

THE UNIVERSITY OF TENNESSEE AT MARTIN
DEPARTMENT OF PUBLIC SAFETY



2011 ANNUAL CAMPUS SECURITY

AND FIRE SAFETY REPORT

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

(Reflects data from Jan 1 thru Dec 31, 2010)

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A printed copy of this report is available upon request.

I

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

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

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

II

UT MARTIN IS A SAFE CAMPUS

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

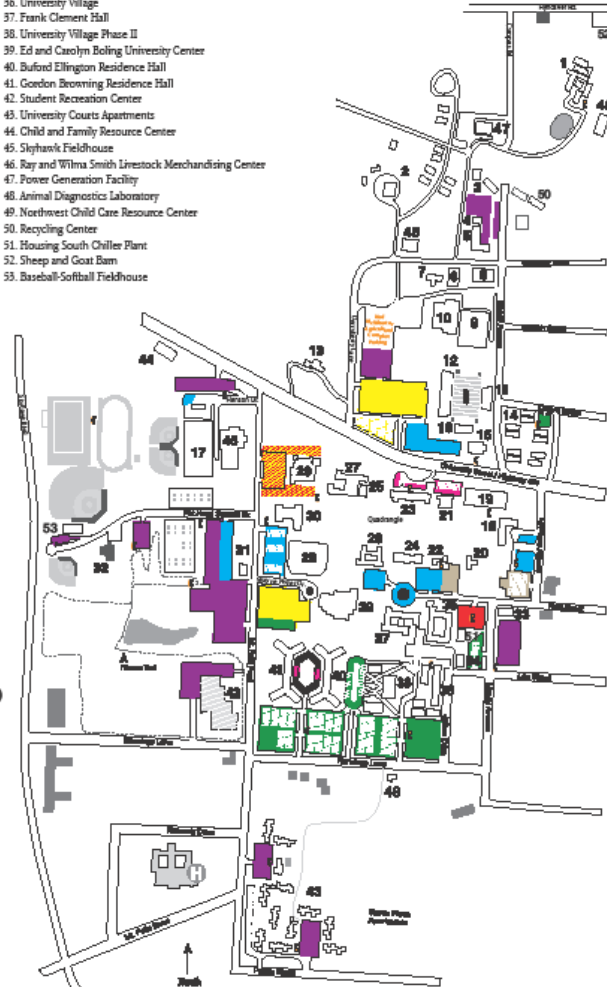
Please remember there can never be a 100% guarantee one will not become the victim of a crime and the main responsibility for one’s personal and property safety always remains with that individual! By developing a “security mindset” of remaining aware of your surroundings, taking prevention measures,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

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

The University of Tennessee at Martin Campus Parking Map

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

35. Prentice Cooper Residence Hall
36. University Village
37. Frank Clement Hall
38. University Village Phase II
39. Ed and Carolyn Boling University Center
40. Buford Ellington Residence Hall
41. Gordon Browning Residence Hall
42. Student Recreation Center
43. University Courts Apartments
44. Child and Family Resource Center
45. Slyphank Fieldhouse
46. Ray and Wilma Smith Livestock Merchandising Center
47. Power Generation Facility
48. Animal Diagnostics Laboratory
49. Northwest Child Care Resource Center
50. Recycling Center
51. Housing South Chiller Plant
52. Sheep and Goat Barn
53. Baseball-Softball Fieldhouse



- Emergency Call Box locations
- Non Commuters
- Staff
- Commuters
- Restricted (Cooper/Clement only)
- Time Limit Parking
- Unrestricted
- Commuter, Restricted (Cooper/Clement only)
- Construction Zone (No Parking)

Where you should park...

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

Department of Public Safety
Traffic Office - 881-7778
Crisp Hall

THE UNIVERSITY of TENNESSEE
MARTIN



Place decal on front windshield
on driver's side.

Basic Regulations for UT Martin Parking

III

THE UT MARTIN CAMPUS COMMUNITY

The Campus Community includes all persons who work at, attend, or have a vocation with the University. This includes the UT Martin Main Campus and the Satellite Campuses located at Parsons, Selmer, Ripley, and Jackson. As of the Fall Semester 2010 the population was:

FTE Undergraduate Students:	7318
FTE Graduate Students:	378
Staff Personnel:	516
Faculty Personnel:	302
Full Time Police Department Personnel:	<u>16 (12 commissioned officers)</u>
Total Campus Population:	8530

IV

POLICE ON CAMPUS

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

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

vehicle operation, and numerous other areas. Two of our command level officers are graduates of the Federal Bureau of Investigation National Academy.

The majority of our officers also have Bachelor's degrees in various disciplines and some have or are in the process of obtaining master degrees. Two of our officers are also Adjunct Professors with the University.

City of Martin Police Department:

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

County/State/Federal Officers:

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

V

OTHERS INVOLVED IN CAMPUS SAFETY

All University faculty and staff are trained to recognize and report suspicious/criminal activity and safety hazards. The University is much like a community within itself and employs its own skilled laborers (carpenters, plumbers, painters, HVAC technicians, electricians, grounds workers, mechanics, etc) who are out and about all over campus and act as augmenting "eyes and ears" for our Department. They are best suited to detect persons/activities that are not normal on or near campus and have direct radio/telephonic contact with our Department.

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

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

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

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

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

Students who have guests to stay overnight in one of the housing facilities need to inform the housing staff. The student is responsible for the conduct of their guests and need to insure they are familiar with and adhere to campus policies. At times, groups may attend specialized training or activities on-campus and may be housed in on campus residential facilities. Normally, housing personnel will be assigned to the facility during the occupancy of such groups.

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

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

VI CAMPUS ACCESS

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

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

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

Access to academic buildings not normally opened to students for class/study purposes during normal academic hours will be limited to those on approved access lists filed with the UT Martin Department of Public Safety by the responsible instructor/university official. After hour use of facilities are limited in some areas and those involved will depart the facility upon request of police or security personnel.

VII REPORTING CRIME

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

To report suspicious person/activity or if you need assistance **not** requiring an immediate response dial 731-881-7777 which is our campus dispatch office and is operational 24 hours a day/365 days a year.

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

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

1. North of University Village south of covered pavilion.
2. South of the Sociology Building
3. South of Gooch Hall
4. Northeast Corner of the EPS Building
5. North Main Entrance of the Administration Building
6. Southwest Corner of Lot 20 (East of Child Care Center)
7. Southwest of Student Life Building
8. East of the Farm Teaching Facility (Graves Stable)
9. West Side of the Running Track (440 track) by the main soccer field.
10. Center of Lot 13 (east of Cooper Hall)
11. Center of Lot 15 (east of the Business Bldg)
12. South end of Lot 22 (North of the Elam Center)
13. North end of Lot 2 (By Tennis Courts)
14. Southeast corner of "G" Unit University Courts
15. West of University Courts Laundry
16. Northwest corner of "C" Unit Grove Apts.
17. Between Lots 7 and 19 (South of Ellington Hall)
18. Between Lots 9 and 10 (South of Univ Village Phase II)
19. South of the Running Track starting point by Lot 2 (near the pond)
20. Southwest corner of Lot 14 (Steam Plant).
21. Northwest corner of Lot 4 (Library)

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

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

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

You can also report information **not requiring an immediate response** *confidentially* (they will be investigated) by: Texting to: utm@tipnow.org or e-mailing http://crime@utm.edu (also can be accessed from the Dept. of Public Safety web site under "Crime Tip Form")

Campus Security Authorities

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

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

Dr. Margret Toston-Vice Chancellor of Student Affairs
Mr. Joe Henderson-Director of Student Conduct
Mr Steve Vantrease-Dean of Students
Dr. Annie Jones-Director of Minority Affairs
Mr. Ryan Martin-Assistant Director of Housing Facilities
Mr. Louis Ragsdale-Director of Greek Life
Ms. Gina McClure-Director of Campus Recreation
Mr. Shannon Deal-Director of Student Health and Counseling Services
Mr. Phil Bright-Director of Human Resources
Ms. Danelle Fabianich-Assistant Athletic Director
Dr. George Daniel-Director of Student Success
Ms. Stephanie Mueller-Director of Disability Services
Dr. Teresa Collard-Director of the Women's Center
Ms. Bethany Worley-Director Jackson Center
Mr. Jason Rushing-Director Parsons Center
Mr. Texas Culver-Director Ripley Center
Ms. Diedra Beene-Director Selmer Center
Ms. Shelia Burlison-International Programs
Dr. Rosemary Gray-Director of Equity and Diversity
Mr. David Taylor-Director of Student Organizations

Who is exempt from reporting:

Pastoral Counselor

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

Professional Counselor

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

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

VIII

TIMELY WARNING/EMERGENCYNOTFICATION
POLICY

PURPOSE:

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

DEFINITIONS:

Timely Warnings: are issued when it is determined that a **crime** for which the University must report statistics (ex-homicide, sex offenses, robbery, aggravated assault) presents a serious or continuing threat to students or employees on or around campus. These notifications will be made to the entire campus through the multifaceted emergency notification systems.

Emergency Notification: are issued when any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus. These could include, but are not limited to, an outbreak of a communicable illness, an impending weather condition, a gas leak or other non-criminal emergencies. These notifications can be to the entire campus or may be limited to the affected area if the threat is isolated.

DETERMINATION:

The Chancellor (or a designee), The Department of Public Safety Director (or a designee) or the University Emergency Management Coordinator will develop timely/emergency warning notices

for the University Community to notify members of the community about serious crimes/emergencies against people that occur on or close to campus, where it is determined that the incident may pose an ongoing threat to members of the University community. These notices will be disseminated through University Relations for release to local media as dictated.

Timely/Emergency Warning Notices are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Campus PD. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other University community members, therefore, a Timely Warning Notice would not be distributed.

Sexual Assaults are considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Campus Police Department about the on-going threat to the campus community. Timely Warning Notices may be distributed for other crimes as determined necessary by the Director of Public Safety or his or her designee in his or her absence.

This policy will remain in compliance with the applicable features of the Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act as mandated by the Department of Education.

PROCEDURES:

Crime Alerts/Timely/Emergency Warnings will be disseminated **without delay** through all or part of: campus-wide e-mail (either normal channels or on the “emergency notification” channel- dependant on the level of threat posed) and/or through all, or part of, the University Emergency Alert System which includes:

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

The alert will include, or provide information where to obtain, the time, date, location, and details of the offense/emergency and any weapons or suspect/vehicle descriptions if available.

The information provided in the alert will of course be limited by the amount of space authorized by the venue utilized. Additional information and where to obtain it will be posted as soon as practical.

Status updates as to the disposition or additional pertinent information in relation to the crime alert will be issued as dictated. Copies of the Crime Alert will be maintained with the master case file for the specific case or in the Cleary Report files as required.

IX

CRIME PREVENTION TIPS

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

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

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

X **WEAPONS POLICY**

For the safety of everyone, all types of weapons are prohibited on campus. This includes but is not restricted to firearms (except for commissioned law enforcement officers), explosives, air guns, BB guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks, stun guns, certain knives, and any other that is prohibited by state/federal law. Anyone illegally possessing or using any of these weapons will be subject to criminal and/or University sanctions.

Students utilizing weapons for hunting/sport or for University approved classes/athletics may store them at the UT Martin Department of Public Safety when not being actively utilized in these pursuits. The weapons can be transported on campus only to and from the Department of Public Safety for the purposes of checking them in/out or to/from classes which can be done at anytime, 24 hours a day. All weapons will remain unloaded while being checked in/out and stored.

XI **ALCOHOL POLICY/PROCEDURES**

The UT Martin policy concerning alcohol states: *“possession or use of alcoholic beverages on university-owned or controlled property or at university-sponsored or supervised event is prohibited.”* Those found in violation will be referred for University/Legal sanctions as dictated with regards to age and location.

Legal Penalties

VIOLATION OF THE DRINKING AGE LAW: T.C.A. 1-3-117 states it is unlawful for anyone under the age of 21 to purchase, attempt to purchase, possess, transport, or consume alcoholic beverages, wine or beer. This law is **strictly enforced** on and off-campus. The University believes that intervention reduces the number of repeat offenders of underage alcohol laws/policies.

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

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

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

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

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

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

Penalties

1st offense: initial incarceration until sober, \$350 fine + court costs, minimum 48 hours in jail (7 days if BAC is above at .20.), loss of license, alcohol education, university sanctions. If underage, will be charged with that offense also.

University Sanctions: advisement, probation, mandatory drug screening/education program, community service, suspension, expulsion.

Alcohol/Party Safety

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

Binge Drinking:

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

Why do people binge drink?

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

Risks of Binge Drinking:

- Alcohol Poisoning**-symptoms: affects breathing and the “gag” reflex, extreme confusion, inability to be awakened, vomiting, seizures, low body temperature, blush or pale skin, impaired judgment.
- Health related risks**-contracting an STD, physical injury, developing dependency
- Personal related risks**-emotional and mental anguish, guilt, embarrassment, loss of friendships or relationships, poor grades (may affect scholarships), disciplinary action from the university up to and including dismissal, negative impact on future education or employment opportunities.
- Commission of criminal offenses**-Underage drinking, driving while intoxicated, driving under the influence, fighting, sexual assault, vandalism, disorderly conduct, theft.
- Sobering up**-drinking coffee, exercise, home remedies do not work-The only safe method is time-the body processes alcohol at a rate of ½ oz per hour. That’s two hours to get rid of 1 beer or 1 normal drink.
- Where to seek help for alcohol related problems**-The campus counseling center, student health, student affairs, public safety, the housing staff, or a trusted friend can assist/refer you to getting help if needed.

Alcohol Awareness Programs:

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

XII

ILLEGAL DRUG POLICY

The policy of the University of Tennessee at Martin states that *state and federal laws with relation to the possession of, using, selling, or manufacturing of illegal controlled substances while on university-owned or controlled property or at university-sponsored or supervised event will be strictly enforced and violations are prohibited.*

Legal Sanctions:

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

University Sanctions

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

Risks of Drug Abuse:

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

Drug Education Programs

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

XIII

SEXUAL ASSAULT/SEXUAL HARRASSMENT

POLICY

IF YOU BECOME A VICTIM

IF YOU BECOME A VICTIM consider the following actions. Remain as calm as possible and do NOT change clothes, shower, or use personal hygiene products. Notify a Law Enforcement Agency immediately Call 911 or the Department of Public Safety, 881-7777.

Other available resources are:

- Student Health Center (7750)
- Campus Counseling Center (7750)
- Student Affairs (7700)
- Area Crisis Line. (1-800-372-0693).
- PSEPP Program on campus at (731-881-3869)
- Women's Resource and Rape Assistance Program (WRAP) at 1-800-273-8712.

Officers are specially trained to be sensitive and responsive to the needs of a victim. The officer will make sure you get proper medical attention and that tests are made to provide important medical evidence for purposes of prosecution.

You do not have to make a prosecution decision at that time but may decide to do so at a later time. The officer will stay with you until you are at a safe place. If you do not want to return to your residence the Housing Department will provide alternative housing. People who can give you emotional support will be made available to you. The officer will also put you in touch with counseling or crisis professionals.

WHO TO NOTIFY OFF CAMPUS

You should call the Martin Police Department, 587-5355, if the crime occurred off campus. Offenses occurring outside of the Martin city limits should be reported to the Weakley County Sheriff's Department, 364-5454.

If you do not want to call the police, call a friend. If the friend thinks you should report the offense but you cannot bring yourself to do it, let the friend report and give the information to the

authorities. If you wish to report it to The Dept. of Public Safety, we will make notification for you to the proper agency if the offense occurred off campus.

COUNSELING

The University of Tennessee at Martin provides a Counseling Center at the Student Health Building. The telephone number is 881-7750. A Crisis Line is available through Pathways Counseling Center at 457 Hannings Lane in Martin. Pathways' telephone number is 587-3854. The Crisis Line number is 1-800-372-0693.

CHANGE IN HOUSING

The Housing Department, upon recommendation of the Vice Chancellor of Student Affairs or his designee, will accommodate a request for the change of a victim's academic and living situations after an alleged sex offense, if accommodations are reasonably available.

DISCIPLINARY ACTION

The University policies and procedures regarding Standards of Conduct and the Judicial System at UT Martin are printed in the Student Handbook. Specific items listed below apply to alleged sex offenses:

- Students alleged to have committed a sex offense will be charged with violation of Standards of Conduct numbers 4 and 13.
- Cases will be referred to the University Council when a hearing is needed.
- The accuser and the accused have been, and will continue to be, entitled to have others present during a disciplinary proceeding.
- Both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.
- Sanctions for violating any standard of conduct range from a warning, to probation, to suspension, to permanent dismissal. For sex offenses, suspension will be the least sanction to be recommended.

UT Martin will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report of the results of any disciplinary proceedings conducted by UT Martin against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the victim's next of kin may make such a written request.

SEXUAL ASSAULT PREVENTION PROGRAMS

Against the Will Is Against the Law-is a program that focuses on the problems of rape, abuse, harassment, and interpersonal violence in the University setting. The program informs the

students of the types of acts that constitute criminal or University offenses and the related consequences. This program is presented during Freshman Orientation and also upon request during the academic year.

Sexual Assault Familiarization Exchange (S.A.F.E.) Program-is a basic two hour awareness/prevention program that instructs the students on the laws and prevention strategies. It is given upon request during the academic year.

Rape Aggression Defense (RAD) Program-Is a twelve hour extensive awareness/prevention program that empowers women to make self-defense a viable option against sexual assault. It is offered at different times throughout the year, dependant on the number of interested students who register.

Women's Self Defense-Is a semester long accredited class that is offered Fall and Spring semesters that provides intensive instruction on self defense, awareness, and prevention techniques.

SEXUAL HARASSMENT

What is sexual harassment? Who can be sexually harassed? What can you do if you are sexually harassed? Both males and females can be victims of sexual harassment, both males and females can be perpetrators of sexual harassment. Sexual harassment can occur between supervisor and employee; coworker and coworker; campus visitor and university employee; professor and student, and students.

PRECAUTIONS

If you are sexually harassed, here are a few points to remember:

1. **Know Your Rights:** Sexual harassment is illegal and the University unequivocally opposes the sexual harassment of its employees and students.
2. **Speak-up at the Time:** Say "**NO**" clearly, and without smiling. This is not the time to be polite or vague. By being quiet, you enable the harassment to continue. Speaking up can protect others from being victimized and may decrease your feelings of helplessness.
3. **Don't Blame Yourself:** Sexual harassment is unwanted action that the harasser decides to take. It is not your fault.
4. **Don't Delay:** If you delay action, the harassment is likely to continue. An employee or student may first pursue informal channels for resolving the situation. For instance, employees may initially want to discuss the situation with a Department Head, Dean or Personnel Officer. Students may first want to contact the appropriate Dean or Department Head, or the Dean of Students. Since the University is liable for the harassing conduct of their employees, supervisors

must take immediate and appropriate corrective action. Both employees and students have the option of contacting the Office of Diversity Resources. An official complaint is to be filed within 300 calendar days of the alleged act(s). In all situations, the employee and student should be prepared to report the exact behavior and, if possible, the date(s) on which it occurred.

If you are an observer of what you perceive to be sexual harassment, you can also take steps to stop this form of discrimination. You can:

1. **Speak up:** Inform the harasser that his/her actions may be perceived as sexual harassment.
2. **Support the Victim:** Provide comfort and assurances to the victim.
3. **Report the Incident:** Talk to appropriate persons within the department, or to the Office of Diversity Resources personnel. It is important for victims and observers to seek advice in determining if what they are experiencing is sexual harassment. Seeking advice can also provide information on how to keep what are initial overtures from developing into harassment. Oftentimes, persons may feel that they can handle the situation when in fact they cannot. It is helpful to the University to know if such activities are occurring. Reporting the incident, whether one decides to file an official complaint or not, benefits the victim, the University, and future students or employees.

Sexual harassment is a particularly sensitive issue which can affect any member of the University community. Prompt action will be taken on every complaint. Each reported incident will be handled on a case by case basis to determine whether the alleged violation occurred and if appropriate disciplinary action is warranted. Sexual harassment will not be tolerated and will be grounds for disciplinary action. The University prohibits any retaliatory action against an employee for opposing an action which he or she believes to be sexual harassment, including the filing of an internal complaint or grievance or a charge with a state or federal civil rights enforcement agency. Student offenders may be disciplined under the University Policies and Procedures in Person to Person--UTM Student Handbook. Confidentiality of all parties involved will be respected to the extent allowed by law.

The University of Tennessee at Martin is committed to providing an environment free from sexual harassment. Sexual harassment by any member of the University community is a violation of both the law and University policy and will not be tolerated.

Both males and females can be victims of sexual harassment, and both males and females can be perpetrators of sexual harassment. Sexual harassment is an issue which may affect any member of the University community and will be dealt with promptly by the University administration.

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WHERE TO GO FOR HELP IF YOU ARE A VICTIM OF SEXUAL HARASSMENT

Complaint procedures are designed to ensure protection of the civil rights of all parties. For help, contact these areas:

Office of Diversity Resources
303 Administration Building
(731) 881-7704

Personnel Office
227 Administration Building
(731) 881-7845

Office of Student Affairs
223 Administration Building
(731) 881-7700

To make a formal complaint, students should report the incidence of sexual harassment to the Department of Public Safety at **881-7777** and to the Office of Student Affairs at **881-7700**.

To make a formal complaint, employees should report the incidence of sexual harassment to the Office of Personnel Services at **881-7845** and to the Office of Diversity Resources at **881-7704**.

DEFINITIONS OF SEXUAL HARASSMENT

For Employees, harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964. The Equal Employment Opportunity Commission (EEOC) guidelines define sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

For Students, harassment on the basis of sex is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in educational programs and activities. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status in a course, program, or activity;

2. Submission to such conduct is used as the basis for academic decisions affecting the individual, including, but not limited to, grades or academic progress; or
3. When the conduct has the purpose or effect of interfering with the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

XIV

SEX OFFENDER REGISTRY

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

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

The TBI is responsible for maintaining this registry. Follow the link below to access the TBI Sex Offender Registry:

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

XV

UNIVERSITY OF TENNESSEE AT MARTIN MISSING STUDENT NOTIFICATION/ACTION POLICY

In compliance with the Missing Student Notification Policy (20 USC 1092 C-Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of the Office of Housing,

Department of Student Affairs, and the Department of Public Safety to actively investigate any report of a missing student currently enrolled at the University.

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

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

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

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

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

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

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

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

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

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

XVI

EMERGENCY EVACUATION POLICY

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

1. Campus Officials to Be Notified
2. Relocation of Residents
 - Transportation
 - Temporary Housing and Food Needs
 - Identification of Special Needs Residents
3. Dealing With the Media
4. Aftercare

Campus Officials to Be Notified

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

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

Relocation of Residents

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

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

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

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

Transportation

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

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

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

Temporary Housing

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

- Westview High School
- Martin Middle School
- Local Churches
-

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

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

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

Food Needs

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

Identification of Special Needs Residents

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

Dealing with the Media

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

Aftercare

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

Testing

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

XVII **CRIME/FIRE LOG**

The UT Martin Department of Public Safety also maintains a *Crime Log* that lists all reported crimes and incidents where an offense report was generated. The required *Fire Log* is also contained in the crime log and is distinguished by the title **Fire Call** before the entry. The log outlines the logistics of the incident (date, time, location), the nature of the incident, and how it was handled. The log is available for review at the UT Martin Department of Public Safety located in Crisp Hall.

XVIII **CRIME STATISTICS**

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

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

Effective Aug. 14, 2008 Congress implemented the Higher Education Opportunity Act (HEOA) which is a reauthorization of the above listed Acts and in compliance with the Disclosure of

Campus Security Policy and Campus Crime Statistics Act (Cleary Act). One aspect of the HEOA is an expansion of hate crime statistics to include the crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, when such crimes are classified as a hate crime.

A Hate Crime is defined as: a crime in which the victim was intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim. Hate crimes in the tables below are classified as Crimes of Prejudice.

Crime Statistics for non-campus locations and public property categories were compiled from information provided by the Martin Police Department for the Main Campus and each city police agency in whose jurisdiction the Satellite Campuses are located.

**THE UNIVERSITY OF TENNESSEE AT MARTIN
MAIN CAMPUS**

January 1 - December 31 2010				
Crime	Campus*	Non-Campus Buildings or Property	Public Property	Student Resident Facilities
Murder	0	0	0	0
Sex Offenses				
Forcible	0	0	0	0
Non-Forcible	0	0	0	0
Robbery	0	0	0	2
Aggravated Assault	0	0	0	0
Burglary	9	6	0	6
Motor Vehicle Theft	1	0	0	0
Manslaughter	0	0	0	0
Arson	0	0	0	0
Crimes of Prejudice	0	0	0	0
Total	10	6	0	6
Campus Disciplinary Action and Arrests				
Liquor Law Violations	31	19	5	8
Drug Related Violations	11	1	1	7
Weapons Possession	1	0	0	0
Total	43	20	0	15
*Includes incidents reported under Student Resident Facilities				

**THE UNIVERSITY OF TENNESSEE AT MARTIN
MAIN CAMPUS**

January 1 - December 31 2009				
Crime	Campus*	Non-Campus Buildings or Property	Public Property	Student Resident Facilities
Murder	0	0	0	0
Sex Offenses				
Forcible	0	0	0	0
Non-Forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	4	4	0	4
Motor Vehicle Theft	0	0	0	0
Manslaughter	0	0	0	0
Arson	0	0	0	0
Crimes of Prejudice	0	0	0	0
Total	4	4	0	4
Campus Disciplinary Action and Arrests				
Liquor Law Violations	73	15	0	36
Drug Related Violations	10	0	0	8
Weapons Possession	1	0	0	1
Total	84	15	0	45
*Includes incidents reported under Student Resident Facilities				

**THE UNIVERSITY OF TENNESSEE AT MARTIN
MAIN CAMPUS**

January 1 - December 31, 2008				
Crime	Campus*	Non-Campus Buildings or Property	Public Property	Student Resident Facilities
Murder	0	0	0	0
Sex Offenses				
Forcible	0	0	0	0
Non-Forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	1	0	0	1
Burglary	8	1	0	7
Motor Vehicle Theft	0	0	0	0
Manslaughter	0	0	0	0
Arson	0	0	0	0
Crimes of Prejudice	0	0	0	0
Total	9	1	0	8
Campus Disciplinary Action and Arrests				
Liquor Law Violations	54	8	0	27
Drug Related Violations	10		0	10
Weapons Possession	0	0	0	0
Total	64	8	0	37
*Includes incidents reported under Student Resident Facilities				

SATELLITE CAMPUSES

THE UNIVERSITY OF TENNESSEE AT MARTIN JACKSON CENTER				
January 1 - December 31 2008, 2009, and 2010				
Crime	Campus*	Non- Campus Buildings or Property	Public Property	Student Resident Facilities
Murder	0	0	0	0
Sex Offenses				
Forcible	0	0	0	0
Non-Forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Manslaughter	0	0	0	0
Arson	0	0	0	0
Crimes of Prejudice	0	0	0	0
Total	0	0	0	0
Campus Disciplinary Action and Arrests				
Liquor Law Violations	0	0	0	0
Drug Related Violations	0	0	0	0
Weapons Possession	0	0	0	0
Total	0	0	0	0
*Has no on campus residential facilities.				

THE UNIVERSITY OF TENNESSEE AT MARTIN RIPLEY CENTER

January 1 - December 31 2008, 2009, and 2010				
Crime	Campus*	Non-Campus Buildings or Property	Public Property	Student Resident Facilities
Murder	0	0	0	0
Sex Offenses				
Forcible	0	0	0	0
Non-Forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Manslaughter	0	0	0	0
Arson	0	0	0	0
Crimes of Prejudice	0	0	0	0
Total		0	0	0
Campus Disciplinary Action and Arrests				
Liquor Law Violations	0	0	0	0
Drug Related Violations	0	0	0	0
Weapons Possession	0	0	0	0
Total	0	0	0	0
*Has no on campus residential facilities.				

THE UNIVERSITY OF TENNESSEE AT MARTIN
PARSONS CENTER

January 1 - December 31 2008, 2008, and 2010				
Crime	Campus*	Non-Campus Buildings or Property	Public Property	Student Resident Facilities
Murder	0	0	0	0
Sex Offenses				
Forcible	0	0	0	0
Non-Forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Manslaughter	0	0	0	0
Arson	0	0	0	0
Crimes of Prejudice	0	0	0	0
Total	0	0	0	0
Campus Disciplinary Action and Arrests				
Liquor Law Violations	0	0	0	0
Drug Related Violations	0	0	0	0
Weapons Possession	0	0	0	0
Total	0	0	0	0

***Has no on campus residential facilities.**

THE UNIVERSITY OF TENNESSEE AT MARTIN SELMER CENTER

January 1 - December 31 2008, 2009, and 2010				
Crime	Campus*	Non-Campus Buildings or Property	Public Property	Student Resident Facilities
Murder	0	0	0	0
Sex Offenses				0
Forcible	0	0	0	0
Non-Forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Manslaughter	0	0	0	0
Arson	0	0	0	0
Crimes of Prejudice	0	0	0	0
Total		0	0	0
Campus Disciplinary Action and Arrests				
Liquor Law Violations	0	0	0	0
Drug Related Violations	0	0	0	0
Weapons Possession	0	0	0	0
Total	0	0	0	0
*Has no on campus residential facilities.				

XIX
UNIVERSITY OF TENNESSEE AT MARTIN
ANNUAL FIRE SAFETY REPORT ON
STUDENT HOUSING FACILITIES FOR 2010

Overview

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

A campus **fire log** is included in the campus crime log and is available for review at the Department of Public Safety in Crisp Hall. The title “**Fire Call**” proceeds each individual entry.

For reporting purposes, the following definition applies:

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

Pursuant to this definition-There were no reportable fire-related incidents in the on-campus housing facilities of UT Martin Main Campus for the calendar years of 2008/2009/2010!

On-Campus Housing Facilities Occupancy Rates as of Fall 2010

Browning Hall -	440
Ellington Hall –	415
Cooper Hall –	268
University Village Phase I –	392
University Village Phase II –	386

Grove Apartments –	109
University Courts –	199

Total on on-campus occupancy as of Fall 2010– 2,209

General Statement of University Owned/Controlled Student Housing Facilities

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

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

Fire Safety Plans

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

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

How to Report a Fire/Emergency Telephone Numbers

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

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

Resident Assistants
Assistant Hall Directors
Hall Directors
Housing Office (881-7730)
Maintenance Workers
Campus Police Officers on patrol

Fire Safety Procedures

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

A. Actions to Take in the Event of a Fire

Call 911 immediately

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

B. Response to Audible Fire Alarms

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

- Return to the building only when instructed to do so by police or fire department officials.

UTM Housing policies on fire-related Items

Illegal Items

- **Illegal Multi-plugs/Extension Cords-** All multi-plug units are required by Housing to have a surge protector. No extension cords are allowed.
- **Open Flames-** Candles are allowed in the residential life facilities *for decoration purposes only*. Wicks *must* be removed from all candles.
- **Incense** is not allowed.
- **Open Coil Appliances-** Hot plates, toaster ovens, and other appliances with an open coil burner are not allowed in Browning, Ellington, and Cooper Halls. University Village A-E and F-H residents are allowed to have these items.
- **Halogen Lamps**
- **Crock Pots (Allowed in University Village A-E / F-H)**
- **Scented Plug-in air freshener** (battery operated ones are ok)
- **BBQ Grills** - are not permitted inside any of the residence halls, on any balcony of University Village or inside the courtyard of Cooper Hall.
- **Smoking-** is not permitted in on campus housing facilities. Smoking is only permitted outside and 25 feet away from the building and any entrances/exits from the building.
- **Fireworks-**Fireworks are not allowed on campus unless utilized during an approved and sanctioned University event.

Fire Safety Training

Fire Drills

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

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

There were 65 combined planned fire drills in the housing facilities in 2010.

Fire Training with Residence Life Staff

Fall 2010 staff training was conducted in August, 2010. During the fall training time we dedicate one full day to fire related training activities. Included in this training is:

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

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

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

Fire Education of Residents

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

In fall 2008 the Office of Housing had an issue with an increased amount of false alarms in University Village Phase 2 related to over cooking items in a microwave or other miscellaneous reasons. We conducted a mandatory meeting with all residents in which we discussed proper ways to cook, extinguish possible grease fires and taught the residents how to utilize the PASS system in extinguishing fires. Handouts were also given to all residents with useful fire safety information for the residence halls. This informative program continues to be given to all University Village residents.

Room Checks

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

On-Campus Housing Facilities Fire Protection System

BUILDING	FIRE ALARM	SPRINKLER SYSTEMS
University Village Phase I		
A-Unit	Addressable fire alarm system that is monitored by fire alarm company	Dry system throughout building including attic that has flow and tamper switches and monitored by fire alarm panel
B-Unit	Addressable fire alarm system that is monitored by fire alarm company	Wet system throughout building including attic that has flow and tamper switches and monitored by fire alarm panel
C-Unit	Addressable fire alarm system that is monitored by fire alarm company	Wet system throughout building including attic that has flow and tamper switches and monitored by fire alarm panel
D-Unit	Addressable fire alarm system that is monitored by fire alarm company	Wet system throughout building including attic that has flow and tamper switches and monitored by fire alarm panel
E-Unit	Addressable fire alarm system that is monitored by fire	Wet system throughout building including attic that has flow and tamper switches and

	alarm company	monitored by fire alarm panel
University Village Phase II F, G, and H Units	Addressable fire alarm system that is monitored by alarm company	Wet system on 1st, 2nd, and 3rd floors. 4th floor is a dry system. All floors have flow and tamper switches and monitored by fire alarm panel
Browning Hall (G & H)	Non-addressable fire alarm system with only pulls and horns and is not monitored	No sprinkler system
Ellington Hall (E & F)	Addressable fire alarm system with only pulls and horns and is monitored by fire alarm company	No sprinkler system
Cooper Hall	Addressable fire alarm system with only pulls and horns and is monitored by fire alarm company	No sprinkler system
University Courts (A-L)	No fire alarm system	No sprinkler system
Grove Apartments (A-E)	No fire alarm system	No sprinkler system

Future Fire Safety Plans

The University of Tennessee at Martin places great emphasis on the safety of our students, faculty, and staff. For instance, within the last few years, our campus-wide fire alarm system has been centralized to insure the most expedited notification to emergency services personnel and building occupants possible is made. There are current upgrades included in on-going renovations in the Fine Arts Building, Crisp Hall, Humanities, and the recently completed baseball/softball building.

