



**ANNUAL SECURITY &
FIRE SAFETY REPORT
2018**

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MESSAGE FROM THE DIRECTOR OF CAMPUS SAFETY AND SECURITY

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Campus Fire Safety Right To Know Act, and the 2013 Violence Against Women Reauthorization Act (VAWA), Martin Methodist College provides the following information for your use. Before continuing on, it is important to point out that Martin Methodist College is an open campus and we welcome visitors. Crimes exist in our community and, while the College has a variety of crime prevention programs and services, we count on every member of our community to be aware of their surroundings. Safety is a shared responsibility that lies with each of us. Each member of the MMC community assumes the personal responsibility for creating an environment free from physical and/or sexual violence, hate speech, harassment, vandalism, theft and other Honor Code/MMC Policy violations. Campus Safety and Security employs an approach which is focused on harm and risk-reduction, finding the learning moments possible in any given interaction, and promoting student growth and development. We strongly encourage everyone to promptly report all criminal activity and suspicious persons. We also recommend you avail yourself of the numerous existing programs and services to enhance your safety and awareness. We are here to serve our community and welcome your questions, comments, and suggestions.

Josie Brown
Director of Campus Safety and Security

MARTIN METHODIST COLLEGE

Martin Methodist College, founded in 1870, is a liberal arts, four-year College related to the Tennessee Conference of The United Methodist Church.

With an historic campus located in Pulaski, Tennessee, in the beautiful hills of southern Middle Tennessee. Martin Methodist College is convenient to both Nashville (70 miles to the north) and Huntsville, Alabama (40 miles to the south). The College has a presence at Northfield, in Spring Hill, TN, and on-line.

Mission Statement

Martin Methodist College, as an institution of higher education related to the United Methodist Church, has as its mission to:

- provide undergraduate, graduate and professional programs grounded in the liberal arts and sciences that are designed to prepare students for careers and lives of continued learning;
- promote a diverse and globally conscious learning community that nurtures intellectual, spiritual, social and personal growth;
- serve the region and church through educational, spiritual, social and cultural programs.

Vision Statement

Martin Methodist College is committed to being the educational epicenter for south central Tennessee and a college of opportunity for our students, community, and church.

CAMPUS SECURITY AT MARTIN METHODIST COLLEGE

MMC Campus Security Personnel and Jurisdiction

Martin Methodist College does not have its own law enforcement agency. There is a Campus Security Office located in the Campus Life House. The campus community can contact Campus Security 24 hours a day.

Campus Security reports to the Dean of Campus Life (Daniel McMasters) and the Director of Campus Safety and Security. The officers include a part-time Campus Security Supervisor (Joseph McNairy) and seven part-time security officers who are assigned by the College. Security personnel wear easily identifiable uniforms, and are either off duty police officers or certified non law enforcement officers. Security officers are not expected to engage in nor execute law enforcement functions. They are charged with the security of the campus, its physical plant, employees, staff, students, and visitors. Security personnel are to guard the campus against damages and loss, assist students, faculty, staff, and visitors with any problems they may have, help people in need of medical or other assistance, and secure the physical plant of the College.

The main campus is roughly bordered by Richland Drive, north to West Madison Street, East to 4th Street via Jefferson St., South to West Flower Street, and West to Richland Drive. Safety and Security also reports 5th Street from West Madison to West Jefferson and West Madison and West Flowers from 4th street to 3rd street.



The College also operate a non-campus Athletic Facility (East Campus) and maintains security and provides crime statistics for this Campus. The Athletic Facility is located 2.1 miles from Martin Methodist Main Campus at 1238 East College Street.

Campus Security Authorities

A CSA (Campus Security Authority) is a Martin Methodist College employee with significant responsibility for the general safety of campus and student activities. A CSA has responsibilities under the federal Clery Act to report information for timely warnings and crime statistics. Students, staff, and faculty are required to report all on-campus crimes or criminally suspicious activities to one or more of the Martin Methodist CSAs. The CSAs are then required to report the criminal activity for statistical purposes to the Martin Methodist College Office of Security. The intent of including non-law enforcement personnel as CSA's is to acknowledge that many individuals, and students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

A Campus Security Authority (CSA) is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution:

- A campus police department or a Campus Security department of an institution.
- Any individual or individuals who have responsibility for Campus Security, but who do not constitute a campus police department or a Campus Security department (e.g. an individual who is responsible for monitoring the entrance into institutional property).
- Any 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.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who as the authority and the duty to take action or respond to particular issues on behalf of an institution.

At Martin Methodist College, Campus Security Authorities include, but are not limited to:

- Members of the President's Executive Council
- Title IX Officers
- Dean of Campus Life
- Director of Campus Safety and Security
- Campus Security Officers
- Director of Student Engagement and Development
- Assistant Director of Residential Life
- Resident Directors
- Student Resident Assistants
- Campus Life Staff
- Director of Athletics
- Head/Assistant Athletic Coaches
- Director/Assistant Director of Sport Medicine
- Director/Assistant of Student Resources Center
- Director/Assistant of Career Services
- Athlete Enhancement Director
- Faculty/Staff Advisors
- International Student Advisor

Relationship of Campus Security with State and Local Law Enforcement Agencies

The Martin Methodist College security office maintains a close working relationship with the Pulaski Police Department (PPD), Giles County Sheriff's Department (GCSD), and the Giles County Emergency Management (GCEM). Meetings are held between the leaders of these agencies on both a formal and informal basis. The officers of Campus Security and Pulaski Police Department communicate regularly on the scene of incidents that occur in and around the campus area. There is no written memorandum of understanding between Campus Security and PPD, GCSD, and GCEM.

When necessary, MMC security personnel works closely with other local, county, state and federal law enforcement agencies. Campus Security contact local law enforcement officers when a crime is committed or suspected.

NOTIFICATIONS TO THE MARTIN METHODIST COLLEGE COMMUNITY ABOUT AN IMMEDIATE THREAT AND EMERGENCY RESPONSE

Timely Warning

The purpose of this policy is to outline procedures that Martin Methodist College will use to issue Timely Warnings in compliance with the Clery Act.

The College will issue a Timely Warning Notice in the event that it receives notice of an alleged Clery Crime occurring on campus, on public property within or immediately adjacent to the campus, or in or on non-campus buildings or property controlled by the College, where the College determines, in its judgment, that the allegations present a serious or continuing threat to the College community. For purposes of this policy, “timely” means as soon as reasonably practical after an incident has been reported to the MMC Campus Safety and Security Authorities identified by Martin Methodist College, or local police agencies that have concurrent jurisdiction have reported the information to the College. The Director of Campus Safety and Security and/or the Dean of Campus Life, or in her/his absence or unavailability, her/his designee, is responsible for determining whether to issue a Timely Warning Notice. If the Director/Dean or their designee is not available, a member of the College’s emergency response team will make the determination.

Whether to issue a Timely Warning Notice is determined on a case-by-case basis for Clery Act crimes: homicide, sex offenses (rape, fondling, incest and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking and hate crimes, as defined by the Clery Act. The Director of Campus Safety and Security and the Emergency Response Team, or their designees may also issue a Timely Warning Notice for other crimes, as determined necessary.

In determining whether to issue a Timely Warning Notice the College will consider any factors reflecting on whether the alleged crime represents a serious or continuing threat to the College community, including, but not limited to, (a) the nature of the incident; (b) when and where the incident occurred; (c) when it was reported; (d) the continuing danger to the campus community; and (e) the amount of information known by Campus Safety and Security Authorities. If there is insufficient information available to determine whether the incident represents a continuing threat to the College community, the College will issue a Timely Warning Notice unless, based on the information available, it appears unlikely that there is an ongoing threat to the community, and it will be noted in the content of the Timely Warning Determination form that, based on the information available, the College does not have full information to evaluate the nature of the ongoing threat.

The Director of Campus Safety and Security/Dean of Campus Life will make efforts to consult with the Director of Marketing and Communications or a designee, if s/he is available, to develop the content of the Timely Warning Notice. Time permitting, additional input may be garnered from additional members of the Emergency Response Team, including the Executive Vice-President and COO, Provost & Vice President for Academic Affairs, Assistant Vice President for Institutional Advancement, College Chaplain, Director of Residential Life, Dean of Campus Life, Director of Marketing and Communications, Assistant Vice President for Human Resources and Operations may also be consulted in appropriate situations.

The reason why the College does or does not issue a Timely Warning Notice for any Clery Crime reported to the College will be documented on the Timely Warning Determination form and maintained by the Department of Public Safety for a minimum of seven years. A copy of the documentation will be attached to the written and electronic copies of the incident report.

The Timely Warning Notice will include, to the extent known, the date, time and nature of the offense, a brief overview of its particular circumstances, a physical description of the actor(s), law enforcement's immediate actions, a request and method for witnesses to contact law enforcement, and where applicable and appropriate, cautionary advice that would promote safety. In developing the content of the Timely Warning Notice, the College will take all reasonable efforts not to compromise ongoing law enforcement efforts.

The College distributes Timely Warning Notices in various ways. Once the College determines that an alert will be issued, MMC Campus Safety and Security e-mails the announcement and may also post it on its website as well as post notices on bulletin boards or doors throughout campus. The College may also send text messages disseminating the notice to those who register their cell phone numbers.

Anyone with information about a serious crime or incident should report the circumstances to the MMC Campus Safety and Security by phone at (931-309-7502) or in person at the Campus Life House. If a report is made to other college administrators, those administrators will immediately notify MMC Safety and Security.

Emergency Response and Evacuation Procedures

Emergency Response Policy

In the event of a campus emergency, Martin Methodist College follows guidelines set forth in its Emergency Response and Evacuation Procedure. MMC Campus Safety and Security and PPD is typically the initial responder for emergencies on campus, with primary responsibility for assessing the nature, size, scope and activation of the Emergency Response Team. Individuals may use a variety of notification methods to alert public safety to an emergency, such as phone, email, or in person. The overarching drive of this plan is to enable various College administrators to promptly and effectively alert and inform the campus community and the public when there is a clear and credible danger to the College community. On an annual basis the College notifies the Pulaski Police of their requirement to also communicate any incident that takes place in the community that may warrant an emergency response. The plan coincides with the College's other safety and emergency plans that deal specifically with the operational implications of a crisis.

Drills, Exercises and Training

Evacuation procedures and related emergency information are detailed in the College's Emergency Response and Evacuation Procedure that can be found online. A standing College committee meets regularly, and among a variety of related tasks, reviews emergency response procedures and trains key staff in effective communications skills and protocols. This committee also assures that annual training exercises are conducted that both test and train community members in emergency response and evacuation procedures. Drills are designed to be as realistic as possible and involve a variety of constituents from the College and outside emergency responders. At least one fire, weather, or violent behavior threat response related evacuation drill is held annually in academic buildings in addition to bi-annual fire drills in all residence halls. The test of the College emergency response/evacuation procedures will be documented, including a brief description of the exercise, date, and time, as is required. Emergency response drills are announced.

Emergency Notification

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

MMC Campus Safety and Security is responsible for responding to all significant incidents that may involve an immediate or ongoing threat to the health and/or safety of the greater college community. It is also tasked with promptly summoning the appropriate resources to mitigate and investigate such incidents. Either on its own or with the input from these external agencies, (Pulaski Police Department, Pulaski Fire Department, Giles County Emergency Management) MMC Campus Safety and Security will determine if the situation

does in fact pose a threat to the community. Should that be the case, federal law requires that the College immediately notify the campus community or the appropriate segments of the community that may be affected by the situation. The College communicates and works closely with local police, regularly requesting their cooperation in informing the College about reported situations that may warrant an emergency response. The Emergency Response Team is comprised of the Executive Vice-President and COO, Provost & Vice President for Academic Affairs, Assistant Vice President for Institutional Advancement, College Chaplain, Director of Residential Life, Dean of Campus Life, Director of Marketing and Communications, Assistant Vice President for Human Resources and Operations, or their designees. Members of this Team take the initial lead in implementing the appropriate response plan, assessing the severity of the crisis, reviewing all available information, delegating responsibility where appropriate, and ensuring that the information needs of various constituencies are met.

Determining the Contents of the Emergency Notification

MMC Campus Safety and Security, in the course of responding to an event, will gather and share with the community the necessary and pertinent information about incidents on campus that present an ongoing risk. The content of virtually every communication which notifies the College community of an emergency will include the specific nature and location of the event, actions being taken by the College, status of those involved (when known), actions one should take to help assure their own safety, and directions regarding where to find updates and additional information (as in “check e-mail for further details” or “For more information”). Director of Marketing and Communications and Development & Executive Assistant to the VP of Facilities and the Department of Public Safety maintains a written record of actions and decisions for after-action assessment and archival purposes.

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

Martin Methodist College Campus Safety and Security, the Emergency Response Team, and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the College community should receive the notification. Generally, campus community members that have signed up for the Emergency Alert Registrations will receive the emergency notification first. The College may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via the MMC Application notification system, the College will also post applicable messages about the dangerous condition on the College website to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of the entire campus, College officials will distribute the notification to the entire campus community.

Procedures Used to Notify the Campus Community

Martin Methodist College is committed to providing a safe environment for everyone on campus. The Regroup Mass Communications ensures that registered students, faculty, staff, and visitors receive timely information in the event of an emergency on campus. The system has a combination of notification tools.

In order to assure that the larger campus community is promptly notified of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff, one or more of the following tools are used:

- MMC Application
- Emergency Notification - Regroup
- Email
- Timely Warning Notices
- Word of mouth/Posters

- Fire alarms
- Website –

Enrolling in the College's Emergency Notification System

All members of the College community are reminded that, for the emergency notification system to be effective, contact information in the College's databases should be up to date. To update emergency contact information first login to the Emergency Alert Registration at <https://martinmethodist.regroup.com/signup>, then sign up for the service.

The type of emergency or crisis ultimately drives which tools are used. The College 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 judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate an emergency.

Procedures Used to Notify the Larger Campus Community

Martin Methodist College is also committed to providing a safe environment for everyone in the larger campus community. In the event of an emergency or significant safety concern that would impact members of the larger Martin community information would be shared via email and website to alumna and families. The Pulaski Police Department, Pulaski Fire Department, and the Giles County Emergency Management would also be contacted in certain situations.

REPORTING CRIMES AND EMERGENCIES

Community members, students, faculty, staff, and guests are encouraged to report all crimes and safety related incidents to Campus Security in a timely manner. To report a crime or emergency on campus, call Campus Security (931-309-7502).

Crimes should be reported to MMC Campus Safety and Security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate.

Anyone becoming aware of a crime or an emergency should immediately notify the Campus Security Authority under who they are working: i.e. teacher, resident director, coach, administrator, work-study supervisor, etc. That person will notify the proper campus authority.

Information regarding incidents of sexual misconduct may be reported to any Responsible Employee/ Campus Security Authority. Martin Methodist College employees who learn of an incident of sexual misconduct or other serious crime (Clery Act crimes including Murder, Manslaughter, Forcible Sex Offenses, Burglary, Robbery, Aggravated Assault, Motor Vehicle Theft, Arson or Hate Crimes) are then required to report this information to the Dean of Campus Life's Office.

To report a fire, or to request an ambulance for a medical emergency, call 911 or Campus Security (931-309-7502) based on the circumstances. If you do dial 911, provide accurate and complete information regarding your location and the nature of the emergency. It is important that your information be relayed accurately as it will enable prompt response.

In circumstances where students are not under direct supervision they should call the 911 emergency number for police, fire department or ambulance response.

Reporting a crime:

- Call Campus Security at 931-309-7502; report any and all details of the incident,
- Describe the suspect's appearance, clothing, height, weight, coloring, scars or other noticeable features,
- Describe the location of the incident, and
- Describe the suspect's vehicle, license plate number and direction of travel.
- If you observe a crime or a suspicious incident, call immediately. Do not assume someone else has made the call.

Try to provide accurate, detailed information about the problem. When reporting an emergency, try to explain your needs as calmly as you can. **STAY ON THE LINE** until Campus Security/the dispatcher says it is okay to hang up.

Campus Security incident reports involving students are forwarded to the Dean of Campus Life for review and potential action as directed by the Student Life Honor Code.

REPORTING OF CRIMES TO CONFIDENTIAL SOURCES ON CAMPUS

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may want to consider making a confidential report. The College encourages individuals who have experienced what they believe could constitute sexual harassment or sexual violence to speak with someone about what happened so that support can be offered and the College can respond appropriately. Different individuals associated with the College have different abilities to maintain confidentiality in this area.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”
- Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees (called “responsible employees”) constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the situation.
- It is also possible to report to a third-party counselor or advocate off campus who may maintain confidentiality and only inform the school that an incident has occurred. As reporting requirements vary, it is important to discuss confidentiality with the third party prior to speaking with that individual.

A. Privileged and Confidential Communications

- *Professional and Pastoral Counselors:* Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim’s permission. Following is the contact information for these individuals:

| | | |
|---|-----------|----------------|
| Mr. Tim Brooks, Campus Counselor | Ext. 3338 | (931) 424-7338 |
| Rev. Laura K. McMasters, College Chaplain | Ext. 3825 | (931) 363-9825 |

B. Reporting to “Responsible Employees.”

The following employees (or categories of employees) are the College’s responsible employees:

- Members of the President’s Executive Council,
- Employees of the Human Resources Staff,
- Employees of the Campus Life Staff,
- Athletic Coaches,
- Resident Directors and Student Resident Advisors, and
- Faculty Advisors.
- Safety and Security Staff
- Orientation Leaders
- Faculty

NOTE: While these professional and non-professional counselors and advocates may maintain a victim’s confidentiality vis-à-vis the College, they may have reporting or other obligations under state law. Such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; requirement to testify if subpoenaed in a criminal case. If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, Campus Security, the President, or Executive Vice President & COO may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

Also Note: This policy is also addressed in the Sexual Harassment, Sexual Violence, & Title IX Resources for Students Sexual Harassment, Sexual Violence, & Title IX Resources for Students section of this report.

SECURITY AND ACCESS

Current campus policies regarding security and access to campus facilities:

During business hours, Martin Methodist College (excluding Residential Life facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued, or by admittance by Campus Security or Residence Life staff. Residence halls are locked 24 hours a day and accessible by key.

Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules. Campus Security checks each building on campus at scheduled closing times, monitors access to buildings, and contacts police and fire departments if/when necessary.

The campus is well lighted outside and a number of areas in each building remain lighted throughout the night. Campus Security is responsible for reporting any lights that are not functioning.

The Director of Facilities monitors the distribution of all keys to campus buildings and rooms.

CAMPUS SECURITY AWARENESS AND PREVENTION PROGRAMS FOR STUDENTS AND EMPLOYEES

MMC Campus Safety and Security operates under the philosophy that it is preferable to prevent crime from occurring than to react to it after the fact. The principal instrument for accomplishing this goal is the College's Crime Prevention and Awareness program. It is based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible and educating community members to be responsible for their own security and the security of others. MMC Campus Safety and Security promotes an approach which is focused on harm and risk reduction, finding the learning moments possible in any given interaction, and promoting student growth and development.

The following is a listing of the Crime Prevention and Awareness programs and projects employed by Swarthmore College.

- Summer Orientation
 - Throughout Summer Orientation sessions Campus Security information and general crime prevention is offered to new students and their families.
- New Employee Orientation
 - Campus Security information and general crime prevention is provided to new employees and faculty through their orientation sessions offered by Human Resources.
- First Year Experience
 - In each FYE class the Director of Campus Safety and Security discusses the following topics:
 - Parking Regulations
 - Personal Safety
 - Emergency Procedures and Contacts
 - Security Personnel
 - Safe keeping of valuables

- The College conducts regular Title IX training sessions for new students, faculty and staff.
 - All new students are expected to attend a Title IX presentation that includes:
 - Sexual Harassment and Violence Are Prohibited at MMC
 - What Is Sexual Harassment?
 - What Is a Hostile Environment?
 - What Is Sexual Violence?
 - What Is Stalking?
 - What Is Dating Violence?
 - What Is Consent?/How Do You Know You Have Consent?
 - Role of Drugs and Alcohol
 - Effects of Trauma
 - Reporting Options
 - Timing of Report
 - What Happens When a Complaint Is Received?
 - What Resources Are Available to Help Victims?
 - What Happens in an Investigation?
 - What Are the Consequences to the Accused?
 - Retaliation
 - Bystander Training
 - CJ club sponsors a Title IX Lecture each year for all students which addresses
 - MMC Policy and Procedures
 - MMC Resource
- Residential Life Meetings
 - At the beginning of each term, security is discussed at required residence hall meetings with resident students and at required meetings for those students who commute. In these meetings the following topics are discussed:
 - safe-keeping of valuables,
 - personal safety, and
 - proper locking of campus housing and vehicles
 - emergency procedures.
- Escort Service:
 - Officers are available to escort students, faculty or staff after dark, upon request. These escorts increase the Martin Methodist Campus Safety and Security's awareness of community concerns and may influence the level of patrols along key walkways on campus. All community members are encouraged to report suspicious strangers or incidents.
- MMC Application
 - The MMC Application provides students with Security Services tab which allows the student to call Campus Safety and Security.
 - The MMC Application also allows the college to send notifications to students.
- Alcohol Awareness and Education
 - MMC Campus Safety and Security or Student Activities offers a Drunk Goggle Driving program and an Alternative to Alcoholic drinks program
- Every student and every employee of the College receives (by email) an Annual Security and Fire Safety Report.
- Ongoing Campus Life and Security training including:
 - Tennessee Title IX Summit,
 - Clery Webinars, and
 - Clery Conference
 - Ongoing review of policies and procedures
- Ongoing training for Faculty and Staff
 - CSA Training
 - Responsible Employee Training
 - Title IX Information Sessions at Faculty meeting

CRIMINAL ACTIVITY OFF-CAMPUS INVOLVING STUDENTS

Martin Methodist College operates no off-campus housing or off-campus student organization facilities. However, approved students live off campus provided that they completed their residency requirement. The Pulaski Police Department and Giles County Sherriff's Department have primary jurisdiction in all areas off campus. When a Martin Methodist College student is involved in an off-campus offense, the College and Campus Security may assist with the investigation by cooperating with local, state, or federal law enforcement. Local agencies may request a College staff member or Campus Security representative be present when dealing with students in areas immediately adjacent to campus. The College does operate a non-campus Athletic Facility (East Campus) and maintains security for this Campus.

MISSING STUDENT NOTIFICATION POLICY

The purpose of this policy is to establish procedures for the Martin Methodist College community to respond to, and assist with, reports of missing students as required under the Higher Education Opportunity Act of 2008. This policy applies to students who reside on-campus and are deemed missing or absent from the College for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior. Such circumstances could include, but are not limited to:

- report or suspicions of foul play,
- suicidal thoughts, drug use,
- any life threatening situation, and/or
- where a student may be known to be with persons who may endanger the welfare of the student.

Procedures

All reports of missing residential students shall be directed to the Campus Safety and Security (931) 309-7502, or the Office of Campus Life (931) 424-7334, which will institute an investigation to determine whether the student is missing in accordance with this policy. All residential students shall have the opportunity to have an individual to be contacted in any case that the student is determined to be missing. If the missing student is under the age of 18 years of age, the College will notify the parent or guardian no later than 24 hours from the time the student was determined to be missing by the College.

The college will also notify the Pulaski Police Department after the student is determined to be missing and will cooperate with and provide all assistance their investigation should require.

All residential students will have the opportunity to designate an individual, or individuals, to be emergency contacts, who will be notified by the College no more than 24 hours form the time the student is determined to be missing. The designation, or emergency contact, will remain in effect until charged or revoked by the student.

All reports of missing residential students shall be directed to the Campus Safety and Security (931) 309-7502, or the Office of Campus Life (931) 424-7334. Parents or students may also call the Dean of Campus Life (931) 424-7713.

An investigation will be initiated to determine the validity and credibility of the missing person's report. The Safety and Security Office and Office of Campus Life will gather all essential information about the student from the persons making the report and from students' acquaintances. The information to be obtained includes, but is not limited to: personal descriptions, clothing last worn, location where student may be, persons or witnesses who may have information, vehicle descriptions, information of the physical and mental

well-being of the student, up-to-date photographs, class schedule, and any other pertinent information that could be useful in locating the student.

- Notification and contact will be established with the Academic Dean/Provost or designee.
- Notification will be made to the individuals identified by the missing student as the confidential emergency contact at the determination that the student is missing. All confidential emergency contact information will be on file with Residential Life.
- In the event the student is under 18 years of age, or is not emancipated, the College shall make notification to the custodial parent or guardian.
- If the listed actions are proven to be unsuccessful in locating the missing student(s), notification will be made to the Pulaski Police Department.
- The Office of Campus Life shall initiate whatever action deemed appropriate and in the best interest of the missing student.

All information released concerning the missing student(s), or the subsequent investigation, shall be referred to the Pulaski Police Department, upon their involvement, or by the Office of the President of Martin Methodist College prior to police involvement.

MARTIN METHODIST COLLEGE STATEMENT & INFORMATION ON ALCOHOL AND DRUGS

Policy against Abuse of Drugs and Alcohol

The Federal Drug-Free Workplace Act of 1988 requires employers who contract with or receive grants from agencies of the Federal government to maintain a drug-free workplace. In addition, the Federal Drug-Free Schools and Communities Act of 1989, as a condition of the institution receiving Federal funds or any other form of financial assistance under any Federal program, requires all institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

In compliance with the requirements of these laws, and in order to provide a safe and healthy environment in which staff and students may work and study, Martin Methodist College has established a program on drugs and alcohol. That program is described in the Policy Statement included here. Students and employees of the College are reminded annually of the requirements of this Policy.

Prohibitions

Martin Methodist College prohibits the illegal use, possession, manufacture, distribution, or other transfer of any drug, in any amount, by any employee or student while: (1) on Campus premises, (2) performing any job-related activity, on or off Campus premises, or (3) otherwise participating in any College activity, on or off Campus premises.

Also prohibited is the use or possession of alcohol on College premises, and anytime students are present at a College activity on or off campus alcohol is prohibited.

In addition, employees are prohibited from reporting to work or performing job-related activities, on or off College premises, while impaired under the influence of alcohol or illicit drugs. Employees and students are likewise prohibited from participating in any College activity, on or off College premises, while impaired under the influence of alcohol or illegal drugs.

The policy does not prohibit use by an employee or student of prescription drugs prescribed for the employee or student by a licensed physician or his/her legally authorized designee, provided that the drug is used in accordance with the physician's instructions and in a therapeutic dosage.

Definitions

A "drug" is any controlled substance listed on Schedules I through V of the Federal Controlled Substances Act. Controlled substances include, by way of example and without limitation, narcotics such as codeine and heroin, depressants such as barbiturates, stimulants such as cocaine and amphetamines, hallucinogens such as LSD, phencyclidine or "PCP" and cannabis (marijuana).

The term "illegal drugs" means any drugs that cannot be obtained legally or which, although available legally, have been obtained illegally. The term "illegal drugs" includes not only "street" drugs, but also prescription drugs that have not been lawfully prescribed for the individual.

For purposes of this policy, "distribution" of alcohol or an illegal drug includes the purchase, sale, or other transfer of the substance in any amount and any attempt to distribute so defined.

Sanctions for Non-Compliance

Employees are required to abide by all requirements of the Drug-Free Schools and Communities Act, the Drug-Free Workplace Act and this Policy as a condition of continued employment at the College.

An employee who violates any provision of this Policy is subject to disciplinary action, up to and including termination of employment. In addition, in appropriate circumstances, as determined by the College, law enforcement may be notified. Unlawful possession, use, or distribution of drugs or alcohol may subject an employee to criminal penalties.

An employee who has been determined by the College to have used or been under the influence of alcohol or an illegal drug in violation of this policy may, at the College's discretion, be permitted to participate in a rehabilitation program approved by the College as an alternative to termination. Generally, only an employee who has not previously violated this policy and whose conduct and performance are otherwise satisfactory to the College will be considered for discipline short of termination. Such an employee will be placed on disciplinary probation and will be required to successfully complete an approved rehabilitation program as a condition of continued employment. (The cost of the program is the responsibility of the employee, but may be covered, in whole or in part, by the individual's health insurance, depending on the terms of the insurance policy.)

Additional Employee Responsibilities

Any employee who is found or pleads guilty, or pleads "no contest", to a charge of violating a criminal statute involving the manufacture, distribution, dispensing, possession, or use of any illegal drug occurring in the workplace must inform the Assistant Vice President of Human Resources & Operations within five (5) days of such conviction or plea. Appropriate disciplinary action will be taken.

Rehabilitation

The use of illegal drugs and the abuse of alcohol may have serious effects on the health and safety of an Employee or student. It can also seriously interfere with the individual's judgment and with his or her job or academic performance.

The College strongly encourages Employees to seek assistance for problems of drug and alcohol abuse before the individual's relationship with the College is jeopardized. A number of counseling and rehabilitation programs are available to individuals, on a confidential basis, to provide education, counseling, and coordination with available community resources to address drug and alcohol abuse problems. Contact Human Resources for further information.

Student Life Honor Code

Alcoholic Beverages:

The consumption and/or possession of alcohol (including empty containers) is prohibited on the Martin Methodist College campus or any of its facilities, or at any event on or off the campus which is official college business. This includes, but is not limited to, athletic events and/or social gatherings sponsored by the College. College regulations prohibit any student or student organization from allowing its members or guests to violate college policy concerning alcoholic beverages. No organization may plan or have an official college activity on campus that includes the use of alcoholic beverages. If alcohol (including but not limited to empty containers) is found in a common area of a residence hall room or apartment, everyone in that room or apartment is subject to disciplinary action.

Sanction for Alcohol Offenses:

- First Offense: \$250 fine and 15 hours of campus service. These items must be completed within thirty days after official notification.
- Second Offense: \$500 fine, 50 hours of campus service, and completion of an alcohol rehabilitation program at the student's expense. These items must be completed within thirty days after official notification. The student is required to meet with the Dean of Campus Life.
- Third Offense: Suspension for two full semesters, not including the current semester.

Drugs:

Possession by any student of illegal stimulants, depressants, narcotics, or hallucinogenic drugs, except on a physician's or dentist's prescription, is prohibited. The selling, bartering, exchanging, and giving away of such illegal drugs to any person is prohibited. Prescription drugs are to be used only by the person whose name is on the prescription label. If illegal drugs are found in a common area of a residence hall room or apartment, everyone in that room or apartment is subject to disciplinary action. In Addition: If a visitor to a residence hall room or apartment is found to have illegal drugs in their possession, the student occupant sponsoring that visitor will lose the privilege of living on campus. If that visitor is a Martin student the sanction below will apply to that student and the host student. If the school becomes aware that you have been convicted of possessing or selling illegal drugs while enrolled at MMC you can either be suspended or expelled.

Sanction for Drug Offenses:

All drug offenses are to be heard by the Disciplinary Committee. Sanctions can vary depending on the level of the offense and are at the discretion of the Disciplinary Committee. Depending on the severity of the offense, suspension or expulsion is possible. Law enforcement will be notified.

Drug Paraphernalia:

Drug paraphernalia is prohibited on campus. Possession of drug paraphernalia will result in the following.

Sanction: All drug paraphernalia offenses are to be heard by the Disciplinary Committee. Sanctions can vary depending on the level of the offense and are at the discretion of the Disciplinary Committee. Depending on the severity of the offense, suspension or expulsion is possible.

MARTIN METHODIST COLLEGE SEXUAL HARASSMENT / SEXUAL VIOLENCE POLICY

Sexual Harassment, Sexual Violence, & Title IX Resources for Students

The College is committed to doing its best to prevent such occurrences and also to addressing situations that are reported to authorities. This Webpage includes information for all members of the Martin Methodist College community. If you are a victim of sexual harassment or sexual violence, we hope that you will seek assistance; either here on campus or off campus. If you have any questions regarding this Website or College policies pertaining to Title IX, please contact Daniel McMasters, the College's Title IX Coordinator, at.

All members of the College community have the right to be free from sex discrimination in the form of sexual harassment; as dictated by the Office for Civil Rights, acts of sexual violence are a form of sexual harassment. Sex discrimination, sexual harassment, sexual assault, dating violence, domestic/family violence, and stalking are prohibited by federal and state law as well as College policy. The College is committed to appropriately addressing alleged acts of sexual harassment and sexual violence that impact students, faculty, staff, and visitors to campus if such activity occurs while on College property.

Prior to the articulation of the policy, it is important to note options for assistance following an incident of sexual violence. Whether or not an individual chooses to formally report an incident, receiving immediate medical attention and/or counseling is vital to the student's overall health and wellness. Likewise, seeking immediate medical attention is vital to preserve evidence if an investigation is to follow. More detailed information on resources is also available at the end of this policy.

On-Campus Resources

- Daniel McMasters (931-242-7713): as the College's Title IX Coordinator, Dr. McMasters can connect the student to resources and procure medical attention as well as explain the institution's policies and procedures pertaining to reporting; the Title IX Coordinator may also take any immediate interim actions (no contact orders, alteration of academic or non-academic schedules, etc.).
- Tim Brooks (931-424-7338): the College's Counselor, Mr. Brooks can assist the student seek resources and maintain a confidential relationship with the student following the incident.
- Rev. Laura K. McMasters (931-363-9825): as the Chaplain, Rev. McMasters can assist the student seek resources and maintain a confidential relationship with the student following the incident.
- Michelle Decker (931-424-2019): as the College's Director of Nursing, Mrs. Decker can assist the student in seeking resources following the incident.

Off-Campus Resources

- Pulaski Police Department (Pulaski, TN): dial 911 for emergencies or contact the domestic violence hotline at 800-356-6767. The department can assist a student in seeking medical treatment at the

Pulaski Health Clinic where the student can be seen by a Sexual Assault Nurse Examiner (SANE) as well as provide additional information about options moving forward.

- Center for Women's Health: (615-771-7580)
- Center of Hope: (931-381-8580)
- Giles County Outreach Center: (931-424-8883)

Sexual harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including acts of sexual violence. Based on guidance from the Federal government, dating violence, domestic violence, and stalking may, depending on the facts, be forms of sexual harassment. Sexual harassment may take two forms: (1) quid pro quo, and (2) creating a hostile environment.

Sexual harassment quid pro quo occurs when a position of authority is used to threaten to impose a penalty or to withhold a benefit for sexual favors, whether or not the attempt is successful. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. It should be noted that the potential of sexual harassment exists in any of the following relationships: student/student, faculty/student, student/faculty, and faculty/faculty. Here and subsequently, "faculty" refers to faculty, staff, and administration. Because of the inherent differential in power between faculty and students, sexual relationships between faculty and students are prohibited.

A hostile, demeaning, or intimidating environment exists when sexual harassment is sufficiently serious to deny of limit an individual's full and free participation in the life of the College. A hostile environment can be created by anyone involved in a College's program or activities (e.g. administrators, faculty members, and campus visitors).

These behaviors may range from the most egregious forms, such as sexual violence, to more subtle forms. The College defines acts of sexual violence as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the students from having the capacity to give consent.) The College recognizes the following aspects regarding consent: (a) consent is a voluntary agreement to engage in sexual activity, (b) someone who is incapacitated cannot consent; (c) past consent does not imply future consent, (d) silence or an absence of resistance does not imply consent, (f) consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another; (g) consent can be withdrawn at any time, and (h) coercion, force, or threat of either invalidates consent. Sexual violence includes rape, sexual assault (both non-consensual sexual contact and nonconsensual sexual intercourse), sexual abuse, sexual coercion, and sexual exploitation. Other than "rape", definitions of the proceeding terms will be the State of Tennessee definition governing at the time of the incident. By Federal dictate, the College will use the FBI definition of "rape" included in the most current version of the Uniform Crime Reporting (UCR) Summary Reporting System, which encompasses the categories of rape, sodomy, and sexual assault with an object; the current definition used therein is as follows, "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, without the consent of the victim."

Explicit behaviors constituting sexual harassment include, but are not limited to requests for sexual favors, physical assaults of a sexual nature, sexually offensive remarks, and rubbing, touching or brushing against another's body. More subtle behaviors may be experienced as intimidating or offensive, particularly when they recur or one person has authority over another. Such behaviors may include, but are not limited to

unwelcome hugs or touching, inappropriate staring, veiled suggestions of sexual activity, requests for meetings in non-academic settings, and risqué jokes, stories or images.

As noted above, Federal guidance has confirmed that, depending on the facts, dating violence, domestic/family violence, and stalking may also be forms of sexual harassment. While definitions of the proceeding terms are included in the definition section of this policy, the College will use the most current definition used by the State of Tennessee governing on the date of the alleged incident.

Accusations of sexual harassment that are made without good cause shall not be condoned. Such accusations are indeed considered grievous and can have damaging and far-reaching effects upon the careers and lives of individuals. The College has a duty to investigate complaints arising either on or off campus and shall proceed without respect to any pending legal or criminal matters arising from the incident. The institution's sexual harassment and sexual violence policy applies to all students and employees, regardless of sexual orientation or gender identity, as well as third parties. Individuals are encouraged to read the section at the end of this policy regarding reporting and confidentiality.

Any member of the College community having a complaint of sexual harassment may raise the matter informally and/or file a formal complaint. The informal process is an attempt to mediate between the parties in order to reach a mutually agreeable solution without entering into the formal hearing process; the informal process will not be used in situations of sexual violence.

The following informal procedures may be followed:

- Clearly say "no" to the person whose behavior is unwelcome.
- Communicate either orally or in writing with the person whose behavior is unwelcome.
- The most effective communication will have three elements: A factual description of the incident(s) including the time, place, date and specific behavior. A description of the complainant's feelings, including any consequences of the incident. A request that the conduct cease.
- Speak with a department chair, Provost, director, counselor or chaplain who may speak to the person whose behavior is unwelcome. The name of the complainant need not be disclosed. The purpose of such conversation is the cessation of the unwelcome behavior.
- In the case of harassment of a student, it may be appropriate first to seek the advice of his or her advisor.

Formal complaint process and procedure:

Upon receipt of a formal written complaint that alleges a violation of the College's policy against sexual harassment, the College's Title IX Coordinator, or designee shall begin an investigation of the charge(s). In cases of sexual violence involving students, the College may begin an investigation without a written complaint from the student. Upon beginning an investigation, the College may take any immediate interim actions deemed appropriate that may remain in effect until a decision is reached; these actions could involve the alteration of class schedules, extracurricular activities, or residential location; removal from classes; or restrictions from communicating with involved parties. Likewise, the College may work with a reporting student to provide additional academic support or even withdrawing from class(es) without penalty.

An investigation shall include an interview with the person filing the complaint, the person(s) accused of violating the anti-harassment policies and any person designated by either of the principle parties as witnesses to the incident in question. Throughout the entire process, the College prohibits retaliation against

any person involved in the investigation; as a separate violation of College policy, serious sanctions, including separation from the institution may result from any act that could be reasonably deemed retaliation for participation in the process. The investigation shall be completed within 30 days of the receipt of the complaint unless extraordinary circumstance arise that delay in the investigation. The matter shall then be presented to the President in the form of written recommendations.

At the President's discretion, he or she may accept the recommendations, interview the individuals involved, direct further investigation by the investigator and/or hold formal hearings on the matter. Hearings will not be held for instances of student sexual violence. All evidentiary decisions made regarding the complaint will be based on a preponderance of evidence standard. If formal hearings are ordered, no party is allowed to be represented by legal counsel. If a hearing is held in a student sexual violence situation, both parties will have the same access to information to be presented in the hearing and the complainant in the case may elect to participate in the hearing by phone rather than in person. This process shall be completed and the President shall make a final decision on the merits of the complaint and communicate that decision simultaneously to both parties in writing within 60 days of receipt of the complaint by the College.

In matters involving students, staff, or administration, the decision of the President shall be final; faculty may appeal a final decision regarding the complaint in writing within 10 days to the Executive Committee of the Board of Trustees. Throughout this process, the College will keep the identities of the complaining party and accused confidential. The College will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the disclosure of information related to the outcome of the proceeding.

Possible outcomes of the investigation are (1) that the allegation is not warranted and cannot be substantiated, (2) a negotiated settlement of the complaint or (3) that the allegation is substantiated requiring a recommendation to the President that disciplinary action be taken. In the case of students, disciplinary sanctions include those listed in the College's Academic and Student Life Honor Code.

If the President of the College is the accused, the case is referred to the Executive Committee of the Board of Trustees.

If the chairperson of the Review Committee is the accused, the complaint shall be submitted to the President of the College. If any member of the Review Committee is the accused or for reason of prejudice must be recused, the President of the College shall appoint another member.

The right to confidentiality of all members of the College community will be respected in both formal and informal procedures insofar as possible.

Martin Methodist College is committed to preventing sexual harassment. To that end, this policy and these procedures will be printed in appropriate College publications. In addition, educational programs will be conducted annually by the College to: (1) inform students, faculty, staff and administration about identifying sexual harassment and the problems it causes; (2) advise members of the College community about their rights and responsibilities under this policy; (3) train personnel in the administration of this policy. The Sexual Harassment / Sexual Violence Policy and Procedures will be issued to all incoming students and personnel.

Reporting

The College's Title IX Coordinator is Daniel McMasters, Dean of Campus Life (Campus Life House, 931-424-7713; dmcmasters@martinmethodist.edu). The College encourages individuals to immediately consult with or report incidents of sexual discrimination, sexual harassment, or sexual violence to Dr. McMasters.

Issues involving faculty or staff: Jamie Hlubb, Director of Human Resources (931) 424-7379; jhlubb@martinmethodist.edu

Students may also report incidents of sex discrimination, sexual harassment, or sexual violence to any “responsible employee” (see below), who is then responsible to promptly notify any of the above Title IX Coordinators of the reported incident.

The College reserves the right to grant amnesty from drug, alcohol, or other violations of the social code for parties reporting allegations under this policy (i.e., if alcohol was involved in the incident, the reporting party would not then be charged with an alcohol infraction.) Decisions regarding amnesty under the policy will be made by the Provost in conjunction with the Title IX Coordinator.

Complaints or allegations of student-to-student sexual discrimination, sexual harassment, or sexual violence will be handled by the Dean of Campus Life. Students may also contact the U.S. Department of Education, Office for Civil Rights to complain of sexual discrimination, sexual harassment, or sexual violence; see: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

Cases of sexual violence may also be reported to the Pulaski Police Department and the College’s Title IX Coordinator can assist individuals with contacting the Police Department. The College reserves the right to share any information from its own investigation with the Police Department at the discretion of the Title IX Coordinator.

Complaints of sexual discrimination, sexual harassment, or sexual violence involving non-students will be handled by the Director of Human Resources.

Confidentially Disclosing Instances of Sexual Harassment or Sexual Violence

The College encourages individuals who have experienced what they believe could constitute sexual harassment or sexual violence to speak with someone about what happened so that support can be offered and the College can respond appropriately. Different individuals associated with the College have different abilities to maintain confidentiality in this area.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”
- Some employees are required to report all the details of an incident (including the identities of both the survivor and alleged perpetrator) to the Title IX Coordinator. A report to these employees (called “responsible employees”) constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the situation.
- It is also possible to report to a third-party counselor or advocate off campus who may maintain confidentiality and only inform the school that an incident has occurred. As reporting requirements vary, it is important to discuss confidentiality with the third party prior to speaking with that individual.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them so they can make informed choices about where to turn if an incident occurs. The College encourages students to talk someone identified in one or more of these groups. The options include:

A. Privileged and Confidential Communications

- Professional and Pastoral Counselors

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. Following is the contact information for these individuals:

- **Tim Brooks**, MSHA, LPC-MHSP, CEP, SAP - College Counselor (931) 424-7338; tlbrooks@martinmethodist.edu)
- **Rev. Laura K. McMasters** – College Chaplain (931) 363-9825; lkirkpatrick@martinmethodist.edu)

NOTE: While these professional and non-professional counselors and advocates may maintain a victim's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law. Such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; requirement to testify if subpoenaed in a criminal case.

ALSO NOTE: If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, Campus Security, the President, or Executive Vice President and COO may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

B. Reporting to “Responsible Employees.”

A “responsible employee” is a College employee who has the authority to redress sexual harassment and/or violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a student tells a responsible employee about an incident of sexual harassment or sexual violence, the student has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual harassment or sexual violence shared by the student and that the College will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report. A responsible employee should not share information with law enforcement without the student's consent or unless the student has also reported the incident to law enforcement.

The following employees (or categories of employees) are the College's responsible employees:

- Members of the President's Executive Council,
- Employees of the Human Resources Staff,
- Employees of the Campus Life Staff,
- Athletic Coaches,
- Resident Directors and Student Resident Advisors, and
- Faculty Advisors.
- Safety and Security Staff
- Orientation Leaders

- Faculty

Before a student reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations and if the student wants to maintain confidentiality, direct the victim to confidential resources.

If the student wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim's request for confidentiality.

Responsible employees will not pressure a student to request confidentiality, but will honor and support the student's wishes, including for the College to fully investigate an incident. By the same token, responsible employees will not pressure a student to make a full report if the student is not ready to.

Requesting Confidentiality from the College: How the College Will Weigh the Request and Respond

If a student discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the reporting student.

If the College honors the request for confidentiality, a student must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the College may not be able to honor a student's request in order to provide a safe, non-discriminatory environment for all students.

The College has designated the following individual to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual harassment or sexual violence:

- **Daniel McMasters**, Dean of Campus Life & Title IX Coordinator (931-242-7713; dmcmasters@martinmethodist.edu)

When weighing a student's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
- Whether there have been other sexual harassment or sexual violence complaints about the same alleged perpetrator;
- Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- Whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
- Whether the sexual harassment or sexual violence was committed by multiple perpetrators;

- Whether the sexual harassment or sexual violence was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether the College possesses other means to obtain relevant evidence of the sexual harassment or sexual violence (e.g., security cameras or personnel, physical evidence);
- Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the victim's request for confidentiality.

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the student prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

The College will remain ever mindful of the student's well-being and will take ongoing steps to protect the student from retaliation or harm and work with the victim to create a safety plan. Retaliation against the reporting student, whether by students or College employees, will not be tolerated. The College will also:

- Assist the student in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these);
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the student of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

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

If the College determines that it can respect a student's request for confidentiality, the College will also take immediate action as necessary to protect and assist the student.

Clery Act and FERPA

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the College is required to post three years of data pertaining to instances of sexual assault, domestic violence, dating violence, and stalking. The College's compliance with the Clery Act does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Definitions

Coercion. Coercion is inappropriate pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When a person makes clear that they do not want sex, wants to stop, or that going past a certain point of sexual interaction is unwanted, continued pressure beyond that point can be coercive.

Consent. Consent is clear, unambiguous, and voluntary agreement between participants to engage in specific sexual activity. Consent is active, not passive, and is given by clear actions or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one's responsibility to obtain consent. In some situations, an individual may be deemed incapable of consenting to sexual activity because of circumstances or the behavior of another, or due to their age.* Examples of such situations include, but are not limited to, incompetence, impairment from alcohol and/or other drugs, fear, unconsciousness, intimidation, coercion, confinement, isolation, or mental or physical impairment.

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

Domestic violence. A felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Tennessee, or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Tennessee.

Incapacitation. Incapacity can result from mental disability, sleep, involuntary physical restraint, or from intentional or unintentional taking of alcohol and/or other drugs. An incapacitated person does not have the ability to give knowing consent. Sexual activity with a person who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated, constitutes a violation of this policy. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of the use of alcohol and/or drugs on another's ability to give consent.

Sexual abuse occurs when a person employs, uses, persuades, induces, entices, or coerces a minor who is not that person's spouse to engage in any act that involves:

- a) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex;
- b) Bestiality or masturbation;
- c) Lewd exhibition of the genitals or pubic area of any person;
- d) Flagellation or torture by or upon a person who is nude;
- e) Condition of being fettered, bound, or otherwise physically restrained on the part of a person who is nude;
- f) Physical contact in an act of apparent sexual stimulation or gratification with any person's clothed or unclothed genitals, pubic area, or buttocks or with a female's clothed or unclothed breasts;
- g) Defecation or urination for the purpose of sexual stimulation; or
- h) Penetration of the vagina or rectum by any object except when done as part of a recognized medical procedure.

Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and

that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to the following:

- invasion of sexual privacy;
- prostituting another student;
- non-consensual video or audio-recording of sexual activity or circulation of such video and video or audio recording;
- going beyond the boundaries of consent;
- observing unsuspecting individuals who are partly undressed, naked, or engaged in sexual acts;
- knowingly transmitting an STI or HIV to another student;
- exposing one's breasts, buttocks, groin, or genitals, in non-consensual circumstances; inducing another to expose their breasts, buttocks, groin, or genitals;
- sexually-based stalking and/or bullying may constitute a form of sexual exploitation, as well as a form of sexual harassment, as discussed above.

Stalking. Behavior where a person follows, places under surveillance, or contacts another person without the consent of that person for the purpose of harassing and intimidating him or her. The term "contact" means to make or attempt to make any communication, including, but not limited to, communication in person, by telephone, by mail, by broadcast, by computer or computer network, or by any other electronic device. "Harassing and intimidating" refers to a course of conduct or communications directed at a person that causes the person to suffer emotional distress that would cause a reasonable person to fear for personal safety or the safety of others, and which serves no legitimate purpose. It does not require that an overt threat of death or bodily injury be made.

Student. The term student means any person pursuing academic studies at the College. The term also includes:

- (1) a person not currently enrolled who was enrolled in the fall, spring, or summer term preceding the alleged violation, or
- (2) a person who, while not currently enrolled, was previously enrolled at Martin Methodist College and who is reasonably anticipated to seek enrollment at a future date,
- (3) a person who has applied to or been accepted for admission to Martin Methodist College and has accepted an offer of admission or may reasonably be expected to enroll, or
- (4) a person enrolled in an Martin Methodist College program on a credit or noncredit basis.

SEX OFFENDER NOTIFICATION AND INFORMATION

The Federal government requires that any person classified and registered as a state sex offender must notify the state of any institution of higher education in which the offender is a student or an employee. Martin Methodist College will disclose, within ten days, information concerning sex offenders that it receives under state sex offender registration and community notification programs. The disclosure will be by e-mail to students and employees.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Important Telephone Numbers:

| | |
|--|----------------------------|
| Local Emergency Services..... | 911 |
| Campus Security..... | 931-309-7502 |
| Executive Vice President and COO..... | 931-363-9890; 931-309-1476 |
| Provost and Vice President for Academic Affairs..... | 931-363-9823 |
| Giles County Sheriff's Department..... | 931-363-3505 |
| Middle Tennessee Poison Center..... | 800-222-1222 |
| Pulaski Police Department..... | 931-424-4404 |

Important Addresses:

| | |
|------------------------------|---|
| Martin Methodist College | 433 West Madison St. Pulaski, TN 38478 |
| Andrews Science Center | 425 West Madison St. Pulaski, TN 38478 |
| Bookstore | 622 West Flower St. Pulaski, TN 38478 |
| Campus Life House | 420 West Flower St. Pulaski, TN 38478 |
| Center for Church Leadership | 500 West Madison St. Pulaski, TN 38478 |
| Christian Life Center | Kermit Smith Dr. Pulaski, TN 38478 |
| Colonial Hall | 318 West Madison St. Pulaski, TN 38478 |
| Criswell Hall | 113-25 N. 5th St. Pulaski, TN 38478 |
| East Campus | 1238 East College St. Pulaski, TN 38478 |
| Ed Harmon Hall | 139 North 4 th St. Pulaski, TN 38478 |
| Gault Fine Arts Center | 423 West Madison St. Pulaski, TN 38478 |
| Johnston Center & Library | 411 West Madison St. Pulaski, TN 38478 |
| Maintenance Shop | 616 West Flower St. Pulaski, TN 38478 |
| Maker Lab | 111 North 1 st St Pulaski, TN 38478 |
| Martin Hall | 433 West Madison St. Pulaski, TN 38478 |
| Martin Methodist Clinic | 625 West Madison St. Pulaski, TN 38478 |
| Oakwood Apartments | 204 South 3rd St. Pulaski, TN 38478 |
| President's Home | 429 West Flower St. Pulaski, TN 38478 |
| Reveille House | 408 West Madison St. Pulaski, TN 38478 |
| Student Union Building | 453 N. 5th St. Pulaski, TN 38478 |
| Student Apartments | 619 West Madison St. Pulaski, TN 38478 |
| Student Apartments | 617 West Madison St. Pulaski, TN 38478 |
| Upperman Hall | 328 West Madison St. Pulaski, TN 38478 |

Facility Coordinators:

| | | |
|-------------------------------|----------------------------|--------------|
| Andrews Science Building: | Shanna Hanes | 931-424-2024 |
| Bookstore: | Margaret Jackson | 931-363-9836 |
| Campus Life House: | Sarah Catherine Richardson | 931-424-4073 |
| Center for Church Leadership: | Shana Hibdon | 931-424-7347 |
| Colonial Hall: | Tyler Cox | 931-424-2015 |
| Criswell Hall: | Keilyn Jones | 615-984-8626 |
| CLC/Gymnasium: | Jeff Bain | 931-363-9872 |
| East Campus: | Brandi Paul | 931-363-9879 |
| Gault Fine Arts Center: | Christine Poythress | 931-424-7360 |
| Johnston Center: | Mandy Springer | 931-424-4061 |
| Maker Lab | Dennis Haskins | |
| Martin Hall: | Audra Hughes | 931-424-4663 |
| Maintenance Building: | Rick James | 931-363-1406 |
| Martin Methodist Clinic: | Kim Porterfield | 931-424-7338 |
| Oakwood Apartments: | Stanton Belford | 931-309-1670 |
| President's Home: | Mark LaBranche | 931-363-9802 |
| Reveille House: | Kim Harrison | 931-363-8765 |
| Ed Harmon Hall | Joe Reynolds | 931-424-2040 |
| Student Apartments: | Brad Wolfe | 931-424-7363 |
| Student Union Building: | Jess Dicus | 931-424-7356 |
| Upperman Hall: | Trevy Trevarthen | 931-424-7377 |

Purpose

The purpose of this plan is to establish policies and procedures for campus emergencies. The policies and procedures outlined in this plan are essential for protecting the lives and property of Martin Methodist College. While this plan does not cover every conceivable emergency that could occur, it does provide basic guidelines to be followed for most campus emergencies. Without question, the most important thing to remember when addressing any emergency or crisis situation on campus is that your safety is paramount. The safety of each staff member, faculty member, and student is the top priority in all emergency situations.

Types of Emergencies Covered in this Plan are:

1. Severe Weather/Tornado
2. Fire
3. Utility Failure
4. Bomb Threat
5. Hazardous Accidents
6. Violent or Criminal Behavior
7. Medical Emergencies
8. Psychological Crises
9. Civil Disturbance or Demonstrations
10. Off Campus Incidents

Definitions

1. **Emergency Director:** The Executive Vice-President and COO or his or her designee serves as the overall Emergency Director during any major emergency or disaster. Members of the Safety and Security Committee and designated faculty and staff will assist in carrying out emergency procedures. The president of the College is apprised of all situations that affect the operation of the institution or pose a threat to personal safety or property.
2. **Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College.
3. **Major Emergency:** Any incident, potential or actual, which affects an entire building or buildings and which will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major policy considerations and decisions will usually be required. If the Executive Vice-President and COO is not available, the Provost will assume responsibility.
4. **Disaster:** Any event or occurrence, which has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to control the situation effectively. Outside emergency services will be essential.
5. **Assumptions:** This Emergency Preparedness Plan provides a plan for a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. The succession of events in an emergency situation is not predictable; and, therefore, this plan will serve only as a guide and checklist and may require field modifications in order to meet the requirements of the emergency.

Campus State of Emergency

The authority to declare a campus state of emergency rests with the President, the Emergency Director, and the Response Plan Coordinator or their designee. During this time, the appropriate procedures to safeguard persons and property, and maintain educational facilities, will be implemented. The College's administration will work closely with the Giles County Emergency Management Team in the event of earthquakes, fires, storms or major disasters occurring in or near the campus to determine the extent of any damage to the College and what action should be taken.

Emergency Operations Center

When a major emergency occurs or is eminent, it will be the responsibility of the Emergency Director to establish and staff the Emergency Operations Center. The first floor of Colonial Hall will serve as the Emergency Operations Center.

Media Relations

In any crisis situation it is important for the College to have a consistent and unified message, therefore, only the President or the Director of Communications will meet or talk with the media. However, depending on the situation, the President or the Director of Communications may appoint other spokespersons to speak on specific subjects.

Other Guidelines:

1. All Martin Methodist College personnel are notified to report emergencies to the Executive Vice-President and COO. All college personnel reporting emergencies are reminded not to speak to anyone, especially the media, on behalf of the College.
2. The President and Executive Council members are informed immediately of existing emergencies.
3. The President, the Executive Council, and appropriate members of the College's community who are involved in the emergency shall meet and decide on the appropriate action to be taken.
4. Any and all calls from the media are referred directly to the Director of Communication.

Emergency Response Team

In the event of an emergency, the Emergency Director will immediately contact the Emergency Response Team to meet at the Emergency Operations Center in Colonial Hall to initiate the Emergency Preparedness Plan. The President of the College is the only one who is responsible for approving the overall direction of the campus emergency response. The President is the only one who can declare and end a campus state of emergency. The Emergency Response Team will consist of the following personnel:

- Emergency Director: Executive Vice-President and COO
- Response Plan Coordinator: Provost & Vice President for Academic Affairs
- Faculty/Staff Support Coordinator: Assistant Vice President for Institutional Advancement
- Health and Human Services: College Chaplain
- Services and Student Affairs Coordinator: Director of Residential Life
- Emergency Response Security: Dean of Campus Life
- Public Information: Director of Marketing and Communications
- Damage Control: Assistant Vice President for Human Resources and Operations

The Emergency Response Team members will coordinate, as necessary, with the Response Plan Coordinator for the implementation and coordination of the campus operation plan and support as it pertains to their areas. Additionally, team members are to keep in constant communication with the Emergency Operations Center. General Responsibilities of the team members are listed below:

Emergency Director: Executive Vice-President and COO

- Responsible for the overall coordination of the College's emergency response.
- Works with the Response Plan Coordinator to determine the type and magnitude of the emergency and establishes the appropriate Control Center.
- Initiates immediate contact with the President and the College's administration and begins communication regarding assessment of the College's condition.
- In conjunction with the Emergency Response Team, prepares and submits a report to the President appraising the final outcome of any emergency situation.

Response Plan Coordinator: Provost & Vice President for Academic Affairs

- Notifies the members of the Emergency Response Team and advises them of the nature of the emergency.
- Insures appropriate notification is made to all faculty and staff when necessary.
- Works with the Director of Residential Life to insure students are made aware of any emergency occurring on campus or in the community.

Faculty/Staff Support Coordinator: Assistant Vice President for Institutional Advancement

- Coordination of available faculty and staff members to fulfill the needs and requirements of the student population.
- Assists other response team members in staffing requirements of particular activities.

Human and Health Services: College Chaplain

- Coordinates with the Program Director of the Nursing Division, to set up a site for emergency medical activities and directs additional trained medical personnel at the disaster site when warranted.
- Prepares and arranges staffing for an Emergency Health Center with necessary personnel and equipment.
- Establishes liaison with local medical facilities and physicians to provide necessary support.
- Works with Counselors to support staff and students at this time.

Services and Student Affairs Coordinator: Director of Residential Life

- Determines the needs and requirements for the student population.
- Coordinates with the Dining Services Manager to provide food and other items during times of emergencies and disasters.
- Makes arrangements with local support agencies for provision items, blankets, food, water etc.

Emergency Response Security: Dean of Campus Life

- Maintains emergency equipment in a state of constant readiness.
- Monitors campus emergency warning and evacuation systems.
- Takes immediate and appropriate action to protect life and property of the College.
- Obtains assistance from city, county and federal emergency aid resources as required.

Public Information: Director of Communications

- Will meet and consult with the President before giving any information to the media.
- Establishes liaison with the news media for dissemination of information by the President.
- Prepares news releases for approval and releases to the media any information concerning the emergency.

Damage Control: Assistant Vice President for Human Resources and Operations

- Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, rescue teams, damage assessment, debris clearance, emergency repairs, and equipment protection.
- Provides vehicles, equipment and operators for movement of personnel, equipment and supplies; assigns vehicles as required to the Emergency Response Team.
- Obtains the assistance of utility companies as required for the emergency.
- Furnishes emergency power and lighting systems as required.
- Provides alternative space to relocate essential services and functions, if necessary.

Evacuation Procedures

- In an emergency, call EMS at 911.
- Be sure to identify yourself and give the location of the emergency.
- Notify the Emergency Director and the Director of Campus Security at the earliest possible opportunity.
- If the Emergency Director is unavailable, contact the Response Plan Coordinator at the earliest possible opportunity.

Building Evacuation

- All building evacuations will occur when an alarm sounds, when a Martin Methodist alert message is issued, or upon notification by the Emergency Director.
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- When classes are in progress, the instructor will be responsible for instructing all students in the classroom to evacuate the building, using the nearest exit.
- Please assist individuals with disabilities in exiting the building! The safe evacuation of individuals with disabilities will be a top priority in evacuating a building.
- Once outside, proceed to a clear area that is at least 300 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- Do not return to an evacuated building unless you are given the “all clear” signal by the appropriate College personnel. The signal that the staff and students can return to evacuated building(s) will be initiated by the Emergency Response Team.
- All students will remain at the designated area until an accurate headcount is taken. Faculty members will compile a list of students in their classes who are at the evacuation location and give this list to the Emergency Director.

SEVERE WEATHER EMERGENCY PLAN

TORNADOES

Knowledge of the following characteristics of tornados is useful in tornado preparedness planning:

- ✓ **TIME OF DAY:** a tornado is most likely to occur in mid-afternoon, generally between 3 p.m. and 7 p.m., but they have occurred at all times of the day.
- ✓ **DIRECTION OF THE PATH:** a tornado’s direction of travel is usually from the southwest to the northeast.
- ✓ **LENGTH OF THE PATH:** the length of the path of a tornado averages four (4) miles, but has reached as much as 300 miles.
- ✓ **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.
- ✓ **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.
- ✓ **APPEARANCE:** the cloud directly associated with a tornado is a dark heavy cloud from which a whirling funnel shaped pendant extends to the ground.
- ✓ **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.
- ✓ **SOUND:** sounds occurring during a tornado have been described as a roaring, rushing noise, closely resembling the sound of a train.

A **Tornado WATCH** is a forecast of the possibility of tornadoes in a large area; conditions are favorable for a tornado to develop. Normal activities should continue with the following precautions taken:

- Upon issuance of a tornado watch through the weather monitor, public communications or police, the Campus Security personnel should be alerted of the situation by calling the Emergency Director at 931-309-1476 and Emergency Response Security 931-242-7713..
- The emergency weather monitor or local radio station should be monitored constantly by the Campus Life and Residential Life Offices.

A **Tornado WARNING** means a tornado has been sighted or indicated by weather radar and may be approaching. 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.

The following steps should be taken immediately:

1. The Dean of Campus Life and the Director of Residential Life assesses the imminence and severity of the threat. If time permits they contact the Emergency Director.
2. Take shelter. Students, faculty, and staff should take measures to protect themselves. Move immediately to basements, center hallways or bathrooms if time permits. Stay away from windows and large, open rooms. Take cover under heavy objects if possible and hold on to it. In building hallways, sit with your back to the walls; put your head between your knees and cover with your hands to protect your head. As the head is most important to protect, a bicycle helmet or even a trash can placed over the head is optimal.
3. Do not bother with opening or closing windows.
4. Avoid auditoriums or gymnasiums or other areas with wide, free span roofs.
5. If caught outside, and do not have time to reach interior shelter, lie flat in the nearest ditch, ravine, or culvert with hands and arms shielding your head. Be sure to leave the ditch, ravine, or culvert immediately after the tornado to avoid flash flooding.
6. Do not stay in cars. If in an automobile, follow the same rules as outlined above.
7. Students, faculty and staff should remain in the safety area until local emergency personnel or college administrators give notice that it is clear.

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 injury from debris (look around your area and select your shelter area after reading this policy).

- | | |
|----------------------------------|--|
| • Reveille House | Go to the basement. |
| • Ed Harmon Hall | Go under the stairwell. |
| • Campus Life House | Go to the basement. |
| • Martin Hall: | Go to the basement in the southwest corner. |
| • Colonial Hall: | Go to the basement. |
| • Johnston Center: | Go to Alexander Auditorium on first floor. |
| • Student Apartments A Building: | Go to rooms 101, 102, 103, or 104. |
| • Student Apartments B Building: | Go to rooms 101, 102, (if needed 203, or 204). |
| • Criswell Hall: | Go to first floor back lobby. |
| • Upperman Hall: | Go to first floor bathroom and hallway. |

- Student Union Building: Go to Student Resource Center on first floor.
- Andrews Science Building: Go to first floor hallway.
- Bookstore: Go to the restroom and take cover in the bathtub.
- CLC/Gymnasium: Go to the locker rooms in back hallway.
- Fine Arts Center: Go to the first floor restrooms.
- Center for Church Leadership: Go to the basement.
- Martin Methodist Clinic: Go to the restroom.
- Oakwood Apartments: Go to the first floor apartments.

SEVERE THUNDERSTORMS & FLOODING

Flooding

Exit the flooded area as quickly as possible. Call community emergency dispatch at 911 and provide your name, the flood problem, current conditions, and location. Do not hang up the phone until instructed to do so. Assist authorities on the scene with information as needed.

Avoid standing in flood waters to reduce the risk of electrocution.

Severe Thunderstorms

Severe thunderstorms include the possibility of damaging lightning, winds, hail and flash flooding. Students and personnel should go inside a sturdy building, staying away from windows. If lightning is heavy and frequent, computers and other electrical appliances should be turned off if they are not needed.

SNOW AND ICE STORMS

Public warning is issued by the National Weather Bureau through the radio and television media when a severe snowstorm, blizzard, or ice storm is anticipated. Essential employees (Emergency Call List) will be notified by administrative officers if contingency plans or special duties are required of them. If necessary, emergency housing for stranded students and staff will be coordinated by the Campus Life Office, in cooperation with Residential Life.

The decision to suspend classes will be made by the Provost/Vice President for Academic Affairs. The Director of Communications will notify the local radio and television stations. If possible, the switchboard will be open to relay information. You may also check the College website www.martinmethodist.edu for information concerning weather.

If you are off campus during inclement weather, you are to use your best judgment with regard to driving to campus.

EARTHQUAKE

Earthquakes can occur at any time, without warning, and may last up to 3 minutes. Often, they are followed by aftershocks. In the event of an earthquake, students and personnel who are indoors should stay indoors; those outdoors should stay outdoors. The danger of falling debris and flying glass makes entering and exiting a building hazardous.

During an earthquake remain calm and quickly follow the steps outlined below:

(1) IF INDOORS, seek refuge in a doorway or under a desk or table and hold on. If nothing is available, brace yourself in a doorway or go to an interior hallway. Stay away from glass windows, shelves, heavy

equipment, and other objects that may fall (bookcases, display cabinets). Protect your eyes and head. Do not use an elevator during an earthquake.

(2) IF OUTDOORS, move quickly to an open space away from buildings, trees, utility poles, and other structures. Lie down, face down. 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 for the shelter it offers.

(4) After the initial shock, evaluate the situation and if emergency help is necessary, call 911 then Campus Safety and Security. Protect yourself at all times and be prepared for aftershocks.

(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. 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.

BUILDING EVACUATION INSTRUCTIONS

When ordered to evacuate or when alarms are activated, always leave immediately.

1. Unless ordered otherwise by officials, building coordinators/alternates shall direct and ensure, to the extent practical, that a safe student and personnel evacuation is conducted. Treat all alarms as warning of an actual emergency.
2. All department heads, faculty, managers, and supervisors must help direct students, employees, visitors, and each other to obey evacuation instructions given by emergency response personnel and/or building coordinators.
3. Building coordinators/assistants shall notify emergency personnel immediately upon their arrival at the scene concerning the status of the evacuation, the exact location of any injured or trapped persons, those waiting in designated areas for evacuation assistance, and any others who may be elsewhere in the building and any other relevant information on the emergency situation.

Exit quickly and calmly using nearest emergency escape routes, marked exits, and proceed to safe assembly location. Do not use Elevators.

1. Do not attempt to use elevators. Use only stairways in an evacuation.
2. Use clear, safe escape routes and exits and proceed to the nearest Safe Assembly Location shown on the building's evacuation map or to a location ordered by emergency response personnel. Do not return to an evacuated building until directed by College officials.
3. If possible, take your coat and keys, but do not take time to return to offices or lockers for personal possessions.
4. Where applicable, and if safe and possible, turn off laboratory gasses, exhaust fans, and close windows/doors as you exit.

Assist persons requiring evacuation assistance to get to designated areas for evacuation. Be alert for trapped, injured, or other persons needing assistance.

1. Do not try to transport individuals requiring assistance up or down stairwells until emergency personnel have arrived. Unless imminent life-threatening conditions exist, relocation of these individuals shall be limited to the designated areas for evacuation assistance.

2. Notify emergency personnel immediately upon their arrival of the exact location of any injured or trapped persons, those waiting in designated areas for evacuation assistance, and any others who may be anywhere in the building.

FIRE

- In the case of fire or smoke call 911.
 - Identify yourself.
 - Give the location of the fire.
 - Notify Campus Security and the Emergency Director at the earliest possible opportunity.
 - If the Emergency Director is unavailable, notify the Response Plan Coordinator at the earliest possible opportunity.
1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
 2. Maintaining the safety of every employee and student on campus is the top priority. If a minor fire appears controllable, call 911 and then use a fire extinguisher to put out the fire. Remember to direct the fire extinguishers charge toward the base of the flame. After the fire is extinguished, notify Campus Security unless they are already on the scene of the fire.
 3. If a fire is controlled without calling 911, Campus Security should still be notified.
 4. Large fires that do not appear controllable, immediately call 911. Then, evacuate all rooms, closing all doors to confine fire and reduce oxygen. Do not lock doors! As soon as possible, notify Campus Security and the Emergency Director.
 5. When notified of fire, walk quickly to the nearest exit and alert others to do the same.
 6. Everyone is expected to evacuate campus buildings in all alarm situations.
 7. Assist individuals with disabilities in exiting the building! Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
 8. Once outside, move to a clear area at least 500 feet away and move toward your evaluation location. Keep street, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
 9. Follow all instructions of the emergency preparedness teams.
 10. An Emergency Command Post may be set up near the emergency site. To facilitate emergency operations, please stay away from the Command Post unless you have official business.
 11. Do not return to an evacuated building unless you are given the “all clear” signal by the appropriate college personnel. The signal that the staff and students can return to an evacuated building will be initiated by the Emergency Response Team. Once the Emergency Director receives the “all clear” signal, he/she will communicate this to the appropriate college personnel, who will notify evacuated staff and students that they can return to the building.

Important Fire Information

It is important for all Martin Methodist College employees and students to be aware of the various types of fires and fire extinguishers.

Types of Fires- There are three types, or classes, of fires which are denoted by letter codes.

Class A: Used to denote wood, paper, cloth, trash, and other ordinary materials.

Class B: Used to denote gasoline, grease, oil, paint, and other flammable liquids.

Class C: Used to denote live electrical equipment.

Types of Fire Extinguishers- There are four basic types of fire extinguishers:

- Water: This should be used on Class A fires only.
- Dry Chemical (BC): This type of extinguisher discharges a sodium bicarbonate powder and should be used in Class B and C type fires.
- Carbon dioxide (CO2) which discharges liquid carbon dioxide and should only be used on Class B and C type fire.
- ABC: This is a multi-purpose dry chemical extinguisher which discharges ammonium-phosphate powder and can be used on any class of fire.

Most fire extinguishers on campus are the ABC type and can be used for any type of fire. To operate an extinguisher, hold upright, pull ring pin on handle, squeeze the lever and sweep side to side.

Any employee who uses a fire extinguisher should report it to the maintenance department so the fire extinguisher can be recharged.

Evacuation Areas for Fire

| | |
|------------------------------|--|
| Reveille House | Campus Green |
| Ed Harmon Hall | Campus Green |
| Campus Life House | Campus Green |
| Colonial Hall | Campus Green/Colonial Hall Parking Lot |
| Upperman Hall | Campus Green/Colonial Hall Parking Lot |
| Johnston Center | Campus Green |
| Gault Fine Arts Center | Campus Green |
| Andrews Science Building | Campus Green |
| Martin Hall | Campus Green |
| Student Union Building | Campus Green |
| Criswell Hall | Campus Green/Adjacent Lot |
| Center for Church Leadership | Campus Green |
| Student Apartments | Christian Life Center Parking Lot |
| Martin Methodist Clinic | Christian Life Center Parking Lot |
| Christian Life Center | Christian Life Center Parking Lot |
| Bookstore | Christian Life Center Parking Lot |
| Maintenance Office | Christian Life Center Parking Lot |
| Oakwood Apartments | Johnston Center Parking Lot |
| Campus Life House | Campus Green |

Each Building on campus has a posted evacuation plan.

UTILITY FAILURE

This guide outlines the appropriate actions that should be taken and notifications that must be made during a power outage or utility failure to ensure the safety of the College's employees and students within the College's facilities, the protection of the College's property, and for the College to maintain business operations.

Scope

A utility failure is any disruption in the services necessary for the safe and proper operation of a building including: electricity, water, heating, ventilation, air conditioning, telephone lines, internet access, and water utilities. A utility failure may be wide spread, or limited to specific building or area within a building. Power and utility outages may be advertised and scheduled in advance to perform preventative maintenance. Activities and operations within the building should be rescheduled or cancelled whenever critical utilities, as noted above, are out of service.

Preparation

Scheduled power or utility outages notifications will be made by e-mail or the early alert text message system. In the event of a utility failure there are actions that should be taken to protect equipment and assist in the safe evacuation of affected area.

Emergency Lighting and Egress: Not all College facility areas are equipped with emergency lighting or illuminated emergency exit signs. If you work in an area that is not equipped with emergency lighting consider purchasing a battery or wind-up powered flashlights.

Equipment and Data Protection: All sensitive equipment should be connected to a fusible power-strip or surge protector. Some equipment may require an uninterruptible power supply (UPS) system to ensure that it does not sustain damage during a power outage, loose valuable data, or to ensure it does maintain power long enough to power down through a routine or emergency shutdown sequence. Change computer settings to frequently auto-save data and utilize shared drives such as MESA, which are backed up daily by the Information Technology Unit.

Response Procedures

The following procedures must be followed whenever a utility failure occurs:

- Report the utility failure to National Management 931-424-7337.
- Discontinue all non-essential work until utilities are restored.
- If required for safety reasons, exit the building and assist faculty, staff, and students who may not be familiar with evacuation procedures or the building floor plan.
- If it is unsafe to exit the building relocate to an area that has sufficient ambient light to avoid injury such as a lobby or conference room with windows.
- If emergency lighting is unavailable, remain calm, contact Campus Safety (931) 309-7502, provide your location, and request assistance.
- If you are unable to use a cell phone or desk phone to call for assistance or report a utility failure, locate a fax machine with phone handset. Fax machine phone lines should remain operational during a power outage.
- If a building is evacuated due to a utility failure, the building may not be reoccupied until the Emergency Director determines that the building is safe for personnel and students to reenter.

If you are required to evacuate a building it is suggested you take all personal belongings with you and secure the area before leaving. In the event of a power failure, electronic access systems should remain operational using battery backup for a limited period of time following the power outage.

Sanitation: To maintain sanitary conditions, restrooms must not be used whenever a disruption in water service occurs. Consider using antiseptic wipes or waterless hand sanitizer to disinfect your hands which can be kept in the office in case of an emergency.

Gas Leak

Natural gas is non-toxic, colorless, odorless, and combustible. For safety and detection, Pulaski Gas adds an unpleasant odorant called mercaptan (smells like rotten eggs) to the natural gas traveling through most of the pipelines. If you suspect a natural gas leak or other gas emergency situation:

- Evacuate the area immediately and warn others as you exit the building if it is possible to leave the area.
- Do nothing that could create an ignition source. Do not use any type of phone or battery-powered equipment. Do not turn electrical equipment or light switches on or off.
- From a safe location, contact Campus Security.
- Do not attempt to locate the source of the odor or re-enter the area.

Suspension of Work

Many life safety systems (i.e. fire suppression and alarm systems, security systems, and emergency lighting) are dependent upon the proper operation of utilities to function. Critical utility outages demand that all activities within the affected spaces be suspended until utilities are restored.

Utility Providers

Pulaski Electric Service: (931) 363-2522
Natural Gas Department of Pulaski: (931) 363-1752
City of Pulaski Water: (931) 363-1209

Assemble a Disaster Supplies Kit

You may need to survive on your own after a disaster. This means having your own food, water, and other supplies in sufficient quantity to last for at least 24 hours. Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone immediately. You could get help in hours, or it might take days.

Basic services such as electricity, gas, water, sewage treatment, and telephones may be cut off for days, or even a week or longer. Or, you may have to evacuate at a moment's notice and take essentials with you. You will probably not have the opportunity to shop or search for the supplies you need.

A disaster supplies kit is a collection of basic items that you may need in the event of a disaster.

Basic Disaster Supplies Kit

The following items are recommended for inclusion in your basic disaster supplies kit:

- A day supply of non-perishable food.
- One gallon of water, small commercial bottles are preferred.
- Portable, battery-powered radio and extra batteries.
- Flashlight and extra batteries.
- Sanitation and hygiene items (moist wipes and toilet paper).
- Waterless hand sanitizer
- Whistle.
- Extra clothing.
- Photocopies of credit and identification cards.
- Cash and coins.
- Special needs items, such as prescription medications, eye glasses, contact lens solutions, and hearing aid batteries.

Store your Disaster Supply kit in an easily accessible location, under your bed or in your car trunk. For more information look at the FEMA website: <https://www.fema.gov/media-library/assets/documents/7877>

BOMB THREAT

This policy has been developed to aid Martin Methodist College personnel and students in the safe response to a bomb threat or the discovery of a suspicious device on campus. No policy can address all circumstances that may manifest. This policy is a general response to bomb threats. Should conditions or circumstances arise that are not covered under this policy, it is the position of the College that caution and care be paramount in any actions taken at all times and that the safety of our students and personnel is the dominant concern of Martin Methodist College.

Bomb Threats by Phone

If possible it is desirable that more than one person listens in on a bomb threat call. To accomplish this, a covert signaling system should be designed and practiced by the person(s) who normally answers incoming calls and the person(s) who serve as a second or relief in the primary receptionist's absence. When a bomb threat is received, remain calm. A calm response to the bomb threat caller should result in obtaining the best information from the caller. This is especially true if the caller wishes to avoid injuries or deaths. If told that the building is occupied or cannot be evacuated in time, the caller may be willing to give more specific information on the bomb's location, components, or method of initiation. The bomb threat caller is the best source of information about the bomb so try to obtain as much information as possible.

When a bomb threat is called in:

- Keep the caller on the line as long as possible. Politely act as if you did not understand the initial message and ask him/her to repeat the message. Record or write down every word spoken by the caller.
- Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
- If possible ask the caller:
 1. When will the bomb explode?
 2. Where is it located?
 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 are you doing this?
 8. Where are you calling from?
 9. What is your address?
 10. What is your name?
- You may not get answers to any or all of the preceding questions, but any information you can obtain may prove to be helpful.
- Be particularly attentive to background noises, such as motors running, music playing, and any other noise which may give a clue as to the location of the caller.
- Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments.
- Immediately after the caller hangs up, report the threat to the Emergency Director.
- Report the bomb threat immediately to 911.
- Remain available, as law enforcement personnel will want to interview you.

Bomb Threats by Letter, Written Messages, or Electronic Media

When a written threat is received, save all materials, including any envelope or container. Once the message is recognized as a bomb threat, unnecessary handling of the paper or envelope should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper, and postal marks. These will prove essential in tracing the threat and identifying the writer. Do not allow other people to handle the materials. Do not place the materials in a plastic sleeve, bag or other such container. Let law enforcement personnel decide what they wish to do with the evidence.

Written messages are often times associated with generalized threats and extortion attempts, but whatever the motive when a written threat or written warning of a specific device is received it should never be ignored.

Upon receipt of a written threat the recipient should immediately inform the Emergency Director.

Suspicious Object Located

It is imperative that when MMC personnel are notified about a suspicious object or device they should under no circumstances move, jar or touch a suspicious object or anything attached to it or allow anyone else to do so. If the suspicious object is located in a room, do not turn on or off the room lights. Do not step on mats, clothing or materials on the floor. Do not pick up a flashlight if one is found near the object. Do not turn on or off any flashlights found near suspicious objects. If a suspicious object appears to have malfunctioned or not detonated, do not pick it up, touch it or move the object. Do not use a cell phone anywhere near a suspicious object or device or allow anyone else to do so. Do not use walkie-talkies near a suspicious object or device. The removal or disarming of a bomb must be left to the professionals in explosive ordnance disposal (EOD). When a suspicious object is discovered, the following procedures are recommended:

1. Report the location and an accurate description of the object to Emergency Director. This information should be relayed immediately to 911. Responding officers should be met and escorted to the scene.
2. Evacuate the building.
3. Identify the danger area, and block it off as a clear zone of at least 300 feet, including floors below and areas above the object.
4. Do not permit reentry into the building until the device has been removed/disarmed, and the reentry has been cleared by the Emergency Director.

Resident Directors' and Resident Assistants' Responsibilities

If you are informed by anyone that your building has received a bomb threat, you should:

1. Make sure the Emergency Director has been notified. If they have not been notified, contact Campus Security and provide the following information:
 - a. Who received the bomb threat? (Officers will want to talk with the person who received the original call.)
 - b. The exact time the threat came in.
 - c. What area was threatened?
2. Do not touch any item that is not identifiable as belonging in the area or building. If you find anything, contact the Emergency Director immediately and secure the area and ask all persons to leave the area or room. Do not re-enter until emergency personnel arrive.
3. Evacuate only if directed by the Emergency Director. Follow your building's normal evacuation procedures.
4. Do not pull the fire alarm. Emergency personnel may activate the fire alarm system to assist in evacuation, but only after they evaluate the circumstances and location of the threat.
5. Provide calm leadership for colleagues and students. Speak slowly and distinctly when giving instructions. The main consideration is a safe and orderly evacuation of the area or building until it is found to be safe to reenter.

HAZARDOUS ACCIDENTS

Any natural disaster may have consequential side effects, which threaten life and/or property. Warning of a hazardous accident is usually received from the fire or police department or from the Emergency Response Team when such an accident or condition occurs near the campus. Examples of potential

hazards involving harmful chemicals include: an overturned tanker, truck, train, a broken fuel line, or an accident in a commercial establishment that uses chemicals.

In the event of a hazardous accident with campus impact, the Emergency Plan will be initiated, with a control center established and the Emergency Response Team assuming responsibility for handling the situation.

They will act on specific instructions from local authorities as to evacuation or other measures to protect students, faculty and staff.

Major Chemical Spills

If spill originates inside:

1. Any spillage of a hazardous chemical or radioactive material is to be reported immediately to National Management 931-424-7337 and the Fire Department at 911.
2. When reporting, be specific about the nature of the involved material and exact location. Maintenance will contact the necessary specialized authorities and medical personnel.
3. Any person on site should evacuate the affected area at once. When evacuating, stay UPWIND, UPSTREAM, and UPGRADE OF SPILLAGE.
4. Anyone who may be contaminated with a radioactive material must stay isolated from others. If it is a chemical contamination, wash affected area immediately for 15 minutes. Required first aid and clean-up by specialized authorities should be started at once.
5. If necessary, follow evacuation procedures.
6. Assist individuals with disabilities and those that may need help in exiting the building.
7. Do not return to an evacuated building unless the "all clear" signal is given by the Emergency Director.
8. Do not take unsafe actions such as lighting matches, candles, etc.

If spill originates outside:

1. Immediately call National Management 931-424-7337 to report the accident.
2. Stay upwind, upstream, and upgrade of spillage.
3. Leave the area when you are instructed to do so.
4. Take care to avoid fumes or fires.

Transportation Disaster

In the event of a downed aircraft (crash) on campus:

1. Immediately take cover under tables, desks and other such objects which will give protection against falling glass or debris. Hold onto the furniture, if possible.
2. When safe to do so, notify the Fire Department (911) and National Management 931-424-7337. Give your name and describe the location and nature of the emergency.
3. Assist individuals with disabilities and those who may need assistance in exiting the building.
4. Do not return to an evacuated building unless the "all clear" signal is given by the Emergency Director. Do not take unsafe actions, such as returning to the building before it has been declared safe, getting too close to the accident, or lighting matches, candles.

VIOLENT OR CRIMINAL BEHAVIOR

In the event of an imminent threat to personal safety or property:

- Call 911. Remember that in Pulaski 911 is central dispatch for all police, fire and emergency services 24 hours per day whether it is an emergency call or not.

- Answer all the questions that the 911 Dispatcher asks of you and stay on the phone until the Dispatcher tells you to hang up.
- In all cases, contact Campus Security at (931) 309-7502 and the Emergency Director at (931) 309-1476 at the earliest possible opportunity.

General Guidelines:

It is the responsibility of every staff, faculty member, and student to take any threat or violent act seriously and to report acts of violence to the appropriate authorities as set forth in this plan. Notify Campus Security at (931) 309-7502 when you become aware of any order of protection or incidents of domestic violence involving yourself, co-workers and/or students.

Martin Methodist College will support criminal prosecution for any act of physical violence against a College employee or student while on campus. With the help of the Pulaski Police Department, Martin Methodist College will help to enforce orders of protection and/or ban threatening persons from College property. If an incident evolves into a crime, Campus Security will contact the Pulaski Police Department to assist in taking control of the situation.

What to do if an actual violent situation occurs:

- Call Campus Security at (931) 309-7502. Campus Security will coordinate necessary actions in the event of a violent incident in the workplace.
- Should gunfire or discharged explosives hazard the campus, take cover immediately and call 911 as soon as possible.
- Lock yourself in a classroom or office if you are unable to evacuate the building safely.
- If confronted, remain calm, speak calmly, and clearly.
- Do not challenge, bargain, or make promises you cannot keep with the person.
- Listen attentively.
- If it can be done safely, clear the area of other personnel and students.
- Do not sound the fire alarm to evacuate the building. Persons may be placed in harm’s way when they are attempting to evacuate the building.

In an attempt to lessen the severity of a situation, everyone must follow all orders given by officials on the scene.

MEDICAL EMERGENCIES

In a major medical emergency:

- Call 911.
- Be sure to identify yourself and give the location of the emergency.
- As soon as possible, notify Campus Security and the Emergency Director.
- If the Emergency Director is not available, notify the Response Plan Coordinator.

In case of minor injury or illness:

- Contact Campus Security.
- Then, provide First Aid care to the extent you are able.

In case of serious injury or illness, qualified personnel should quickly perform the following steps:

- Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
- Ask the victim, “Are you okay?” and “What is wrong?”
- Check breathing and give artificial respiration if necessary and qualified to do so.

- Control serious bleeding by direct pressure on the wound. Be sure to wear surgical gloves when aiding a bleeding person. These gloves should be found with the department secretary or in the custodian closet. If you need a pair of gloves for your desk, please contact a member of the Safety Committee.
- Continue to assist the victim until help arrives.

All accidents involving employees must be reported to the Office of Human Resources.

Southern TN Regional Health System is the nearest emergency facility in the area.

- Students should contact:
 Josie Brown, Director of Campus Safety and Security: 931-424-2055/931-242-7029,
jbrown@martinmethodist.edu,

 Daniel McMasters, Dean of Campus Life: Phone: 931-424-7734/931-242-7713,
 dmcmasters@martinmethodist.edu

 or

 Judy Cheatham, Provost & Vice President for Academic Affairs Phone: 931-363-982/202-460-9209
 email: jcheatham@martinmethodist.edu
- Employees should contact: Jamie Hlubb, Assistant Vice-President for HR & Operations Phone: 931-424-7379/931-309-8026 email: jhlubb@martinmethodist.edu

MMC Strategy for Seasonal and Pandemic Influenza Strains

Influenza strains vary as do their impact on college campuses. The closeness of our campus environment including classrooms, residence halls and social gatherings create prime conditions for transmission of influenza illnesses. To maintain the health of our college community, Martin Methodist College consults with the most current information produced and released by the Center for Disease Control (CDC) and the Public Health Department to ascertain the latest influenza information and essential plans of action that can be taken in the case of a pandemic occurrence.

What can I do to help reduce the incidence of influenza and help maintain your personal health and the health of our collegiate environment?

- Practice good hand hygiene by washing your hands with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners are also effective. These cleaners come in a variety of sizes and can be carried in one's purse, backpack, or pocket.
- Practice respiratory hygiene by covering your mouth and nose with a tissue when you cough or sneeze. If you do not have a tissue, cough or sneeze into your elbow or shoulder, not your hands. Avoid touching your eyes, nose, or mouth –germs are spread this way.
- Know the signs and symptoms of the flu. A fever is a temperature, taken with a thermometer, that is equal to or greater than 100 degrees Fahrenheit or 38 degrees Celsius. Look for possible signs of fever – if the person feels very warm, has a flushed appearance, or is sweating or shivering.
- If you have flu or flu-like illness, stay home for at least 24 hours after you no longer have a fever (100 degrees Fahrenheit or 38 degrees Celsius) or signs of a fever (have chills, feel very warm, have a flushed appearance, or are sweating). This should be determined without the use of fever-reducing medications (any medicine that contains ibuprofen or acetaminophen). Don't go to class or work. Report your absence through normal procedures identified by the College or faculty.

- Talk with your health care providers about whether you should be vaccinated when vaccines are available. If you are at higher risk for flu complications, you should consider getting the vaccine when it becomes available. For example, people at higher risk for the 2009 H1N1 flu complications included pregnant women and people with chronic medical conditions such as asthma, heart disease, or diabetes.

What can I do if I get the flu?

- Go to the MMC Clinic.
- Get lots of rest!
- If it is possible to travel home where you could rest and recuperate with your family members, think about doing this, unless someone in your family has a medical condition that puts them at high risk for influenza complications.
- If you are remaining on campus or in a shared apartment, stay in your room. Staying in your room decreases others exposure to the illness. Stay home from class, work, social gatherings etc.
- Drink plenty of fluids.
- If you have a fever, you can take medications to reduce the fever and increase your comfort. Acetaminophen (e.g. Tylenol) or ibuprofen (e.g., Advil, Motrin) can be used in accordance with manufacture directions.
- Cover your nose and mouth with a tissue when coughing or sneezing. Discard the tissue appropriately.
- Avoid contact with others until you are fever-free for 24 hours with the assistance from fever-reducing medications.

Warning signs that indicate I may need to seek urgent medical care.

- Difficulty breathing or shortness of breath
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting
- Flu-like symptoms that improve and then return with fever and worse cough

In the case of a flu epidemic, additional steps may become necessary. Students, staff, and faculty will receive additional communications and procedures using e-mail, text messages through the emergency alert system, and on campus public television announcements. For the most up-to-date information on the flu, visit www.flu.gov, or call 1-800-CDC-INFO (232-4636).

PSYCHOLOGICAL CRISIS

A psychological crisis is any behavior posing an imminent threat to:

- the person experiencing the crisis or
- others in close proximity of the person of concern.

Such behaviors may include, but are not limited to:

- emotional instability or distress,
- suicide attempt,
- sexual assault,
- difficulty breathing,
- unconsciousness,
- significant injury/blood loss, or
- possession of a weapon.

For an imminent threat, please:

1. Call 911 immediately.
 - a. Clearly state your name and your exact location on campus.
 - b. Then, call Campus Security at 931-309-7502 to notify them of the situation, again clearly stating your name and location on campus.
 - c. Then, call the Dean of Campus Life: 931-242-7713.
2. If there is not an indication of suicidal or homicidal behavior, but the student gives enough information for concern, such as suicidal thinking or displaying an alarming change in behavior (e.g. rage or extreme hostility, agitation, or stupor) call the TN statewide Crisis Hotline 855-274-7471 or the National Suicide Prevention Lifeline at 1-800-273-8255.
3. Before the student can return to class or living on campus, she/he must meet with the Dean of Campus Life so he can get a copy of the release, which states if the student can return to school or not, and includes a copy of the student's "safety plan."
4. Any counseling services, which may be required, can be provided by MMC counseling services. The student may also use their own counselor if they prefer.

Signs of Distress or Disturbance:

- It is important to note that any single symptom by itself may not indicate the presence of unmanageable stress. Look for combinations of symptoms and overall patterns, including some of the following:
- A person seems excessively tired, anxious, depressed, irritable, angry, or sad.
- A marked change in the individual's appearance or habits (e.g. deterioration in grooming, hygiene, marked change in weight, hyperactivity or exhaustion, interpersonal withdrawal, acceleration in activity or speech, or change in academic/work performance and classroom participation and/or attendance).
- A person seems hopeless or helpless.
- Use of alcohol or other substances interferes with the individual's relationships or work.
- Report of sexual or physical assault.
- The recent death of a family member or friend.
- Emotional over-reaction such as spells of crying, outbursts of anger, oversensitivity.
- Excessive worry.
- Impaired speech and disjointed thoughts.
- Thoughts or actions appearing bizarre or unusual.
- Physical complaints of unknown origin (e.g. headaches, skeletal pain, frequent illness).
- Inability to concentrate or focus, persistent memory lapses, restlessness.
- Self-mutilating behaviors, including cutting or burning self.
- Expressed suicidal or homicidal thoughts.

Tips for Dealing with Distressed People:

- If there is no immediate threat, speak with the person privately. Please do not promise confidentiality because you may find that you need to refer or consult with others regarding the student. Document your conversations.
- Offer a quiet place for the individual to talk.
- Inform the person of your concerns in a direct, matter-of-fact manner. Be specific regarding the behaviors you have observed.
- Listen carefully to the person's concerns and be sensitive to those that might underlie the present problem (issues that are unstated, brushed aside, or intimidated).
- Explore the person's previous attempts at resolution, such as what resources have been utilized and what persons or agencies have been contacted. Ask about the outcome of such action.

- Suggest that the person consider personal counseling. Be honest and direct about your limitations. Contact the Campus Counselor at 931-424-7338, or the Campus Chaplain at 931-309-6156 for consultation and assistance in responding to the individual.
- The following is our most up to date information regarding MMC's Counseling Services:
 1. Counseling services are available to all students. A professional counselor is available at the MMC Clinic.
 2. If a student needs/desires counseling services, he/she is to call 424-7338.
 3. The staff will assist the student in making an appointment with the MMC Counselor.
 4. If the student is in urgent need to speak to a trained counselor, please call the TN statewide Crisis Hotline 855-274-7471 or the National Suicide Prevention Lifeline at 1-800-273-8255.

The College Chaplain

- The College Chaplain is available to listen, encourage, and pray with members of the MMC community. At times, the Chaplain will encourage/recommend individuals seek professional counseling. Students will be encouraged to call MMC Counseling Services to make an appointment. The Chaplain and the MMC Counselor work closely to address student needs.

When to Refer Someone to the Campus Counselor or College Chaplain:

- If you notice any signs of distress,
- If you find yourself doing more personal counseling than academic advising with a student,
- If you feel that you are unable to deal effectively with the person's issues,
- If you and/or the person are uncomfortable in dealing with the problem, or
- If you are concerned about suicidal risk or threat of harm.

Some Warning Signs of Suicide:

- Suicide threats-direct or indirect
- Previous suicide attempts
- Statements revealing a desire to die
- Prolonged depression and feelings of hopelessness
- Making final arrangements
- Giving away prized possessions
- Alcohol and drug abuse
- Sudden changes in behavior
- Purchasing and stockpiling pills

If no one is available and it is a crisis situation, the following guidelines apply:

Regardless of what time of day or night a crisis occurs, if a student is actively suicidal and/or homicidal, 911 should be called immediately or the student should be transported immediately to the emergency room at Southern TN Regional Health System on East College St. across from East Campus.

CIVIL DISTURBANCE OR DEMONSTRATIONS

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- **Interference** with the normal operations of Martin Methodist College,
- **Prevention** of access to office buildings or other College facilities, or
- **Threat** of physical harm to persons or damage to College facilities.

If any of these conditions exist, any faculty or staff member should contact Campus Security at 931-309-7502, Dean of Campus Life 931-242-7713 or the Emergency Director at 931-309-1476. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

Peaceful, Non-obstructive Demonstrations

- Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible.
- If demonstrators are asked to leave, but refuse to leave by regular facility closing time:
 1. Arrangements will be made by the Emergency Director or designee to monitor the situation during non-business hours.
 2. Determination will be made to treat the violation of regular business hours as a disruptive demonstration.

Non-violent, Disruptive Demonstrations

In the event that a demonstration blocks access to the College's facilities or interferes with the operation of the College:

- Demonstrators will be asked to terminate the disruptive activity by Campus Security or the Emergency Director or designee.
- 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 or expulsion or possible intervention by the police.
- If determination is made to seek intervention by the police, the demonstrators should be informed of this decision.
- Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.

Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, call 911. Then contact Campus Security at 931-309-7502 and/or the Dean of Campus Life at 931-242-7713. If the demonstration is disruptive but it appears there is no immediate risk of injury to persons or property, the following steps should be taken:

- Campus Security should be immediately notified of the disturbance.
- Campus Security will investigate the disruption.
- Dean of Campus Life acting in concert with Campus Security will determine the need for an injunction and the need for police to intervene.

OFF-CAMPUS INCIDENTS

The Martin Methodist College (MMC) Travel Accident and Catastrophic Incident Guidelines will be activated when the following accidents/incidents occur. These instances are defined as the following:

1. Travel Accidents involving medical injury and/or death, from any form of transportation, while participating in Martin Methodist College sponsored events.
2. Sudden Death of a Student, Faculty, Staff Member, and/or any individuals officially representing Martin Methodist College.
 - Death during performance, competition, practice, or conditioning,
 - Death during travel:
 - MMC official business or
 - Personal (e.g. automobile, airline accidents).
 - Non-official accidents (e.g. falls at home),
 - Unknown medical anomalies (e.g. heart attack, stroke, illness), or
 - Victim of a crime (e.g. homicide) or Suicide.

3. Disability Quality of Life Altering Injuries:
 - Either during Martin Methodist College participation and/or travel, and/or during non-athletic activities,
 - Spinal Cord Injury-resulting in partial or complete paralysis,
 - Loss of Paired Organ,
 - Severe Head Injury,
 - Injuries resulting in severely diminished mental capacity,
 - Other neurological injury that results in inability to perform daily functions (e.g. coma), or
 - Irrecoverable loss of speech, hearing (both ears), sight (both eyes), or arm(s) or leg(s).

In the event of a travel accident and/or a catastrophic incident:

- Call 911.
- Provide information regarding location, the number of people involved, and type of assistance needed.
- Get all pertinent facts regarding the incident accurately and expeditiously,
- Accurately document all events, especially list all participants and witnesses,
- Secure any or all available materials/equipment involved,
- Respect the dignity of the individuals involved,
- Immediately contact the Emergency Director. If this person is not accessible, contact any member of the Emergency Response Team.
- It is the discretion of the EMT to determine the most suitable person or persons to notify family.
- Contact the Athletic Director for incidents related to Athletics. If the incident is non-athletic in nature, contact the Vice President of Human Resources and Operations.
- Campus announcements and Media inquiries will be coordinated by the Director of Communications. Instruct students to only speak to emergency personnel and the Emergency Response Team regarding the incident.

Summary of Event

A detailed summary will be prepared following any Travel Accident (with injury) and/or Catastrophic Incident which identifies and explains the activities of those who were involved in and responded to the incident. The following people will prepare a summary chronicle:

- MMC employee(s) on site of accident/incident,
- Security/Police Officer responding,
- Emergency Response Team members assisting, and
- Any additional persons who witnessed and/or were involved.

CAMPUS CRIME AND ARREST STATISTICS - 2017

MMC participates in Uniform Crime Reporting to the Tennessee Bureau of Investigation (TBI) using the TBI Tennessee Incident Based Reporting System (TIBRS). A record of crime on campus is kept in the Campus Security Office and is available to be viewed upon request. Crime statistics for the previous four (4) years is referenced later in this section of the handbook. A copy of the statistics for MMC in the "Crime on Campus Report" published annually by the TBI is available upon request. Please contact the Campus Security Office for a copy. The phone directory is the last page in this handbook

| Criminal Offenses Reporting Table | | | | | |
|--|------|---------------------|--------------------------------------|---------------------|-----------------|
| Offense | Year | Geographic Location | | | |
| | | On-Campus Property | On-Campus Student Housing Facilities | Non-Campus Property | Public Property |
| Murder/Non-Negligent Manslaughter | 2015 | 0 | 0 | - | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 2015 | 0 | 0 | - | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| Rape | 2014 | 0 | 0 | - | 0 |
| | 2015 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| Fondling | 2015 | 0 | 0 | - | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| Incest | 2015 | 0 | 0 | - | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| Statutory Rape | 2015 | 0 | 0 | - | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| Robbery | 2015 | 0 | 0 | - | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 2015 | 0 | 0 | - | 0 |
| | 2016 | 3 | 3 | 0 | 0 |
| | 2017 | 1 | 1 | 0 | 0 |
| Burglary | 2015 | 3 | 3 | - | 0 |
| | 2016 | 1 | 1 | - | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| Motor vehicle theft | 2015 | 0 | 0 | - | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| Arson | 2015 | 0 | 0 | - | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |

Hate Crimes On-Campus Reporting Table

| Offense | Year | | | | | | | | |
|--|------|------|----------|--------------------|--------|-----------------|------------|-----------|-----------------|
| | | Race | Religion | Sexual Orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
| Murder/Non-Negligent Manslaughter | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor vehicle theft | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Hate Crimes On-Campus Student Housing Facility Reporting Table

| Offense | Year | | | | | | | | |
|--|------|------|----------|--------------------|--------|-----------------|------------|-----------|-----------------|
| | | Race | Religion | Sexual Orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
| Murder/Non-Negligent Manslaughter | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor vehicle theft | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Hate Crimes Non-Campus Property Reporting Table | | | | | | | | | |
|--|-------------|--|-----------------|---------------------------|---------------|------------------------|-------------------|------------------|------------------------|
| Offense | Year | Race | Religion | Sexual Orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
| | | Murder/Non-Negligent Manslaughter | 2015 | - | - | - | - | - | - |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 2015 | - | - | - | - | - | - | - | - |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 2015 | - | - | - | - | - | - | - | - |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 2015 | - | - | - | - | - | - | - | - |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 2015 | - | - | - | - | - | - | - | - |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 2015 | - | - | - | - | - | - | - | - |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 2015 | - | - | - | - | - | - | - | - |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 2015 | - | - | - | - | - | - | - | - |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 2015 | - | - | - | - | - | - | - | - |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor vehicle theft | 2015 | - | - | - | - | - | - | - | - |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 2015 | - | - | - | - | - | - | - | - |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Hate Crimes Public Property Reporting Table

| Offense | Year | Race | Religion | Sexual Orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
|--|------|------|----------|--------------------|--------|-----------------|------------|-----------|-----------------|
| | | | | | | | | | |
| Murder/Non-Negligent Manslaughter | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor vehicle theft | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| VAWA Reporting Table | | | | | |
|----------------------|------|---------------------|--------------------------------------|---------------------|-----------------|
| Offense | Year | Geographic Location | | | |
| | | On-Campus Property | On-Campus Student Housing Facilities | Non-Campus Property | Public Property |
| Domestic Violence | 2015 | 2 | 0 | - | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| Dating Violence | 2015 | 3 | 2 | - | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| Stalking | 2015 | 0 | 0 | - | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |

| Arrests Reporting Table | | | | | |
|-------------------------------------|------|---------------------|--------------------------------------|---------------------|-----------------|
| Offense | Year | Geographic Location | | | |
| | | On-Campus Property | On-Campus Student Housing Facilities | Non-Campus Property | Public Property |
| Weapons: Carrying, possessing, etc. | 2015 | 1 | 1 | - | 0 |
| | 2016 | 2 | 2 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| Drug Abuse Violation | 2015 | 1 | 1 | - | 1 |
| | 2016 | 0 | 0 | 0 | 1 |
| | 2017 | 0 | 0 | 0 | 2 |
| Liquor Law Violation | 2015 | 0 | 0 | - | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |

| Disciplinary Action Reporting Table | | | | | |
|-------------------------------------|------|---------------------|--------------------------------------|---------------------|-----------------|
| Offense | Year | Geographic Location | | | |
| | | On-Campus Property | On-Campus Student Housing Facilities | Non-Campus Property | Public Property |
| Weapons: Carrying, possessing, etc. | 2015 | 0 | 0 | - | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| Drug Abuse Violation | 2015 | 1 | 1 | - | 0 |
| | 2016 | 3 | 3 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| Liquor Law Violation | 2015 | 7 | 7 | - | 0 |
| | 2016 | 4 | 4 | 0 | 0 |
| | 2017 | 4 | 4 | 0 | 0 |

MARTIN METHODIST COLLEGE CLERY ACT DEFINITIONS

Types of Criminal Offenses

1. Criminal Homicide

- **Murder and Non-negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence** is defined as the killing of another person through gross negligence.

2. Sexual Assault (Sex Offenses). Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** is 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, without the consent of the victim. This offense includes the rape of both males and females.
- **Fondling** is the touching of the private body parts 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.
- **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

3. Robbery. Robbery is 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.

4. Aggravated Assault. Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

5. Burglary. Burglary is the unlawful entry of a structure to commit a felony or a theft.

6. Motor Vehicle Theft. Motor Vehicle Theft is the theft or attempted theft of a motor vehicle.

7. Arson. Arson is 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.

Types of Hate Crimes

1. Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

- **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, Atheists.
- **Sexual Orientation.** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- **Gender.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

- **Gender Identity.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- **Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- **National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias.

- | | | |
|---|-----------------------|--|
| • Murder and Non-negligent Manslaughter | • Robbery | • Larceny-Theft |
| • Sexual Assault | • Aggravated Assault | • Simple Assault |
| | • Burglary | • Intimidation |
| | • Motor Vehicle Theft | • Destruction/Damage/Vandalism of Property |
| | • Arson | |

- **Larceny-Theft** is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
- **Simple Assault** is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation** is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Type of VAWA Offenses

1. **Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and 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.
2. **Domestic Violence** is defined as a felony or misdemeanor crime of violence committed—
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - 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;
 - 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.

3. **Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to -

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purpose of definition -

- **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 a person, or interferes with a person's property.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional** distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Arrests and Disciplinary Referrals for violation of Weapons, Drug abuse and Liquor Laws

The fourth category of crime statistics requires the disclosure of the number of arrest and the number of persons referred for disciplinary action for the following law violations:

1. Weapons: carrying, Possessing, etc.;
2. Drug abuse Violations; and
3. Liquor Law Violations

Arrest for Clery Act purposes is defined as persons processed by arrest, citation or summons.

Classify as arrests:

- Those persons arrested and released without a formal charge being placed against them.
- Juveniles taken into custody or arrested but merely warned and released without being charged.
- Any situation where a young person, in lieu of actual arrest, is summoned, cited or notified to appear before the juvenile or youth court, or similar official for a violation of the law.
- Only violations by young persons where some police or official action is taken beyond a mere interview, warning or admonishment.

Referred for disciplinary action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

Classification of Law Violations

Weapons: Carrying, Possessing, Etc., is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Drug Abuse Violations are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

MARTIN METHODIST COLLEGE ANNUAL FIRE SAFETY REPORT – 2018

In the case of a fire, the individual contacting the 911 should:

- Identify yourself.
- Give the location of the fire.
- Notify Campus Security and the Emergency Director at the earliest possible opportunity.
- If the Emergency Director is unavailable, notify the Response Plan Coordinator at the earliest possible opportunity.

All Residential staff should follow the following:

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
2. Maintaining the safety of every employee and student on campus is the top priority. If a minor fire appears controllable, call 911 and then use a fire extinguisher to put out the fire. Remember to direct the fire extinguishers charge toward the base of the flame.
3. After the fire is extinguished, notify Campus Security unless they are already on the scene of the fire.
4. If a fire is controlled without calling 911, Campus Security should still be notified.
5. Large fires that do not appear controllable, immediately call 911. Then, evacuate all rooms, closing all doors to confine fire and reduce oxygen. Do not lock doors! As soon as possible, notify Campus Security and the Emergency Director.
6. When notified of fire, walk quickly to the nearest exit and alert others to do the same.
7. Everyone is expected to evacuate campus buildings in all alarm situations.
8. Assist individuals with disabilities in exiting the building! Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
9. Once outside, move to a clear area at least 500 feet away and move toward your evaluation location. Keep street, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
10. Follow all instructions of the emergency preparedness teams.
11. An Emergency Command Post may be set up near the emergency site. To facilitate emergency operations, please stay away from the Command Post unless you have official business.
12. Do not return to an evacuated building unless you are given the “all clear” signal by the appropriate college personnel. The signal that the staff and students can return to an evacuated building will be initiated by the Emergency Response Team. Once the Emergency Director receives the “all clear” signal, he/she will communicate this to the appropriate college personnel, who will notify evacuated staff and students that they can return to the building.

It is important for all Martin Methodist College employees and students to be aware of the various types of fires and fire extinguishers. This information is published in the Emergency Preparedness Plan.

Types of Fires- There are three types, or classes, of fires which are denoted by letter codes.

Class A: Used to denote wood, paper, cloth, trash, and other ordinary materials.

Class B: Used to denote gasoline, grease, oil, paint, and other flammable liquids.

Class C: Used to denote live electrical equipment.

Types of Fire Extinguishers- There are four basic types of fire extinguishers:

- Water: This should be used on Class A fires only.
- Dry Chemical (BC): This type of extinguisher discharges a sodium bicarbonate powder and should be used in Class B and C type fires.
- Carbon dioxide (CO₂) which discharges liquid carbon dioxide and should only be used on Class B and C type fire.
- ABC: This is a multi-purpose dry chemical extinguisher which discharges ammonium-phosphate powder and can be used on any class of fire.

Most fire extinguishers on campus are the ABC type and can be used for any type of fire. To operate an extinguisher, hold upright, pull ring pin on handle, squeeze the lever and sweep side to side.

Any employee who uses a fire extinguisher should report it to the maintenance department so the fire extinguisher can be recharged.

Evacuation Areas for Fire

| | |
|--------------------|--|
| Upperman Hall | Campus Green/Colonial Hall Parking Lot |
| Criswell Hall | Campus Green/Adjacent Lot |
| Student Apartments | Christian Life Center Parking Lot |
| Oakwood Apartments | Johnston Center Parking Lot |

Each Building on campus has a posted evacuation plan.

Fire Safety

Open flames including burning charcoal, burning candles, burning incense sticks, oil lamps, or burning devices are not permitted in College housing. Candles with unburnt wicks are permitted as decorative items and/or with candle warmers; candle warmers must be turned off when residents are not in their room and placed in a safe location to prevent a concern for fire safety.

Residence halls have limits on the capacities of their electrical systems. Overloading the systems can present fire and safety hazards. Examples of approved appliances are electric fans, radios, computers, stereos, Non-halogen study lamps, shavers, curling irons, clocks, TVs, and single cup brew systems (Keurig and Keurig-style). Students may have one small refrigerator per room, no bigger than 3.2 cubic feet inside capacity. Unapproved appliances in student rooms include halogen lamps, space heaters, hot plates, grills, electric fry pans, woks, crock pots, toasters, ovens, and air conditioners.

Microwaves under 1.0 cubic feet are permitted. A microwave is provided in a designated place in each Apartments. The apartments are allowed to have a small toaster, coffee maker (without hot plate), and small George Foreman Grill. The Apartment (lounge), Criswell (lounge), and Upperman have small kitchenettes. Students cannot use oils for pan or deep frying in these kitchenettes. Students may use three tablespoons of oil or an oil based spray such as Pam.

The student Honor Code also discourages behavior that could lead to possible fires:

Fireworks: Possession and or use of fireworks or explosives on campus is prohibited.

Safety and Security Violations: Disabling or damaging any fire or safety equipment (including but not limited to the security camera system, smoke detectors, lights in hallway and fire extinguishers) is prohibited.

The possession of and burning of candles and incense is prohibited in campus housing due to the threat of fire. Any open flame is strictly prohibited.

Student Housing Facility Fire Safety Systems

Fire alarm systems are monitored 24 hours per day in Upperman, Criswell & Student Apartments by State Systems. If we have an alarm sound it sends a message to the PPD and PFD. A majority of college buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by the Pulaski Fire Department.

| 2017 MMC On-Campus Housing Facility Fire Safety | | | | | | | |
|--|--|--------------------------|-----------------------|-----------------|---------------------------|----------------------------|-----------------------------|
| | Alarm Monitoring Done By State Systems | Partial Sprinkler System | Full Sprinkler System | Smoke Detection | Fire Extinguisher Devices | Evacuation Plan & Placards | Number of Evacuation Drills |
| Upperman Hall | X | | | X | X | X | 2 |
| Criswell Hall | X | | | X | X | X | 2 |
| Student Apartment A | X | | X | X | X | X | 2 |
| Student Apartment B | X | | X | X | X | X | 2 |
| Oakwood Apartment | | | | X | X | X | 2 |

Fire Statistics

| 2017 MMC On-Campus Housing Facility Fire Safety Statistics | | | |
|---|----------------------|----------------------|----------------------|
| | Number of Fires 2015 | Number of Fires 2016 | Number of Fires 2017 |
| Upperman Hall | 0 | 0 | 0 |
| Criswell Hall | 0 | 0 | 0 |
| Student Apartment A | 0 | 0 | 0 |
| Student Apartment B | 0 | 0 | 0 |
| Oakwood Apartment | 0 | 0 | 0 |