



ANNUAL SECURITY & FIRE SAFETY REPORT 2020

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RESPONSE TO COVID-19

Martin Methodist College has developed policies and protocols to ensure the safety and health of our faculty, staff and students as we live together through the unprecedented COVID-19 pandemic. This plan outlines the College's approach to dealing with major issues such as instruction, health and safety, housing and dining, and more. The health and safety of the college community is our number one priority.

MMC PLEDGE

The College expects all members of the MMC Community (students, faculty and staff) to make a commitment to protect the MMC Community, pledging to take responsibility for their health, the protection of others, and to keep the Martin Methodist College Community safe from the spread of COVID-19. All MMC students, faculty and staff are required to complete the MMC Pledge located at:

<https://martinmethodist.typeform.com/to/wozjfYuf>.

SCREENING

Symptom self-monitoring will be an expectation of all community members. Members of the campus community will be expected to monitor themselves for symptoms of COVID-19 daily. The College will use the MMC Application to monitor the daily screenings. Screening will occur at administrative building entrances, academic offices and classrooms. Visitors will check-in at the Library.

Employees, Students, and Visitors will be expected to answer NO to these questions:

- Are you currently diagnosed or suspected of having COVID-19?
- Have you had a fever above 100.4 in the last 48 hours?
- Have you been in close contact with a confirmed case of COVID-19 in the past 14 days?
- Are you experiencing a cough, shortness of breath, chills, sore throat, muscle pain, or headache?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?

Random temperature screening will occur at all buildings. Screenings will be conducted by security personnel and nursing students.

TESTING

Symptomatic individuals will be tested in coordination with the Giles County Health Department, and voluntary testing will be encouraged. Testing protocols will be in accordance with CDC and State of Tennessee health guidelines and recommendations.

Students are not required to receive testing upon their return to campus for the fall semester of 2020, but residential students will be asked to abide by a Residential Pledge:

“For 14 days prior to my move-in date I pledge to protect myself, others, and the MMC residential community by:

- Monitoring and reporting it to a medical professional any symptoms of COVID-19.
 - fever of 100.4 F (38 C) or higher
 - dry cough
 - shortness of breath
 - chills
 - repeated shaking with chills
 - muscle pain
 - headache
 - sore throat
 - loss of taste or smell
- Remaining in my residence, only leaving my residence for essential items. Essential items include:
 - Picking up take-out
 - Picking up items from the grocery
 - Picking up medications
 - Going to work
 - Exercising outdoors
 - Getting medical care.

- Avoiding contact with non-household members
- Washing my hands often with soap and water or using hand sanitizer
- Maintaining appropriate social distancing when I am outside my residence
- Wearing an appropriate face mask and other protective gear when I am outside my residence
- Staying home if I feel ill or after exposure to someone who is ill or has tested positive for COVID-19
- Monitoring for and reporting all symptoms/cases of COVID-19 to the Residential Staff during the period of time.”

FACE MASK POLICY

Face masks or coverings (e.g., disposable masks or cloth face coverings) must be worn over your nose and mouth by all staff, faculty, and students on campus when in the presence of others and in public settings (e.g. common workspaces, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, break-rooms, and restrooms, etc.) and outside when you cannot social distance (6ft of separation).

Exceptions to wearing a face covering:

- When you are alone. (e.g. residential room, office, or outside)
- When you are eating and drinking.
- When you are maintaining a social distance of six feet or more from others outside.
- When an instructor is behind a plexiglass barrier in class, the instructor is not required to wear a mask.

A face shield is not a substitute for a cloth face covering but may be worn in addition to a cloth face covering. Masks worn on campus may not include exhalation valves or vents. The CDC does not recommend using masks for source control if they have an exhalation valve or vent.

Each student will receive an MMC cloth face mask. Disposable masks will also be provided in all facilities. Disposable masks may only be worn for 24 hours.

PHYSICAL DISTANCING

Physical distancing, also called “social distancing,” means keeping a safe space between yourself and other people who are not from your household or “family unit.” To practice physical distancing, stay at least 6 feet (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces.

ENVIRONMENTAL SERVICES

Environmental Services will be wiping down doorknobs, computer lab keyboards, handrails, and desks with an alcohol-based cleaner as a normal routine cleaning function effective immediately.

- Building occupants are encouraged to wipe down commonly used surfaces in their offices.
- Buildings will have designated entrances and separate designated exits. Traffic will be one way.
- MMC has removed all high touch items (e.g. rack cards, magazines, pens, pencils).
- Extra chairs and desks have been removed in conference rooms and classrooms in order to facilitate physical distancing at all times.
- Residential Life kitchens are closed.
- Touchless water stations may stay open, but water fountains will be closed.

CAMPUS RESTRICTIONS

EVENT RESTRICTIONS

In regards to all events on campus, MMC will abide by the State of Tennessee restriction limiting events to 50 people. All events must also have the capacity to keep 6 feet of physical distance between individuals in attendance. The College will continue to monitor the latest CDC and State guidance and will share additional information about fall campus events.

Student Organizations will be allowed to host events if they abide by MMC event guidelines:

- Events/Meetings must provide a safety plan on how the organization will social distance and enforce the wearing of masks.
- All events will be smaller and many will be outside.
- Student Organizations must register with the Assistant Director of Student Activities.
- All meetings/events must be listed on the MMC App.
 - All attendees must register on the MMC App
- No event or meeting can exceed 50 attendees.
- Any food or drink served at an event must be pre-packaged and single serve.

VISITOR RESTRICTIONS

The College will limit campus visitors to essential personnel, vendors, and College-invited guests within the premises, unless deemed otherwise necessary. Departments expecting visitors will communicate expectations and policies to visitors and guests before they arrive on campus. Residential students will not be allowed to invite guests into their residential hall, with the exception of Move-In and Move-Out Day.

The Library, Movie Theater, Dining Hall, RedHawk Café/Starbucks and all Residential Facilities will be closed to community visitors in the Fall. Approved visitors must be screened at the following locations:

- Vendors must be screened at the Library.
- Prospective students must be screened at the Admissions Office.
- Fitness Members must be screened at the Gym.
- Pre-Approved events must be screened by the sponsoring group.
- Visiting Teams/Officials must be screened by Athletics.

TRAVEL RESTRICTIONS

If travel is necessary, take every precaution and self-monitor carefully for illness for 10 days following return.

MMC Faculty, Staff, and Students returning from International Travel

Upon your return to campus:

- Consider reducing non-essential activities for 10 days.
- Limit your exposure to the MMC community.
- Stay at least 6ft from anyone that didn't travel with you.
- Wear a mask while on campus at all times (office, class, practice, etc.) for 10 days.
- Watch your health! Look for symptoms of COVID-19, and take your temperature if you feel sick.

MMC sponsored travel should be preapproved by the area supervisor. The College encourages everyone to avoid overnight travel whenever possible. Consult the current travel guidelines for the states in which the proposed travel is to occur and remain informed on the status of those guidelines.

MMC CLINIC AND COUNSELING

Clinic visits will be by appointment only to control Clinic traffic. The student can certainly call/email and come to the clinic ASAP within the clinic hours if that slot is available. With the call prior to visit, a decision can be made for a telemedicine visit versus a face-to-face Clinic visit.

Counseling visits will be by tele-med unless the Counselor determines a face-to-face visit is needed.

REPORTING AN EXPOSURE

All MMC Community members who have a confirmed case of COVID-19, have COVID-19 symptoms, or have been in contact with someone with COVID-19 must fill out a COVID 19 Self-Isolation Form and contact one of the COVID-19 Coordinator within 24 hours.

Co-Coordinators: Daniel McMasters, Vice President of Student Affairs
dmcmasters@martinmethodist.edu
Work: 931-424-7334 Cell: 931-242-7713

Jamie Hlubb, Assistant Vice President of Human Resources
jhlubb@martinmethodist.edu
Work: 931-424-7379

All Students: In addition to notifying a COVID-19 Coordinator as soon as they are notified of their positive test results, student will also want to notify the MMC Clinic, Instructors, Coaches, Athletic trainers, etc.

Isolation and quarantine precautions are used to help stop the spread of disease from one person to another. The College will follow CDC and State of Tennessee guidance regarding isolation and quarantine protocols.

All information and FAQs related to Martin Methodist's response to COVID-19, and all other details regarding the health and safety of the campus community can be found on the college's homepage or by visiting:
<https://www.martinmethodist.edu/about/mmc/covid19/faqs>.

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 that focuses 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 Trevarthen
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 a 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 also has online class options available.

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 Justice Center. The campus community can contact Campus Security 24 hours a day.

Campus Security reports to the Vice President of Student Affairs (Daniel McMasters) and the Director of Campus Safety and Security (Josie Trevarthen). The officers include a part-time Campus Security Supervisor (Joseph McNairy) and ten part-time security officers who are assigned by the College. Security personnel wear easily identifiable uniforms and are 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.

CAMPUS/PARKING MAPS

PARKING
 Green = Apartments
 Yellow = Faculty/Staff
 Purple = Overflow**
 Red = Criswell/Upperman
 Blue = Commuter
 Black = Fitness Club***
 Orange = Oakwood
 Pink = Amnesty*
 *Anyone can park in pink colored Amnesty lot.
 **Only valid MMC permits may park in the purple colored Overflow lot.
 ***The Fitness Club lot is reserved for Community Fitness Club Members.

1. Commuter Parking Lot	10. Upperman Hall	18. Andrews Science Building	27. The Justice Center
2. Residential Parking	11. Colonial Hall	19. Martin Hall	
3. Clinic	12. Academic Affairs	20. "The Martin" Auditorium	
4. Curry Christian Life Center	13. Barton Entrance Gates	21. Grissom Gazebo	
5. Student Apartments	14. Oakwood Apartments	22. Revielle House	
6. Center for Church Leadership	15. Warden Memorial Library	23. President's House	
7. Criswell Hall	16. Johnston Center	24. Maintenance House	
8. Student Union Building	17. Gault Fine Arts Center	25. RedHawk Book Nook	
9. Student Life House		26. MMC Makers Lab	

MARTIN METHODIST COLLEGE

The College also operates a non-campus Athletic Facility located at East Campus. The College 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:

1. A campus police department or a Campus Security department of an institution.
2. 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).
3. 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.
4. 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 has 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
- Vice President of Student Affairs
- Director of Campus Safety and Security
- Campus Security Officers
- Director of Student Life
- Assistant Director of Residential Life
- Resident Directors
- Student Resident Assistants
- Student 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 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.

IMMEDIATE THREAT AND EMERGENCY RESPONSE NOTIFICATION

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 Vice President of Student Affairs, or in her/his absence or unavailability, her/his designee, is responsible for determining whether to issue a Timely Warning Notice. If the Director/Vice President 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/Vice President of Student Affairs will make efforts to consult with the Director of Publications & Website Development or a designee, if she/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, Vice President of Student Affairs, Provost & Vice President for Academic Affairs, College Chaplain, Director of Student Life, Director of Safety and Security, Director of Publications & Website Development, and Assistant Vice President for Human Resources and Operations.

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 Justice Center. 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 Preparedness Plan. MMC Campus Safety and Security and PPD are typically the initial responders 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 Preparedness Plan 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, Vice President of Student Affairs, Provost & Vice President for Academic Affairs, College Chaplain, Director of Student Life, Director of Safety and Security, Director of Publications & Website Development, and 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”). The Director of Campus Safety and Security and the Director of Publications & Website Development 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:

- Emergency Notification - Regroup
- MMC Application
- 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/Title IX Coordinator. 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 Vice President of Student Affairs 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 and/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 Vice President of Student Affairs for review and potential action as directed by the Student Life Code of Conduct.

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:

Ms. Desiree Stone, 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 Student Life Staff
- Athletic Coaches
- Resident Directors and Student Resident Advisors
- 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 has lighting outside and a number of areas in each building leave lighting on 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.

AWARENESS AND PREVENTION PROGRAMS

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 Martin Methodist 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 Sexual Violence?
 - What Is Stalking?
 - What Is Dating Violence?
 - What Is Consent? How Do You Know You Have Consent?
 - 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
- 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 at any time, 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 persons or incidents.
- MMC Application
 - The MMC Application provides students with Security Services 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 Drug Awareness
 - MMC Campus Safety and Security or Student Activities offers programming on alcohol awareness and education.
- Sexual Misconduct Prevention
 - MMC Campus Safety and Security, Student Activities or Title IX Coordinator offers programming on sexual misconduct and self-defense classes.
- Safe Campus Environment.
 - MMC Campus Safety and Security or Student Activities offers programming promoting a Safe Campus Environment.
- Every student and every employee of the College receives (by email) an Annual Security and Fire Safety Report.
- Ongoing Student 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 Sheriff'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
- 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 Student 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 from 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 Student Life (931) 424-7334. Parents or students may also call the Vice President of Student Affairs (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 Student 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 Vice President of Student Affairs/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 Student 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 CODE OF CONDUCT

The Martin Methodist College Honor Code is a two-part code of conduct. The first part, implemented in 2003, involves academic integrity. This portion of the Honor Code defines cheating, plagiarism, academic misrepresentation, multiple submissions of work, and the consequences for failure to comply with the Honor Code or Honor Council. It also describes the process through which the Honor Code will be administered, and the appeals process. The Academic Honor Code will not be displayed in detail in this report, but can be requested through the Vice President of Student Affairs and/or Provost.

The second part of the Honor Code, which concerns process, Student Life, was implemented in 2007. This portion was updated in 2019. This portion of the MMC Honor Code includes the Student Life Conduct Policies, Jurisdiction, Process, Bodies and Conferences, student rights, records, etc. Relevant portions of the Student Life Honor Code will be displayed in detail in this report. The entire Student Life Honor Code document can be requested through the Vice President of Student Affairs.

CAMPUS DISRUPTION POLICY

The following regulations on campus disruption apply to students, faculty, administrators, and staff for the maintenance of public order on the College owned, operated, or controlled property and at its sponsored events.

Martin Methodist College is committed to the principle that freedom of discussion is essential in the search for truth, welcoming and encouraging the expression of differing views. Freedom of expression, however, ceases at the point when its exercise infringes on the rights of either participants or nonparticipants. To preserve freedom of discussion and to protect the rights of all, the following behaviors are prohibited and are violations of the MMC Code of Conduct:

- Verbal Abuse (*Code of Conduct 1.4*)
- Communicating Threats (*Code of Conduct 3*)
- Defamation of Character (*Code of Conduct 6*)
- Destruction of Property (*Code of Conduct 7*)
- Disorderly or Disruptive Conduct (*Code of Conduct 8*)
- Failure to Comply with a College Official/Employee (*Code of Conduct 12.1*)
- Harassment (*Code of Conduct 19*)
- Trespassing (*Code of Conduct 28*)
- Unlawful Assembly (*Code of Conduct 30*)

STUDENT LIFE CODE OF CONDUCT

As Martin Methodist College (MMC) students, we seek an environment in which members of a diverse student body can live together, interact, and learn from one another in ways that protect both personal freedom and community standards. If a diverse community is to prosper, its members must attempt to come to terms with their differences; this goal is only possible if students seek mutual understanding by means of respectful communication. By holding us accountable for our words and actions, the Student Life Code of Conduct acts as an educational tool, instructing us to resolve conflicts by engaging others in dialogues that yield greater awareness for all parties involved. By enrolling as a student at Martin Methodist College, each person agrees to follow the Student Life Code of Conduct for the duration of his or her time as a student of the college. By encouraging respectful conduct, we hope to create an atmosphere conducive to learning and growing.

Martin Methodist College believes that its role is to offer educational opportunities in a positive atmosphere, with such opportunities to include the personal growth and development of students. Therefore, our community promotes the development of responsible social attitudes. MMC students are expected to become familiar with and adhere to the College and Residence Hall standards for student conduct. Students are responsible for their actions, and those who violate the Student Code of Conduct will be subject to the student conduct process.

Not knowing the rules does not excuse lack of adherence to college rules and regulations.

COLLEGE JURISDICTION

College jurisdiction and the Student Code of Conduct is limited to conduct which occurs on College premises, at College-sponsored events, or which adversely affects the College community and/or the pursuit of the College's mission. This includes violations of local, state, or federal laws which could take place off-campus but could have a negative impact on the college community. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a conduct matter is pending.

CATEGORIES

1. Abuse

1.1 Conduct Process Abuse: This includes but is not limited to: Failure to obey the summons of a Conduct body; Falsification or misrepresentation of information before a Conduct body; attempting to discourage an individual's proper participation in, or use of, the Conduct process; Attempting to influence the impartiality of a member of the Conduct body. (Level 1 or Level 2)

1.2 Physical Abuse: This includes any encounter that becomes physically abusive between two or more persons. This includes actual or attempted pushing, hitting, kicking, spitting, wrestling, or pulling hair. (Level 2 or Level 3)

1.3 Technology Abuse: This includes the misuses of college technology in violation of the standards for ethical and legal usage of campus computers, campus resources or campus networks will result in one of the following sanctions. This also includes tampering, interfering, or damaging security and/or safety equipment (surveillance cameras, locks, etc.) (Level 1 or Level 2, or Level 3)

1.4 Verbal Abuse: This includes profanity, harassment, or any conduct that is loud, abusive, or inappropriate, and is perceived as detrimental to the health and safety of any person. This also includes the public use of profanity on College Premises (i.e. yelling profanity across the yard or from a window). (Level 1 or Level 2)

2. Alcoholic Beverages

1.1 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, and at any event on or off the

campus which is official college business.

This includes possession of alcoholic beverages in one's room, on one's person, in personal belongings, or in one's vehicle. 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. (Level 1 or Level 2)

1.2 Intoxication: Intoxication as exhibited by behavior is prohibited. The influence of alcohol will not be considered a legitimate excuse for violation of other college policies and may result in a more severe sanction for such violation. [If any student is in medical danger because of intoxication, seek medical attention immediately. [Please review the *Amnesty* policy.] (Level 1 or Level 2)

3. Communicating Threats

This includes any act, verbal or non-verbal, which is threatening or intimidating, or is perceived as threatening or intimidating or is perceived as detrimental to the health and safety of any person. Bias-related incidents, including instances of hate speech, may qualify as communicating threats under this Code. (Level 2 or Level 3)

4. Compliance with Laws

All students are expected to comply with federal, state, and local laws. When a student is convicted of such a violation and the circumstances indicate that the student's continued presence on campus creates a clear and present danger of serious physical or mental harm to the student, the members of the college community, or the educational process of the college, the college may impose sanctions including suspension or expulsion. A student who has been accused of a criminal offense the nature of which constitutes a clear and present likelihood of a serious danger to the student, the other members of the college community, or the educational process of the college, may have imposed by the Vice President of Student Affairs a temporary sanction, including suspension. Such temporary sanctions may exist and be enforced only until such time as the properly constituted authority has made final disposition of the case. If the student is convicted and put on probation, the student will be suspended for the duration of the probation. (Level 1 or Level 2 or Level 3)

5. Controlled Substances

5.1 Drugs: Possession by any student of controlled, prohibited, or illegal substances for purposes or in manners not as directed. This includes possession/use of controlled substances in one's room, on one's person, in personal belongings, in one's vehicle, or being in the presence of controlled substances. Examples include but are not limited to: possession or use of illegal substances in any quantity, including residue and seeds; possession or use of prescription drugs without a valid/current medical prescription; use of prescribed medication not as directed. 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. (Level 2)

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.

5.2 Drug Paraphernalia: Drug paraphernalia is prohibited on campus (including possession in one's room, on one's person, in personal belongings, or in one's vehicle). Paraphernalia may include, but is not limited to, marijuana/crack pipes, bongs, homemade devices used as bongs, rolling papers, roach clips, shredded cigars (blunts), smoke masking devices, and any apparatus containing drug residue. (Level 2)

5.3 Distribution/Intent to Distribute: The selling, bartering, exchanging, and giving away controlled or illegal substances to any person is prohibited. Prescription drugs are to be used only by the person whose name is on the prescription label. This also includes if the school becomes aware that you have been convicted of possessing or selling illegal drugs while enrolled at MMC. *(Level 3)*

6. Defamation of Character

Defamation is defined as any intentional false communication, either written or spoken, that harms a person's reputation; decreases the respect, regard, or confidence in which a person is held, or induces disparaging, hostile, or disagreeable opinions of feelings against a person. *(Level 1 or Level 2)*

7. Destruction of Property

The defacing or destruction of public or private property is prohibited. *(Level 1, Level 2, or Level 3)*

8. Disorderly or Disruptive Conduct

This includes any behavior, which is disorderly, disruptive, or disturbs the peace. This includes lewd or indecent behavior; any obstruction or disruption of teaching, study, research, administration, conduct proceedings, other College activities, or other non-college activities on College premises. Including, but not limited to, excessive noise; public urination or defecation; cursing; horseplay, practical jokes, hiding from university officials, hall sports and general annoyances. *(Level 1 or Level 2)*

9. Disrespect

Showing rudeness and disrespect towards faculty and staff (including Residential Life Staff) is prohibited. If a college employee feels a student has been disrespectful, the student may be turned in to the Vice President of Student Affairs. *(Level 1 or Level 2)*

10. Electronic Device Policy

Martin Methodist College Students are expected to uphold high standards of personal integrity while using camera phones and other electronic recording devices. The college strictly prohibits the use of camera phones and other recording devices in any manner which violates or compromises the core values of the college. Martin Methodist College follows the two-party rule, meaning that no person shall record another without their knowledge and consent. *(Level 1 or Level 2)*

11. Encourage, Influence, or Support an Individual to Violate College Policy

This includes but is not limited to any action on the part of an individual to encourage or coerce another individual to violate a college policy, to include providing support in any way for the individual who violates policy before, during, or following the violation. This may also include any individual who is aware of but takes no action to address a real or potential policy violation. Should a student become aware of a real or potential policy violation, the student shall advise the offender or potential offender that such action is a policy violation, inform a College Official about the violation, and not become a participant in the violation by remaining present when the violation is occurring. *(Level 1 or Level 2)*

12. Failure to Comply

12.1 Failure to comply with a College Official/Employee: This includes failure to comply with any reasonable request made by a College Official/Employee in the performance of his/her duties, and the failure to identify oneself/provide a valid college ID to a College Official/Employee when asked to do so. [See *Residence Life Policies - Identification Cards*] *(Level 1 or Level 2)*

12.2 Failure to Comply with Educational Sanction: This includes failure to comply with the terms of any educational sanction imposed in accordance with the Student Code of Conduct or Title IX Policy (formal or informal resolution). Students must complete any and all sanctions assigned to them by the due date given. A student who does not complete any sanction by the due date and to the satisfaction of the conduct body or Vice President of Student Affairs will be out of compliance and held "Responsible" for violating this policy. It is the responsibility of the student to notify the conduct body

of any extenuating circumstances that could prohibit the completion of a sanction by the due date given. The Vice President of Student Affairs or designee may take administrative action to either extend the sanction deadline or to impose a new sanction or conduct status, up to and including suspension. This action and new sanction(s) and/or status would be imposed without neither a new conduct conference nor be subject to the regular appeals process. *(Level 1 or Level 2 or Level 3)*

13. Failure to Observe Traffic/Parking Regulations

Violations of parking regulations may result in the revocation of parking privileges, subjecting the student's vehicle to towing at the student's expense. Traffic/Parking violations are subject to citation – repetitive violations may result in the revocation of campus parking privileges. Vehicles parked in a fire zone will be immediately towed. *(Level 1 or Level 2)*

14. Failure to meet Financial Obligations

Students are expected to promptly pay all college financial obligations. Failure to meet these financial obligations on time may result in not being allowed to register, graduate, or receive a transcript of credits until all accounts are settled. All students must be registered before being admitted to classes.

15. Fire and Safety

15.1 Arson: This includes starting or attempting to start a fire anywhere on College property, preventing or attempting to prevent the reporting of a fire, or preventing or attempting to prevent the extinguishing of a fire. *(Level 3)*

15.2 Creating a Safety, Health, or Fire Hazard: This includes, but is not limited to, actions resulting from 'pranks', improper disposal of trash, failure to evacuate during a fire alarm (either planned drill or otherwise), etc. *(Level 2 or Level 3)*

15.3 Abuse of Fire and Safety Equipment: This includes the setting of false alarms, misuse of emergency exits, and tampering with fire equipment, extinguishers, and alarms. This also includes the tampering with, interference of, or damaging of security and safety equipment (cameras, locks, etc.) *(Level 2 or Level 3)*

15.4 Fireworks - Possession or use: This includes the possession or use of any article prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation, including but not limited to firecrackers, bottle rockets, roman candles, M-80s, etc. *(Level 2 or Level 3)*

15.5 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.

16. Forgery, Alteration, or Misuse

Forgery or alteration of Martin Methodist College documents or records is prohibited. *(Level 1 or Level 2)*

17. Gambling

Illegal gambling or wagering is prohibited on College property or at College-sponsored functions. *(Level 1)*

18. Gang Activity

This includes any activity which could lead college officials to reasonably believe that such behavior, apparel, activities, acts or other attributes are gang related and would materially interfere or substantially disrupt the college environment or activity and/or educational objectives. *(Level 2 or Level 3)*

19. Harassment

This includes harassing, bullying, abusing or threatening another by means other than the use or threatened use of physical force, including, but not limited to, face to face communication, phone call, text message, e-

mail communication, or social media outlets (ex: Facebook, Twitter, Snapchat, Instagram, etc.) that includes one or more of the following: speech or action that in and of itself inflicts injury or tends to incite a disruption, or causes substantial disruption, or reasonably causes fear of great harm, or that interferes with the educational environment or disrupts college programs; speech or actions that interfere with ingress and/or egress on campus, speech or actions which are obscene. Bias-related incidents, including instances of hate speech, may qualify as harassment under this Code. *(Level 2 or Level 3)*

20. Hazing

This includes any act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purposes of initiation, acceptance, admission into, affiliation with, or as a condition for the continued association in a group, organization, or team. The express or implied consent of the victim will not be a defense. *(Level 2 or Level 3)*

21. Personal Conduct

Indecent exposure, nakedness, showing pornographic films in public view, unlawful assembly, and offensive language or behavior is prohibited. *(Level 1, Level 2 or Level 3)*

22. Pets

To maintain an environment that enables collegiate work to be done with minimal distraction and disruption, shows respect and courtesy for students and employees and reduces the potential of health risk and facility damage, pets may not be brought into the workplace, with the exception of service animals. Emotional support animals may only be brought in to residential facilities. If an employee or student has concerns about pets in college facilities, he or she should contact his or her immediate supervisor, residential life, or Human Resources. Pet owners who choose to walk their animals on campus are responsible for cleaning up after their pets. *(Level 1 or Level 2)*

23. Residential Life Policy

Violation of any residence life policy as outlined in the Residence Life Policies section of the Student Handbook and your Housing Agreement. These infractions are usually considered minor in nature, but will detract from the overall atmosphere of the community if they are repetitive. Please see the Residential Life section of this Student Handbook for Residential Life Procedures (i.e. guidelines and processes). *(Level 1 or Level 2)*

24. Retaliation

Engaging, encouraging others, or directing others in an adverse action or threat of an adverse action against a complainant, respondent, or any individual or group of individuals involved in the complaint, investigation, and/or resolution of an allegation of a violation of College's Student Code of Conduct, Title IX policy, or other College policy; including any individual who attempts to intervene, prevent, or report behavior prohibited by these policies. Retaliation can be committed by an individual or group of individuals, not just a complainant or respondent. Examples of retaliation include, but are not limited to, threats, intimidation, pressuring, continued harassment, violence, or other forms of harm to others. *(Level 2 or Level 3)*

25. Sexual Harassment

The full definition of Sexual Harassment and all policy/procedures pertaining to Sexual Harassment are located in the Sexual Harassment/Sexual Violence Policy section of this document.

Violations of the Title IX Policy for Complaints of Sexual Harassment and Sexual Discrimination can be Level 1 or Level 2 or Level 3.

26. Smoking, Tobacco Products

Martin Methodist College is a tobacco free campus. Smoking or using tobacco products (such as chewing tobacco) is prohibited. *(Level 1)*

27. Theft

Taking or removal of college, public, or private property (including textbooks) is prohibited. (*Level 2 or Level 3*)

28. Trespassing

Unauthorized entry into a college building or motor vehicle is prohibited (*Level 1, Level 2, or Level 3*)

29. Unauthorized Possession/ Duplication/ Use of College keys or Student ID

This includes the possession of unauthorized keys (including possession of room keys/cards not issued to holder). Students are reminded that keys/ID cards are not to be given to anyone else for any reason. (*Level 1 or Level 2 or Level 3*)

30. Unlawful Assembly

Violent protests or similar activities that disrupt the normal operation of the college are prohibited.

Disruptive actions include, but are not limited to, the following: the support of an activity through unlawful means; interference with accepted functions of the college; unauthorized occupancy of college facilities or blocking access to or from such areas; infringing on the rights of students, faculty, staff, or authorized persons to gain access to any college facility. (*Level 2 or Level 3*)

31. Weapons

Weapons of any kind, including but not limited to handguns, rifles, shotguns, other firearms, fixed blade knives or any folding knife with a blade greater than four inches, stun guns/tasers, potato cannons, paintball guns, pellet/BB guns, martial arts weaponry, bows, slingshots, brass knuckles, fireworks or explosive devices, spears, and any other devices used in game or sporting activities, including ammunition, arrows, or other types of projectiles associated with such items, are prohibited on all Martin Methodist College property. This prohibition is to be interpreted in the broadest sense to include any such weaponry and further extends to “toy” or facsimiles thereof that can cause bodily harm or threat to other persons. A gun permit does not authorize a staff member, faculty member, student, or visitor to bring firearms into Martin Methodist College buildings or facilities under any circumstances. This policy applies to all employees (faculty and staff), contractors, students, and visitors. (*Level 2 or Level 3*)

STUDENT CONDUCT PROCESS

Process

The student conduct process includes several phases and is directed out of the Office of Student Affairs. The phases are described with a general description of a typical process and not inclusive of every case, as each case is unique. The typical phases in the process are: the complaint; an investigation; notice of charges and conference; summary resolution or a conduct conference; and notice of findings and conference outcomes. A case is considered closed if the respondent is found “not responsible” of all violations or when all educational sanctions are complete.

Conference Outcomes

A student found responsible for a violation of a policy will be assigned a conduct status and educational sanction(s) as well as assessed a conduct fee. Additionally, notification of the outcome will be given to appropriate individuals as described below. Each student’s case is decided based on its own merit and the conduct body has the authority to adjust a status and/or sanction under extenuating circumstances.

For violations that involve local, state, and/or federal law, conduct decisions and outcomes issued by Martin Methodist College are separate and distinct from any legal action taken by the courts. As the Martin Methodist College Conduct system operates under the guidelines of ‘preponderance of evidence’ [see *Student Conduct Process: Evidence*], it is possible to be found not guilty or have the case dismissed in the courts and be found responsible in the Martin Methodist College student conduct process.

Conference outcomes may include: written warning, conduct probation, suspension/deferred suspension, and/or expulsion.

Conference outcomes may also include educational sanctions as follows: counseling referral, education

workshop, loss of privileges, fines and restitution, restorative justice, discretionary sanctions, and/or written reflection.

Student's Rights in the Conduct Process

Student rights that may be invoked during the conduct process are accommodations, an appeal process, obtaining a faculty/staff advisor, and requesting witnesses. In each case, the student is responsible for invoking each right and following the policies and procedures outlined. A student's failure to use one or all of these rights does not constitute a deviation of the student conduct process. These rights are designed to help the student through the process and assist the conduct body and College make the best decision in each case.

Alternative Measures to the Student Conduct Process

The Office of Student Affairs recognizes that there may be incidents when, in the best interests of those involved and/or the community, the formal Student Conduct Process may not be appropriate or necessary; however, the behavior and decisions of those involved should be addressed in order for all to learn and grow from the incident. In these cases, the following options are available to the Office of Student Affairs to address these concerns.

Amnesty

The health and safety of Martin Methodist College students is of paramount concern. As a result, all students are expected and encouraged to seek immediate assistance for themselves or others in situations where help is needed due to intoxication or drug ingestion. Martin Methodist College will support and encourage this help-seeking behavior by treating the situation as a health and safety matter, rather than a conduct matter, when students contact emergency responders or college officials (e.g., Resident Assistant, Martin Methodist College Safety and Security). Additionally, anyone who seeks help or calls for help on behalf of another student may not be subject to action through the conduct system.

Students who seek and receive medical attention in such situations will be required to complete certain educational and/or counseling interventions and will also be subject to all fees related to their medical care. Failure to complete these referrals would be treated as a conduct matter. Students who demonstrate consistent and repeated patterns of seeking help for alcohol and drug related medical emergencies may require further medical review and/or treatment up to mandated medical leave of absence. The College reserves the right to impose additional sanctions for a student based upon the totality of a specific incident or event.

Regardless of help-seeking behavior, students may be held accountable for misconduct accompanying or incidental to the use and/or abuse of alcohol or other substances. For example, disorderly behavior, violence, property damage, or distribution or intent to distribute may be treated as conduct violations and responded to accordingly.

Temporary Removal from Campus

At the sole discretion of the Vice President of Student Affairs or designee and to help ensure the safety and well-being of the College Community, the College may impose Temporary Removal from Campus for a student who is suspected of (1) violating the Student Code of Conduct and (2) the student's presence is viewed as a threat to the college community, property, and/or disrupting normal college functions. Student Conduct proceedings shall be scheduled as soon as practical following the temporary removal from campus.

No Contact Orders

The Vice President of Student Affairs or designee may determine, either in her/his assessment of a situation or at the request of an individual, that two or more individuals should no longer have contact with each other in order to maintain a safe environment, promote civility, and for the general well-being for those individuals and/or the campus community. In those cases, a "No Contact Order" may be issued verbally and/or in writing between a student and other members of the Martin Methodist College community, including others students, faculty, or staff.

Trespassing (persona non grata)

As a private institution, Martin Methodist College reserves the right to consider any individual persona non grata and issue a 'no trespassing' order to any person whose presence it deems unsuitable. Subsequent trespassing on Martin Methodist College premises will result in legal action. All College property is private property.

Any student who is under suspension, expulsion, or whose enrollment has been terminated by Martin Methodist College for any student conduct or academic reason may not be present on College premises or at a College-sponsored event at any time during the period of suspension/expulsion without prior written approval from the Vice President of Student Affairs or designee. Any student who has been removed from the residence halls may not visit the residence halls or vicinity while in commuter status. Students violating these policies will be issued a trespassing warning and will further jeopardize their standing with the college.

STUDENT CONDUCT RECORDS

Student conduct records are maintained in the Office of Student Affairs for a period of five years. The provisions of the Family Educational Rights and Privacy Act govern accessibility to these records. Student Conduct records are personal and confidential. Students may inspect their records during normal working hours. College officials who have professional justification for such information may also inspect these records. Students should also be aware that institutions to which they may apply typically request a conduct report on potential students to help determine whether or not to admit that student. The college does not provide copies of video or audio recordings of conduct conferences for students.

ALCOHOL AND DRUGS STATEMENT

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.

SEXUAL HARASSMENT / SEXUAL VIOLENCE POLICY

PURPOSE

This policy is adopted by Martin Methodist College (MMC or College) specifically to address discrimination and harassment based on sex, as well as the following offenses defined herein: Dating Violence, Domestic Violence, Sexual Assault, and Stalking; and, to establish procedures for responding to incidents of Sexual Discrimination and Harassment. Sexual Harassment is a form of sexual discrimination prohibited by Title IX of the Education Amendments of 1972 and MMC.

The College is committed to eliminating any and all acts of Sexual Discrimination and Sexual Harassment on its campus. An environment free from such acts is necessary to a healthy learning, working, and living atmosphere. Any allegation of Sexual Discrimination or Sexual Harassment, as defined herein, will be investigated and resolved according to this policy. The College will take appropriate steps, as needed, to prevent the recurrence of Sexual Discrimination or Sexual Harassment and to remedy any discriminatory effects.

If government laws or regulations change, or court decisions alter, the requirements in a way that impacts this policy, this policy will be construed to comply with the most recent government regulations.

SCOPE

- A. These procedures shall be utilized by:
1. Any employee or student, including applicants for employment or admission as a student, who has been a victim of Sexual Discrimination and/or Harassment, regardless of sexual orientation or gender identity/expression during the person's participation in or attempt to participate in the educational program(s) or activities of Martin Methodist College in the United States;
 2. Any former employee or student who has been a victim of Sexual Discrimination and/or Harassment, if the conduct took place within the United States during the time of employment or enrollment at MMC, and the conduct has a reasonable connection to the institution;
 3. Any person, including parents or guardians, who has knowledge of an act of Sexual Discrimination and/or Harassment against another employee or student in order to report such conduct; and,
 4. All third parties with whom MMC has an educational or business relationship who have been a victim of Sexual Discrimination and/or Harassment when the conduct has a reasonable connection to the institution.
- B. This policy applies to all College programs and activities, including, but not limited to, Sexual Discrimination and Sexual Harassment in athletics, instruction, grading, College housing, and College employment. This policy applies to alleged violations that occur in the United States in locations, events, or circumstances over which the College exercised, at the time of the alleged incident, substantial control over both the Respondent and the context in which the Sexual Harassment occurs, including any building owned, leased, or controlled by the College or by a student organization that is officially recognized by the College.
- C. This policy allows the consolidation of Formal Complaints arising out of the same factual circumstances in instances where there is more than one Complainant or Respondent, or where a cross-complaint has been filed by a Respondent against a Complainant.

When Complainants choose to consolidate Formal Complaints, a single investigatory and adjudicatory process will be used where it arises from the same incident and parties. In such cases, each party would independently and simultaneously receive notification and information. In consolidated complaints, the College will issue a single investigative report.

All parties to a consolidated complaint will also receive the same written determination of responsibility

when the allegations arise out of the same facts or circumstances, although the determination of responsibility may be different with respect to each allegation depending on the facts. The written determination will be provided simultaneously to the parties and may not be redacted.

- D. It is central to the values of this College that any individual who believes he/she may have been the target of unlawful Sexual Discrimination or Sexual Harassment feel free to report his/her concerns for appropriate investigation and response, without fear of retaliation or retribution. The law prohibits retaliation against an individual for:
 - 1. opposing any practices forbidden under this policy;
 - 2. for bringing a complaint of Sexual Discrimination or Sexual Harassment;
 - 3. for assisting someone with such a complaint;
 - 4. for attempting to stop such conduct;
 - 5. for participating in any manner in an investigation or resolution of a complaint of Sexual Discrimination or Sexual Harassment.
- E. This policy shall not be construed or applied to restrict academic freedom, nor shall it be construed to restrict constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful.
- F. There is no time limit or statute of limitations on a Complainant's decision to file a formal Title IX Complaint with the College.
- G. All other forms of discrimination are also strictly prohibited and are subject to the procedures described in the College's Anti-Discrimination Policy:

Martin Methodist College is committed to equal opportunity in employment and education, and will maintain an environment free of unlawful discrimination. The College does not discriminate on the basis of race, color, religion, national origin, gender, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, veteran status or on any other basis prohibited by Federal, State, or local law in the recruitment and admission of students, the recruitment and employment of Employees, faculty and staff, or the operation of any of its programs. The College complies with the applicable nondiscrimination and affirmative action titles and sections of the Civil Rights Act of 1964, Federal Executive Order 11246, Educational Amendments of 1972, Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Age Discrimination in Employment Act of 1967, and the Age Discrimination Act of 1975, Equal Pay Act of 1963, Americans with Disabilities Act of 1990, Genetic Information Nondiscrimination Act of 2008, along with all applicable amendments thereto.

DEFINITIONS

- A. Accuser/Accused and Complainant/Respondent. The alleged victim of conduct prohibited by this policy, often known as an "accuser," will be referred to as the "Complainant" during the process set forth herein. The "accused" party, reported to be the perpetrator of conduct prohibited by this policy, will be referred to as the "Respondent" during this process. The College will treat a person as a Complainant any time the College has notice that the person is alleged to be the victim of conduct that could constitute Sexual Discrimination and/or Harassment (regardless of whether the person themselves reported, or a third party reported the Sexual Discrimination and/or Harassment), and irrespective of whether the Complainant ever chooses to file a Formal Complaint. All Complainants will be offered Supportive Measures.
- B. Advisor. Complainants and Respondents are entitled to be accompanied and assisted by one Advisor of their choosing at any meetings or investigation interviews. Advisors are required for hearings. Complainants and Respondents may choose any person to serve as their Advisor, but accommodations, including scheduling of interviews or hearings will not be made for any advisers, including parents, guardians, or attorneys, if they

unduly delay the process. No training or qualification is necessary for a person to serve as an Advisor. A party may elect to change Advisors during the process, and is not obligated to use the same Advisor throughout. The parties are expected to inform the investigators of the identity of their Advisor at least 1 business day before the date of their first meeting with investigators (or as soon as possible if a more expeditious meeting is necessary or desired). The parties are expected to provide timely notice to investigators if they change Advisors at any time. If a party does not have an Advisor present at the live hearing, the College will provide an appropriate Advisor, free of charge to the party.

1. In Interviews and Investigations: Advisors may not participate in the process or speak on behalf of the Complainant or Respondent during interviews, although they may ask to suspend any meetings or interviews briefly to provide consultation. Advisors are expected to refrain from interference with the College's investigation and resolution. Any Advisor who steps out of their role will be warned once and only once. Advisors disrupting the interview will be asked to leave. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the Advisor will be asked to leave the meeting. When an Advisor is removed from a meeting, that meeting will typically continue without the Advisor present. Subsequently, the Title IX Coordinator will determine whether the Advisor may be reinstated or replaced by a different Advisor.
2. In Live Hearings: Advisors may ask either party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's Advisor of choice and never by a party personally. Only relevant cross-examination and other questions may be asked of a party or witness. (See Section IX. F.)

- C. Amnesty. A policy that generally protects help-seeking behavior, including participation in Title IX investigations, from Honor Code/Conduct processes. Please review the Martin Methodist College Honor Code for more details on the College's Amnesty Policy.
- D. Coercion. The attempt to exert power or control over another person by use of force, pressure, manipulation, threats, or intimidation in an effort to compel participation in sexual activity. Determinations regarding whether actions or statements amount to Coercion will be made on a case-by-case basis. For example, repeated advances or requests to engage in sexual activity may amount to Coercion depending on all of the relevant facts and circumstances.
- E. Consent. The positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent must be an informed decision, freely given made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. A clear "yes," verbal or otherwise, is necessary.

When "no" to a form of sexual activity is communicated by word or action, that sexual activity must cease immediately. Repeated requests to engage in a form of sexual activity may amount to Coercion. However, there is no requirement that a person express non-Consent, i.e. someone might not Consent to sexual activity even though they do not say "no" or physically resist. As such, Consent cannot be inferred merely from the absence of a "no." Some behaviors and statements do not indicate Consent, including the following:

- "I don't know."
- "Maybe."
- Without more, ambiguous responses such as "uh huh" or "mm hmm."
- A verbal "no," even if it may sound indecisive or insincere.
- Moving away.

Consent to some sexual acts does not constitute Consent to others, nor does past Consent to a given act constitute present or future Consent. Consent must be ongoing throughout a sexual encounter and can be revoked by any participant at any time.

Consent cannot be given by an individual who is asleep, unconscious, or mentally or physically Incapacitated, either through the effect of drugs or alcohol or for any other reason. Engaging in sexual activity with a person whom you know—or reasonably should know—to be Incapacitated constitutes Sexual Harassment. Effective Consent is deemed withdrawn at any point during sexual activity when an individual knows or reasonably should know that the other person has become or is Incapacitated. Consent cannot be obtained by Coercion, including threat or force. Agreement under such circumstances does not constitute Consent.

The College recognizes that there are a wide variety of sexual interactions, that there is no single way to communicate Consent, and that context matters. When evaluating whether sexual activity was consensual, the College will consider the entirety of the sexual interaction and the relevant circumstances. A factor that may be considered when evaluating Consent is whether, under similar circumstances as the person initiating the sexual activity, a sober reasonable person would have concluded that there was effective Consent. Previous sexual relationships of the Complainant and the Respondent with others are generally irrelevant to the existence of effective Consent, but a previous, current, and/or subsequent sexual relationship between the Complainant and the Respondent may or may not be relevant to demonstrating or establishing, depending on the facts and circumstances, whether effective Consent was sought or obtained. Relevancy of a previous, current, and/or subsequent sexual relationship between the Complainant and Respondent or others will be evaluated on a case-by-case basis.

- F. Dating Violence.¹ Violence against a person when the accuser and accused are dating, or who have dated, or who have or had a sexual relationship. “Dating” and “dated” do not include fraternization between two individuals solely in a business or non-romantic social context, but includes social relationships of a romantic or intimate nature as determined by the length and type of relationship and the frequency of interactions between the persons in the relationship.² Violence includes, but is not necessarily limited to:
1. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
 2. Placing the accuser in fear of physical harm;
 3. Physical restraint;
 4. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
 5. Placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser.
- G. Domestic Violence.³ Felony or misdemeanor crimes of violence committed under the following conditions:
1. Violence against a person when the accuser and accused:
 - a. Are current or former spouses;
 - b. Live or have lived together as a spouse or intimate partner;
 - c. Are related by blood or adoption;
 - d. Are related or were formally, or similarly situated to being,⁴ related by marriage;
 - e. Are adult or minor children of a person in a relationship described above; or
 - f. Shares a child in common.⁵
 2. Violence includes, but is not necessarily limited to:
 - a. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
 - b. Placing the accuser in fear of physical harm;

¹ T.C.A. § 36-3-601(5)(c).

² As per Clery Act: 34 U.S.C.. § 12291(a)(10)

³ T.C.A. § 36-3-601.

⁴ As per Clery Act: 34 U.S.C.. § 12291(a)(8)

⁵ As per Clery Act: 34 U.S.C.. § 12291(a)(8)

- c. Physical restraint;
 - d. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
 - e. Placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser.
- H. Formal Complaint. Information provided to the Title IX Office or to a Responsible Employee regarding an incident of Sexual Discrimination or Sexual Harassment, whether provided by the Complainant or a third party, along with a request that the College investigate the allegation.
- I. Fondling. 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 Incapacity.
- J. Incest. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- K. Intoxication. A state of stupefaction, exhilaration or euphoria resulting from the ingestion of alcohol or other chemical substances.
- L. Incapacitation. The inability to make or carry out a rational, reasonable decision. An Incapacitated person lacks the ability to actively agree to sexual activity because the person is asleep, unconscious, under the influence of alcohol or other drugs such that the person does not have control over their body, is unaware that sexual activity is occurring, or their mental, physical or developmental abilities render them incapable of making rational informed decisions. Incapacitation is not the same as legal Intoxication. A person violates this policy when they engage in sexual activity with a person who is Incapacitated and a reasonable person in the same situation would have known that the person is Incapacitated. Incapacitation can result from the voluntary or involuntary use of alcohol, marijuana, or other drugs, including, but not limited to, sedatives or "date-rape" drugs. Evidence of Incapacitation may include, but is not limited to, one or more of the following:
- slurred speech
 - bloodshot eyes
 - dilated pupils
 - shaky equilibrium
 - unsteady gait
 - vomiting
 - unconsciousness
 - elevated blood alcohol level
 - sleeping
 - the smell of alcohol on the breath
 - outrageous or unusual behavior
 - blacking out (amnesia-like state that may be brought on by drugs, heavy drinking, or Intoxication; blacking out is not necessarily incompatible with the ability to engage in simple or even complex behavior)
- M. Preponderance of Evidence. The evidentiary standard used by the College. Under the preponderance standard, the burden of proof is met when the party with the burden convinces the fact finder that there is a greater than 50% chance that the claim is true.
- N. Rape. 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.
- O. Relevant. Tending to make a fact more or less likely to be true. Examples of information not deemed relevant include but are not limited to privileged information, including treatment information, unless parties agree to the disclosure of such information, and information regarding a Complainant's sexual predisposition or prior sexual behavior unless they are offered to prove that someone other than the Respondent committed the Sexual Harassment, or if the information concerns specific incidents of the Complainant's prior sexual

behavior with the Respondent and are offered to prove Consent.

- P. Responsible Employee. An MMC employee who has the duty to report incidents of Sexual Discrimination and/or Sexual Harassment; or, whom a student could reasonably believe has this authority or duty. (See *Section V. D. 2.*)
- Q. Sexual Assault. An offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any sexual act directed against another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent.⁶
- R. Sexual Discrimination. Treating individuals less favorably because of their sex (including pregnancy or sexual orientation/ gender identity/expression) or having a policy or practice that has a disproportionately adverse impact on protected class members.
- S. Sexual Harassment. Conduct on the basis of sex that satisfies one or more of the following:
1. An employee of the College conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity;
or
 3. Sexual Assault (as defined in the Clery Act)⁷, Dating Violence, Domestic Violence, or Stalking as defined in the Violence Against Women Act (VAWA)⁸.

Sexual Harassment, including Sexual Assault, can involve persons of the same or opposite sex. Sexual Harassment includes harassment based on sexuality, gender non-conformity, stereotypical notions of what is female/feminine versus male/masculine, or a failure to conform to those gender stereotypes. Harassment does not have to include intent to harm, be directed at a specific person or group of people, or involve repeated incidents.

Examples of conduct that might rise to the level of Sexual Harassment include, but are not limited to, the following:

- a. *Sexual propositions, invitations, or pressure for sexual activity;*
- b. *Sexual innuendoes, comments, remarks, or inquiries about a person's clothing, body, activities, or experiences;*
- c. *Refusing to hire, promote, or grant or deny certain privileges because of acceptance or rejection of sexual advances;*
- d. *Promising a work-related benefit or a grade in return for sexual favors;*
- e. *Implied or overt sexual threats;*
- f. *Suggestive or obscene gestures;*
- g. *Suggestive or insulting sounds;*
- h. *Whistling in a suggestive manner;*
- i. *Humor and jokes about sex that denigrate men or women;*
- j. *Patting, pinching, and other inappropriate touching;*
- k. *Unnecessary touching or brushing against the body;*
- l. *Attempted or actual kissing or Fondling;*
- m. *Suggestive or inappropriate acts, such as comments, innuendoes, or physical contact based on one's actual or perceived sexual orientation and/or gender identity/expression;*

⁶ 20 U.S.C. § 1092(f)(6)(A)(v).

⁷ 20 U.S.C. § 1092(f)(6)(A)(v).

⁸ 34 U.S.C. § 12291(a)(10), (8), and (30) respectively.

- n. *Use in the classroom of sexual jokes, stories, remarks, or images that are in no way or only marginally Relevant to the subject matter of the class;*
- o. *Suggestive or inappropriate communications, email, notes, letters, or other written materials displaying objects or pictures, which are sexual in nature, that would create hostile or offensive work, living, or educational environments, including comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess*
- p. *Graphic or written statements (including the use of cell phones and the internet), or other conduct that may be physically threatening, harmful, or humiliating in a manner related to sex*

T. **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.⁹ Stalking includes any willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Conduct includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable person to suffer emotional distress, and that actually causes the accuser to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.¹⁰

For the purposes of this 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.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

U. **Statutory Rape.** Sexual intercourse with a person who is under the statutory age of Consent (which is 18 in the State of Tennessee).

V. **Supportive Measures.** Reasonable administrative action that is appropriate to provide equal access to education. Supportive Measures will be offered to every Complainant, regardless of whether a Formal Complaint is filed. The Title IX Coordinator is responsible for implementing the supportive measure(s). Examples include, but are not limited to:

- Restrictions on contact between the parties
- Modifications of work or class schedules
- Changes in work or housing locations
- Providing or assistance with counseling and/or medical services
- Providing academic support services, such as tutoring
- Extensions of time or other course-related adjustments
- Campus escort services
- Increased security and monitoring of certain areas of campus
- Leaves of absence
- Arranging for the Complainant to re-take a course or withdraw from a class. (Withdrawal may have financial aid implications. Students are encouraged to contact Financial Aid prior to withdrawing.)

Supportive Measures may be applied to one, both, or multiple parties involved with considerable attention paid to providing students, faculty, and staff members reasonable educational access pending the outcome of the investigation. MMC will not place undue burden on any one party and

⁹ As per Clery Act: 34 U.S.C.. § 12291(a)(8)

¹⁰ T.C.A. § 39-17-315.

will seek to make Supportive Measures as equitable as possible.

Student Respondents may be placed on interim suspension or an emergency removal pending the outcome of the investigation under the appropriate circumstances, i.e. after an individualized safety and risk analysis has determined an immediate threat to the physical health or safety of an individual. MMC shall follow the MMC Honor Code before placing a student Respondent on interim suspension, and the student will be provided with written notice and the opportunity to challenge the decision.

In appropriate circumstances and consistent with Human Resource policies, employee Respondents may be placed on administrative leave pending the outcome of the matter.

The College may also issue a “Timely Warning” under the Clery Act.

W. Title IX Coordinator. The Title IX Coordinator is the MMC official responsible for overseeing the College’s response to Sexual Discrimination and Sexual Harassment reports and complaints and for addressing any patterns or systemic problems identified by such reports and complaints. This official oversees and coordinates the College’s programs and training efforts with regard to Sexual Discrimination and Sexual Harassment. The Title IX Coordinator conducts investigations and has the authority to implement all Supportive Measures deemed appropriate. All requests by Complainants for confidentiality should be evaluated by the Title IX Coordinator.

1. The Title IX Coordinator’s responsibilities include, but are not limited to, the following:
 - a. *Investigation or oversight of investigations of allegations related to Title IX;*
 - b. *Coordination and oversight of educational programs including mandatory training for new students and employees and awareness campaigns for current students and employees;*
 - c. *Coordination with College Security on matters related to allegations of Sexual Discrimination and/or Harassment;*
 - d. *Coordination and oversight of training for anyone involved in responding to, investigating, or adjudicating Sexual Discrimination and/or Harassment;*
 - e. *Coordination and oversight of training for employees related to their responsibility when they are aware of Sexual Discrimination and/or Harassment;*
 - f. *Coordination and oversight of annual training for investigators, decision makers, hearing officers and hearing committee members on the issues related to Sexual Discrimination and/or Harassment and on how to conduct an investigation and hearing process that protects the safety of Complainants and promotes accountability;*
 - g. *Maintenance of all records of trainings (including attendance records and training materials), case files, investigations, hearings, informal resolutions, and other processes for a minimum of seven (7) years;*
 - h. *Publish all training materials (actual materials and lists of titles and sources of proprietary materials which are available for viewing for inspection only in the Title IX office by request) on the College’s website; and*
 - i. *Attending appropriate training annually on topics related to responding to or investigating allegations of Sexual Discrimination and/or Harassment.*
2. The Title IX Coordinator may designate deputies and investigators (designees) to assist in carrying out any of the responsibilities related to implementing this policy.

IMMEDIATE ACTIONS A PERSON SHOULD TAKE

- A. In the immediate aftermath of a Sexual Assault, Domestic Violence, Dating Violence or similar event, the most important thing is for the person to get to a safe place.
- B. When a feeling of safety has been achieved, the person should seek medical attention, regardless of his/her decision to report the crime to the police. It is very important for the assaulted person to seek medical attention immediately so that she/he can be screened for sexually transmitted diseases/pregnancy/date rape drugs, obtain emergency contraception, and receive treatment for any physical injuries.
- C. A person who has experienced Sexual Harassment, including Sexual Assault, has the right to accept or decline any or all parts of a medical exam. However, critical evidence may be lost or missed if not collected or analyzed.
- D. Valuable physical evidence can be obtained from the person who has experienced Sexual Harassment and their clothing. The person should make every effort to save anything that might contain the offender's DNA. Therefore, the person should not, when possible:
- Bathe or shower;
 - Wash his/her hands;
 - Brush his/her teeth;
 - Use the restroom;
 - Change clothes;
 - Comb hair;
 - Clean up the area where the incident took place; or
 - Move anything the offender may have touched.
- E. Even if the person who has experienced Sexual Harassment has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date should the person who has experienced Sexual Harassment decide to prosecute.
- F. Persons experiencing Sexual Discrimination or Sexual Harassment are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any that would be useful to investigators.

REPORTING SEXUAL DISCRIMINATION AND HARASSMENT

For flow chart of the reporting, investigation, and hearing process, see [Section XIX](#).

- A. Do not wait to report conduct of concern until the conduct becomes sufficiently serious (i.e., severe, pervasive, or persistent) to create a hostile environment. The Title IX Coordinator can take proactive steps to prevent the conduct from continuing and perhaps escalating, and to protect or otherwise assist the person who has experienced Sexual Harassment. For example, the College can arrange for no-contact orders, counseling, and changes in class schedules, living arrangements, class requirements, and testing schedules as needed. The Title IX Coordinator can also provide expertise and advice to help identify conduct that might be a warning sign of or constitute Sexual Discrimination or Sexual Harassment prohibited by this policy and address any concerns or complaints appropriately.
- B. MMC encourages persons who have experienced Sexual Discrimination and Sexual Harassment to talk to somebody about what happened so they can get the support they need and so that MMC can respond appropriately. Though MMC will keep reports as confidential as possible, it cannot guarantee the confidentiality of every report or complaint. The provisions in [Section VI](#) detail the confidentiality options available to individuals.

C. A student who experiences Sexual Harassment and who was under the influence of alcohol or drugs during the Sexual Harassment incident should not be reluctant to seek assistance for fear of being sanctioned for his/her improper use of alcohol or drugs. Under the Amnesty policy, the College will generally not pursue disciplinary violations against the person who has experienced Sexual Harassment (or against a witness) for his/her improper use of alcohol or drugs (i.e., underage drinking), if the person who has experienced Sexual Harassment or witness is making a good faith report of Sexual Harassment. (see Section III. C.).

D. Reporting:

1. Confidential Reports:

Reports to professional licensed **counselors** (including MMC Counseling personnel) or to professional **ministers** (including the MMC Chaplain) are confidential in every respect, to the extent allowed by law. For example, Tennessee's mandatory reporting law related to abuse of minors, imminent harm to others, or subpoenas for testimony may require disclosure of all information received.

- a. *Professional licensed counselors who provide mental health counseling to MMC's campus community are not required to report any information about an incident to the Title IX Coordinator and will not do so without written permission.*
College Counselor: Desiree Stone, ALC (dstone@martinmethodist.edu)
- b. *Professional ministers are not required to report any information about an incident to the Title IX Coordinator and will not do so without written permission.*
College Chaplain: Laura K. McMasters (lkirkpatrick@martinmethodist.edu)
- c. *The above designated personnel can assist the person who has experienced Sexual Harassment in receiving other necessary protection and support, such as victim advocacy and health or mental health services. Written permission from the person who has experienced Sexual Harassment to reveal the minimum information necessary to arrange requested assistance will be obtained prior to disclosure.*

2. Private, Not Necessarily Confidential Reports:

Reports to a **Responsible Employee** will not be absolutely confidential but will be handled in as confidential a manner as possible.

- a. *When a Complainant tells a Responsible Employee (as defined in Section III P.) about an incident of Sexual Discrimination or Sexual Harassment, the Responsible Employee must report to the Title IX Coordinator all relevant details about the alleged Sexual Discrimination or Sexual Harassment. Information reported to a Responsible Employee will be shared only with the Title IX Coordinator.*
- b. *A Responsible Employee shall not share information with law enforcement without the Complainant's Consent.*
- c. *Employees in the following list are designated as Responsible Employees:*
 - (1) Title IX Coordinator, Title IX Deputy Coordinators, and designees;
 - (2) President, Provost, Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents, Directors, Associate Directors, Assistant Directors, Department Chairs/Heads;
 - (3) Faculty;
 - (4) Academic Advisors;
 - (5) Advisors for student organizations;
 - (6) Resident directors and resident assistants;
 - (7) Athletic coaches and trainers;
 - (8) College Security Authorities, as required by the Clery Act;

- (9) Director of Safety and Security and any security officers employed in any capacity by the College. All security officers are additionally bound by the Nottingham Act requirements:

Unless the victim of a Sexual Assault does not consent to the reporting of an offense, the Director of Safety and Security shall immediately notify the Pulaski Police Department if Security is in receipt of a report from the victim alleging that any degree of Rape has occurred on MMC property. The Director of Safety and Security shall designate one person who shall have the authority and duty to notify the Pulaski Police Department in his/her absence. In the case of an alleged Rape, College Security and the Pulaski Police Department shall jointly investigate the incident. The Pulaski Police Department and College Security shall cooperate in the investigation.¹¹ If the victim does not consent to the reporting, no member of MMC Security shall report the offense to the local law enforcement agency.¹²

- d. *Before a Complainant reveals any information to a Responsible Employee, the Responsible Employee must ensure that the Complainant understands the Responsible Employee's reporting obligations.*
- (1) If the Complainant wants to maintain confidentiality, the Responsible Employee must direct the Complainant to confidential resources.
 - (2) If the Complainant wants to tell the Responsible Employee what happened but also maintain confidentiality, the Responsible Employee must advise the Complainant that the request will be considered, but no guarantee can be given 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 Title IX Coordinator of the Complainant's request for confidentiality.
 - (3) Responsible Employees will not pressure a Complainant to request confidentiality but will honor and support the Complainant's wishes, including for MMC to fully investigate an incident. By the same token, Responsible Employees will not pressure a Complainant to make a full report if the Complainant is not ready to do so.

3. Formal Complaints:

To file a Formal Complaint, contact one of the following individuals:

Title IX Coordinator: If you have a complaint against a MMC student, faculty, staff, or visitor for Sexual Harassment, sex discrimination, or Sexual Assault, you may contact the Title IX Coordinator at any time:

Sarah Catherine Richardson
Director of Student Life
Student Life House
420 W Madison Street
Pulaski, TN 38478
(931) 424-4073
scrichardson@martinmethodist.edu

Deputy Title IX Coordinator:

Emma Hlubb
Director of Financial Aid and Veteran's Affairs
Colonial Hall
318 W Madison Street
Pulaski, TN 38478
(931) 424-7366
ehlubb@martinmethodist.edu

¹¹ T.C.A. § 49-7-129.

¹² T.C.A. § 49-7-2207; Public Acts 2005, Chapter 305.

The College shall not share personally identifiable information with law enforcement without the Consent of the person who has experienced Sexual Harassment, or unless the person who has experienced Sexual Harassment has also reported the incident to law enforcement and has confirmed this with the College.

4. Reports Not Considered “Notice” To the College:
 - a. Public awareness events, candlelight vigils, protests, survivor speak outs, or other forums, including social media and class discussions, in which students disclose incidents of Sexual Discrimination and/or Sexual Harassment are not considered notice to MMC of Sexual Discrimination and/or Sexual Harassment for purposes of triggering its obligation to investigate any particular incident(s).
 - b. Such events may inform the need for campus-wide education and prevention efforts, and MMC will provide information about students’ Title IX rights at these events.

5. Reporting to the U.S. Department of Education:

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

CONFIDENTIALITY

- A. If a Complainant 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 will weigh that request against its obligation to provide a safe, non-discriminatory environment for all students, including the Complainant.

- B. The Title IX Coordinator will evaluate requests for confidentiality. When weighing a Complainant’s request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the increased risk that the alleged perpetrator will commit additional acts of sexual or other misconduct, such as:
 1. Whether there have been other Sexual Discrimination and/or Harassment complaints about the same alleged perpetrator;
 2. Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of Sexual Discrimination and/or Harassment;
 3. Whether the alleged perpetrator threatened further Sexual Discrimination and/or Harassment or other misconduct against the Complainant or others;
 4. Whether the Sexual Discrimination and/or Harassment was committed by multiple perpetrators;
 5. Whether the Sexual Discrimination and/or Harassment was perpetrated with a weapon;
 6. Whether the victim is a minor;
 7. Whether MMC possesses other means to obtain Relevant evidence of the Sexual Discrimination and/or harassment; or
 8. Whether the Complainant’s report reveals a pattern of perpetration at a given location or by a particular group.

The presence of one or more of these factors could lead MMC to investigate and, if appropriate, pursue disciplinary actions. If none of these factors are present, MMC will likely respect the Complainant’s request for confidentiality.

- C. If MMC honors the request for confidentiality, the Complainant should understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.
- D. If MMC determines that it cannot maintain a Complainant's confidentiality, the Title IX Coordinator will inform the Complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.
- E. MMC will not require a Complainant to participate in any investigation, hearing, or disciplinary proceeding.
- F. MMC will generally not contact or discuss claims or investigations with the parents, guardians, attorneys, or other designated Advisors of a Complainant or Respondent without that party's written Consent.
- G. FERPA limits the extent to which the College may disclose personally-identifiable information in student records. Whenever it is necessary to comply with FERPA, the College reserves the right to redact or limit information provided under this policy.

INVESTIGATION

A. Informal Resolutions:

With the voluntary, informed, and written Consent of both parties, informal resolution may be attempted at any point prior to reaching a determination of responsibility in cases alleging violations of this policy.

1. Prior to any attempted informal resolution, both parties shall receive a written notice disclosing the allegations, the requirements of the informal resolution process including the preclusion of the parties from resuming a Formal Complaint arising from the same allegations, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. The College will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of Formal Complaints.
3. The College will not require the parties to participate in informal resolution, and may not offer informal resolution unless a Formal Complaint is filed.
4. All facilitators of informal resolutions will be properly trained.
5. At any time prior to agreeing to a resolution, any party has the right to withdraw from informal resolution and resume the grievance process with respect to the Formal Complaint.
6. The College will not allow an informal resolution process to resolve allegations that an employee sexually harassed a student.

B. Complaint:

1. Absent good cause, within 5 business days of the Title IX Coordinator's receipt of a report of Sexual Discrimination or Sexual Harassment, the Title IX Coordinator shall notify the Complainant and request a meeting. The Title IX Coordinator should provide written notice to the Complainant of his/her rights with regard to this process in advance of the interview with sufficient time to prepare for meaningful participation.
2. The Title IX Coordinator shall attempt to get a Formal Complaint from the Complainant.
 - a. *Formal Complaint: A Formal Complaint should include information related to the circumstances giving rise to the complaint, the dates of the alleged occurrences, names of witnesses, a request that the College investigate the allegation, and the Complainant's physical or digital signature. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail.*

Any party can appeal the dismissal of the complaint directly to the Executive Vice-President by submitting a written to the Executive Vice-President within 3 business days of receiving the notification of dismissal. The Executive Vice-President will determine if the facts warrant a Title IX investigation and will respond to the party in writing within 3 business days. The decision of the Executive Vice-President on this matter shall be final.

- D. MMC will conduct an adequate, reliable and impartial investigation in a timely manner (See Section XV.), providing the Respondent and Complainant equitable rights during the investigative process.
- E. All complaints of Sexual Discrimination and/or Harassment shall be presented to the Title IX Coordinator for investigation and appropriate disposition. A Deputy Title IX Coordinator must always inform the Title IX Coordinator of the receipt of a complaint.
- F. Complaints involving Sexual Discrimination and/or Harassment will be investigated by the Title IX Coordinator, a Deputy Title IX Coordinator, or a qualified, sufficiently trained investigator appointed by the Title IX Coordinator.
- G. Investigators shall receive training that satisfies the requirements of Title IX of the Education Amendments of 1972,¹³ the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,¹⁴ and the federal regulations implementing those statutes, as amended.
- H. The Title IX Coordinator shall notify the President and the Vice President of Student Affairs that an investigation is being initiated. When employees of the College are involved, the Vice President of Human Resources will also be notified.
- I. During the course of the investigation, MMC will endeavor to gather sufficient evidence to reach a fair and impartial determination as to whether Sexual Discrimination or Sexual Harassment occurred and, if so, whether a hostile environment has been created that must be redressed.
- J. Investigation:
 - 1. The timeframe for conducting the investigation will vary based on the complexity of the investigation and the severity and extent of the alleged conduct (see Section XV.). The Title IX Coordinator should inform the parties of the status of the investigation on a periodic basis.
 - 2. The burden of collecting evidence and proving a violation of policy is on the College, not on either party.
 - 3. The Title IX Coordinator shall provide written notice to the Complainant and Respondent of the extent to which the College will allow an Advisor to advise the student in an investigation or student disciplinary proceeding. (See Section III. B.)
 - 4. Both parties will be provided with a pre-investigation notice with sufficient details and with sufficient time to prepare a response before any initial interview, including:
 - a. the identities of the parties involved
 - b. the date, time, and location of the alleged incident
 - c. the specific violation alleged, and the range of sanctions that may apply for such violations
 - d. the conduct allegedly constituting the violation
 - e. any relevant Supportive Measures and the date such measures go into effect
 - f. informational notices regarding the equal rights of the parties, including the rights to:

¹³ 20 U.S.C. § 1981

¹⁴ 20 U.S.C. § 1092(f)

- i. Testify in-person
 - ii. Identify and have considered the testimony of a reasonable number of other witnesses
 - iii. Identify and have considered written evidence
 - iv. Similar and timely access to written statements and other evidence considered in the determination of the complaint
 - v. Equal access to review and comment upon any evidence or information independently developed by the investigator
 - vi. An Advisor as permitted under the policies outlined in Section III. B.
 - vii. Receive written notice of the determination of the complaint
 - viii. Appeal as outlined in Section X.
 - ix. Receive written notice of the outcome of an appeal, including any changes that were made to the previous determination
 - g. informational notices regarding this policy, including:
 - i. Access to this policy in its completion
 - ii. Retaliation is strictly prohibited and may be grounds for disciplinary measures, up to and including termination or expulsion.
 - iii. Confidentiality will be weighed under the policies outlined in Section VI.
 - iv. The College presumes the Respondent is not responsible for the reported Sexual Discrimination and/or Harassment unless and until the evidence supports a different determination.
 - v. Knowingly making false statements, including knowingly submitting false information during the resolution process, is strictly prohibited.
 - vi. The College reports Clery violations (Sexual Assault, Domestic Violence, Dating Violence, and Stalking) in ways compliant with the Clery Act.
5. The investigator shall inform all individuals interviewed during the investigation that retaliation is strictly prohibited and may be grounds for disciplinary measures, up to and including termination or expulsion. The investigator shall advise all interviewees that they should contact the investigator immediately if they believe they are being retaliated against.
 6. Prior to all meetings and interviews a party is invited to, the party will receive written notice detailing the purpose of the meeting/interview; the date, time, and location of the meeting; and a list of all other participants in the meeting/interview.
 7. The investigation shall include interviews with both the Complainant and Respondent, unless either declines an in-person interview.
 - a. The Complainant and Respondent shall be provided with the same opportunities to have others present during an interview, including the opportunity to be accompanied by the Advisor of their choice to any related meeting or proceeding.
 - b. The College will not limit the choice of Advisor for either the Complainant or Respondent; however, Advisors will be limited to an advising role only and may not otherwise participate in interview proceedings.
 - c. The Respondent will be notified in writing of the complaint before the investigator's initial interview with the Respondent (see Section VII. K. 4.).
 - d. The Formal Complaint from the Complainant, or Title IX Coordinator will become part of the investigation report if necessary and will be kept in the case file.
 - e. A summary of the Respondent's response to the complaint as taken by the investigator will be provided in writing for review by the Respondent. The Respondent will be asked to propose any changes necessary, with both the original document and the proposed changes being logged as the official statement. The statement, after reviewed by the Respondent, will become part of the investigation report if necessary and will be kept in the case file. No parts of this statement will be available for copy.

- f. When either party declines an in-person interview, the refusal to participate will be noted in the case file, and the College will proceed based on the information available, including making final determinations.
 - g. No audio or video recording of any kind is permitted during investigation meetings.
8. The investigator is expected to request a list of Relevant witnesses and evidence from the Complainant and Respondent and take such into consideration.
 - a. Both the Complainant and the Respondent are permitted to provide other Relevant evidence to the investigator. Evidence includes any facts or information presented in support of an assertion and may include text messages, email exchanges, timelines, receipts, photographs, etc. The investigator may also consider additional documents, items or other Relevant information.
 - b. Any documentation shared by the Complainant or the Respondent with the investigator will be provided to the other party via the Title IX Coordinator's periodic updates.
 - c. The Complainant and the Respondent both have the right to propose questions to one another. Questions deemed by the investigator as inappropriate will not be asked, and the requesting party (Complainant or Respondent) will be notified of why those questions were not asked.
 - d. The Complainant and the Respondent both have the right to propose questions to witnesses. Questions deemed by the investigator as inappropriate will not be asked, and the requesting party (Complainant or Respondent) will be notified of why those questions were not asked.
9. The investigation shall include interviews with Relevant witnesses identified by the Complainant and Respondent and any other potential, Relevant witness made known to the investigator via other means. However, the investigator shall not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the school obtains that party's voluntary, written Consent to do so.
10. The investigation shall include the gathering and reviewing of any documentary, electronic, physical, or other type of Relevant evidence.
11. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply Consent or preclude a finding of Sexual Discrimination and/or Harassment. Where the parties have a prior sexual relationship, and the existence of Consent is at issue, the sexual history between the parties *may* be Relevant to help understand the manner and nature of communications between the parties and the context of the relationship, which may have bearing on whether Consent was sought and given during the incident in question. However, this does not assume that the prior sexual history was consensual and this should be a factor in considering relevance.
12. The investigation shall not consider any evidence about the Complainant's prior sexual conduct with anyone other than the Respondent. An individual's character or reputation with respect to other sexual activity is not Relevant and will not be considered as evidence. Similarly, an individual's prior or subsequent sexual activity is typically not Relevant and will only be considered as evidence under limited circumstances. For example, prior sexual history may be Relevant to explain the presence of a physical injury or to help resolve other questions raised by the report. The investigator will determine the relevance of this information.
13. Information that does not directly relate to the facts at issue, but instead reflects upon the

reputation, personality, qualities, or habits of an individual is character evidence and is not Relevant.

14. Evidence of occurrences of prohibited conduct so distinctive and so closely resembling either party's version of the alleged encounter as to tend to prove a material fact ("pattern evidence") may be considered. Where there is evidence of a pattern of similar prohibited conduct, either before or after the conduct in question, regardless of whether there has been a prior finding of a policy violation, this information may be deemed Relevant to the determination of policy violation or assigning of a sanction. Instances will be rare and the determination of relevance will be based on an assessment of whether the previous or subsequent incident was substantially similar to the conduct cited in the report or indicates a pattern of behavior and substantial conformity with that pattern.
 15. No parties involved in the investigation will be required by MMC to sign a non-disclosure agreement, but all parties should recognize that the integrity of the investigation process can be harmed when witnesses discuss the case with one another. This may impact the College's ability to reach a fair, impartial conclusion. Witnesses are recommended to seek advice from Advisors or confidential support services. All parties involved in an investigation should remember that all proceedings are private, and all persons are expected to maintain the privacy of the proceedings. While there is an expectation of privacy around what is discussed, the parties have discretion to share their own experiences with others if they so choose.
- K. Notices required by this policy will be sent via the student's or employee's official MMC email account. A notice sent to a student organization will be sent to the organization's president and Advisor at those individuals' MMC email address. Students and employees have the responsibility to regularly check their College-issued email accounts. Notices to third parties will be sent via the contact information available to the Title IX Coordinator. The requirement to provide notice will be satisfied when sent as indicated, and any period for response will begin on the date the email is sent.
- L. Some instances of Sexual Discrimination and/or Harassment may also constitute criminal conduct. In such instances, the Complainant is also encouraged to file a report with local law enforcement and, if requested, the College will assist the Complainant in doing so to the extent the College is able. The pendency of a criminal investigation, however, does not relieve the College of its obligation to investigate Sexual Discrimination and/or Harassment.

NOTE: The standards for finding a violation of criminal law are different from the standards for finding a violation of this policy (i.e., "beyond a reasonable doubt" in criminal cases versus "Preponderance of Evidence" for purposes of this policy). As a result, the outcome of any criminal proceeding is not necessarily determinative of whether a violation of this policy has occurred.

INVESTIGATION REPORT

- A. Upon completion of the investigation, the investigator shall prepare a written report that fairly summarizes the evidence, including both inculpatory and exculpatory evidence. Relevant evidence gathered during the investigation, as appropriate, may be attached as appendices. Documents protected by the attorney work-product privilege, such as the investigator's personal notes, will not be attached to the investigation report.
- B. Upon the receipt of the initial report by the Title IX Coordinator, both the Complainant and the Respondent will be notified via their MMC email address. Parties may review the investigation report, as well as all evidence directly related to the allegations not used in the investigation report, in the Title IX Coordinator's office in person. Parties have 10 actual days after the notification to review the report and evidence, and to submit a written response to the evidence which must be considered

by the investigator before finalizing the report. The investigator will be notified when this review is complete, and the report shall be returned to the investigator for final review and signature.

- C. No parts of the investigation report or case file shall be made available for copy. Both the Complainant and the Respondent can review the final investigation report in the Title IX Coordinator's office in person. The case file, including extraneous notes, summaries, and evidence will not be available for review.
- D. All records will be kept in the Title IX Coordinator's office for a minimum of seven years.

LIVE HEARING PROCEDURES

- A. Upon the receipt of the final investigation report from the investigator, the Title IX Coordinator shall complete the following steps:
 - 1. Simultaneously notify both the Respondent and the Complainant that the final report has become available for review at least 10 actual days before any hearing. Advisors may review the report.
 - 2. Deliver the report to the appropriate Decision Maker, who will have training on question relevance, including how to provide sound and defensible rationale for excluding unapproved questions. Decision Makers are determined by the status of the Respondent:
 - a. *If the Respondent is a student, the Decision Maker is the Vice President for Student Affairs.*
 - b. *If the Respondent is a tenure-track or tenured faculty member, the Decision Maker is the Provost.*
 - c. *If the Respondent is a non-tenured faculty member, the Decision Maker is Vice President for Human Resources.*
 - d. *If the Respondent is a staff member, the Decision Maker is Vice President for Human Resources.*
 - e. *If the Respondent is a third party, the Decision Maker is the Vice President for Student Affairs.*
 - 3. The Title IX Coordinator will call together a live hearing panel of the appropriate Decision Maker and two members of the Title IX Council. The Decision Maker will serve as the Chair of the panel.
 - a. *Members of the Title IX Council will current faculty or staff members at the College, and will be appointed by the Title IX Coordinator.*
 - b. *Members of the Title IX Council, including Decision Makers, will have annual training that satisfies the requirements of Title IX of the Education Amendments of 1972,¹⁵ the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,¹⁶ and the federal regulations implementing those statutes, as amended. Members will understand confidentiality requirements and the College's Title IX policy.*
 - c. *Members of the panel, including Decision Makers, must disclose a conflict of interest with either party that could create a perception of bias. Conflicts of interest will result in the member being removed from the panel and replaced.*
 - d. *If the Complainant or Respondent believes a panel member or the Decision Maker has a conflict of interest, that party must submit a written explanation of the reason for that belief to the Executive Vice-President. The explanation must be submitted within 3 business days of the time when the party knew or should have known the facts that would give rise to the alleged conflict of interest. The Executive Vice-President, in consultation with necessary counsel, will determine if a conflict of interest exists under the criteria set forth in T.C.A. § 4-5-303 or some other basis that warrants the appointment of a different*

¹⁵ 20 U.S.C. § 1981

¹⁶ 20 U.S.C. § 1092(f)

hearing officer or committee member and respond to the party in writing within 3 business days, absent good cause. The decision of the Executive Vice-President shall be final.

- B. The panel will receive the investigation report (as described in Section VIII.) in advance of the live hearing.
- C. The Complainant and Respondent shall receive sufficient notice of (including date, time, location, participants, and purpose). The Complainant, Respondent, and each party's Advisor shall be allowed access to any evidence presented during any disciplinary hearing or other proceeding during the disciplinary process.
- D. Both the Complainant and Respondent will be granted live video and audio access to the entirety of the proceedings upon request, but both parties will never be present in the same location at the same time during the hearings.
- E. Hearings will consist of the panel, including the Decision Maker, requesting the presence of individuals including the Complainant, the Respondent, the investigator, and any witnesses.
 - 1. Both parties may request to appear before the hearing panel if they wish and make an oral statement regarding the facts. Both parties shall be allowed to have an Advisor of their choice accompany them. During this appearance, the panel may ask questions of the party, but extended statements or questioning is unnecessary. The other party's Advisor may also ask questions of the party (See Section IX. F.)
 - a. *Only Relevant cross-examination and other questions may be asked of a party or witness.*
 - b. *Questions that test credibility will be allowed, but intimidating questioning tactics will not be allowed.*
 - c. *Before any question is answered, the Decision Maker must first determine whether the question is Relevant and explain any decision to exclude a question as not Relevant.*
 - d. *Questions and evidence about the Complainant's sexual predisposition, prior sexual behavior, or similar questions are not Relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent.*
 - 2. The hearing panel may ask the investigator questions related to the investigation report.
 - 3. The hearing panel may request to hear from one or more of the witnesses, though the panel's presumption should be that the investigator has identified and interviewed all Relevant witnesses and supplied the information necessary for the hearing panel to render its decision and determine sanctions. Both parties' Advisors may also request to hear from any witness for cross-examination, with all questions adhering to guidelines outlined in Section IX. E. I.
- F. Advisors of Complainants and Respondents have the right to ask questions and follow-up questions to, or "cross-examine", the other party and all witnesses during the live hearing.
 - 1. Any cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's Advisor of choice and never by a party personally.
 - 2. All questions must adhere to guidelines outlined in Section IX. E. I.
 - 3. If a party does not have an Advisor present at the live hearing, the College will provide an appropriate Advisor, free of charge to the party.

4. If a party or witness does not submit to cross-examination at the live hearing, the Decision Maker must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the Decision Maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- G. All hearings will be recorded by transcript or audio/audiovisual recording. The Complainant and Respondent will both have access to this record for inspection and review, but never for copy.
- H. The hearing panel will convene to deliberate and render a decision regarding whether or not the Respondent has violated College policy by a preponderance of the evidence, though the final determination is at the sole discretion of the Decision Maker. The Decision Maker shall use a preponderance of the evidence standard when reaching a decision.
- I. The Decision Maker prepares the hearing panel's written decision and rationale, including the specific sections of the code alleged to have been violated; a description of all the steps taken from the receipt of the Formal Complaint through the hearing; specific descriptions of all findings of fact that support the determination; a statement and rationale with respect to each allegation, including determination (finding of responsibility or non-responsibility), and sanctions. The written determination will be returned to the Title IX Coordinator, who will provide simultaneous written notification of the outcome to the Complainant and the Respondent via MMC email. The Decision Maker's determination will be filed with the investigation report.
- J. If either the Complainant or Respondent is dissatisfied with the panel's determination, that determination may be appealed to the President by notifying the Title IX Coordinator in writing of the decision to appeal within 5 business days of the date that the panel's determination is sent to the parties' College email addresses. (See Section X.)
- K. If a written request for appeal is not received within 5 business days, the determination is final.
- L. If a final decision has been made that a policy violation occurred, the Title IX Coordinator shall determine if any remedies are required to address the campus-wide environment, taking into consideration the impact of an incident of Sexual Discrimination and/or Harassment on the campus as a whole and on specific groups or areas on campus. For example, the Title IX Coordinator may determine that specific training is needed for a student group whose members have been accused of Sexual Assault.

APPEAL OF DECISION TO THE PRESIDENT

- A. The appealing party must explain, in writing, the basis on which the party appeals, i.e.:
 - a. A procedural irregularity that affected the outcome of the matter;
 - b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
 - c. Evidence that Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias that affected the outcome of the matter; or
 - d. Additional grounds as provided by the appealing party to all parties.
- B. The President will issue a written response to the appeal as promptly as possible. This decision will constitute MMC's final decision on the complaint. The Complainant and Respondent shall be simultaneously notified of the President's decision in writing by the Title IX Coordinator.

WITHDRAWAL OF A COMPLAINT

The Complainant may request to withdraw a Complaint at any time. The College reserves the right to make a determination whether to approve or deny this request, but will strongly consider the Complainant's wishes.

Withdrawal or Resignation While Charges Pending:

- A. Students: Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the College, the resolution process ends, as the College no longer has disciplinary jurisdiction over the withdrawn student. However, the College will continue to address and remedy any systemic issues, variables that have contributed to the alleged violation(s), and any ongoing effects of the alleged Sexual Discrimination and/or Harassment. The student who withdraws or leaves while the process is pending may not return to the College. A hold will be placed on their ability to be readmitted. If the student only withdraws or takes a leave for a specified period of time (e.g. one semester or term), the resolution process will continue and that student is not permitted to return to the College unless and until all sanctions have been satisfied.
- B. Employees: Should an employee resign with unresolved allegations pending, the resolution process ends, as the College no longer has disciplinary jurisdiction over the resigned employee. However, the College will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged Sexual Discrimination and/or Harassment. The employee who resigns with unresolved allegations pending is not eligible for rehire with the College, and the records retained by the Title IX Coordinator will reflect that status. All College responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.
- C. Third Parties: Should a third party discontinue their relationship with the College with unresolved allegations pending, the resolution process ends, as the College no longer has disciplinary jurisdiction over the third party. However, the College will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged Sexual Discrimination and/or Harassment.

FALSE REPORTS

Because of its strong desire to prevent and remedy Sexual Harassment, the College encourages all good faith complaints of Sexual Harassment. However, the College also has a duty to balance the rights of all parties. Accordingly, if the College's investigation reveals that a complaint of Sexual Harassment was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation; provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

RETALIATION

Neither the College nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing.

Engaging, encouraging others, or directing others in an adverse action or threat of an adverse action

against a Complainant, Respondent, or any individual or group of individuals involved in the complaint, investigation, and/or resolution of an allegation of a violation of College's Student Code of Conduct, Title IX policy, or other College policy; including any individual who attempts to intervene, prevent, or report behavior prohibited by these policies. Retaliation can be committed by an individual or group of individuals, not just a Complainant or Respondent. Examples of retaliation include, but are not limited to, threats, intimidation, pressuring, continued Sexual Discrimination and/or Harassment, violence, or other forms of harm to others.

Charges against an individual for code of conduct violations that do not involve Sexual Discrimination and/or Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

In an effort to prevent retaliation, the College will keep confidential the identity of Complainants, Respondents, and witnesses, except as may be permitted by FERPA, or as required by law, or as necessary to carry out a Title IX proceeding.

The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith does not constitute retaliation (See [Section XIV](#).)

MMC faculty, employees, and students are strictly prohibited from retaliating, intimidating, threatening, coercing, or otherwise discriminating against any individual for exercising their rights or responsibilities under any provision of this policy. Retaliation will result in disciplinary measures, up to and including termination or expulsion.

RELATIONSHIPS BETWEEN INDIVIDUALS OF DIFFERENT COLLEGE STATUS

A sexual or romantic relationship involving individuals of different College status is not, in and of itself, Sexual Harassment as defined by this policy and will not be investigated or adjudicated under this policy. Such an interaction may be a violation of another College policy and subject to separate disciplinary procedures.

A sexual or romantic relationship between students and teachers, supervisors or mentors (faculty members, staff members, or other students) violates both College and professional standards, and potentially violates state and federal anti-discrimination laws. The College prohibits all sexual and romantic relationships between faculty members and students (both undergraduate and graduate students).

A conflict of interest also exists if there is a consensual romantic or sexual relationship in the context of employment supervision or evaluation. Therefore, a supervisor may not influence, directly or indirectly, salary, promotion, performance appraisals, work assignments or other working conditions for an employee with whom such a relationship exists.

TIMEFRAME FOR COMPLETION OF INVESTIGATION AND DISCIPLINARY PROCESS

The U.S. Department of Education has made clear that the length of investigations may vary with the complexity and unique factors in each case. Examples of such factors include, without limitation, circumstances in which critical witnesses are unavailable or if law enforcement requests the College temporarily halt its investigation for a brief period of time. Accordingly, all timeframes set forth in this policy may be altered by the Title IX Coordinator for good cause, and the Title IX Coordinator will provide to parties written notice, including rationale, of temporary delays or extensions of this process for good cause. The College's overarching goal is that all complaints be investigated in a prompt, fair, and impartial manner.

A. There is no time limit or statute of limitations on a Complainant's decision to file a formal Title IX

Complaint with the College.

- B. There is no time limit for parties to seek to initiate or suspend informal resolutions.
- C. There is no time limit for Complainants to request Supportive Measures.
- D. Business days are available in the current College Catalog and via the Academic Calendar and Important Dates on the College's website.

EDUCATION AND PREVENTION PROGRAMS

MMC will engage in comprehensive educational programming to prevent Sexual Discrimination and/or Harassment. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students, faculty, and staff that:

- A. Identifies Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Sexual Discrimination and Sexual Harassment as prohibited conduct
- B. Defines what behavior constitutes Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Sexual Discrimination and Sexual Harassment
- C. Defines what behavior and actions constitute Consent to sexual activity in the State of Tennessee
- D. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Sexual Harassment against a person other than the bystander
- E. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.

The Title IX Coordinator will also be responsible for the notice (including publication on website and both Employee and Student Handbooks) of Title IX policy updates and revisions to the community, including applicants, students, employees, contractors, and parents/guardians.

ASSISTANCE IN CASES OF SEXUAL DISCRIMINATION AND SEXUAL HARASSMENT: RIGHTS AND OPTIONS

Regardless of whether a person who has experienced Sexual Harassment elects to pursue a criminal complaint, MMC will provide the parties with a written explanation of her/his rights as a member of MMC.

- A. In the Tennessee court system, a victim of Domestic Violence, Dating Violence, Sexual Assault and Stalking has the following rights¹⁷:
 1. the right to confer with the prosecution;
 2. the right to be free from intimidation, harassment and abuse throughout the criminal justice system;
 3. the right to be present at all proceedings where the defendant has the right to be present;
 4. the right to be heard, when Relevant, at all critical stages of the criminal justice process as defined by the General Assembly;
 5. the right to be informed of all proceedings, and of the release, transfer or escape of the accused or convicted person;

¹⁷ Information related to these rights may be found at <http://www.tndagc.com/vr.htm>.

6. the right to a speedy trial or disposition and a prompt and final conclusion of the case after the conviction or sentence;
7. the right to restitution from the offender;
8. the right to be informed of each of the rights established for victims.

- B. Information regarding Orders of Protection in Tennessee is available at the following link:
https://www.dropbox.com/sh/hvh025mgodf319s/AADGfUDNC153rB9Oc-STryswa/Order%20of%20Protection%20FAQ's?dl=0&subfolder_nav_tracking=1
- C. Additional information related to such orders is found at <https://www.tncoalition.org/curricula-publications>.
- D. MMC does not publish the names or identifiable information of crime victims in crime logs or in the release of timely warnings.

RESOURCES FOR PARTIES INVOLVED IN SEXUAL DISCRIMINATION AND SEXUAL HARASSMENT

- A. The resources listed below are not exhaustive or limited to those who wish to make an official report or participate in an institutional hearing, police investigation, or criminal prosecution. However, in cases where a person who has experienced Sexual Harassment wishes to maintain complete confidentiality, the person should review carefully *Section VI*.
- B. On campus resources available to all parties involved in Sexual Discrimination and Sexual Harassment:

<u>MMC Counseling</u>	MMC Clinic 931-424-7338
<u>MMC Clinic</u>	MMC Clinic 931-424-7338
<u>Campus Security</u>	Justice Center – 2 nd Floor 931-309-7502 <i>Emergencies: 911</i>
<u>Title IX Coordinator</u>	Sarah Catherine Richardson Student Life House - 2 nd Floor scrichardson@martinmethodist.edu 931-424-4073
<u>Vice President of Student Affairs</u>	Daniel McMasters Student Life House – 1 st Floor dmcmasters@martinmethodist.edu 931-424-7334

C. Local Resources:

Pulaski Police Department:

911 for emergencies

1-931-363-3505 for non-emergencies and/or inquiries about medical treatment from a Sexual Assault Nurse Examiner (SANE)

1-800-356-6767 for the Domestic Violence hotline

Center of Hope

Columbia, TN 38402

<http://centerofhopetn.org/get-help/>

931-381-8580

The Shelter

Lawrenceburg, TN 38464

theshellter@TheShelterLBurg.org

800-762-4115

Center for Women's Health

Lawrenceburg, TN 38464

931-381-3030

Giles County Outreach Center

Pulaski, TN 38478

931-424-8883

Tennessee Sexual Assault Legal Clinic

<http://tncoalition.org/>

615-386-9406; 1-800-289-9018

National Sexual Assault Hotline

<https://www.rainn.org/>

1-800-656-HOPE (4673)

National Domestic Violence Hotline

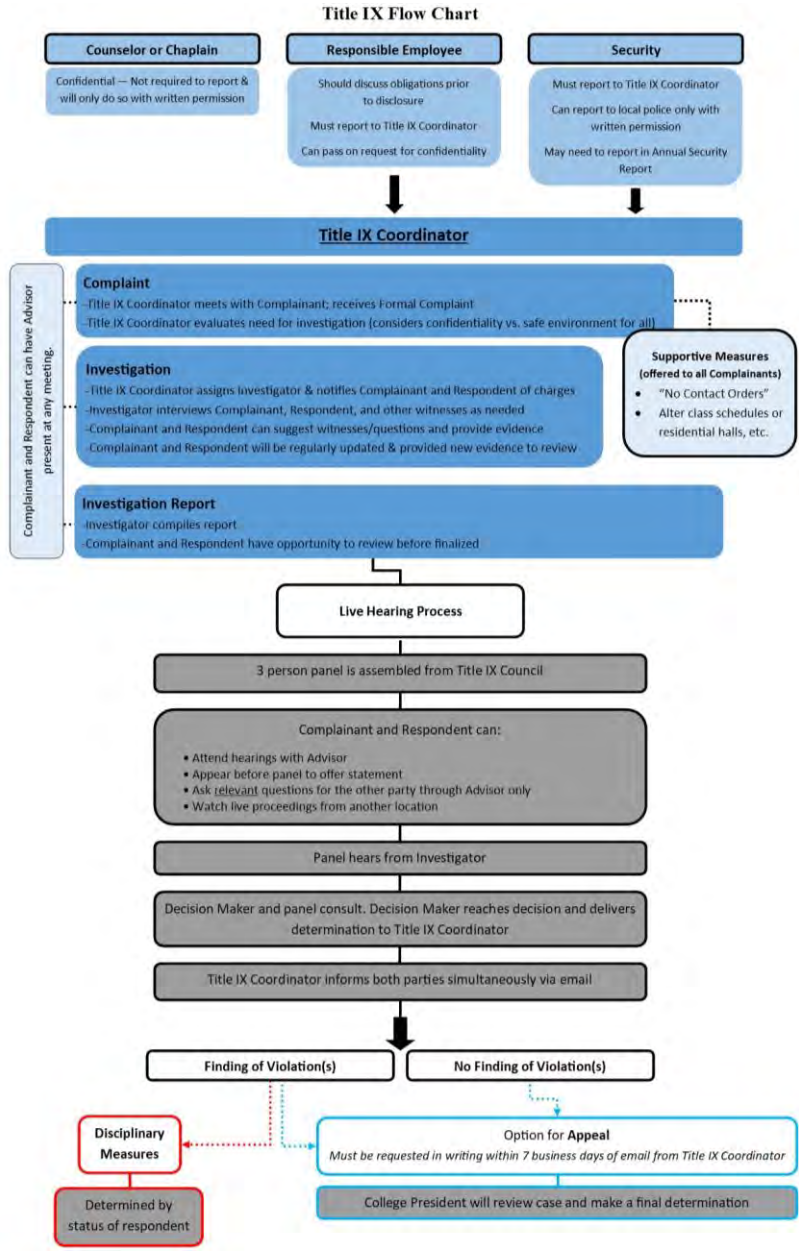
<https://www.thehotline.org/help/>

1-800-799-SAFE (7233)

D. Online Resources

- <http://tncoalition.org/> - State Coalition against Rape and Domestic Violence
- <http://www.thehotline.org/> - Website for LGBTQ survivors of sexual or Domestic Violence and minority women survivors of sexual or Domestic Violence
- <https://1in6.org/> - Website for male survivors
- <http://www.rainn.org> - Rape, Abuse and Incest National Network
- <https://www.justice.gov/ovw/sexual-assault> - Department of Justice
- <http://www2.ed.gov/about/offices/list/ocr/index.html> - Department of Education, Office of Civil Rights

FLOW CHART



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 PREPAREDNESS PLAN

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
Student Life House	420 West Flower St. Pulaski, TN 38478
Turner Center	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 North 5 th 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 3 rd 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 North 5 th St. Pulaski, TN 38478
Student Apartments A	619 West Madison St. Pulaski, TN 38478
Student Apartments B	617 West Madison St. Pulaski, TN 38478
The Justice Center	115 South 4 th St. Pulaski, TN 38478
Upperman Hall	328 West Madison St. Pulaski, TN 38478
Student House A	204 5 th St. Pulaski, TN 38478
Student House B	205 6 th St. Pulaski, TN 38478

FACILITY COORDINATORS

Andrews Science Building:	Shanna Hanes	931-424-2024
Bookstore:	Margaret Jackson	931-363-9836
Colonial Hall:	Tyler Cox	931-424-2015
Criswell Hall:	Skylar Lovvo	931-478-0369
CLC/Gymnasium:	Jeff Bain	931-363-9872
East Campus:	Brandie Paul	931-363-9879
Ed Harmon Hall	Joe Reynolds	931-424-2040
Gault Fine Arts Center:	Jennifer Adams	610-420-4776
Johnston Center:	Laura Morefield	931-637-8015
Maker Lab	Dennis Haskins	615-423-5241
Maintenance Building:	Rick James	931-363-1406
Martin Hall:	Audra Hughes	931-424-4663
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
Student Apartments:	Kaelin Dawson	931-309-5643
Student Houses	Stanton Belford	931-309-1670
Student Life House:	Brittany Trevarthen	205-353-7520

Student Union Building:	Jess Dicus	931-424-7356
The Justice Center	Richard Schoeberl	816-805-0965
Turner Center:	Shana Hibdon	931-424-7347
Upperman Hall:	Joe McNairy	931-309-9506

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 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:

- Severe Weather
- Fire
- Utility Failure
- Hazardous Accidents
- Medical Emergencies
- Psychological Crises
- Violent or Criminal Behavior
- Civil Disturbance or Demonstrations
- 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 Publications and Website Development will meet or talk with the media. However, depending on the situation, the President or the Director of Publications and Website Development 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 Publications and Website Development.

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 Chief Operating Officer (COO)
- Response Plan Coordinator: Vice President of Student Affairs
- Faculty/Staff Support Coordinator: Provost and Vice President for Academic Affairs
- Health and Human Services: College Chaplain
- Services and Student Affairs Coordinator: Director of Student Life
- Emergency Response Security: Director of Campus Safety and Security
- Public Information: Director of Publications and Website Development
- 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: Vice President of Student 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: Provost and Vice President for Academic Affairs

- 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 Student 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.
- Manages arrangements with local support agencies for provision items, blankets, food, water etc.

EMERGENCY RESPONSE SECURITY: Director of Campus Safety and Security

- 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 Publications and Website Development

- 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

1. In an emergency, call EMS at 911.
2. Be sure to identify yourself and give the location of the emergency.
3. Notify the Emergency Director and the Director of Campus Safety and Security at the earliest possible opportunity.
4. 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.

1. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
 - a. 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.
 - b. 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.
2. 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.
3. 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.
4. 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

TORNADO

Knowledge of the following characteristics of a tornado may be 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 a tornado’s path averages four (4) miles, but records indicate that a tornado’s path could run as far as 300 miles.
- ✓ **WIDTH OF THE PATH:** The average width of a tornado’s path is 300 to 400 yards, but records indicate that a tornado’s path has reached a width of a mile or more.
- ✓ **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:** The sound of a tornado has 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 Student 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 frame during which the tornado will move through the affected area.

PROCEDURES FOR TAKING IMMEDIATE ACTION:

1. The Vice President of Student Affairs and the Assistant 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, gymnasiums or other areas with wide, free span roofs.
5. If outside and unable 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 passes 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. When seeking shelter avoid windows and skylights. 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).

All buildings on campus have a designated storm shelter location that can be seen on an evacuation plan posted in a common area of each building:

- | | |
|----------------------------------|--|
| • 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.
- Gault Fine Arts Center: Go to the first-floor restrooms.
- Turner Center: Go to the basement.
- Martin Methodist Clinic: Go to the center restroom.
- Oakwood Apartments: Go to the first-floor apartments.
- The Justice Center: Go to the basement.
- Maintenance Building: Go to Maintenance bathroom.
- East Campus: Go to East Campus Athletic Complex locker rooms.
- Student House A: Go to the basement.
- Student House B: Go to the bathroom and take cover in the bathtub.

SEVERE THUNDERSTORM

Severe thunderstorms include the possibility of damaging lightning, strong winds, hail and flash flooding. Please follow these instructions in the event a severe thunderstorm does occur:

1. Students and personnel should seek shelter inside the nearest building, preferably in the designated storm shelter location for that building.
2. If the designated storm shelter cannot be reached, find a location away from windows.
3. If lightning is heavy and frequent, computers and other electrical appliances should be turned off if they are not needed.
4. Remain safe inside the building until weather sources advise the severe thunderstorm has passed.

FLOODING

Flash flooding should never be underestimated. The severity of the situation can escalate within minutes upon the onset of flooding. Please follow these instructions in the event flooding does occur:

1. Exit the flooded area as quickly as possible and locate high ground away from flooding waters.
2. Avoid standing in floodwaters to reduce the risk of injury, electrocution, and drowning.
3. Once safe, call community emergency dispatch at: 9-1-1.
4. Provide the dispatcher your location, the details of the flooding in your area, current conditions, and your name.
5. Do not hang up the phone until instructed to do so by emergency personnel.
6. Assist authorities on the scene with information as needed.
7. Follow instruction given by authorities on scene to maintain your safety.

SNOW AND ICE STORM

The National Weather Bureau issues public safety warnings through the radio and television broadcasts when there is anticipation of a severe snowstorm, blizzard, or ice storm. Administrative officers will notify essential employees (Emergency Call List) if contingency plans or special duties are required of them. If necessary, emergency housing for stranded students, faculty and staff will be coordinated by the Student 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 Publications and Website Development 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 at 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. Earthquakes 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.

Procedures for taking immediate action:

1. **IF INDOORS**, Drop, Cover, then Hold On. Drop to your hands and knees. Cover your head and neck with your arms. Crawl only as far as needed to reach cover from falling materials. Hold on to any sturdy furniture until the shaking stops. 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 that may collapse. Caution: Always avoid power or utility lines.
3. **IF IN AN AUTOMOBILE**, stop in a clear area that is away from buildings, trees, overpasses, underpasses, or utility wires
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. If in a damaged building, go outside and quickly move away from the building. Do not enter damaged buildings. Report any damaged facilities 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.
8. **IF YOU ARE TRAPPED**, cover your mouth. Send a text, bang on a pipe or wall, or use a whistle instead of shouting so that rescuers can locate you.

BUILDING EVACUATION

When ordered to evacuate or when alarms are activated, it is extremely important to leave immediately under the following guidelines:

1. Unless ordered otherwise by emergency personnel, 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.

4. Exit quickly and calmly using nearest emergency escape routes, marked exits, and proceed to safe assembly location.
5. **Do not attempt to use elevators.** Use only stairways in an evacuation.
6. Use clear, safe escape routes and exits when proceeding to the nearest safe assembly location or to a location ordered by emergency response personnel. Do not return to an evacuated building until directed by college officials.
7. Do not return to offices, classrooms, or any other location to retrieve personal belongings before evacuating.
8. Where applicable, and if safe and possible, turn off laboratory gases, exhaust fans, and close windows/doors as you exit.
9. Assist persons requiring evacuation assistance to get to designated areas for evacuation. Be alert for trapped, injured, or other persons needing assistance.
10. 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.
11. 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

Fire safety is important, regardless of whether students live on-campus or off-campus. Of the approximately 3,800 campus housing fires that occur in the US each year, the majority (88 percent) are cooking fires. Other causes include: Overloaded power strips, Candles (Prohibited in Campus Housing), Space Heaters (Prohibited in Campus Housing) and Arson.

Fire safety experts stress the importance of practicing escape plans in case of fire. **A fire alarm should never be ignored.** All students, faculty, and staff must get out of the building immediately and stay out until given the direction to come back in. It is also important to know the location of fire extinguishers, fire exits, and alarm systems in your area.

RESPONDING TO A FIRE:

1. If a minor fire appears controllable, **call 9-1-1** and then use a fire extinguisher to put out the fire. Remember to direct the fire extinguisher's charge toward the base of the flame. After the fire is extinguished, notify Campus Security.
2. On discovering a fire that is not controllable, raise the alarm by shouting FIRE! To alert anyone in the immediate vicinity. Then activate the nearest designated fire alarm.
3. Move quickly and safely to the nearest exit. Crawl low under any smoke to your exit - heavy smoke and poisonous gases collect first along the ceiling.
4. Before opening a door, feel the doorknob and door. If either is hot, or if there is smoke coming around the door, leave the door closed and use a second way out.
5. If you open a door, open it slowly. Be ready to shut it quickly if heavy smoke or fire is present.
6. If you can't get to someone needing assistance, leave the building and **Call 9-1-1**. Tell the emergency operator where the person is located.
7. If ESA's are trapped inside the building, tell firefighters right away.
8. If you can't get out of the building, close the door and cover vents and cracks around doors with cloth or tape to keep smoke out. **Call 9-1-1**. Say where you are and signal for help at the window with a light-colored cloth or a flashlight.

9. If your clothes catch fire, stop, drop, and roll – stop immediately, drop to the ground, and cover your face with your hands. Roll over and over, or back and forth, until the fire is out. If you or someone else cannot stop, drop, and roll, smother the flames with a blanket or towel. Use cool water to treat the burn immediately for 3 to 5 minutes. Cover with a clean, dry cloth. Get medical help right away by **calling 9-1-1**.
10. Once outside, move to a clear area at least 500 feet away and move toward your accountability location. Keep streets, fire lanes, fire hydrants and walkways clear for emergency vehicles and crews.
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.
13. Follow all instructions of the emergency preparedness teams.

CALLING FOR HELP:

1. **First response to a fire should always be call 9-1-1 first!**
2. Try to remain calm. Speak clearly and slowly so the 9-1-1 operator can understand you.
3. Give the location of the fire to the 9-1-1 operator first. This will allow them to know your location incase cellphone connection is lost.
4. Identify yourself to the 9-1-1 operator.
5. Tell the 9-1-1 operator if you or another person are trapped by the fire.
6. Tell the 9-1-1 operator if you or another person are injured.
7. Answer any questions the 9-1-1 operator has with as much detail as possible.
8. Notify Campus Security and the Emergency Director at the earliest and safest possible opportunity.
9. If the Emergency Director is unavailable, notify the Response Plan Coordinator at the earliest possible opportunity.

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: Use on Class A fires only.
- Dry Chemical (BC): Discharges a sodium bicarbonate powder and should be used in Class B and C type fires.
- Carbon dioxide (CO₂): Discharges liquid carbon dioxide and should only be used on Class B and C type fire.
- ABC: 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
▪ Turner Center	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
▪ The Justice Center	Campus Green
▪ East Campus	East Campus Athletic Complex Parking Lot
▪ Student House A	Commuter Lot
▪ Student House B	Commuter Lot

****Note:** 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, lose 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:

1. Report the utility failure to National Management 931-424-7337.
2. Discontinue all non-essential work until utilities are restored.
3. 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.
4. 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.
5. If emergency lighting is unavailable, remain calm, contact Campus Safety (931) 309-7502, provide your location, and request assistance.
6. 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.
7. 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:

1. Evacuate the area immediately and warn others as you exit the building if it is possible to leave the area.
2. 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.
3. From a safe location, contact Campus Security.
4. 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. 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>

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.

MEDICAL EMERGENCIES

IN A MAJOR MEDICAL EMERGENCY:

1. **Call 9-1-1.**
2. Be sure to identify yourself and give the location of the emergency.
3. As soon as possible, notify Campus Security and the Emergency Director.
4. If the Emergency Director is not available, notify the Response Plan Coordinator.

IN CASE OF MINOR INJURY OR ILLNESS:

1. Contact Campus Security.
2. 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:

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

4. 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.
5. 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 Trevarthen, Director of Campus Safety and Security: 931-424-2055/931-242-7029, jbrown@martinmethodist.edu,
- Daniel McMasters, Vice President of Student Affairs: 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

SEASONAL AND PANDEMIC INFLUENZA STRAINS (THE FLU)

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?

- 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 or your primary care physician.
- ✓ 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.

INFLUENZA SYMPTOMS

- 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
- Possession of a weapon

FOR AN IMMINENT THREAT, PLEASE:

1. **Call 9-1-1** immediately. Clearly state your exact location on campus and name.
2. Call Campus Security at 931-309-7502 to notify them of the situation.
3. Call the Vice President of Student Affairs: 931-242-7713.
4. 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.
5. Before the student can return to class or living on campus, she/he must meet with the Vice President of Student Affairs 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."
6. 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:

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.

It is important to note that any single symptom by itself may not indicate the presence of unmanageable stress.

HELPING AND ASSISTING WITH A DISTRESSED PERSON:

- 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 intimated).
- 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 (931) 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 1-855-274-7471 or the National Suicide Prevention Lifeline at 1-800-273-8255.

The College Chaplain is also 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.

REFERRING 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.
- If you are concerned about suicidal risk or threat of harm.

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

GUIDELINES IF NO ONE IS AVAILABLE DURING A CRISIS SITUATION:

Regardless of what time of day or night a crisis occurs, if a student is actively suicidal and/or homicidal, 9-1-1 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.

BOMB THREATS

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.

- Attempt to 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 questions:
 - When will the bomb explode?
 - Where is it located?
 - What does it look like?
 - What kind of bomb is it?

- What will cause it to explode?
 - Did you place the bomb?
 - Why are you doing this?
 - Where are you calling from?
 - What is your address?
 - 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 **9-1-1**.
 - 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.

RESPONSIBILITIES OF RESIDENT DIRECTOR AND RESIDENT ASSISTANT

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:
2. Who received the bomb threat? (Officers will want to talk with the person who received the original call.)
3. The exact time the threat came in.
4. What area was threatened?
5. 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.
6. Evacuate only if directed by the Emergency Director. Follow your building's normal evacuation procedures.
7. 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.
8. 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.

VIOLENT OR CRIMINAL BEHAVIOR

IN THE EVENT OF AN IMMEDIATE THREAT TO PERSONAL SAFETY OR PROPERTY:

- **Call 9-1-1!** In Martin Methodist College's hometown, Pulaski, TN, 9-1-1 is central dispatch for all police, fire and emergency services 24 hours a day and 7 days a week 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.

RESPONDING TO A VIOLENT SITUATION:

- Use your best judgement to determine if you should contact **9-1-1** or call Campus Security at (931) 309-7502.
- Campus Security will coordinate necessary actions in the event of a violent incident on campus.
- Should a weapon become involved in the incident, such as a firearm, knife, blunt object, etc., take cover immediately and call **9-1-1** as soon as possible.
- If possible, lock yourself in a bedroom, 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.

ACTIVE THREAT (SHOOTER)

This section describes what to do if you find yourself in an active threat (shooting) event, how to recognize signs of potential violence around you, and what to expect after an active shooting takes place. Remember during an active (threat) shooting to **RUN. HIDE. FIGHT. Only the person involved in the event can decide which option best applies to the situation. To ensure your safety and life, you must make the decision and commit to how you choose to respond.**

First and foremost, it is paramount to be informed so that you may prepare for any and all emergency situations. There are actions that you can take to help assist in maintaining your safety and the safety of others in an emergency situation. Here are some actions that you are encourage to take so that you may be prepared for the event of an Active Threat (Shooter):

1. Attend available Active Threat (Shooter) trainings and/or informational events.
2. Sign up to receive Campus Emergency Alerts at the beginning of the school year. This can be done on the college website: www.martinmethodist.edu or on the MMC app under Campus Security.
3. Always be aware and attentive of your environment and any possible dangers.
4. If you see something, say something to an authority figure right away. Do not assume that someone else reported the suspicious event or incident.
5. Look for the two nearest exits anywhere you go, and have an escape path in mind. Also, identify places you could hide in case you are unable to Run.

OPTION 1: RUN AND ESCAPE, IF POSSIBLE.

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- **Call 9-1-1** when you are safe, and describe shooter, location, and weapons.
- Call Campus Security at (931) 309-7502 once the dispatcher states you can hang up. If the dispatcher wants you to remain on the line, instruct another person to contact Campus Security.

OPTION 2: HIDE, IF ESCAPE IS NOT POSSIBLE.

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds, and turn off lights.
- If possible, don't hide in groups. Spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to reach out for help. Instruct respondents to contact law enforcement. Give respondent your location and details about the shooter so that they may be relayed to responding authorities.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.
- Do not look out windows to check if shooter is outside. Stay out of sight!

- Once the door to your location is secured, do not open it for anyone or any reason. The shooter could be a familiar face acting as an uninvolved party or frightened individual to gain entrance into the room.
- If you are locked outside of secured rooms, do not attempt to gain entry for safety. They have been trained to not open the door for any one or any reason. You must make the decision to find an alternative location to hide or resort to the other options of running or fighting.

OPTION 3: FIGHT AS AN ABSOLUTE LAST RESORT.

- You **MUST COMMIT TO YOUR ACTIONS** and act as aggressively as possible against the shooter (threat).
- Be prepared to cause severe or lethal injury to the shooter (threat).
- Yell and act erratically.
- Improvise weapons like chairs, fire extinguishers, scissors, books, etc.
- Throw any available items at the shooter (threat).
- Fight as though your life depends on it because it does.

RESPONDING TO LAW ENFORCEMENT

It is extremely important to know how you must respond when law enforcement arrive on scene to neutralize the threat (shooter). Remember that law enforcement are entering an intense situation with minimal details about the situation and potentially no description on the active threat (shooter). It is paramount that you do not appear as a threat to law enforcement. Listed here is information you must remember and actions you must take when law enforcement arrive:

1. Keep your hands visible with fingers spread and empty at all times.
2. Avoid quick movements, pointing, screaming, and/or yelling.
3. Know that law enforcement’s priority is to neutralize the threat and eliminate additional injuries. They will pass injured individuals when entering areas to locate the threat. Emergency medical personnel are on standby to enter and render aid once the area has been cleared as safe and secure.
4. Officers may be armed with lethal weapons such as: rifles, shotguns, and/or handguns and may use non-lethal weapons such as: pepper spray, tear gas, tasers, flash bangs, etc. to control the situation.
5. Officers will shout commands and may push individuals to the ground for their safety. Do as instructed immediately and without hesitation.
6. Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
7. Follow instruction given by officials directing you to a safe location. Do not leave this safe location.
8. If the threat has been neutralized and it is safe to do so, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
9. Once the situation is under control you must understand that you are a witness. Remain in the safe location for identification and questioning by law enforcement.

SELF-CARE – WHAT NOW?

You are a normal person that went into a normal day and experienced a very abnormal situation. Experiencing a physical, mental, and/or emotional response to this abnormal experience is normal. You may experience a wide range of extraordinary challenges from the moment the first shot is fired. There is no one uniform way that a person should respond to surviving an abnormal situation such as an active threat (shooter). Every person responds in their own way and every response is normal.

- Consider seeking professional help for you and your family to cope with the short-term and/or long-term effects of the trauma.
- Speak to someone that you trust and feel comfortable with about what you are experiencing.
- The College Chaplain and Counselor are available resources to speak with about what you are experiencing.
- Do not suffer in silence. You are not alone.

CIVIL DISTURBANCE OR DEMONSTRATION

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, Vice President of Student Affairs 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 Vice President of Student Affairs 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:

1. Campus Security should be immediately notified of the disturbance.
2. Campus Security will investigate the disruption.
3. Vice President of Student Affairs 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 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.
 - a. Death during performance, competition, practice, or conditioning,
 - b. Death during travel:
 - i. MMC official business or
 - ii. Personal (e.g. automobile, airline accidents).
 - c. Non-official accidents (e.g. falls at home),
 - d. Unknown medical anomalies (e.g. heart attack, stroke, illness), or
 - e. Victim of a crime (e.g. homicide) or Suicide.
3. Disability Quality of Life Altering Injuries:
 - a. Either during Martin Methodist College participation and/or travel, and/or during non-athletic activities,
 - b. Spinal Cord Injury-resulting in partial or complete paralysis,
 - c. Loss of Paired Organ,
 - d. Severe Head Injury,
 - e. Injuries resulting in severely diminished mental capacity,
 - f. Other neurological injury that results in inability to perform daily functions (e.g. coma), or
 - g. 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 9-1-1.**
- 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
- Any additional persons who witnessed and/or were involve

CAMPUS CRIME AND ARREST STATISTICS - 2019

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				Unfounded Offenses
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property	
Murder/Non-Negligent Manslaughter	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Negligent Manslaughter	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Rape	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	2	2	0	0	0
Fondling	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Incest	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Robbery	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Aggravated Assault	2017	1	1	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Burglary	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Motor vehicle theft	2017	0	0	0	0	0
	2018	1	0	0	0	0
	2019	0	0	0	0	0
Arson	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0

Hate Crimes On-Campus Reporting Table

Offense	Year	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Unfounded Offenses
Murder/Non-Negligent Manslaughter	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Rape	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Fondling	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Incest	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Robbery	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Burglary	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Motor vehicle theft	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Arson	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	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	Unfounded Offenses
Murder/Non-Negligent Manslaughter	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Rape	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Fondling	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Incest	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Robbery	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Burglary	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Motor vehicle theft	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Arson	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	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	Unfounded Offenses
Murder/Non-Negligent Manslaughter	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Rape	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Fondling	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Incest	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Robbery	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Burglary	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Motor vehicle theft	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Arson	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	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	Unfounded Offenses
Murder/Non-Negligent Manslaughter	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Rape	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Fondling	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Incest	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Robbery	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Burglary	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Motor vehicle theft	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Arson	2017	0	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0

VAWA Reporting Table						
Offense	Year	Geographic Location				Unfounded Offenses
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property	
Domestic Violence	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Dating Violence	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Stalking	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0

Arrests Reporting Table						
Offense	Year	Geographic Location				Unfounded Offenses
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property	
Weapons: Carrying, possessing, etc.	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Drug Abuse Violation	2017	0	0	0	2	0
	2018	2	2	0	0	0
	2019	6	4	0	3	0
Liquor Law Violation	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0

Disciplinary Action Reporting Table						
Offense	Year	Geographic Location				Unfounded Offenses
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property	
Weapons: Carrying, possessing, etc.	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Drug Abuse Violation	2017	0	0	0	0	0
	2018	0	2	0	0	0
	2019	0	0	0	0	0
Liquor Law Violation	2017	4	4	0	0	0
	2018	3	3	0	0	0
	2019	3	3	0	0	0

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 | - Arson |
| - Sexual Assault | - Larceny-Theft |
| - Robbery Simple | - Assault |
| - Aggravated Assault | - Intimidation |
| - Burglary | - Destruction/Damage/ Vandalism |
| - Motor Vehicle Theft | |

- **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.

TYPES 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 person's 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.

CLASSIFICATIONS 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 – 2019

IN THE EVENT OF A FIRE, THE INDIVIDUAL CONTACTING 9-1-1 SHOULD:

- First give the location of the first.
- Identify yourself.
- 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.

RESIDENTIAL STAFF RESPONSIBILITIES:

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 LOCATIONS

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
Student House A	Commuter Lot
Student House B	Commuter 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.

STUDENT HONOR CODE FIRE SAFETY RESTRICTIONS

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.

2019 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

2019 MMC On-Campus Housing Facility Fire Safety Statistics

	Number of Fires 2017	Number of Fires 2018	Number of Fires 2019
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