (Section 4.1);

3. A Complainant’s option under this policy to make a Request for Limited Action (Section 3.1.5), if the person indicates that he/she wants to disclose information to the Mandatory Reporter but wishes to maintain confidentiality or does not want UT Martin to investigate the incident or pursue disciplinary action against the Respondent;

4. If the person indicates hesitancy to report an incident to UT Martin, inform the person that UT Martin prohibits Retaliation and will not only take steps to prevent Retaliation but also take strong responsive action if Retaliation occurs; and

A Mandatory Reporter who receives information from a Complainant concerning an incident of Prohibited Conduct should:

1. Provide emotional support to the Complainant;

2. Encourage the Complainant to preserve any physical evidence (e.g., if possible, the Complainant should not shower, bathe, douche, change clothes, brush his/her teeth, or comb his/her hair);

3. Inform the Complainant that the Mandatory Reporter will be reporting the incident to the Title IX Coordinator, who will be contacting the Complainant to provide further guidance and assistance; and

4. Provide a Complainant with a copy of this policy or another written publication approved by the Title IX Coordinator, if available, to inform the Complainant of the Complainant’s rights under this policy.
6.3 **PROHIBITED ACTIONS**

A Mandatory Reporter who receives notice of an incident of Prohibited Conduct **must not**:

1. Guarantee a Complainant that the Mandatory Reporter will keep information confidential;

2. Share information about the incident with a person who does not have a University-related need to know;

3. Share personally identifiable information about the incident with law enforcement (including the Department of Public Safety) without the Complainant’s consent; and/or

4. Investigate or otherwise attempt to resolve reports of Prohibited Conduct without the approval of the Title IX Coordinator (this provision does not apply to the Department of Public Safety), other than taking an action required or recommended in Section 6.1 or Section 6.2.

D. **UT MARTIN DEPARTMENT OF PUBLIC SAFETY**

The Department of Public Safety shall provide the Title IX Coordinator with access to its investigation notes and findings as necessary for UT Martin’s non-law enforcement investigation, as long as providing the notes and findings would not compromise the Department of Public Safety’s law enforcement investigation.

When UT Martin’s non-law enforcement investigation of a report of Prohibited Conduct occurs concurrently with a law enforcement investigation of the same incident, the Department of Public Safety shall not cause UT Martin’s non-law enforcement investigation to be delayed pending the outcome of the Department of Public Safety’s law enforcement investigation, except for the collection of evidence.
7.1 **CHILD ABUSE AND CHILD SEXUAL ABUSE**

University of Tennessee System Safety Policy 0575 ("Programs for Minors") ([policy.tennessee.edu/safety_policy/sa0575/](policy.tennessee.edu/safety_policy/sa0575/)) takes precedence over this policy with respect to reporting suspected child abuse and child sexual abuse. Except for Safety Policy 0575 and as otherwise provided in this policy, this policy takes precedence over other University policies and procedures concerning Prohibited Conduct in the event of a conflict.

7.2 **STUDENT POLICIES AND PROCEDURES**

The Standards of Conduct for students can be found in the Rules of the University of Tennessee at Martin, Chapter 1720-05-01-.04 ([https://publications.tnsosfiles.com/rules/1720/1720-05/1720-05-01.20180927.pdf](https://publications.tnsosfiles.com/rules/1720/1720-05/1720-05-01.20180927.pdf)). Standard of Conduct Number 7 for students prohibits students from engaging in Sexual Misconduct, Relationship Violence, or Stalking. Standard of Conduct Number 31 for students prohibits students from engaging in Retaliation. In the event of a conflict between this policy and Chapter 1720-05-01, this policy must control. If this policy does not supply a substantive or procedural rule relating to an issue, then Chapter 1720-05-01 shall supply the rule.

7.3 **EMPLOYEE POLICIES AND PROCEDURES**

In the event of a conflict between this policy and another University employee policy or procedure, this policy must control. If this policy does not supply a substantive or procedural rule relating to an issue, then another employee policy or procedure, if applicable, may supply the rule. The following is a non-exclusive list of other policies and procedures that in some cases may apply to the investigation and/or resolution of a report of Prohibited Conduct involving a University employee:

- **University of Tennessee Board of Trustees Policy 0006** (Policies Governing Academic Freedom, Responsibility, and Tenure)
- **UT Martin Faculty Handbook**
- **University of Tennessee System Human Resources Policy 0160** (Termination of Employment)
- **University of Tennessee System Human Resources Policy 0220** (Equal Employment Opportunity and Affirmative Action)
- **University of Tennessee Human Resources Policy 0280** (Sexual Harassment and Other Discriminatory Harassment)
- **University of Tennessee System Human Resources Policy 0355** (Leave of Absence)
- **University of Tennessee System Human Resources Policy 0525** (Disciplinary Action)
7.4 **Uniform Administrative Procedures Act**

Chapter 1720-1-5 of the Rules of the University of Tennessee (https://publications.tnsosfiles.com/rules/1720/1720-01/1720-01-05.20180524.pdf) sets forth the University’s procedures for conducting a contested case hearing pursuant to the Uniform Administrative Procedures Act, Tennessee Code Annotated, § 4-5-301 et seq. In a case involving alleged Sexual Misconduct, Relationship Violence, Stalking, or Retaliation, the administrative judge or hearing officer must modify those procedures when required to comply with federal law, including without limitation, Title IX and the Clery Act.

7.5 **Due Process**

This policy is designed to comply with Title IX while also ensuring that due process (if constitutionally required) is provided to Respondents who are accused of violating this policy.

7.6 **Academic Freedom and First Amendment Rights**

This policy is not intended to, and will not be used to, infringe on academic freedom or to censor or punish students, faculty, or staff who exercise their First Amendment rights, even though such expression may be offensive or unpleasant.
SECTION 8
PREVENTION AND AWARENESS PROGRAMS

UT Martin implements comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to prevent Prohibited Conduct by and against members of the UT Martin community. UT Martin intends that its Prevention Programs: (1) be culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and (2) consider environmental risk and protective factors as they occur on the individual, relationship, University, community, and societal levels. Prevention Programs include both Primary Prevention Programs, Primary Awareness Programs, and Ongoing Prevention and Awareness Campaigns. Questions about UT Martin’s current Primary Prevention Programs should be directed to the Title IX Coordinator.

8.1 PRIMARY PREVENTION PROGRAMS

UT Martin implements programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to prevent incidents of Prohibited Conduct through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe Bystander Intervention, and seek to change behavior and social norms in healthy and safe directions.

UT Martin implements programs for incoming students and new employees that inform them about:
- This policy, including: UT Martin’s prohibition against Prohibited Conduct; the definitions of Tennessee Sex Offense Crimes and Tennessee Relationship Violence Crimes; the definition of consent with respect to crimes relating to sexual activity in the State of Tennessee; and the information that is included in this policy in accordance with 34 C.F.R. § 668.46(b)(11) and 34 C.F.R. § 668.46(k)(2);
- Bystander Intervention; and
- Risk Reduction.

8.2 PRIMARY AWARENESS PROGRAMS

UT Martin implements comprehensive, intentional, and integrated community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent Prohibited Conduct, promote safety, and reduce the perpetration of Prohibited Conduct.

8.3 ONGOING PREVENTION AND AWARENESS CAMPAIGNS

UT Martin implements programming, initiatives, and strategies for students and employees that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing Prohibited Conduct using a range of strategies with audiences throughout UT Martin and including information about:
- This policy, including: UT Martin’s prohibition against Prohibited Conduct; the definitions of Tennessee Sex Offense Crimes and Tennessee Relationship Violence Crimes;
APPENDIX A: ADDITIONAL POLICY DEFINITIONS

In addition to the terms defined in Section 2, the following definitions apply for the purposes of this policy:

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
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<tbody>
<tr>
<td>Bystander Intervention</td>
<td>Safe and positive options that may be carried out by an individual(s) to prevent harm or intervene when there is a risk of Prohibited Conduct. Bystander Intervention includes: recognizing situations of potential harm; understanding institutional structures and cultural conditions that facilitate violence; overcoming barriers to intervening; identifying safe and effective intervention options; and taking action to intervene.</td>
</tr>
<tr>
<td>Campus Security Authorities</td>
<td>Individuals from whom the University collects certain crime statistics for purposes of the Clery Act, as defined in 34 C.F.R. § 668.46. A list of the job titles of the University’s Campus Security Authorities can be found at: <a href="https://www.utm.edu/departments/publicsafety/csa.php">https://www.utm.edu/departments/publicsafety/csa.php</a>.</td>
</tr>
<tr>
<td>Clery Geography</td>
<td>Clery Geography means property for which the University is required to report crime statistics pursuant to the Clery Act, as described in 34 C.F.R. § 668.46(c)(4).</td>
</tr>
<tr>
<td>Complainant</td>
<td>A person who may have been subjected to Prohibited Conduct regardless of whether that person makes a report or seeks action under this policy. This term does not imply pre-judgment concerning whether the person was subjected to Prohibited Conduct.</td>
</tr>
<tr>
<td>Employee and/or Affiliate</td>
<td>Defined by University of Tennessee Human Resources Policy 0105 (Employment Status) policy.tennessee.edu/hr_policy/hr0105/</td>
</tr>
<tr>
<td>Interim Measures</td>
<td>Reasonable and appropriate measures, as determined by the University, which are designed to eliminate reported Prohibited</td>
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<tr>
<td><strong>TERM</strong></td>
<td><strong>DEFINITION</strong></td>
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<tr>
<td>Mandatory Reporter</td>
<td>A University employee identified in <strong>Section 3.1</strong> (non-law enforcement), <strong>Section 3.2.1</strong> (Department of Public Safety only), and/or <strong>Appendices B-C</strong> as an option for reporting Prohibited Conduct to the University. Notwithstanding anything in this policy to the contrary, Mandatory Reporters do not include persons who are prohibited in the situation from reporting an incident by a law or mandatory ethical standard imposed by their profession (e.g., a Qualified Mental Health Professional who learns of the information in the course of a privileged provider-patient relationship).</td>
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<tr>
<td>Preponderance of the Evidence</td>
<td>The amount of evidence that causes one to conclude that an allegation is probably true (i.e., more likely true than not true). If the evidence on a particular allegation is equally balanced, then that allegation has not been proven by a preponderance of the evidence.  <em>(The source of this definition is Tennessee Pattern Jury Instruction 2.40.)</em></td>
</tr>
<tr>
<td>Prohibited Conduct</td>
<td>Sexual Misconduct, Relationship Violence, Stalking, and/or Retaliation.</td>
</tr>
<tr>
<td>Qualified Mental Health Professional</td>
<td>A person who is licensed in the state of Tennessee, if required for the profession, and who is: a psychiatrist; physician with expertise in psychiatry as determined by training, education, or experience; psychologist with health service provider designation; psychological examiner or senior psychological examiner; licensed master's social worker with two years of mental health experience or licensed clinical social worker; marital and family therapist; nurse with a master's degree in nursing who functions as a psychiatric nurse; professional counselor; or if the person is providing service to children, any of the above educational credentials plus mental health experience with children. <em>(The source of this definition is Tennessee Code Annotated § 33-1-101.)</em></td>
</tr>
<tr>
<td>Registered Student Organization</td>
<td>A student organization registered with the University in accordance with University rules.</td>
</tr>
<tr>
<td>Relationship Violence Crime(s)</td>
<td>A term that encompasses both Clery Act Relationship Violence Crimes and Tennessee Relationship Violence Crimes, which are defined below:</td>
</tr>
<tr>
<td></td>
<td>1. <strong>Clery Act Relationship Violence Crimes:</strong> The Clery Act requires the University to report certain statistics for the                                                                }</td>
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### TERM | DEFINITION
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following crimes of Relationship Violence that occur on Clery Geography in the University’s Annual Security Report:

a. **Dating Violence**: This term is defined in **Section 2.1**.

b. **Domestic Violence**: This term is defined in **Section 2.1**.

c. **Stalking (Clery Act Crime)**: This term is defined in **Section 2.1**.

2. **Tennessee Relationship Violence Crimes**: The crimes below are crimes in the State of Tennessee that are the closest equivalents to Clery Act Relationship Violence Crimes:


b. **Domestic Assault**: The crime of Domestic Assault in Tennessee is defined in Tennessee Code Annotated § 39-13-111.

c. **Stalking (Tennessee Crime)**: The crime of in Tennessee is defined in Tennessee Code Annotated § 39-17-315.

d. **Violating an Order of Protection Relating to Domestic Abuse or Stalking**: In Tennessee, a domestic abuse victim or Stalking victim who has been subjected to, threatened with, or placed in fear of, domestic abuse or Stalking may seek relief by filing a sworn petition alleging domestic abuse or Stalking by the Respondent. Such a petition must be filed in the county where the Respondent resides or the county in which the domestic abuse, Stalking, or Sexual Assault occurred. If the Respondent is not a resident of Tennessee, the petition may be filed in the county where the Complainant resides. Tennessee law provides criminal penalties for violations of certain orders of protection. More information on Tennessee’s law on orders of protection can be found in Tennessee Code Annotated § 36-3-601 *et seq.*

<p>| <strong>Reporter</strong> | A person who communicates a concern to a Mandatory Reporter regarding the occurrence of Prohibited Conduct. A Reporter need not be a Complainant. |</p>
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Respondent</td>
<td>A person or registered student organization who has been accused of committing Prohibited Conduct. This term does not imply pre-judgment concerning whether the person or registered student organization committed Prohibited Conduct.</td>
</tr>
<tr>
<td>Risk Reduction</td>
<td>Options designed to decrease perpetration and bystander inaction, and to increase empowerment for Complainants in order to promote safety and to help individuals and communities address conditions that facilitate violence. More information about Risk Reduction can be found at: <a href="https://www.utm.edu/departments/publicsafety/">https://www.utm.edu/departments/publicsafety/</a>.</td>
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<tr>
<td>Sex Discrimination</td>
<td>Conduct directed at a specific person or a group of identifiable persons that subjects the person or group to treatment that adversely affects their employment, education, or ability to participate in or benefit equally in any University program or activity, on account of sex. Sex Discrimination may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. A complaint of Prohibited Conduct will be treated as a complaint of Sex Discrimination in violation of Title IX if it was based on the sex of the Complainant.</td>
</tr>
<tr>
<td>Sex Offense(s)</td>
<td>Any sexual act directed against another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent.</td>
</tr>
<tr>
<td>Sex Offense Crime(s)</td>
<td>A term that encompasses both Clery Act Sex Offenses and Tennessee Sex Offenses, which are defined below:</td>
</tr>
<tr>
<td></td>
<td>1. Clery Act Sex Offenses: The Clery Act requires the University to report certain statistics for the following Sex Offenses that occur on Clery Geography in the University’s Annual Security Report:</td>
</tr>
<tr>
<td></td>
<td>a. Fondling: The touching of a private body part of another person for the purpose of sexual gratification, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of his/her age or because of his/her temporary or permanent mental incapacity.</td>
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<td>b. Incest: Sexual Intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Tennessee law.</td>
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<td></td>
<td>c. Rape (Clery Act): The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral...</td>
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<td><strong>TERM</strong></td>
<td><strong>DEFINITION</strong></td>
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<tr>
<td>penetration by a sex organ of another person, without the Consent of the victim.</td>
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<tr>
<td>d. Sexual Assault (Clery Act): An act that meets the definition of Rape (Clery Act), Fondling, Incest, or Statutory Rape (Clery Act).</td>
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<tr>
<td>e. Statutory Rape (Clery Act): Sexual Intercourse with a person who is under the statutory age of Consent.</td>
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<tr>
<td>2. Tennessee Sex Offenses: The crimes below are crimes in the State of Tennessee that are the closest equivalents to Clery Act Sex Offenses:</td>
<td></td>
</tr>
<tr>
<td>b. Rape (Tennessee): The crime of Rape (Tennessee) is defined in Tennessee Code Annotated § 39-13-503.</td>
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<tr>
<td>e. Statutory Rape (Tennessee): The crime of Statutory Rape is defined in Tennessee Code Annotated § 39-13-506.</td>
<td></td>
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<tr>
<td>f. Sexual Contact with a Minor by an Authority Figure: The crime of Sexual Contact with a Minor by an Authority Figure is defined in Tennessee Code Annotated § 39-13-509.</td>
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<tr>
<td>h. Sexual Battery by an Authority Figure: The crime of Sexual Battery by an Authority Figure is defined in Tennessee Code Annotated § 39-13-527.</td>
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</tbody>
</table>
j. **Statutory Rape by an Authority Figure:** The crime of Statutory Rape by an Authority Figure is defined in Tennessee Code Annotated § 39-13-532.

k. **Violating an Order of Protection Relating to Sexual Assault:** In Tennessee, a person who has been subjected to, threatened with, or placed in fear of Aggravated Rape, Rape, Statutory Rape, Rape of a Child, Aggravated Sexual Battery, Sexual Battery, or Sexual Battery by an Authority Figure may seek relief by filing a sworn petition alleging domestic abuse or Stalking by the Respondent. Such a petition must be filed in the county where the Respondent resides or the county in which the domestic abuse, Stalking, or Sexual Assault occurred. If the Respondent is not a resident of Tennessee, the petition may be filed in the county where the Complainant resides. Tennessee law provides criminal penalties for violations of certain orders of protection. More information on Tennessee’s law on orders of protection can be found in Tennessee Code Annotated § 36-3-601 et seq.

<table>
<thead>
<tr>
<th><strong>Student</strong></th>
<th><strong>DEFINITION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A person enrolled or registered for study at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies, as well as non-degree and non-credit programs and courses;</td>
<td></td>
</tr>
<tr>
<td>2. A student organization;</td>
<td></td>
</tr>
<tr>
<td>3. A person who has completed the immediately preceding academic term and is eligible for re-enrollment;</td>
<td></td>
</tr>
<tr>
<td>4. A person who is not officially enrolled but who has a continuing relationship with the University (e.g., on educational leave or other approved leave status);</td>
<td></td>
</tr>
<tr>
<td>5. A person who attended the University during a previous academic term and who engaged in misconduct during the time of enrollment; and/or</td>
<td></td>
</tr>
<tr>
<td>6. A person who has been admitted to the University and later matriculates at the University, with respect to misconduct:</td>
<td></td>
</tr>
<tr>
<td>a. That occurs as part of the application process; or</td>
<td></td>
</tr>
<tr>
<td>TERM</td>
<td>DEFINITION</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
</tr>
<tr>
<td>b.</td>
<td>That occurs post-admission and pre-matriculation and falls within the jurisdiction of the Code (e.g., occurs on University-controlled property).</td>
</tr>
<tr>
<td>Title IX</td>
<td>Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., which states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>The person identified as the Title IX Coordinator in Section 1.3 or a designee of the Title IX Coordinator.</td>
</tr>
<tr>
<td>UAPA Hearing</td>
<td>A hearing conducted by a University administrative judge or hearing officer in accordance with the University’s procedures for conducting a contested case hearing (Chapter 1720-1-5 of the Rules of the University of Tennessee [<a href="https://publications.tnsosfiles.com/rules/1720/1720-01/1720-01-05.20180524.pdf">https://publications.tnsosfiles.com/rules/1720/1720-01/1720-01-05.20180524.pdf</a>] pursuant to the Uniform Administrative Procedures Act, Tennessee Code Annotated, § 4-5-301 et seq.</td>
</tr>
<tr>
<td>University or University of Tennessee or UTM</td>
<td>The University of Tennessee at Martin</td>
</tr>
</tbody>
</table>
APPENDIX B: MANDATORY REPORTERS WHEN THE COMPLAINANT IS A UT MARTIN STUDENT

<table>
<thead>
<tr>
<th><strong>EMPLOYEE</strong></th>
<th><strong>IS THE EMPLOYEE A MANDATORY REPORTER WHEN THE COMPLAINANT IS A UT MARTIN STUDENT?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title IX Coordinator/Office of Equity &amp; Diversity</td>
<td>Yes</td>
</tr>
<tr>
<td>Faculty members</td>
<td>Yes</td>
</tr>
<tr>
<td>Exempt, non-student staff members</td>
<td>Yes (except for Confidential Employees identified in Section 4.1.1 – Confidential Employees are not Mandatory Reporters if they receive the information from a Complainant who is a patient or a client)</td>
</tr>
<tr>
<td>Academic advisors, but not including student tutors</td>
<td>Yes</td>
</tr>
<tr>
<td>Faculty and staff advisors to registered student organizations</td>
<td>Yes</td>
</tr>
<tr>
<td>Resident Assistants and Graduate Assistants (e.g., Graduate Teaching Assistants, Academic Advisors, Graduate Assistants in Athletics)</td>
<td>Yes, if the report is received in the assistant’s UT Martin employment capacity (except for a graduate assistant who receives the information while working for a Confidential Employee identified in Section 4.1.1)</td>
</tr>
<tr>
<td>A UT Martin employee whom UT Martin has designated as a “Campus Security Authority” for purposes of Clery Act compliance <a href="http://www.utm.edu/departments/publicsafety/csa.php">http://www.utm.edu/departments/publicsafety/csa.php</a></td>
<td>Yes, if the report concerns a Clery Act crime that occurred on Clery Act Geography (the report must be sent to the Department of Public Safety)</td>
</tr>
<tr>
<td>Employees who are not identified in this Appendix B</td>
<td>No</td>
</tr>
</tbody>
</table>

18 If an employee has multiple roles, the employee is a Mandatory Reporter if the answer is “Yes” on this chart with respect to any of the employee’s roles in a particular situation. Also, as described in Section 3.2.1, employees of the Department of Public Safety are Mandatory Reporters for reports received in a law enforcement capacity.
APPENDIX C: MANDATORY REPORTERS WHEN THE COMPLAINANT IS A UT MARTIN EMPLOYEE

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>IS THE EMPLOYEE A MANDATORY REPORTER WHEN THE COMPLAINANT IS A UT MARTIN EMPLOYEE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title IX Coordinator/Office of Equity &amp; Diversity</td>
<td>Yes</td>
</tr>
<tr>
<td>The Director of Human Resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Employees who are supervisors</td>
<td>Yes, if the report is made to: (1) the immediate supervisor of either the Complainant or the Respondent; or (2) other employee who has the authority to redress the Prohibited Conduct. However, Confidential Employees identified in Section 4.1.1 are not Mandatory Reporters if they receive the information from a person who is a patient or a client.</td>
</tr>
<tr>
<td>A UT Martin employee whom UT Martin has designated as a “Campus Security Authority” for purposes of Clery Act compliance <a href="http://www.utm.edu/departments/publicsafety/csa.php">http://www.utm.edu/departments/publicsafety/csa.php</a></td>
<td>Yes, if the report concerns a Clery Act crime that occurred on Clery Act Geography (the report must be sent to the Department of Public Safety)</td>
</tr>
<tr>
<td>Employees who are not identified in this Appendix C</td>
<td>No</td>
</tr>
</tbody>
</table>

19 If an employee has multiple roles, the employee is a Mandatory Reporter if the answer is “Yes” on this chart with respect to any of the employee’s roles in a particular situation. Also, as described in Article III.B.1, employees of the Department of Public Safety are Mandatory Reporters for reports received in a law enforcement capacity.
APPENDIX D: CONFIDENTIALITY EXCEPTIONS UNDER TENNESSEE LAW

A. **Child abuse or child sexual abuse** (Tennessee Code Annotated §§ 37-1-401 et seq.; 37-1-601 et seq.; 37-1-614). Tennessee law mandates reporting by any person, including a psychiatrist, psychologist, physician, or social worker, who has knowledge of physical or mental harm to a child if: (1) the nature of the harm reasonably indicates it was caused by brutality, abuse, or neglect; or (2) on the basis of available information, the harm reasonably appears to have been caused by brutality, abuse, or neglect. Tennessee law also mandates reporting by any person who knows or has reasonable cause to suspect that a child has been sexually abused, regardless of whether the child has sustained any apparent injury as a result of the abuse. State law requires a report of child abuse or child sexual abuse to be made immediately to one of the following authorities outside UT Martin: (1) 911, in the case of an emergency; (2) the Tennessee Department of Children’s Services; (3) the sheriff of the county where the child resides; (4) the chief law enforcement official of the city where the child resides; or (5) a judge having juvenile jurisdiction over the child. The Tennessee mandatory reporting laws apply to all University employees, contractors, and volunteers, even if the child abuse or child sexual abuse does not occur in connection with a University educational program or activity. For purposes of the Tennessee mandatory reporting law, University students who are under the age of eighteen (18) are not excluded from the definition of a child.

B. **Persons called upon to tender aid to certain victims** (Tennessee Code Annotated § 38-1-101). Tennessee law requires all physicians, surgeons, nurses, pharmacists, or other persons to immediately report an incident in which they were called upon to tender aid to a victim suffering from any wound or other injury inflicted by means of a knife, pistol, gun, or other deadly weapon, or by other means of violence, or suffering from the effects of poison, or suffocation, or where a wound or injury is reasonably believed to have resulted from exposure to a methamphetamine laboratory or a methamphetamine related fire, explosion, or chemical release, or appears to be suffering from or to have been the victim of female genital mutilation in violation of Tennessee Code Annotated § 39-13-110. The report is required to be made to certain law enforcement officials. Generally, such report must state the name, residence, and employer of the victim, if known, the victim’s whereabouts at the time the report is made, the place the injury occurred, and the character and extent of the victim’s injuries. However, the reporting obligations do not apply if: (1) the victim is at least 18 years of age; (2) the victim objects to the release of any identifying information to law enforcement officials; (3) the victim is a victim of a sexual assault offense or domestic abuse as defined in Tennessee Code Annotated § 36-3-601; and (4) the victim’s injuries are not considered by the treating healthcare professional to be life threatening, or the victim is not being treated for injuries inflicted by strangulation, a knife, pistol, gun, or other deadly weapon.

C. **Subpoenas or court orders – physicians.** A physician can be required to testify concerning confidential information by a subpoena or court order.

D. **Court orders – Qualified Mental Health Professionals** (Tennessee Code Ann. § 33-3-114). A court can order a Qualified Mental Health Professional to disclose confidential information if, after a hearing, the court determines that disclosure is necessary for the conduct of proceedings before it.
E. **Duty to warn third parties (Tennessee Code Annotated §§ 33-3-206; 33-3-210).** A Qualified Mental Health Professional (e.g., a licensed psychiatrist or psychologist) is required by state law to take reasonable care to predict, warn of, or take precautions to protect an identified victim from a patient/client’s violent behavior if: (1) a patient/client has communicated to a Qualified Mental Health Professional an actual threat of bodily harm against a clearly identified victim; and (2) the Qualified Mental Health Professional, using the reasonable skill, knowledge, and care ordinarily possessed and exercised by the professional’s specialty under similar circumstances, has determined that the patient/client has the apparent ability to commit such an act and is likely to carry out the threat unless prevented from doing so. If the threat communicated by a patient/client to a Qualified Mental Health Professional is an actual threat of serious bodily harm or death against a reasonably identifiable victim or victims, then the Qualified Mental Health Professional is required to report the patient/client to local law enforcement.

F. **Sexually transmitted diseases (Tennessee Code Annotated §§ 68-10-102; 68-10-115).**

- A person who has a reasonable belief that a person has knowingly exposed another to HIV may inform the potential victim without incurring any liability. Please note that Tennessee law is not clear whether this obligation applies to a physician or a Qualified Mental Health Professional.

- If any attending physician or other person knows or has good reason to suspect that a person having a STD is behaving so as to expose other persons to infection, or is about to so behave, the attending physician or other person must notify the municipal or county health officer of the name and address of the diseased person and the essential facts in the case. Please note that Tennessee law is not clear whether this obligation applies to a Qualified Mental Health Professional.

G. **Tennessee Adult Protection Act (protection of the elderly and other vulnerable persons) (Tennessee Code Annotated § 71-6-101 et seq.).** Generally, Tennessee law requires any person who has reasonable cause to suspect that a person age 60 or older, or a person with certain physical and mental disabilities, has been subject abuse, neglect, or exploitation to report the situation to the Tennessee Department of Human Services, which will notify the appropriate law enforcement agency.
## APPENDIX E: COMPLAINT PROCEDURES

<table>
<thead>
<tr>
<th>Nature of the Report</th>
<th>Status of the Respondent</th>
<th>University Complaint Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Assault or a Sex Offense Crime</td>
<td>Student</td>
<td>Section 5.2 and Section 5.4 of this policy</td>
</tr>
<tr>
<td>Dating Violence, Domestic Violence, Stalking, or a Relationship Violence Crime</td>
<td>Student</td>
<td>Section 5.2 and Section 5.4 of this policy</td>
</tr>
<tr>
<td>Sex Discrimination (e.g., Sexual Harassment, Sexual Exploitation) that does not involve Sexual Assault, a Sex Offense Crime, a Relationship Violence Crime, Dating Violence, Domestic Violence, or Stalking</td>
<td>Student</td>
<td>Section 5.2 and Section 5.4 of this policy</td>
</tr>
<tr>
<td>Retaliation</td>
<td>Student</td>
<td>Section 5.2 and Section 5.4 of this policy</td>
</tr>
<tr>
<td>Sexual Assault or a Sex Offense Crime</td>
<td>Employee or Other Non-Student</td>
<td>Section 5.2 and Section 5.3 of this policy</td>
</tr>
<tr>
<td>Dating Violence, Domestic Violence, Stalking, or a Relationship Violence Crime</td>
<td>Employee or Other Non-Student</td>
<td>Section 5.2 and Section 5.3 of this policy</td>
</tr>
<tr>
<td>Sex Discrimination (e.g., Sexual Harassment, Sexual Exploitation) that does not involve Sexual Assault, a Sex Offense Crime, a Relationship Violence Crime, Dating Violence, Domestic Violence, or Stalking</td>
<td>Employee or Other Non-Student</td>
<td>Discrimination Complaint Procedure <a href="http://www.utm.edu/departments/equalopp/complaintprocedure.php">http://www.utm.edu/departments/equalopp/complaintprocedure.php</a></td>
</tr>
<tr>
<td>Retaliation</td>
<td>Employee or Other Non-Student</td>
<td>Discrimination Complaint Procedure</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------</td>
<td>-----------------------------------</td>
</tr>
</tbody>
</table>
APPENDIX F: CONSENT UNDER TENNESSEE CRIMINAL LAW

In Tennessee, with respect to most criminal offenses relating to sexual activity, sexual activity is criminal if: (1) the activity was accomplished without the consent of the victim and the defendant knows or has reason to know at the time of the activity that the victim did not consent; (2) force or coercion is used to accomplish the activity; (3) the defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated, or physically helpless; or (4) the sexual activity is accomplished by fraud.

“Consent” is not explicitly defined in Tennessee statutory law, for purposes of criminal offenses relating to sexual activity.

“Coercion” means a threat of kidnapping, extortion, force, or violence to be performed immediately or in the future. (Tennessee Code Annotated § 39-13-501(1))

“Mentally defective” means that a person suffers from a mental disease or defect which renders that person temporarily or permanently incapable of appraising the nature of the person's conduct. (Tennessee Code Annotated § 39-13-501(3))

“Mentally incapacitated” means that a person is rendered temporarily incapable of appraising or controlling the person's conduct due to the influence of a narcotic, anesthetic or other substance administered to that person without the person's consent, or due to any other act committed upon that person without the person's consent. (Tennessee Code Annotated § 39-13-501(4))

“Physically helpless” means that a person is unconscious, asleep or for any other reason physically or verbally unable to communicate unwillingness to do an act. (Tennessee Code Annotated § 39-13-501(5))

With respect to criminal offenses relating to sexual activity with a person under the age of eighteen (18) years of age, consent is irrelevant because Tennessee law deems a minor as incapable of consenting to sexual activity. However, Tennessee law provides a close-in-age exception to that general rule that allows minors who are at least the age of thirteen (13) and less than the age of eighteen (18) to give consent to sexual acts with another person who is less than four (4) years older than the minor.
Appendix 2

Satellite Campuses for the University of Tennessee Martin
Emergency Evacuation Plan

Important Contacts

Ernest Greenleaf
SWCC Assistant Director
Police Services/Public Safety
901-333-4965
Cell 901-573-0809

Ron Wells
Director
901-333-4108
Cell 901-340-8100
Introduction and Purpose

UT Martin is committed to the safety and well-being of its staff, students, and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy these needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the department or the College.

Goals

The goals of the UTM – Somerville Center in responding to an emergency situation include:

- The safety of all staff, students, and guests.
- The physical and emotional well-being of staff, students, and guests.
- The timely stabilization of an emergency situation.
- The protection of UTM facility, property, and the belongings of staff, students, and guests.

Applicability and Scope

This plan applies to all employees of UT Martin and any person occupying the physical plant of the Somerville Center; to include students, UT Martin’s employees, and guests.

The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.
Responsibility

The Somerville Center’s emergency plan is the responsibility of the Center Director. The Director will review and update this plan at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to the UTM-Somerville Center Director.

Order of Succession

Leadership authority during an emergency shall flow downward through the following list of people:

1. Somerville Center Director – Kara Tapp 901-465-7313
2. Program Resource Specialist – Kayla Dillon 901-465-7313

Media Inquiries

Inquiries from the media during or after an emergency will be addressed by University Relations. University Relations will be consulted in releasing any information to the media.

Test, Training, and Exercises

Information on these procedures will be distributed at the beginning of each semester. Training opportunities will be provided to faculty, staff and students during each academic year.

Emergency Protocols

Fire and Evacuation

In the Event of a Fire:
Pull the Fire Alarm and Call 911

If you see smoke or flames:
Use CARE:
- Contain the fire by closing all doors as you leave
- Activate the nearest Fire Alarm pull station (Pull stations are located near all building exits)
- Report the fire by dialing 911
- Evacuate or extinguish

Use a Fire Extinguisher only if:
- You have been trained
- You have your back to an unobstructed exit
- You have a fully charged and proper type unit for the fire you are fighting
- The fire is contained, and you have reported the fire by Fire Alarm or 911 activation
- Everyone else has left the area
- There is little smoke or flames
Building Evacuation
You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with Safety and Security/emergency personnel and:

- Take only keys, wallets and essential belongings with you
- If possible wear weather appropriate clothing
- If you are the last one to exit your room close, and lock doors
- Leave the building immediately
- Do not investigate the source of the emergency
- Walk, don’t run, to the nearest exit
- Assist people with special needs
- Get input from the individual how you can help before attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations, methods, or any items that need to be brought with the person during the evacuation.

Individuals who are Blind or have a Visual Impairment (VI)
- Ask the person who is blind/VI if s/he would like assistance or guidance in leading her/him out of the building to the Emergency Evacuation Meeting Location.
- Give verbal instructions to the person who is blind/VI regarding the safest exit route by using compass directions, estimated distances, and directional terms.
- Do not walk up and grasp the arm of a visually-impaired person and attempt to lead her/him out of the building. First ask if s/he would like to hold onto your arm as you exit, especially if there is debris in the area or you need to exit through a crowd.
- Give other relevant verbal instructions or information (e.g., "elevators cannot be used", "door handle is on the left and the door opens outward.").

Individuals who are Deaf or Hard of Hearing
- Get the attention of a person with a hearing disability by either touch or by making eye contact.
- Clearly state the situation and reason for evacuation. Have a pen and paper handy to write a brief statement if the person does not seem to understand.
- Offer visual instructions by pointing toward exits or evacuation maps showing the safest exit routes.
- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call 911 to report location and number of people needing assistance
- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
- If you are unable to evacuate, call 911 and report your location
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of the identified emergency personnel
- Wait for instructions before returning to your building after an evacuation

Medical Emergency

If someone is injured or becomes ill:
- Stay Calm
- Dial 911 and explain the type of emergency, the location, condition, and number of victims
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
• Do not hang up unless told to do so by the dispatcher
• Do not move the victim unless there is danger of further injury if victim is not moved
• Render first-aid or CPR if you have been trained
• Do not leave the injured person except to summon help
• Comfort the victim until emergency medical services arrive
• Have someone stand outside the building to flag down the ambulance when they reach the vicinity

Bomb Threat

If you receive a bomb threat, remain calm and:
1) Obtain as much information as possible:
   • Write down the number from where the call is coming
   • Write down the exact time of the call
   • Write down as accurately as possible the statements made
   • Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature)
   • Listen for background noises
   • Try to signal for someone else to also listen on the telephone line, if possible
   • Do not hang up and stay on the line as long as possible; wait for the caller to hang up
2) Keep the bomb threat caller talking, and ask as many questions of the caller as you can:
   • When will the bomb go off? How much time remains?
   • Where is the bomb located?
   • What does it look like?
   • What kind of bomb is it?
   • How do you know about this bomb?
   • Why was it placed here?
   • Who are you?
   • What is your name?
3) Call 911 immediately and then Campus Security 731-881-7777

Hostile Intruder/Active Shooter

**If a hostile intruder/active shooter is INSIDE your building:**
Remember the phrase RUN/HIDE/FIGHT
1. **RUN** - Exit (get out of) the building immediately (After exiting the building go immediately to the relocation area in the front parking lot of the NHC facility on the west side of the Center property). (Appendix A)
2. Notify anyone you may encounter to exit the building immediately
3. Call 911. The Dispatcher will ask for at least the following information:
   a. Your name
   b. Location of the incident (be as specific as possible)
   c. Number of shooters (if known)
   d. Identification or description of shooter
   e. Number of persons who may be involved
   f. Your location
If exiting the building is not possible, the following actions are recommended:
1. **HIDE** - Go to the nearest room or office
   a. If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet
2. Close and lock the door and/or block it (try barricading the door with desks and chairs)
3. Call 911 (the Dispatcher will gather information from you)
4. Keep quiet and act as if no one is in the room (silence cell phones)
5. DO NOT answer the door
6. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
7. Do not respond to any voice commands until you are sure that they come from a Police Officer

If a hostile intruder/active shooter enters your office or classroom:
1. **FIGHT** – Look for items with which to fight back.
2. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life); **Only you can decide if this is something you should do**
3. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. **Again, only you can decide if this is something you should do**

If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:
1. **RUN** - Exit the building in the direction opposite from the shooter. (After exiting the building go immediately to the relocation area in the front parking lot of NHC facility on the west side of the Center property). (Appendix A)
2. Call 911 (if not on the line already)
3. No matter what the circumstances, make sure you have an escape route and plan in mind
4. Do not attempt to carry anything while fleeing
5. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)
6. Move quickly, keep your hands up high and visible
7. Follow the instructions of any Police Officers you may encounter

If a hostile intruder/active shooter is Outside your building:
1. Get to a room that can be locked; close and lock windows and doors
2. Turn off the lights
3. Try to get everyone down on the floor (so that no one is visible from outside the room)
4. Call 911. The Dispatcher will ask for, at least, the following information:
   a. Your name
   b. Location of the incident (be as specific as possible)
   c. Number of shooters (if known)
   d. Identification or description of shooter
   e. Number of persons who may be involved
   f. Your location
5. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
6. Do not respond to any voice commands until you are sure that they come from a Police Officer
What to expect from responding police officers:
Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons. Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:
1. Remain calm
2. Do as the officers tell you
3. Put down any bags or packages you may be carrying
4. Keep your hands up and visible at all times
5. If you know where the hostile intruder/active shooter is, tell the officers
6. Once out of harm’s way remain at whatever assembly point authorities designate
7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned
8. Do not leave until you have been interviewed and released

Utility Failure and Natural Disaster

Utility Failures
These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. For your personal safety, in the event of a utility failure:
- Remain calm
- Immediately notify the staff
- If the building must be evacuated go immediately to the relocation area in the front parking lot of Monogram facility on the north side of the Center property. (Appendix A)
- Unplug all electrical equipment (including computers) and turn off light switches
- Use a flashlight: Do not light candles or use other kinds of flames for lighting
- Laboratory personnel:
  - Secure all experiments, unplug electrical equipment, and shut off research gases prior to evacuating
  - Close all fume hoods and chemical containers

Floods
Minor or area flooding at the Center could occur as a result of a water main break or major multiple rainstorms. We monitor the National Weather Service, and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:
- Secure vital equipment, records, and other important papers
- Move to higher, safer ground
- Shut off all electrical equipment
- If in a lab, secure all laboratory experiments
- Do not attempt to drive or walk through flooded areas
- Wait for further instructions on immediate action from Center staff
**Tornadoes**

A “*Tornado Watch*” means that tornadoes could potentially develop. A “*Tornado Warning*” means a tornado has actually been sighted. If you see a tornado, report it immediately by calling 911, and seek shelter or safety:

- Go to an interior hallway or corridor *(See Appendix B)*
- Seek shelter under a sturdy workbench or heavy furniture if available
- Listen for reports and siren/public address announcements
- Avoid:
  - Top floors of buildings
  - Areas with glass windows or doors
- If out in the open:
  - Cars - do not wait out the storm in a car; cars are not safe in tornadoes
  - Move away from the path of the tornado at a right angle direction
  - Lie flat in the nearest depression, ditch, or ravine if there is no time to escape

**Earthquakes**

In the event of an earthquake:

- Stay away from large windows, shelving systems, or tall room partitions
- Get under a desk, table, door arch, or stairwell
- If none of these is available: move against an interior wall and cover your head with your arms
- Remain under cover until the movement subsides
- After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.)
- If damage has occurred in your area, inform Center staff immediately
- If it is safe to do so, remain at your location and await further instructions from Center personnel
- Do not evacuate until instructed by emergency personnel
- If out in the open:
  - Stay in an open area away from buildings, power lines, trees or roadways
- After an earthquake:
  - Put on enclosed shoes to protect against broken glass
  - If the power is out use a flashlight. Do not light a match or candle
  - Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
  - Check on others
    - Give or seek first aid. Assist any disabled persons in finding a safe place for them
    - Evacuate if the building seems unsafe or if instructed to do so:
      - Unplug small electrical appliances
      - Bring keys, purses, wallets
  - Be prepared for aftershocks
  - Cooperate with emergency personnel, keep informed, and remain calm

**Suspicious Package or Object**

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance or worry about embarrassment. Call the Sheriff’s department immediately!
• DO NOT touch the package or object
• DO NOT tamper with the package or object
• DO NOT attempt to move the package or object
• DO NOT open the package or object
• DO NOT put the package or object in water or an enclosed space, such as a drawer or box
• Isolate the package or object and evacuate the immediate area

Characteristics of Suspicious Packages
• Special deliveries, foreign mail, or air mail
• Restrictive markings such as “Confidential” or “Personal”
• Excessive postage
• Handwritten or poorly typed addresses
• Incorrect titles
• Misspelled words
• Stains or discoloration on the package
• Excessive weight
• Rigid, lopsided, or uneven envelopes
• Protruding wires or aluminum foil
• Excessive tape or string
• Visual distractions such as illustrations
• No return address

Somerville Fire Watch Plans:

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<th>Building Name</th>
<th>Room</th>
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Appendices

Appendix A
Appendix C – Fire Evacuation Plan

Fire Evacuation Plan: Room 148

**Tornado Plan:** Evacuate classroom and move to rear hallway by Community Hall doorway.

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, then exit building cautiously.

**Bomb Threat:** Report to NHC parking lot across from the centers front door.

- Your Location
- Directional Arrow
- Exit Location
Fire Evacuation Plan: Computer Lab 112

**Tornado Plan:** Evacuate classroom and move to rear hallway by Community Hall doorway.

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, then exit building cautiously.

**Bomb Threat:** Report to NHC parking lot across from the centers front door

- 🌟 Your Location
- 🔵 Directional Arrow
- 🔴 Exit Location
Fire Evacuation Plan: Faculty Office Area

**Tornado Plan:** Evacuate classroom and move to rear hallway by Community Hall doorway.

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, then exit building cautiously.

**Bomb Threat:** Report to NHC parking lot across from the centers front door

- Your Location
- Directional Arrow
- Exit Location
**Tornado Plan:** Evacuate classroom and move to rear hallway by Community Hall doorway.

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, then exit building cautiously.

**Bomb Threat:** Report to NHC parking lot across from the center's front door.
Fire Evacuation Plan: Room 141

**Tornado Plan:** Evacuate classroom and move to rear hallway by Community Hall doorway.

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, then exit building cautiously.

**Bomb Threat:** Report to NHC parking lot across from the centers front door
Fire Evacuation Plan: Room 140

Tornado Plan: Evacuate classroom and move to rear hallway by Community Hall doorway.
Earthquake: Remain indoors until shaking stops, check for nearby hazards, then exit building cautiously.
Bomb Threat: Report to NHC parking lot across from the centers front door
Tornado Plan: Evacuate classroom and move to rear hallway by Community Hall doorway.

Earthquake: Remain indoors until shaking stops, check for nearby hazards, then exit building cautiously.

Bomb Threat: Report to NHC parking lot across from the centers front door
**Tornado Plan**: Evacuate classroom and move to rear hallway by Community Hall doorway.

**Earthquake**: Remain indoors until shaking stops, check for nearby hazards, then exit building cautiously.

**Bomb Threat**: Report to NHC parking lot across from the centers front door.
Fire Evacuation Plan: Room 120

**Tornado Plan:** Evacuate classroom and move to rear hallway by Community Hall doorway.

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, then exit building cautiously.

**Bomb Threat:** Report to NHC parking lot across from the centers front door.

- ⭐ Your Location
- 🔶 Directional Arrow
- 🔴 Exit Location
Fire Evacuation Plan: Room 110

**Tornado Plan**: Evacuate classroom and move to rear hallway by Community Hall doorway.

**Earthquake**: Remain indoors until shaking stops, check for nearby hazards, then exit building cautiously.

**Bomb Threat**: Report to NHC parking lot across from the centers front door

- Your Location
- Directional Arrow
- Exit Location
Fire Evacuation Plan: Room 159

**Plan**: Evacuate classroom and move to rear hallway by Community Hall doorway.

**Earthquake**: Remain indoors until shaking stops, check for nearby hazards, then exit building cautiously.

**Bomb Threat**: Report to NHC parking lot across from the centers front door
Fire Evacuation Plan: Room 111

**Tornado Plan:** Evacuate classroom and move to rear hallway by Community Hall doorway.

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, then exit building cautiously.

**Bomb Threat:** Report to NHC parking lot across from the centers front door.
Fire Evacuation Plan: Room 119

**Tornado Plan**: Evacuate classroom and move to rear hallway by Community Hall doorway.

**Earthquake**: Remain indoors until shaking stops, check for nearby hazards, then exit building cautiously.

**Bomb Threat**: Report to NHC parking lot across from the centers front door
Fire Evacuation Plan: Room 138

**Tornado Plan**: Evacuate classroom and move to rear hallway by Community Hall doorway.

**Earthquake**: Remain indoors until shaking stops, check for nearby hazards, then exit building cautiously.

**Bomb Threat**: Report to NHC parking lot across from the centers front door

- Star: Your Location
- Arrow: Directional Arrow
- Red Circle: Exit Location
Appendix 3

Introduction and Purpose

UT Martin is committed to the safety and well-being of its staff, students, and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the department or the College.

Goals

The goals of the UTM – Selmer Center in responding to an emergency situation include:

- The safety of all staff, students, and guests.
- The physical and emotional well-being of staff, students, and guests.
- The timely stabilization of an emergency situation.
- The protection of UTM facility, property, and the belongings of staff, students, and guests.

Applicability and Scope

This plan applies to all employees of UT Martin and any person occupying the physical plant of the Selmer Center; to include students, UT Martin’s employees, and guests.
The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

**Responsibility**

The Selmer Center’s emergency plan is the responsibility of the Center Director. The Director will review and update this plan at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to the UTM-Selmer Center Director.

**Order of Succession**

Leadership authority during an emergency shall flow downward through the following list of people:

1. Selmer Center Director – Alan Youngerman 731-610-0065
2. Sandy King 731-610-5867
3. Kathy Donnenworth 731-267-5870
4. Dan Duncan 731-453-4114

**Media Inquiries**

Inquiries from the media during or after an emergency will be addressed by University Relations. University Relations will be consulted in releasing any information to the media.

**Test, Training, and Exercises**

Information on these procedures will be distributed at the beginning of each semester. Training opportunities will be provided to faculty, staff, and students during each academic year.

**Emergency Protocols**

**Fire and Evacuation**

*In the Event of a Fire:*
Pull the Fire Alarm and Call 911

*If you see smoke or flames:*
Use CARE:
- **Contain** the fire by closing all doors as you leave
- **Activate** the nearest Fire Alarm pull station (Pull stations are located near all building exits)
- **Report** the fire by dialing 911
- **Evacuate** or extinguish
Use a **Fire Extinguisher** only if:
- You have been trained
- You have your back to an unobstructed exit
- You have a fully charged and proper type unit for the fire you are fighting
- The fire is contained, and you have reported the fire by **Fire Alarm** or **911** activation
- Everyone else has left the area
- There is little smoke or flames

**Building Evacuation**
You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with Safety and Security/emergency personnel and:
- Take only keys, wallets and essential belongings with you
- If possible, wear weather appropriate clothing
- If you are the last one to exit your room, close and lock doors
- Leave the building immediately
- Do not investigate the source of the emergency
- Walk, don’t run, to the nearest exit
- Assist people with special needs: Get input from the individual how you can help before attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations, methods, or any items that need to be brought with the person during the evacuation.

**Individuals who are Blind or have a Visual Impairment (VI)**
- Ask the person who is blind/VI if s/he would like assistance or guidance in leading her/him out of the building to the Emergency Evacuation Meeting Location.
- Give verbal instructions to the person who is blind/VI regarding the safest exit route by using compass directions, estimated distances, and directional terms.
- Do not walk up and grasp the arm of a visually-impaired person and attempt to lead her/him out of the building. First ask if s/he would like to hold onto your arm as you exit, especially if there is debris in the area or you need to exit through a crowd.
- Give other relevant verbal instructions or information (e.g., "elevators cannot be used", "door handle is on the left and the door opens outward.").

**Individuals who are Deaf or Hard of Hearing**
- Get the attention of a person with a hearing disability by either touch or by making eye contact.
- Clearly state the situation and reason for evacuation. Have a pen and paper handy to write a brief statement if the person does not seem to understand.
- Offer visual instructions by pointing toward exits or evacuation maps showing the safest exit routes.
- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call **911** to report location and number of people needing assistance
- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
- If you are unable to evacuate, call **911** and report your location
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of the identified emergency personnel
- Wait for instructions before returning to your building after an evacuation
Medical Emergency

If someone is injured or becomes ill:
- Stay calm
- Dial 911 and explain the type of emergency, the location, condition, and number of victims
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher
- Do not move the victim unless there is danger of further injury if victim is not moved
- Render first-aid or CPR if you have been trained
- Do not leave the injured person except to summon help
- Comfort the victim until emergency medical services arrive
- Have someone stand outside the building to flag down the ambulance when they reach the vicinity

Bomb Threat

If you receive a bomb threat, remain calm and:
1) Obtain as much information as possible:
   - Write down the number from where the call is coming
   - Write down the exact time of the call
   - Write down as accurately as possible the statements made
   - Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature)
   - Listen for background noises
   - Try to signal for someone else to also listen on the telephone line, if possible
   - Do not hang up and stay on the line as long as possible; wait for the caller to hang up
2) Keep the bomb threat caller talking, and ask as many questions of the caller as you can:
   - When will the bomb go off? How much time remains?
   - Where is the bomb located?
   - What does it look like?
   - What kind of bomb is it?
   - How do you know about this bomb?
   - Why was it placed here?
   - Who are you?
   - What is your name?
3) Call 911 immediately and then Campus Security 731-881-7777

Hostile Intruder/Active Shooter

If a hostile intruder/active shooter is INSIDE your building:
Remember the phrase RUN/HIDE/FIGHT
1. RUN - Exit (get out of) the building immediately (After exiting the building go immediately to the relocation area in the front parking lot of Monogram facility on the north side of the Center
property). (Appendix A) Once gathered at the assembly area stay out of the line of sight of the Center and wait for further instructions from law enforcement.

2. Notify anyone you may encounter to exit the building immediately

3. Call **911**. The Dispatcher will ask for at least the following information:
   a. Your name
   b. Location of the incident (be as specific as possible)
   c. Number of shooters (if known)
   d. Identification or description of shooter
   e. Number of persons who may be involved
   f. Your location

*If exiting the building is not possible, the following actions are recommended:*  
1. **HIDE** - Go to the nearest room or office
   a. If you are locked out of all rooms, seek refuge in the nearest restroom, 
      lock yourself in a stall and keep quiet. (Remember to silence phones not just put on vibrate)
2. Close and lock the door and/or block it (try barricading the door with desks and chairs)
3. Call **911** (the Dispatcher will gather information from you)
4. Keep quiet and act as if no one is in the room (silence cell phones)
5. **DO NOT** answer the door
6. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
7. Do not respond to any voice commands until you are sure that they come from a Police Officer

*If a hostile intruder/active shooter enters your office or classroom:*  
1. **FIGHT** – Look for items with which to fight back
2. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life). **Only you can decide if this is something you should do.**
3. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. **Again, only you can decide if this is something you should do.**

*If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:*  
1. **RUN** - Exit the building in the direction opposite from the shooter. (After exiting the building go immediately to the relocation area in the front parking lot of Monogram facility on the north side of the Center property). (Appendix A)
2. Call **911** (if not on the line already)
3. No matter what the circumstances, make sure you have an escape route and plan in mind
4. Do not attempt to carry anything while fleeing
5. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)
6. Move quickly, keep your hands up high and visible
7. Follow the instructions of any Police Officers you may encounter

*If a hostile intruder/active shooter is Outside your building:*  
1. Get to a room that can be locked; close and lock windows and doors
2. Turn off the lights
3. Try to get everyone down on the floor (so that no one is visible from outside the room)
4. Call 911. The Dispatcher will ask for, at least, the following information:
   a. Your name
   b. Location of the incident (be as specific as possible)
   c. Number of shooters (if known)
   d. Identification or description of shooter
   e. Number of persons who may be involved
   f. Your location
5. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
6. Do not respond to any voice commands until you are sure that they come from a Police Officer

**What to expect from responding police officers:**
Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.
Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:
1. Remain calm
2. Do as the officers tell you
3. Put down any bags or packages you may be carrying
4. Keep your hands up and visible at all times
5. If you know where the hostile intruder/active shooter is, tell the officers
6. Once out of harm’s way remain at whatever assembly point authorities designate
7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned
8. Do not leave until you have been interviewed and released

**Utility Failure and Natural Disaster**

**Utility Failures**
These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. For your personal safety, in the event of a utility failure:
- Remain calm
- Immediately notify the staff
- If the building must be evacuated, go immediately to the relocation area in the front parking lot of Monogram facility on the north side of the Center property. (Appendix A)
- Unplug all electrical equipment (including computers) and turn off light switches
- Use a flashlight: Do not light candles or use other kinds of flames for lighting
- Laboratory personnel:
  - Secure all experiments, unplug electrical equipment, and shut off research gases prior to evacuating
  - Close all fume hoods and chemical containers

**Floods**
Minor or area flooding at the Center could occur as a result of a water main break or major multiple rainstorms. We monitor the National Weather Service, and other emergency advisory
systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important papers
- Move to higher, safer ground
- Shut off all electrical equipment
- If in a lab, secure all laboratory experiments
- Do not attempt to drive or walk through flooded areas
- Wait for further instructions on immediate action from Center staff

**Tornadoes**

A “**Tornado Watch**” means that tornadoes could potentially develop. A “**Tornado Warning**” means a tornado has actually been sighted or indicated by doppler radar. If you see a tornado, report it immediately by calling **911**, and seek shelter or safety:

- Go to an interior hallway or corridor (See Appendix B)
- Seek shelter under a sturdy workbench or heavy furniture if available
- Listen for reports and siren/public address announcements
- Avoid:
  - Top floors of buildings
  - Areas with glass windows or doors
- If out in the open:
  - Cars - do not wait out the storm in a car; cars are not safe in tornadoes
  - Move away from the path of the tornado at a right angle direction
  - Lie flat in the nearest depression, ditch, or ravine if there is no time to escape

**Earthquakes**

In the event of an earthquake:

- Stay away from large windows, shelving systems, or tall room partitions
- Get under a desk, table, door arch, or stairwell
- If none of these is available: move against an interior wall and cover your head with your arms
- Remain under cover until the movement subsides
- After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.)
- If damage has occurred in your area, inform Center staff immediately
- If it is safe to do so, remain at your location and await further instructions from Center personnel
- Do not evacuate until instructed by emergency personnel
- If out in the open:
  - Stay in an open area away from buildings, power lines, trees or roadways
  - Put on enclosed shoes to protect against broken glass
  - If the power is out use a flashlight. Do not light a match or candle
  - Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
  - Check on others
- Give or seek first aid. Assist any disabled persons in finding a safe place for them
- Evacuate if the building seems unsafe or if instructed to do so:
  - Unplug small electrical appliances
  - Bring keys, purses, wallets
- Be prepared for aftershocks
- Cooperate with emergency personnel, keep informed, and remain calm

**Suspicious Package or Object**

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance or worry about embarrassment. Call the Sheriff’s department immediately!

- **DO NOT** touch the package or object
- **DO NOT** tamper with the package or object
- **DO NOT** attempt to move the package or object
- **DO NOT** open the package or object
- **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box
- Isolate the package or object and evacuate the immediate area

**Characteristics of Suspicious Packages**

- Special deliveries, foreign mail, or air mail
- Restrictive markings such as “Confidential” or “Personal”
- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Misspelled words
- Stains or discoloration on the package
- Excessive weight
- Rigid, lopsided, or uneven envelopes
- Protruding wires or aluminum foil
- Excessive tape or string
- Visual distractions such as illustrations
- No return address
Appendices
Faculty and Staff.

Please read the plan and become familiar with its content. We want to keep students safe and have as much organization as possible in the case of an emergency. I appreciate you taking the time to familiarize yourself with this plan.

Thank you,

Dr. Deere

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Introduction and Purpose

UT Martin is committed to the safety and well-being of its staff, students and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the department or the College.

Goals

The goals of the UTM – Parsons Center in responding to an emergency situation include:
- The safety of all staff, students, and guests.
- The physical and emotional well-being of staff, students, and guests.
- The timely stabilization of an emergency situation.
- The protection of UTM facility, property, and the belongings of staff, students, and guests.

Applicability and Scope

This plan applies to all employees of UT Martin and any person occupying the physical plant of the Selmer Center; to include students, UT Martin’s employees, and guests. The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

Responsibility

The Parsons Center’s emergency plan is the responsibility of the Center Director. The Director will review and update this plan at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to the UTM-Parsons Center Director.

Order of Succession

Leadership authority during an emergency shall flow downward through the following list of people:
1. Parsons Center Director – Dr. Kelli Beth Deere – 731-225-5736
2. Parsons Center Program Resource Assistant- Ms. Heather Coleman 731-206-0387

Media Inquiries

Inquiries from the media during or after an emergency will be addressed by University Relations. University Relations will be consulted in releasing any information to the media.
Test, Training, and Exercises

Information on these procedures will be distributed at the beginning of each semester. Training opportunities will be provided to faculty, staff and students during each academic year.

Emergency Protocols

Fire and Evacuation

In the Event of a Fire:
Pull the Fire Alarm and Call 911

If you see smoke or flames:
Use CARE:
• Contain the fire by closing all doors as you leave
• Activate the nearest Fire Alarm pull station (Pull stations are located near all building exits)
• Report the fire by dialing 911
• Evacuate or extinguish

Use a Fire Extinguisher only if:
• You have been trained
• You have your back to an unobstructed exit
• You have a fully charged and proper type unit for the fire you are fighting
• The fire is contained, and you have reported the fire by Fire Alarm or 911 activation
• Everyone else has left the area
• There is little smoke or flames

Building Evacuation
You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with Safety and Security/emergency personnel and:
• Take only keys, wallets and essential belongings with you
• If possible wear weather appropriate clothing
• If you are the last one to exit your room close, and lock doors
• Leave the building immediately
• Do not investigate the source of the emergency
• Walk, don’t run, to the nearest exit
• Assist people with special needs
• Get input from the individual how you can help before attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations, methods, or any items that need to be brought with the person during the evacuation.

Individuals who are Blind or have a Visual Impairment (VI)
• Ask the person who is blind/VI if s/he would like assistance or guidance in leading her/him out of the building to the Emergency Evacuation Meeting Location.
• Give verbal instructions to the person who is blind/VI regarding the safest exit route by using compass directions, estimated distances, and directional terms.
• Do not walk up and grasp the arm of a visually-impaired person and attempt to lead her/him out of the building. First ask if s/he would like to hold onto your arm as you exit, especially if there is debris in the area or you need to exit through a crowd.
• Give other relevant verbal instructions or information (e.g., "elevators cannot be used", "door handle is on the left and the door opens outward.", etc.).

**Individuals who are Deaf or Hard of Hearing**

• Get the attention of a person with a hearing disability by either touch or by making eye contact.
• Clearly state the situation and reason for evacuation. Have a pen and paper handy to write a brief statement if the person does not seem to understand.
• Offer visual instructions by pointing toward exits or evacuation maps showing the safest exit routes.
• If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call **911** to report location and number of people needing assistance
• If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
• If you are unable to evacuate, call **911** and report your location
• As you make your way out, encourage those you encounter to exit as well
• Follow instructions of the identified emergency personnel
• Wait for instructions before returning to your building after an evacuation

### Medical Emergency

**If someone is injured or becomes ill:**

• Stay Calm
• Dial **911** and explain the type of emergency, the location, condition, and number of victims
• Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
• Do not hang up unless told to do so by the dispatcher
• Do not move the victim unless there is danger of further injury if victim is not moved
• Render first-aid or CPR if you have been trained
• Do not leave the injured person except to summon help
• Comfort the victim until emergency medical services arrive
• Have someone stand outside the building to flag down the ambulance when they reach the vicinity

### Bomb Threat

If you receive a bomb threat, **remain calm** and:

1) Obtain as much information as possible:

• Write down the number from where the call is coming
• Write down the exact time of the call
• Write down as accurately as possible the statements made
• Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature)
Listen for background noises
Try to signal for someone else to also listen on the telephone line, if possible
Do not hang up and stay on the line as long as possible; wait for the caller to hang up

2) Keep the bomb threat caller talking, and ask as many questions of the caller as you can:
   • When will the bomb go off? How much time remains?
   • Where is the bomb located?
   • What does it look like?
   • What kind of bomb is it?
   • How do you know about this bomb?
   • Why was it placed here?
   • Who are you?
   • What is your name?

3) Call 911 immediately and then Campus Security 731-881-7777

Hostile Intruder/Active Shooter

If a hostile intruder/active shooter is INSIDE your building:
Remember the phrase RUN/HIDE/FIGHT
1. RUN - Exit (get out of) the building immediately (After exiting the building go immediately to the relocation area in the front parking lot of The River United Penecostal Church.
2. Notify anyone you may encounter to exit the building immediately
3. Call 911. The Dispatcher will ask for at least the following information:
   a. Your name
   b. Location of the incident (be as specific as possible)
   c. Number of shooters (if known)
   d. Identification or description of shooter
   e. Number of persons who may be involved
   f. Your location

If exiting the building is not possible, the following actions are recommended:
1. HIDE - Go to the nearest room or office
   a. If you are locked out of all rooms, seek refuge in the nearest restroom,
      lock yourself in a stall and keep quiet
2. Close and lock the door and/or block it (try barricading the door with desks and chairs)
3. Call 911 (the Dispatcher will gather information from you)
4. Keep quiet and act as if no one is in the room (silence cell phones)
5. DO NOT answer the door
6. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
7. Do not respond to any voice commands until you are sure that they come from a Police Officer

If a hostile intruder/active shooter enters your office or classroom:
1. FIGHT – Look for items with which to fight back.
2. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life); Only you can decide if this is something you should do
3. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. **Again, only you can decide if this is something you should do**

**If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:**
1. **RUN** - Exit the building in the direction opposite from the shooter. (After exiting the building go immediately to the relocation area in the front parking lot of the River United Penecostal Church.
2. Call 911 (if not on the line already)
3. No matter what the circumstances, make sure you have an escape route and plan in mind
4. Do not attempt to carry anything while fleeing
5. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)
6. Move quickly, keep your hands up high and visible
7. Follow the instructions of any Police Officers you may encounter

**If a hostile intruder/active shooter is Outside your building:**
1. Get to a room that can be locked; close and lock windows and doors
2. Turn off the lights
3. Try to get everyone down on the floor (so that no one is visible from outside the room)
4. Call 911. The Dispatcher will ask for, at least, the following information:
   a. Your name
   b. Location of the incident (be as specific as possible)
   c. Number of shooters (if known)
   d. Identification or description of shooter
   e. Number of persons who may be involved
   f. Your location
5. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
6. Do not respond to any voice commands until you are sure that they come from a Police Officer

**What to expect from responding police officers:**
Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.
Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:
1. Remain calm
2. Do as the officers tell you
3. Put down any bags or packages you may be carrying
4. Keep your hands up and visible at all times
5. If you know where the hostile intruder/active shooter is, tell the officers
6. Once out of harm’s way remain at whatever assembly point authorities designate
7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned
8. Do not leave until you have been interviewed and released
Utility Failure and Natural Disaster

Utility Failures
These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. For your personal safety, in the event of a utility failure:

- Remain calm
- Immediately notify the staff
- If the building must be evacuated go immediately to the relocation area in the front parking lot of the River United Penecostal Church
- Unplug all electrical equipment (including computers) and turn off light switches
- Use a flashlight: Do not light candles or use other kinds of flames for lighting
- Laboratory personnel:
  - Secure all experiments, unplug electrical equipment, and shut off research gases prior to evacuating
  - Close all fume hoods and chemical containers

Floods
Minor or area flooding at the Center could occur as a result of a water main break or major multiple rainstorms. We monitor the National Weather Service, and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important papers
- Move to higher, safer ground
- Shut off all electrical equipment
- If in a lab, secure all laboratory experiments
- Do not attempt to drive or walk through flooded areas
- Wait for further instructions on immediate action from Center staff

Tornadoes
A "Tornado Watch" means that tornadoes could potentially develop. A "Tornado Warning" means a tornado has actually been sighted. If you see a tornado, report it immediately by calling 911, and seek shelter or safety:

- Go to an interior hallway or corridor (See Appendix B)
- Seek shelter under a sturdy workbench or heavy furniture if available
- Listen for reports and siren/public address announcements
- Avoid:
  - Top floors of buildings
  - Areas with glass windows or doors
- If out in the open:
  - Cars - do not wait out the storm in a car; cars are not safe in tornadoes
  - Move away from the path of the tornado at a right angle direction
  - Lie flat in the nearest depression, ditch, or ravine if there is no time to escape
Earthquakes
In the event of an earthquake:
- Stay away from large windows, shelving systems, or tall room partitions
- Get under a desk, table, door arch, or stairwell
- If none of these is available: move against an interior wall and cover your head with your arms
- Remain under cover until the movement subsides
- After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.)
- If damage has occurred in your area, inform Center staff immediately
- If it is safe to do so, remain at your location and await further instructions from Center personnel
- Do not evacuate until instructed by emergency personnel
- If out in the open:
  - Stay in an open area away from buildings, power lines, trees or roadways
  - After an earthquake:
    - Put on enclosed shoes to protect against broken glass
    - If the power is out use a flashlight. Do not light a match or candle
    - Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
    - Check on others
      - Give or seek first aid. Assist any disabled persons in finding a safe place for them
      - Evacuate if the building seems unsafe or if instructed to do so:
        - Unplug small electrical appliances
        - Bring keys, purses, wallets
- Be prepared for aftershocks
  - Cooperate with emergency personnel, keep informed, and remain calm

Suspicious Package or Object
If you have any reason to believe that a letter or parcel is suspicious, DO NOT take a chance or worry about embarrassment. Call the Sheriff’s department immediately!

- DO NOT touch the package or object
- DO NOT tamper with the package or object
- DO NOT attempt to move the package or object
- DO NOT open the package or object
- DO NOT put the package or object in water or an enclosed space, such as a drawer or box
- Isolate the package or object and evacuate the immediate area

Characteristics of Suspicious Packages
- Special deliveries, foreign mail, or air mail
- Restrictive markings such as “Confidential” or “Personal”
- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Misspelled words
- Stains or discoloration on the package
- Excessive weight
- Rigid, lopsided, or uneven envelopes
- Protruding wires or aluminum foil
- Excessive tape or string
- Visual distractions such as illustrations
- No return address

### Parsons Fire Watch Plans:

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**Nursing wing listed below**

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<td>Office</td>
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<td>1 Mrs. Kim Fischer</td>
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</table>
Appendices

Appendix A - Bomb Threat Relocation Area
Appendix B – Tornado Shelter Areas
Fire Evacuation Plan: Administrative Offices (Rooms 126-132)

**Tornado Plan**: Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake**: Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat**: Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Fire Evacuation Plan: Maintenance Office

Tornado Plan: Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

Earthquake: Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

Bomb Threat: Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Fire Evacuation Plan: Men’s Faculty Restroom

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Tornado Plan: Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)
**Earthquake**: Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat**: Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)

**Fire Evacuation Plan: Men’s Restroom**

**Tornado Plan**: Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake**: Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat**: Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Fire Evacuation Plan: Student Lounge – Nursing Wing
**Tornado Plan**: Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake**: Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat**: Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
**Fire Evacuation Plan: Room 102/102A**

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)
**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)

**Fire Evacuation Plan: Room 104**

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Fire Evacuation Plan: Room 104

Tornado Plan: Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

Earthquake: Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

Bomb Threat: Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)

Fire Evacuation Plan: Room 105

Tornado Plan: Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

Earthquake: Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

Bomb Threat: Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
**Fire Evacuation Plan: Room 106**

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)

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**Fire Evacuation Plan: Room 107**

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.
**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)

**Fire Evacuation Plan: Room 108**

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Fire Evacuation Plan: Room 109

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Fire Evacuation Plan: Room 110

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Fire Evacuation Plan: Room 112/112A

**Tornado Plan**: Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake**: Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat**: Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Fire Evacuation Plan: Room 113

**Tornado Plan**: Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake**: Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat**: Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Fire Evacuation Plan: Room 114

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Fire Evacuation Plan: Room 115

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
**Fire Evacuation Plan: Room 116**

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Fire Evacuation Plan: Room 125

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Fire Evacuation Plan: Room 200

Tornado Plan: Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)
**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)

**Fire Evacuation Plan: Room 201**

![Fire Evacuation Plan Diagram]

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
**Fire Evacuation Plan: Room 203**

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Fire Evacuation Plan: Room 204

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
**Fire Evacuation Plan: Room 206**

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Fire Evacuation Plan: Room 208

Tornado Plan: Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

Earthquake: Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

Bomb Threat: Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Fire Evacuation Plan: Room 209

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Fire Evacuation Plan: Room 210

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Fire Evacuation Plan: Nursing SIM Lab

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Fire Evacuation Plan: Women’s Faculty Restroom

Tornado Plan: Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

Earthquake: Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

Bomb Threat: Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Fire Evacuation Plan: Women’s Restroom – Nursing Wing

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see in Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Fire Evacuation Plan: Women’s Restroom

**Tornado Plan:** Evacuate classroom and move to nearest tornado shelter area (see Appendix B.)

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Report to The River United Pentecostal Church across from the center’s Southwest exit door (see Appendix A.)
Appendix 5

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Introduction and Purpose

UT Martin is committed to the safety and well-being of its staff, students and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the department or the College.

Goals

The goals of the UTM – Ripley Center in responding to an emergency situation include:

• The safety of all staff, students, and guests.
• The physical and emotional well-being of staff, students, and guests.
• The timely stabilization of an emergency situation.
• The protection of UTM facility, property, and the belongings of staff, students, and guests.

Applicability and Scope

This plan applies to all employees of UT Martin and any person occupying the physical plant of the Ripley Center; to include students, UT Martin’s employees, and guests.

The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

Responsibility

The Ripley Center’s emergency plan is the responsibility of the Center Director. The Director will review and update this plan at least once annually. Revisions will be made as needed.
throughout the year. Any suggestions, comments, or questions should be directed to the UTMRipley Center Director.

**Order of Succession**

Leadership authority during an emergency shall flow downward through the following list of people:

1. Ripley Center Director – Dr. Simpfronia Taylor 731-221-8778
2. Assistant Director – Mr. Jason Holloway – 731-221-8778
3. Program Resource Specialist – Mrs. Ashley Vance 731-221-8778

**Media Inquiries**

Inquiries from the media during or after an emergency will be addressed by University Relations. University Relations will be consulted in releasing any information to the media.

**Test, Training, and Exercises**

Information on these procedures will be distributed at the beginning of each semester. Training opportunities will be provided to faculty, staff and students during each academic year.

**Emergency Protocols**

**Fire and Evacuation**

In the Event of a Fire:

Pull the **Fire Alarm** and Call **911**

If you see smoke or flames:

Use **CARE**:

- **Contain** the fire by closing all doors as you leave
• **Activate** the nearest Fire Alarm pull station (Pull stations are located near all building exits)
• **Report** the fire by dialing **911**
• **Evacuate** or extinguish

Use a **Fire Extinguisher** only if:
• You have been trained
• You have your back to an unobstructed exit
• You have a fully charged and proper type unit for the fire you are fighting
• The fire is contained, and you have reported the fire by **Fire Alarm** or **911** activation
• Everyone else has left the area
• There is little smoke or flames

**Building Evacuation**

You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with Safety and Security/emergency personnel and:

• Take only keys, wallets and essential belongings with you
• If possible, wear weather appropriate clothing
• If you are the last one to exit your room close, and lock doors
• Leave the building immediately
• Do not investigate the source of the emergency
• Walk, don’t run, to the nearest exit
• Assist people with special needs
• Get input from the individual how you can help before attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations, methods, or any items that need to be brought with the person during the evacuation.

**Individuals who are Blind or have a Visual Impairment (VI)**

• Ask the person who is blind/VI if s/he would like assistance or guidance in leading her/him out of the building to the Emergency Evacuation Meeting Location.
• Give verbal instructions to the person who is blind/VI regarding the safest exit route by using compass directions, estimated distances, and directional terms.

• Do not walk up and grasp the arm of a visually-impaired person and attempt to lead her/him out of the building. First ask if s/he would like to hold onto your arm as you exit, especially if there is debris in the area or you need to exit through a crowd.

• Give other relevant verbal instructions or information (e.g., "elevators cannot be used", "door handle is on the left and the door opens outward.", etc.).

**Individuals who are Deaf or Hard of Hearing**

• Get the attention of a person with a hearing disability by either touch or by making eye contact.

• Clearly state the situation and reason for evacuation. Have a pen and paper handy to write a brief statement if the person does not seem to understand.

• Offer visual instructions by pointing toward exits or evacuation maps showing the safest exit routes.

• If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call 911 to report location and number of people needing assistance.

• If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building).

• If you are unable to evacuate, call 911 and report your location.

• As you make your way out, encourage those you encounter to exit as well.

• Follow instructions of the identified emergency personnel.

• Wait for instructions before returning to your building after an evacuation.

**Medical Emergency**

**If someone is injured or becomes ill:**

• Stay Calm.

• Dial 911 and explain the type of emergency, the location, condition, and number of victims.

• Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.

• Do not hang up unless told to do so by the dispatcher.
• Do not move the victim unless there is danger of further injury if victim is not moved
• Render first-aid or CPR if you have been trained
• Do not leave the injured person except to summon help
• Comfort the victim until emergency medical services arrive
• Have someone stand outside the building to flag down the ambulance when they reach the vicinity

Bomb Threat

If you receive a bomb threat, remain calm and:

1) Obtain as much information as possible:
   • Write down the number from where the call is coming
   • Write down the exact time of the call
   • Write down as accurately as possible the statements made
   • Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature)
   • Listen for background noises
   • Try to signal for someone else to also listen on the telephone line, if possible

2) Keep the bomb threat caller talking, and ask as many questions of the caller as you can:
   • When will the bomb go off? How much time remains?
   • Where is the bomb located?
   • What does it look like?
   • What kind of bomb is it?
   • How do you know about this bomb?
   • Why was it placed here?
   • Who are you?
   • What is your name?

3) Call 911 immediately and then Campus Security 731-881-7777
Hostile Intruder/Active Shooter

If a hostile intruder/active shooter is INSIDE your building:

Remember the phrase RUN/HIDE/FIGHT

1. RUN - Exit (get out of) the building immediately (After exiting the building go immediately to the relocation area on the North side of the property. ( Appendix A)

2. Notify anyone you may encounter to exit the building immediately

3. Call 911. The Dispatcher will ask for at least the following information:
   a. Your name
   b. Location of the incident (be as specific as possible)
   c. Number of shooters (if known)
   d. Identification or description of shooter
   e. Number of persons who may be involved
   f. Your location

If exiting the building is not possible, the following actions are recommended:

1. HIDE - Go to the nearest room or office
   a. If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet

2. Close and lock the door and/or block it (try barricading the door with desks and chairs)

3. Call 911 (the Dispatcher will gather information from you)

4. Keep quiet and act as if no one is in the room (silence cell phones)

5. DO NOT answer the door

6. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)

7. Do not respond to any voice commands until you are sure that they come from a Police Officer

If a hostile intruder/active shooter enters your office or classroom:

1. FIGHT – Look for items with which to fight back.
2. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life); **Only you can decide if this is something you should do**

3. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. **Again, only you can decide if this is something you should do**

If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:

1. **RUN** - Exit the building in the direction opposite from the shooter. (After exiting the building go immediately to the relocation area in the front parking lot of the Ripley Center facility on the North side of the Center property). (Appendix A)
2. Call **911** (if not on the line already)
3. No matter what the circumstances, make sure you have an escape route and plan in mind
4. Do not attempt to carry anything while fleeing
5. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)
6. Move quickly, keep your hands up high and visible
7. Follow the instructions of any Police Officers you may encounter

If a hostile intruder/active shooter is Outside your building:

1. Get to a room that can be locked (all classrooms lock); close and lock windows and doors
2. Turn off the lights
3. Try to get everyone down on the floor (so that no one is visible from outside the room)
4. Call **911**. The Dispatcher will ask for, at least, the following information:
   a. Your name
   b. Location of the incident (be as specific as possible)
   c. Number of shooters (if known)
   d. Identification or description of shooter
   e. Number of persons who may be involved
   f. Your location
5. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
6. Do not respond to any voice commands until you are sure that they come from a Police Officer
What to expect from responding police officers:

Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.

Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:

1. Remain calm
2. Do as the officers tell you
3. Put down any bags or packages you may be carrying
4. Keep your hands up and visible at all times
5. If you know where the hostile intruder/active shooter is, tell the officers
6. Once out of harm’s way remain at whatever assembly point authorities designate
7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned
8. Do not leave until you have been interviewed and released

Utility Failure and Natural Disaster

Utility Failures

These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. For your personal safety, in the event of a utility failure:

• Remain calm
• Immediately notify the staff
• If the building must be evacuated go immediately to the relocation area in the front parking lot of the Ripley Center facility on the North side of the Center property. (Appendix A)
• Unplug all electrical equipment (including computers) and turn off light switches
• Use a flashlight: Do not light candles or use other kinds of flames for lighting
• Laboratory personnel:
- Secure all experiments, unplug electrical equipment, and shut off research gases prior to evacuating
- Close all fume hoods and chemical containers

Floods

Minor or area flooding at the Center could occur as a result of a water main break or major multiple rainstorms. We monitor the National Weather Service, and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

• Secure vital equipment, records, and other important papers
• Move to higher, safer ground
• Shut off all electrical equipment
• If in a lab, secure all laboratory experiments
• Do not attempt to drive or walk through flooded areas
• Wait for further instructions on immediate action from Center staff

Tornadoes

A “Tornado Watch” means that tornadoes could potentially develop. A “Tornado Warning” means a tornado has actually been sighted. If you see a tornado, report it immediately by calling 911, and seek shelter or safety:

• Go to the Tornado shelter (See Appendix C, Page 18)
• Seek shelter under a sturdy workbench or heavy furniture if available
• Listen for reports and siren/public address announcements
• Avoid:
  - Top floors of buildings
  - Areas with glass windows or doors
• If out in the open:
  - Cars - do not wait out the storm in a car; cars are not safe in tornadoes
  - Move away from the path of the tornado at a right angle direction
  - Lie flat in the nearest depression, ditch, or ravine if there is no time to escape
Earthquakes

In the event of an earthquake:

- Stay away from large windows, shelving systems, or tall room partitions
- Get under a desk, table, door arch, or stairwell
- If none of these is available: move against an interior wall and cover your head with your arms
- Remain under cover until the movement subsides
- After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.)
- If damage has occurred in your area, inform Center staff immediately
- If it is safe to do so, remain at your location and await further instructions from Center personnel
- Do not evacuate until instructed by emergency personnel
- If out in the open:
  - Stay in an open area away from buildings, power lines, trees or roadways

- After an earthquake:
  - Put on enclosed shoes to protect against broken glass
  - If the power is out use a flashlight. Do not light a match or candle - Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
  - Check on others
  - Give or seek first aid. Assist any disabled persons in finding a safe place for them - Evacuate if the building seems unsafe or if instructed to do so:
  - Unplug small electrical appliances
  - Bring keys, purses, wallets

- Be prepared for aftershocks
  - Cooperate with emergency personnel, keep informed, and remain calm

Suspicious Package or Object

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance or worry about embarrassment. Call the Police department immediately, (731) 635-1515!

- **DO NOT** touch the package or object
- **DO NOT** tamper with the package or object
• **DO NOT** attempt to move the package or object
• **DO NOT** open the package or object
• **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box
• Isolate the package or object and evacuate the immediate area

**Characteristics of Suspicious Packages**

• Special deliveries, foreign mail, or air mail
• Restrictive markings such as “Confidential” or “Personal”
• Excessive postage
• Handwritten or poorly typed addresses
• Incorrect titles
• Misspelled words
• Stains or discoloration on the package
• Excessive weight
• Rigid, lopsided, or uneven envelopes
• Protruding wires or aluminum foil
• Excessive tape or string
• Visual distractions such as illustrations
• No return address
Appendices
Google Map Satellite View of Campus
Building Map
Appendix C – Fire Evacuation Plan
Appendix C – Fire Evacuation Plan (Con’t)

**Tornado Plan:** Evacuate classroom and move to Tornado Shelters: Room 125 (DL room) & Room 166 (Auditorium).

**Earthquake:** Remain indoors until shaking stops, check for nearby hazards, and then exit building cautiously.

**Bomb Threat:** Lock in Place (all classroom doors lock). Hide out of site.
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<th>Building</th>
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**UTM Ripley Center Emergency Plan**

**Fall 2019**
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Appendix 6

UT Martin Jackson Center located on,

[Jackson State Community College logo]

Emergency Management Plan

JSCC Campus Police
731-225-5952 or
731-424-3520 ext. 50420

Director of Environmental Health & Safety
731-424-3520 ext. 50244
# EMERGENCY MANAGEMENT GUIDELINES

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EMERGENCY MANAGEMENT PLAN OVERVIEW

This document, the Jackson State Community College (hereinafter “JSCC”) Emergency Management Plan, is designed to deal with real or potential emergency or crisis situations on the campus. The purpose of this plan is to provide guidance in accordance with the Tennessee Board of Regents (TBR) Plan B-100 a well understood mechanism that will allow College employees to work together as a team to address a crisis situation. This plan will insure that there is maximum safety and minimal property loss and will assist in the recovery from critical incidences. The plan is also designed to allow the College to communicate effectively, internally and externally, while preserving the integrity of the institution. It will provide protocols for meeting the challenge of a crisis situation. The plan will identify roles for campus personnel in response to situations. A crisis or potential crisis situation may arise on any day and at any hour. When a crisis does occur, it is too late to develop a logical, well-conceived emergency management plan and to identify the key campus personnel needed to minimize potential problems.

Whatever the situation, the way in which the College handles the occurrence can affect individuals and property and can determine how the public and media perceive JSCC. So that the College can operate effectively in the event of a crisis, a Crisis Management Team will convene to determine the course of action to be taken. The Director of Environmental Health & Safety will lead this team with direction from the President of JSCC or Vice President(s) in his absence. The composition of the Crisis Management Team can vary, depending upon the type of crisis and which division or area of the College it involves.

However, the core of the team remains the same and includes the following members:

College President
All Vice Presidents
Director of Environmental Health & Safety
Director of Public Relations and Marketing

College personnel may be called upon to serve as a member of the Crisis Management Team, depending upon the situation. The Director of Environmental Health & Safety, in coordination with the President and Vice President of Financial and Administrative Affairs will designate additional members of the Crisis Management Team, as it is deemed necessary. In a case of the absence of the Director of Environmental Health & Safety, his chief second within the police office will be the acting emergency coordinator.

The pages that follow describe the guidelines under which JSCC will operate in a real or potential emergency or crisis situation. These are only guidelines, and they may be modified depending upon the situation. JSCC understands that emergency crisis situations are continually changing. JSCC is working with the best information available at this time in order to devise this emergency plan. The plan is divided into three (3) major sections: the Crisis Operational Plan, the Crisis Communication Plan and the Crisis Response Plan. These three (3) plans, when used together, integrate response, communication and recovery when an emergency situation occurs.
DEFINITIONS OF CRISIS MANAGEMENT, EMERGENCY AND CRISIS SITUATIONS

**Crisis Management:** The swift and effective handling of emergency or potential emergency situations is necessary to minimize injury to people; to minimize damage to College property; to preserve the College's reputation, integrity, and image. Crisis Management also involves support for a healthy recovery from the critical incident.

**Emergency:** The Director of Environmental Health & Safety or designee serves as the overall Emergency Director during any emergency or disaster that may occur on campus. The following definitions of an emergency are provided as guidelines to assist Building Coordinators in determining the appropriate response:

**EMERGENCY:** Any accident, potential or actual, which affects a person or persons, building or buildings, or which will disrupt the overall operation of JSCC and demand immediate attention. Outside emergency services could be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the campus administration during times of crisis. Report emergencies to the Environmental Health & Safety Department at extension 50244 or Campus Police at 731-225-5952.

While similar, emergency notification is not to be confused with Clery Timely Warning Notices which are specifically related to compliance with the federal Clery Act, which requires colleges and universities to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated--so that campus community members can protect themselves from harm. The Clery Act identifies specific crimes that require a timely warning notice to be issued, when crimes are reported to officials with significant responsibility for student and campus activities, campus safety, or the local police and the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus.

Types of incidents or situations that constitute Clery Timely Warning being sent are:

All Clery Act Crimes which represent a serious or continuing threat to the person and well-being of students and employees. Examples include but are not limited to:

- Criminal Homicide
- Sex Offenses
- Robbery
• Aggravated Assault

• Burglaries (occupied rooms/offices/structures)

• Hate Crimes

• Persons with weapons with intent to use

• Threat of violent crime

• Situations where suspect is not known

• Assault (physical or sexual)

Timing, Content, and Decision Criteria for a Clery Timely Warning Notice:

• The Clery Act does not define what is timely. However, the warning should be issued as soon as pertinent information is available, because the intent of a Clery timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.

DISASTER: Any event or occurrence which has taken place and has seriously impaired or halted the operations of JSCC. In some cases, casualties and severe property damage may be sustained. A coordinated effort of all campus resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Command Post will be activated, and the appropriate support and operational plans will be executed.

Crisis Situations: Crisis situations can be classified into three categories: man-made, natural disasters, and psychological, as indicated below:

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<td>Water damage</td>
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<td>Fraud, embezzlement,</td>
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</table>
CONSTITUENCIES

During a crisis, a number of key constituencies must be considered in order to accomplish the College's goal of minimizing injury and/or damage and preserving the College's reputation, integrity, and image. The opinions and actions of each audience have varying degrees of influence on the operations of Jackson State Community College.

The College's key constituents during a crisis may include the following:
- Students
- Employees
- Neighbors of JSCC
- General public and surrounding communities
- Significant others of students, faculty and staff
- Other organizations associated with JSCC (Foundation Board, Friends of JSCC, etc.)
- Tennessee Board of Regents (TBR)
- Local news media
- Regional and national news media (depending upon the situation)
- Local Government Officials
- Local Law Enforcement
- Local First Responders
III. CRISIS RESPONSE PLAN

The following is an outline or procedures to follow in specific emergency situations.

A. Earthquake

During an earthquake remain calm and quickly follow the steps outlined below.

(1) IF INDOORS, seek refuge under a desk or table and not in a doorway. Stay away from glass windows, shelves, and heavy equipment.

(2) IF OUTDOORS, move quickly away from buildings, utility poles, and other structures. Caution: Always avoid power or utility lines.

(3) IF IN AN AUTOMOBILE, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle and buckled in for the shelter it offers. If near a bridge, stay off the bridge or get off of it immediately.

(4) After the initial shock, evaluate the situation, and if emergency help is necessary, call the Director of Environmental Health & Safety or Campus Security. Protect yourself at all times and be prepared for after-shocks.

(5) Damaged facilities should be reported to the Emergency Coordinator. NOTE: Leaks and power failures create special hazards. Please refer to the section on Utility Failures.

(6) Once outside, move to your designated assembly points (see map on page 39). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Know your designated assembly points.

(7) DO NOT RETURN TO AN EVACUATED BUILDING, unless told to do so by Emergency Personnel.

B. Fire

IN ALL CASES OF FIRE, EVACUATE BUILDING IMMEDIATELY, THEN CONTACT EMERGENCY SERVICES. If on main campus dial (731)225-5952, off campus site (Humboldt, Savannah, Lexington, Paris), call 911.
(1) Activate the fire alarm.

(2) Building leaders evacuate and if possible, rescue anyone who might be in danger of fire or smoke inhalation

• Evacuate building, then notify Campus police on main campus at (731)225-5952 or the local emergency services at 911 for off-campus sites.

(3) Confine – close all doors, clear all exit routes, extinguish, if you can do so safely, follow fire extinguisher procedures (PASS).

(4) Evacuate – everyone will evacuate quickly to the nearest marked exit and alert others to do the same.

(5) Once outside, building coordinators will escort individuals to the designated assembly point, a minimum of 500 feet away attempting to stay upwind from possible chemicals burning.

(6) Do Not Re-enter the evacuated building unless told to do so by a Campus Emergency Resource Team Official.

How to use a Fire Extinguisher (PASS Method)

Pull – the pin.

Aim – at the base of the fire.

Squeeze – the handle/trigger.

Sweep – with extinguisher as you suppress the fire.

IMPORTANT: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) in the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic.

C. Tornado

(1) Tornado Situations

a. There are two types of messages issued by the Weather Bureau dealing with tornados: Tornado Watch and Tornado Warning. Each message has a specific meaning and should not be confused with one another.

1. Tornado Watch: Issued to alert persons of the possibility of a tornado development in a specified area for a specific period of time. It is not necessary to interrupt the normal operations of the College during a tornado watch.

2. Tornado Warning: Issued when a tornado has actually been sighted in the area or indicated by radar. Warnings will indicate the location of the tornado, the time of detection, the area through
which it is expected to move, and the time period during which the tornado will move through the affected area. When this warning is issued, the College should take immediate safety precautions.

b. Knowledge of the following characteristics of tornadoes is useful in tornado detection and tornado preparedness planning:

1. TIME OF DAY: a tornado is most likely to occur in midafternoon, generally between 3 p.m. and 7 p.m., but they have occurred at all times of the day.

2. DIRECTION OF THE PATH: a tornado’s direction of travel is usually from the southwest to the northeast.

3. LENGTH OF THE PATH: the length of the path of a tornado averages four (4) miles but has reached as much as 300 miles.

4. WIDTH OF THE PATH: the average width of the path of a tornado is 300 to 400 yards, but tornados have cut paths of a mile or more in width.

5. SPEED OF TRAVEL: the average speed of a tornado ranges from 25 to 40 miles an hour. Speeds ranging from stationary to 68 miles an hour have been reported.

6. APPEARANCE: the cloud directly associated with a tornado is a dark heavy cloud from which a whirling funnel shaped pendant extends to the ground.

7. PRECIPITATION: precipitation associated with a tornado usually occurs first as rain, just preceding the storm, frequently with hail, and as heavy downpour immediately to the left of the path of the tornado. Some tornados are rain wrapped. Meaning when wind grabs the rain and/or hail falling from a supercell thunderstorm and it all gets caught up in the rotating winds of the tornado. This makes it extremely hard to see and is very dangerous.

8. SOUND: sounds occurring during a tornado have been described as a roaring, rushing noise, closely resembling the sound of a train.

c. Monitoring

The Director of Environmental Health & Safety monitors the National Weather Service, and security officers are on alert for any tornado developments or sightings.

d. Emergency Tornado Procedures

Tornado Watch Procedures:

Director of Environmental Health & Safety will – Whenever there is an alert to a Tornado Watch situation by the U.S. Weather Service, the campus will be notified by the Alertus computer notification system & the JSCC Alert text messaging system.
Tornado Warning Procedures:

Director of Environmental Health & Safety will – Whenever there is an alert to a Tornado Warning situation by the U.S. Weather Service, there will be notification to the campus of the situation by the Alertus Computer Notification System, the JSCC Alert text messaging system and the Emergency notification system (ENS) and direction will be provided.

(2) Procedures for Seeking Shelter in each Building

If sufficient time is available to evacuate persons to a safe area prior to a tornado, persons should seek shelter in the basement of the building or on the first floor along an interior wall to avoid window and sky lights. Leaving one building to seek shelter in another is not advised. If there is no time to evacuate, persons should seek shelter under heavy furniture, desks, or in a closet to avoid injuries from debris (look around your area and select your shelter area after reading this policy).

Administration Building (Building 4)

Seek shelter in the vaults located in the Business and Finance and Records Office, use restrooms and accounts payable office. Stay away from windows.

Nelms Classroom Building (Building 10)

Seek shelter in basement area and 1st Floor. 2nd Floor – wheelchair persons will be taken to a stairwell landing to be assisted by volunteers or Campus Security. DO NOT use elevators! Crouch in lower area along walls. Shelter may also be sought in restrooms. Stay away from windows.

Student Center (Building 3)

Utilize restrooms, interior hallways and office and computer lab areas in center of building. Restrooms may also be used. Stay away from windows.

Gymnasium (Building 6)

DO NOT USE OPEN GYM AREA! Seek shelter in restrooms, locker rooms, hallways of Athletics and the Music Department. Stay away from windows.
Library (Building 5)

DO NOT USE ELEVATORS! Report to 1st floor and crouch down in restrooms, interior hallways, under and in stairwells and offices. Stay away from windows.

Maintenance and Operations (Building 8)

Utilize restroom and central office area. Stay away from windows!

Music and Arts (Building 7)

Utilize restrooms if unable to reach gymnasium. Stay away from windows.

McWherter Center (Building 12)

DO NOT USE ELEVATOR! Crouch down along hallway in 1st floor areas or bathrooms. Stay away from skylight lobby area and windows!

Science (Building 11)

DO NOT USE ELEVATOR! Seek shelter in stairwells or side rooms. Stay away from windows.

Ayers Health Sciences (Building 1)

DO NOT USE ELEVATORS! Report to 1st floor and crouch down in restrooms or interior hallways and offices. Stay away from windows.

Jim Moss Center for Nursing (Building 2)

DO NOT USE ELEVATOR! Crouch down along hallway in 1st floor areas or bathrooms. Stay away from windows.

Humboldt Center

Seek shelter in restrooms and interior hallways, and stay away from windows.

Lexington Center

Seek shelter in restrooms and interior hallways, and stay away from windows.
Savannah Center
Seek shelter in restrooms and interior hallways, and stay away from windows.

Paris Center
Seek shelter in restrooms, interior hallways, basement and stay away from windows.

(3) Execution of Instructions

The Director of Environmental Health & Safety or his designee shall determine when to initiate emergency tornado procedures. Designee will be the chief second police officer.

(4) Miscellaneous

The Environmental Health & Safety Department’s emergency tornado procedures or plans are designed to be flexible as a response to the varying conditions of a tornado situation. Not all tornado situations will lead to a Tornado Warning. Thus, the initiating of tornado plans has a judgment factor, particularly in terms of the tornado situation encountered.

D. Explosions on campus

In the event of an explosion on campus, take the following action:

(1) Immediately take cover under tables, desks or other objects that will give protection against falling glass or debris.

(2) After the effects of the explosion and/or fire have subsided, notify the Environmental Health & Safety Department at extension 50244 or Campus Police at (731)225-5952 or 9+911. Give your name and describe the location and nature of the explosion(s).

(3) When told to leave by College Officials, walk quickly to the nearest marked exit and ask others to do the same.

(4) Employees must assist disabled individuals during an emergency. If an employee is not available, OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC. USE STAIRWAYS.
(5) Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know the designated area assembly points.

(6) If requested, assist emergency crews as necessary.

(7) A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a Campus Emergency Resource Team Official.

IMPORTANT: After any evacuation, report to your designated area assembly point.

E. Chemical and Radiation Spill(s)

(1) Any spillage of a hazardous chemical or radioactive material is to be reported immediately to the Director of Environmental Health & Safety at ext.50244 or Campus Police at (731)225-5952.

(2) When reporting, be specific about the nature of the involved material and exact location. The Campus Police will contact the necessary specialized authorities and medical personnel.

(3) Building Coordinators should vacate the affected area at once and await arrival of Campus Police Personnel. Be mindful to evacuate uphill and upwind of affected area as well.

(4) Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to a Campus Police Officer.

(5) Required first aid and clean up by specialized authorities should be started at once.

(6) Upon notification of an emergency, walk quickly to the nearest marked exit and alert others to do the same.

(7) Employees must assist disabled individuals during an emergency. If an employee is not available, OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.

(8) Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

(9) If requested, assist emergency crews as necessary.

(10) A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

(11) DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a Campus Emergency Resource Team Official.
F. Bomb Threat

(1) If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE THE OBJECT! Clear the area and immediately call Campus Police at (731)225-5952 and/or Dial 9 then 911, but do not use a cell phone in the area of the suspicious object.

(2) Any person receiving a phone call bomb threat should ask the caller:
   a. When is the bomb going to explode?
   b. Where is the bomb located?
   c. What kind of bomb is it?
   d. What does it look like?
   e. Why did you place the bomb?

(3) Keep talking to the caller as long as possible and record the following:
   a. Time of call
   b. Age and sex of caller
   c. Speech pattern, accent, possible nationality
   d. Emotional state of caller
   e. Background noise

(4) While on the phone with the individual, try to get someone’s attention discreetly and let them know to contact Campus Police immediately (Write it on a piece of paper, text a colleague, etc.).

(5) The Campus Police, in conjunction with others, will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to Campus Police. DO NOT TOUCH THE OBJECT!! Do not open drawers, cabinets, or turn lights on or off.

(6) Upon notification, walk quickly to the nearest marked exit and alert others to do the same.

(7) Employees must assist disabled individuals during an emergency. If an employee is not available, OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.

(8) Once outside, move to a clear area at least 500 feet away from the affected buildings(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

(9) If requested, assist emergency crews as necessary.

(Please review the form below to help better prepare yourself in an event that you receive a call.)
Bomb Threat Reporting Information

QUESTIONS TO ASK PERSON CALLING WITH A BOMB THREAT:

1. _____ When is the bomb going to explode?

2. _____ Where is it right now?

3. _____ What does it look like?

4. _____ What kind of bomb is it?

5. _____ What will cause it to explode?

6. _____ Did you place the bomb?

7. _____ Why?

8. _____ What is your address?

9. _____ What is your name?

Exact wording of threat:

Sex of caller:  Race:  Age:

Length of Call:  Time:  Date:

Number at which call was received:
Caller sounded:

____ calm
____ Nasal
____ laughter
____ angry
____ stutter
____ crying
____ excited
____ lisp
____ distinct
____ slow
____ deep
____ slurred
____ rapid
____ ragged
____ whispered
____ soft
____ clearing throat
____ accent
____ loud
____ deep breathing
____ disguised
____ cracked voice
____ normal

If the voice is familiar, who did it sound like?
BACKGROUND SOUNDS:

- street noises
- factory machines
- crockery (plates, cups, etc.)
- animal noises
- voices
- clear
- PA system
- static
- music
- local
- house noises
- long distance
- motor
- booth
- office machinery
- other

THREAT LANGUAGE:

- well spoken (educated)
- incoherent
- foul
- taped
- irrational
- message read by threat maker

REMARKS:
REPORTED CALL IMMEDIATELY TO:

Phone number: 

Date: 

Name: 

Phone number (of person taking call): 

Position: 

G. Cardio-vascular Emergencies (AED Applications)

Automated External Defibrillators (AED) have been installed in the buildings on main campus and one is also carried by Campus Police. They are housed in cabinets for immediate use in case of an emergency including cardiac arrest. AED cabinets are clearly labeled and identifiable as AED units.

(1) Upon being notified that an AED has been activated, the security officer on duty will respond immediately to the location identified to assist with CPR/AED Procedures and crowd control, and to coordinate with other emergency response personnel.

(2) When a Campus Police Officer arrives on the scene of a person requiring CPR/AED, he/she will assess the situation and contact the proper authorities.

(3) Upon completion of CPR/AED Procedure, the AED is replaced with a substitute unit and put back into cabinet.

(4) The responding officer is responsible for completion of AED Use Report-Accident/Illness/AED Report to be turned in to supervisor. (see page 47 for form)

Faculty/Staff/Student/Citizen Responsibility

Upon being notified or assessing a situation on campus that requires CPR/AED procedure, the responding person should:

a) Acquire the AED from the cabinet or designated AED location in the building. (see page 46 for locations)

b) Notify Campus Security as to the location/event

c) Begin CPR/AED Procedure

d) After CPR/AED use, be available to answer questions for report purposes by Campus Security.
H. Violent or Criminal Behavior / Active Shooter

Campus Police is located in the Student Union Building and provides you with 24-hour assistance and protection. This service is provided seven (7) days a week on a year round basis. On Campus Emergencies, Dial:

731-225-5952 or ext. 50244 or dial 9 then 911. Off Campus call 911.

UPON NOTIFICATION OF AN ACTIVE SHOOTER

- Campus police would be in route to the last known location of the suspect
- The Director of Environmental Health & Safety will also be in route but not before contact is made with the public relations director to enact lockdown notification
- With the College President the director of public relations determines when the media should be contacted, prepares statement(s) to be released for public information about the situation.
- When law enforcement arrives on the scene they will proceed on a search to locate the suspect.

(1) HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Should gunfire or explosives be discharged on campus, quickly determine the most reasonable way to protect your own life (RUN, HIDE or FIGHT). Remember that students, vendors and guests are likely to follow the lead of employees during an active shooter situation.

a. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

• Have an escape route and plan in mind

• Evacuate regardless of whether others agree to follow

• Leave your belongings behind
• Help others escape, if possible

• Prevent individuals from entering an area where the active shooter may be

• Keep your hands visible

• Follow the instructions of any police officers

• Do not attempt to move wounded people

• Call 911 when you are safe, if still on campus and using office phones, dial 9 then 911

b. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

• Be out of the active shooter’s view

• Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)

• Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

• Lock the door
• Blockade the door with heavy furniture if the active shooter is nearby:

• Lock the door

• Silence your cell phone and/or pager

• Turn off any source of noise (i.e., radios, televisions)

• Hide behind large items (i.e., cabinets, desks)

• Remain quiet

If evacuation and hiding out are not possible:

• Remain calm

• Dial 911, if possible, to alert police to the active shooter’s location

• If you cannot speak, leave the line open and allow the dispatcher to listen

c. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

• Acting as aggressively as possible against him/her
• Throwing items and improvising weapons

• Yelling

• Committing to your actions

After the disturbance, do not exit the area until told to do so by Campus Officials or Emergency personal. Seek emergency first aid if necessary.

(2) WHAT TO DO IF TAKEN HOSTAGE:

a. Be patient. Time is on your side. Avoid drastic action.

b. The initial 45 minutes are the most dangerous. Follow instructions and be alert. Don’t make mistakes which could endanger your well-being.

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January 2019

Revised

c. Don’t speak unless spoken to and then only when necessary. Don’t talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.

d. Remain calm. Avoid speculating. Comply with instructions as much as possible. Avoid arguments. Expect the unexpected.

e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.

f. Be prepared to answer the Police on the phone. Be patient and wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors, in all probability, do not want to harm the persons held by them. Such direct action further implicates the captor in additional offenses.
I. Peaceful, Non-Obstructive Demonstrations

(1) Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked. Efforts should be made to conduct JSCC business as normally as possible.

(2) If demonstrators are asked to leave but refuse to leave by regular facility closing time, the Director of Environment Health & Safety will arrange to monitor the situation during non-business hours or will treat the situation as a violation of regular closing hours and thus a disruptive demonstration.

(3) (See section on non-violent, disruptive demonstrations below)

J. Non-violent, Disruptive Demonstrations

In the event that a demonstration blocks access to JSCC facilities or interferes with the operation of JSCC:

(1) Demonstrators will be asked by the Director of Environmental Health & Safety or his/her designee to terminate the disruptive activity.

(2) The Director of Environmental Health & Safety or his/her designee will consider having a photographer available.

(3) Key College personnel and student leaders may be asked by the Director of Environmental Health & Safety or his/her designee to go to the area and persuade the demonstrators to discontinue their activities.

(4) If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension and/or expulsion or possible intervention by Campus Police except in extreme emergencies.

(5) Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.

The College President will be consulted before Campus Police intervene.
The College President, in consultation with TBR Legal Counsel and the Director of Environmental Health & Safety, will determine the possible need for a court injunction.

K. Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the College President or his/her designee and the Director of Environmental Health & Safety will be notified.

(1) During Business Hours:

a. Campus Police will contact the appropriate Jackson Police Department for assistance.

b. Campus Police will then call a photographer to report to an advantageous location for photographing the demonstrator.

(2) After Business Hours:

a. Campus Police should be immediately notified of the disturbance.

b. The Campus Police will investigate the disruption and report and notify the Director of Environmental Health & Safety.

c. The Director of Environmental Health & Safety will report the circumstances to the College President and the Vice President of Financial and Administrative Affairs.

d. The Director of Environmental Health & Safety will notify key administrators and, if appropriate, the administrator responsible for the building area.

e. If necessary, the Director of Environmental Health & Safety will call for Jackson Police Department for assistance.
DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION

(SAMPLE LANGUAGE)

“This assembly and the conduct of each participant are disrupting the operations of JSCC and are in violation of the rules and regulations of JSCC. You have previously been called upon to disperse and terminate this demonstration.”

“You have been given the opportunity to discuss your grievances in the manner appropriate to JSCC personnel. In no event will the Administration accede to demands backed by force.”

“Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will take whatever measures are necessary to restore order. Any individual who continues to participate in this demonstration may be subject to possible arrest for criminal violations.”

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF POLICE (SAMPLE LANGUAGE)

“You have previously been directed to terminate this demonstration, and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of JSCC, each of you is hereby placed on interim suspension.”

“The Jackson Police will now be called to assist JSCC by dispersing this assembly. Those who fail to leave immediately will be subject to arrest, for such things as Criminal Trespass, Destruction of Property, Breach of Peace, etc.”

L. Psychological Crisis

A psychological crisis exists when an individual is threatening harm to himself/herself or to others or is out of touch with reality. Typically the disconnection with reality is due to drugs, medical reactions or a psychotic break. A psychotic break may be manifested as hallucinations, uncontrollable behavior, or dissociate/multiple personality behavior.

If psychological crisis occurs:

a. Contact the Campus Police at (731)225-5952. Campus Police will contact other appropriate personnel.
b. Try to keep the person calm or within your vision until assistance arrives.

c. Maintain your own personal safety if you feel the situation is dangerous.

M. Utility Failure

a. In the event of a major utility failure occurring during regular working hours (8 a.m. to 4:30 p.m., Monday through Friday), immediately notify the Physical Plant Ext 52617 or 52619.

b. If the utility failure occurs after hours, weekends, or holidays, notify the Campus Police Department at (731)225-5952.

c. When instructed to evacuate the building, walk quickly to the nearest marked exit and alert others to do the same.

d. Individuals are designated to assist disabled individuals during an emergency. If the designated individual is not available, OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.

e. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

f. If requested, assist emergency crews as necessary.

g. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

h. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a Campus Emergency Resource Team Official.

Always observe the above steps when the following emergencies arise:

a. ELECTRICAL/LIGHT FAILURE - Depending upon the severity of the emergency, building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is, therefore, advisable to have a flashlight and portable radios available for emergencies.
b. **ELEVATOR FAILURE** - If you become trapped in an elevator, use the emergency phone to notify Campus Police. When the receiver is picked up, it will automatically dial the Campus Police.

c. **PLUMBING FAILURE/FLOODING** - Cease all operations. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT! REMEMBER: THIS COULD CAUSE AN EXPLOSION.**

d. **STEAM LINE FAILURE** - Vacate the area immediately.

e. **VENTILATION PROBLEM** - If smoke is present, cease all operations and vacate the area.

With all problems, immediately report the issue as soon as you are safely removed from the area affected.

### N. Elevator Malfunction

To clarify standard operating procedures when elevators malfunction and individuals are contained in elevators.

1. **Background**

   JSCC has six (6) elevators on its main campus located in the McWherter Building, Nelms Classroom Building, Science Building, Library, and Jim Moss Center for Nursing and the Ayers Health Sciences. Elevators are not to be used during thunderstorms. Instructions on how to contact Campus Police are displayed inside the elevators. Once an elevator malfunctions, pressing the elevator help button will automatically dial the Campus Police Officer on duty via phone patch.

2. **Action**

   Upon receiving a call for service for an elevator malfunction, the Campus Police Officer will advise subjects to remain calm and that assistance is on the way.

   Campus Police Department will be responsible for contacting the Physical Plant who will contact United Elevator Services. Depending on the severity of the malfunction and safety to person/s, the Jackson Fire Department will be notified for rescue efforts.
# Emergency Management Organizational Chart

## BUILDING COORDINATORS

<table>
<thead>
<tr>
<th>Buildings</th>
<th>Name</th>
<th>Office#</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Emergency Manager (Pres)</td>
<td>Allana Hamilton</td>
<td>50333</td>
</tr>
<tr>
<td>College Emergency Manager (EHS)</td>
<td>Shane Young</td>
<td>50244</td>
</tr>
<tr>
<td>College Emergency Manager (VP)</td>
<td>Tim Dellinger</td>
<td>52610</td>
</tr>
<tr>
<td>Administration Team Leader</td>
<td>Jenifer Cherry</td>
<td>50822</td>
</tr>
<tr>
<td>Administration Team Leader</td>
<td>Amy West</td>
<td>52643</td>
</tr>
<tr>
<td>Student Services Team Leader</td>
<td>Linda Nickell</td>
<td>50354</td>
</tr>
<tr>
<td>Science Bldg. Team Leader</td>
<td>Wesley Smith</td>
<td>50525</td>
</tr>
<tr>
<td>Science Bldg. Team Leader</td>
<td>Claude Bailey</td>
<td>50204</td>
</tr>
<tr>
<td>Classroom Bldg. Team Leader</td>
<td>Linda Shirley</td>
<td>50246</td>
</tr>
<tr>
<td>Classroom Bldg. Team Leader</td>
<td>Ronnie Goff</td>
<td>52630</td>
</tr>
<tr>
<td>Classroom Bldg. Team Leader</td>
<td>Jessica Reece</td>
<td>50277</td>
</tr>
<tr>
<td>Library Team Leader</td>
<td>Robyn Hicks</td>
<td>50327</td>
</tr>
<tr>
<td>Library Team Assistant</td>
<td>Veronica Jones</td>
<td>52614</td>
</tr>
<tr>
<td>Maintenance Team Leader</td>
<td>Preston Turner</td>
<td>52619</td>
</tr>
<tr>
<td>Maintenance Team Leader</td>
<td>Glory Griffin</td>
<td>52617</td>
</tr>
<tr>
<td>McWherter Bldg. Team Leader</td>
<td>Terri Messer</td>
<td>50326</td>
</tr>
<tr>
<td>McWherter Bldg. Team Assistant</td>
<td>Roger James</td>
<td>50407</td>
</tr>
<tr>
<td>Gymnasium Team Leader</td>
<td>Steve Cornelison</td>
<td>50239</td>
</tr>
<tr>
<td>Gymnasium Team Assistant</td>
<td>Deron Hines</td>
<td>52649</td>
</tr>
<tr>
<td>Music and Arts Team Leader</td>
<td>Lisa Smith</td>
<td>50223</td>
</tr>
<tr>
<td>Jim Moss Nursing Bldg. Leader</td>
<td>Monica Ray</td>
<td>50463</td>
</tr>
<tr>
<td>Jim Moss Nursing Bldg. Leader</td>
<td>Connie Geary</td>
<td>52622</td>
</tr>
<tr>
<td>Ayers Health Science Bldg. Leader</td>
<td>Leah Gray</td>
<td>52606</td>
</tr>
<tr>
<td>Ayers Health Science Bldg. Leader</td>
<td>Kenneth Oxford</td>
<td>50726</td>
</tr>
</tbody>
</table>
Main Campus Assembly Points

Assembly Point #1……..McWherter
Assembly Point #2……..Library/Gym/Music & Art
Assembly Point #3……..Administration
Assembly Point #4……..Union/Nursing/Health Science
Assembly Point #5……..Classroom bldg./Science

AED LOCATIONS ON CAMPUS

Administrative Building

AED can be located in the lobby area near receptionist desk.

Nelms Classroom Building

AED can be located in the First Floor hallway across from Math Lab

Student Center

AED can be located in the common area outside of the one stop shop.

Gymnasium

AED can be located in the main gym area next to the stage.
Library

AED can be located behind circulation desk.

McWherter Building

AED can be located in the lobby area near main entrance outside of office area.

Science Building

AED can be located in main hallway outside office area.

Jim Moss Nursing Building

AED can be located on the First Floor common area across from elevator.

Ayers Health Science Building

AED can be located on the first floor next to the Main entrance.

JSCC Campus Police

AED can be located with security being mobile

ALL OFF CAMPUS LOCATIONS HAVE AN AED IN THEIR MAIN OFFICE

Jackson State Community College Department of Campus Safety and Security

Injury/Illness/AED Report

2046 North Parkway, Jackson TN 38305 (731)424-3520 ext. 50244 or (731)225-5952
Name of Injured___________________________DOB________________________ Status_________________________ 

Address__________________________City_____________State_______Zip________Phone___

Date Occurred ________________
Time Occurred________________
Location____________________

Description of Injury__________________________________________________________________________

First Aid Rendered______________________________________________________________________________

Patient Taken To__________________________________________

By:
Ambulance________________Unit#_____________Other______________________________________________

Physician at Scene:
Yes__No_____Name______________________________________________________________

Narrative

___________________________________________________________________________________________
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MOU AGREEMENTS

PLANNED DRILLS/TRAINING

* September 20, 2018
Tornado Drill  Entire Campus

* September 21, 2018
Fire/Evacuation Drill  Entire Campus

* February 15, 2019
Lift chair training  Building leaders / interested employees

* October 19, 2018
Great Central US Shake Out (Earth Quake Drill)  Entire Campus

* February 9, 2018
Basic First Aid  Building leaders / interested employees

* January 18, 2019
AED Training  Building leaders / interested employees

* January 30, 2019
Fire/Evacuation Drill  Entire Campus

* January 31, 2019
Tornado Drill  Entire Campus

* November 6, 2019
Fire Extinguisher Training  Building leaders / interested employees

* February 22, 2019
Active shooter drill  Entire Campus

March 5, 2019  CERT Training  Building leaders / interested employees
PROCLAMATION

Natural Disaster-State of Emergency

WHEREAS, severe weather has produced damage to Jackson State Community College which has affected the health welfare of our students, faculty, staff and caused damage to our property.

THEREFORE, in the interest of safety and welfare, I do herein declare pursuant to the statutes of the State of Tennessee, guidelines of the Tennessee Board of Regents and local ordinances/resolutions of the City of Jackson, Tennessee that a state of emergency exists as of ________.

IT IS FURTHER ORDERED, that, due to the existence of this situation, Jackson State Community College’s Emergency Management Plan be placed into effect to coordinate, facilitate and effective response to and recovery from this emergency/disaster situation.

IT IS THEREFORE DECLARED that a “State of Emergency” exists at Jackson State Community College and that all assets of the College are to be made available for response to the needs of the campus.

President, Jackson State Community College
## JSCC Record of Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Pages revised</th>
<th>Description of Revisions</th>
<th>Author</th>
<th>Follow-ups</th>
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<td>2-3</td>
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<td>S Young</td>
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<tr>
<td>1/2019</td>
<td>25-26</td>
<td>New Campus map with complete building names</td>
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<td>1/2019</td>
<td>39</td>
<td>Addition of incident organizational chart</td>
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<td>1/2019</td>
<td>40</td>
<td>Updated Building Coordinators list</td>
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<td>42</td>
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<td>43-65</td>
<td>Addition of MOU’s</td>
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<td>Presidential Review &amp; corrections</td>
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