

LEE UNIVERSITY

Annual Security and Fire Security Report

2023



In compliance with federal and state guidelines

leeuniversity.edu/security

Lee University Department of Campus Security



The Department of Campus Security is a service-driven department committed to providing security and promoting safety for the community of Lee University. The department is under the direct supervision of the Director of Campus Security, Tyler Allen, and Vice President for Student Life and Success, Suzanne Holt. Campus Security is currently led by Allen who is a sworn deputy sheriffs with the Bradley County Sheriff's Department.



Additionally, the department is composed of 14 full-time personnel who patrol the campus on foot and in marked patrol vehicles and provide security 24 hours a day, 7 days a week. These officers observe and detect crimes and violations of campus policies and work with state and local law enforcement and emergency response agencies. The department is comprised of armed and unarmed officers who undergo extensive training

on a regular basis. They protect the campus from outside threats by restricting campus access to authorized personnel, students, staff, and faculty or their guests, as well as controlling the security of campus facilities.

Campus Security officers have direct radio and telephone communication with local police, fire, and emergency medical services, ensuring that officers can initiate and direct necessary emergency responders to the scene. Campus Security officers regularly train with local first responders in many areas. All Campus Security officers are first aid, CPR, and AED certified. Some officers receive additional training in dignitary protection, tactical medicine, firearms, less lethal munitions, response to active shooters, investigations, bomb detection and critical incident response.

Lee University takes campus security very seriously and is committed to the security of all faculty, staff, students, and visitors. Maintaining a safe and secure campus requires a close working relationship between all members of the Lee University community as well as the Cleveland Police Department and all local emergency services.

Annual Security Report

The annual security report must be distributed by October 1 of each year and made available to all current students, employees, and prospective students of the institution. This report is published to inform the Lee University community of the proper procedures that every individual must take in crime prevention and crime reporting. In addition to the report, the Lee University Department of Campus Security reports its crime statistics to the Federal Bureau of Investigation through the Tennessee Bureau of Investigation. These crime statistics, along with a copy of the Annual Security Report are available on the Lee University website.

By reporting crimes promptly and accurately, the campus community is assisting the Department of Campus Security in making informed decisions on personal security and property protection at Lee University.

Reporting Crimes and Other Emergencies

All victims and witnesses are encouraged to report crimes, missing students, and emergencies promptly and accurately to the Department of Campus Security. For non-emergency situations please call (423) 303-4444. In an emergency or life-threatening situation please dial 911 from any campus telephone which will contact the Bradley County 911 center. Campus Security has direct radio and phone communications with Cleveland Police, Bradley Sheriff, as well as local fire and emergency medical services. This ensures that officers can initiate and direct additional emergency responders to the specific area.

EMERGENCY RESPONSE

The Lee University Department of Campus Security is designated as the first responder to all emergencies at Lee University. Once officers arrive on-scene they will decide if an incident poses an immediate threat or danger to the Lee community. This determination will be made by the Supervisor on-scene.

Emergency Notifications

If Campus Security determines that an emergency poses an imminent danger to the Lee community, and after it is confirmed by the Director of Campus Security and Emergency President Pro Tem, the department will issue an emergency notification.

The **LEEUALERTS** is a system which alerts all faculty, staff, and students that are subscribed to it and is the primary tool for university-wide notifications. The system will deliver a pre-designed message to all registered devices via emails, phone calls, and text messages. All activation procedures are confidential due to their sensitive nature.

LEEUALERTS Message Content

Campus Security and Emergency Pro Tem will determine the content of all LEEUALERTS before they are sent out. These messages are pre-approved by university officials in reference to immediate activation for tornadoes, shootings, and bomb threats. Updates to these situations will be distributed as information becomes available for the Security of the Lee community.

LiveSafe App

The university utilizes the LiveSafe app to promote safety and security around campus. The app includes features that provide easy access to information and service. One critical service is Safe Walk, which allows students to virtually walk with a friend to promote safety.

CAMPUS EMERGENCY PLAN (Section 7.24, *Student Handbook*)

Lee University has an up to date [Campus Emergency Plan](#). Although the plan is designed for essential operations in a worst-case scenario (such as catastrophic disaster), elements of the plan can easily be used in the event of a less serious occurrence. In addition, the Campus Emergency Plan is not intended to be an exhaustive handbook covering every possible emergency, but it is designed to serve as a guideline for administrators, faculty, staff,

students, and visitors in cases of unforeseen emergency conditions. Details of this plan may be obtained from the Office of Campus Security or by accessing the Campus Emergency Quick Reference on the Lee University website by clicking on Campus Emergency Plan on the Campus Security homepage.

CRIME RESPONSE

Reporting crimes to Campus Security allows the department to investigate the crime as well as implement the necessary additional measures for prevention of future crimes. All victims on the property of Lee University are strongly encouraged to report all crimes directly to Campus Security to ensure that they are included in the Daily Crime Log as well as Annual Crime Statistics. If needed, local authorities can be called to assist with situations that require a uniformed police report or traffic investigation. This will also ensure that a timely warning notice can be issued to the community if needed.

Lee University Campus Security procedures require that all incidents involving crimes against persons, and issues with fire or vehicle injury receive priority response as well as response from local authorities. Crimes with a high potential for violence will also require response from local law enforcement. Officers will write reports for all incidents that occur on campus apart from minor vehicle crashes in parking lots.

Members of the Lee community as well as prospective students and members of the community can stay informed about criminal incidents at Lee University by reading the Daily Crime Log or Security Notices that are made available on the Campus Security website. This is part of an ongoing effort to keep the Lee community informed and to raise awareness of crimes that occur at or near the university.

Security Notices are issued in compliance with the higher Education Act (20 U.S.C. 1092(f)). This act requires that a timely warning be issued when one of the below incidents occurs on or near Lee University facilities or property and that there is reason to believe that there is a continued threat to students and/or employees:

- Murder
- Sex offense
- Robbery
- Aggravated Assault
- Burglary
- Motor vehicle theft
- Manslaughter
- Arson
- Stalking, Domestic or Dating Violence
- When repeated offenses warrant public notice, such as multiple unsolved thefts with the same possible suspect(s) or established pattern(s).

The Security Notice will be issued as soon as possible after the specific event and contain as much of the following information as possible:

- Date, time, location
- Summarized event description
- Suspect description
- Vehicle description
- Any special instructions that may be needed

The Security Notice will not contain any information that may hinder an ongoing police investigation and will not identify the victim by name or address. Instead, it will use a generalized location such as a specific dorm or building location to ensure victim privacy.

Security Notices may be distributed by email, text messages, posters, signs, or other media. Notices are also placed on the Campus Security website at www.leeuniversity.edu/security.

Daily Crime Log

The Lee University Department of Campus Security also keeps and maintains a daily crime log. This Daily Crime Log complies with the Clery Act and Tennessee College and University Security Information Act. The log is available on the Campus Security website at www.leeuniversity.edu/Security/statistics or in the Campus Security office upon request.

MISSING STUDENT NOTIFICATION POLICY

All potential missing student reports must be referred to Campus Security for investigation. Campus Security will work with Residential Life and the resident director to investigate into the whereabouts of the student. If the student lives off campus, Campus Security should be notified immediately.

Campus Security, in consultation with the Vice President for Student Life, will determine the process for contacting people to locate the individual. If a student is under the age of 18 and not emancipated, the institution is required to notify a custodial parent or guardian within 24 hours when the student is determined to be missing.

Sexual Assault, Title IX, Domestic Violence, Dating Violence, and Stalking Prevention and Response

The university strives to encourage a campus atmosphere that is wholesome and accepting. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence violate the dignity of individuals, impede the realization of the university's educational mission, and will not be tolerated. Those in violation of the harassment and discrimination policies of the university are subject to disciplinary procedures. The university reserves the right to uphold policies based on biblical standards in all areas of campus life.

Discrimination (Section 2.08, *Student Handbook*)

According to the Lee University Expanded Statement of Institutional Purpose, "The institution has adopted the policy that no person in whatever relation with Lee University shall be subject to discrimination because of race, color, national origin, age, sex, disability or other basis protected by law."

Lee University is committed to creating and maintaining a learning and working environment that is free from unlawful discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities; Title VII of the Civil Rights act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act, Clery Act, and the Violence Against Women Act (VAWA). Sexual harassment and retaliation under this policy will not be tolerated by Lee University and is grounds for disciplinary action, up to and including, permanent dismissal from Lee University and/or termination of employment. The

university reserves the right to uphold policies based upon biblical standards in all areas.

Harassment (Section 2.08, *Student Handbook*)

According to Tennessee Law, “student-on-student harassment” means unwelcome conduct directed toward a person that is discriminatory on a basis prohibited by federal, state, or local law, and that is so severe, pervasive, and objectively offensive that it effectively bars the victim’s access to an educational opportunity or benefit. Harassment means behavior consisting of physical or verbal conduct that substantially interferes with an individual’s employment, education, or access to university programs, activities, or opportunities. Harassment may include, but is not limited to, verbal or physical attacks, graphic or written statements, threats, or slurs. Whether the alleged conduct constitutes prohibited harassment depends on the totality of the circumstances, including the severity and persistence of the conduct in question, the location and context in which it occurs, and the status of the individuals involved.

Any type of harassment is prohibited by the university. For a description of prohibited sexual harassment, see the university’s [Title IX Policy](#) and [Non-Title IX Sexual Harassment Policy](#). For policies addressing employee harassment, see the [Lee University Administrative/Support Staff Handbook](#).

Addressing Complaints

Concerns about conduct by a student or student group that may violate the policies related to various forms of harassment should be reported to:

Tony Lombard
Director of Student Conduct & Support
Office of Student Conduct & Support
Phone: (423) 614-8410
Email: alombard@leeuniversity.edu

Lee University takes all reported sexual misconduct and harassment seriously. Lee University will promptly discipline any individuals within its control who are found responsible for violating the University’s [Title IX Policy](#). Additionally, reported sexual misconduct, harassment, and retaliation that does not meet the definitions and jurisdiction of our Title IX Policy will be referred for review under the [Non-Title IX Sexual Harassment Policy](#) in compliance with VAWA and the Clery Act.

Questions regarding Title IX, filing a report, or concerns about noncompliance can be directed to:

Kelsey Baker
Director of Title IX Compliance & Title IX Coordinator
Email kbaker@leeuniversity.edu Phone: (423) 473-3817
Office: CEN 117

CONTACT INFORMATION

Title IX

Office of Title IX Compliance

Kelsey Baker

1120 North Ocoee Street, Cleveland, TN 37311

CEN-117

Phone: (423) 473-3817

Campus Security

Department of Campus Security

1000 Barnes Street, Cleveland TN 37311

Phone: (423) 303-4444.

(Can be used for confidential reporting.)

Law Enforcement

Cleveland Police Department

100 Church Street, Cleveland TN 37311

Phone: (423) 728-7300

(Not Confidential)

Bradley County Sheriff's Dept.

2290 Blythe Ave. SE, Cleveland TN 37311

Phone: (423) 476-1121.

Emergency: 911

(Not Confidential)

Medical Service

Lee University Health Clinic

1700 Parker Street, Cleveland TN 37320

Phone: (423) 614-8430

(Required to notify law enforcement when violent crime victims are present for treatment of injuries).

Tennova Medical Center

2305 Chambliss Avenue, Cleveland TN 37311

Phone: (423) 559-6000

(Required to notify law enforcement when violent crime victims are present for treatment of injuries).

CONFIDENTIAL RESOURCES

Some resources are confidential. Confidential resources include licensed professional counselors/mental health providers, such as those at the Counseling Center, pastoral counselors acting in that capacity, and medical professional such as those at the Health Clinic. These resources do not report any information about an incident to the Title IX Coordinator without a victim's permission. Health-care providers and certain other individuals are required to notify law enforcement with a victim seeks treatment for injuries related to a violent crime, including sexual assault. All persons are required to notify law enforcement when they receive a report of sexual abuse of a minor.

PROTECTION OF MINORS ON CAMPUS

Lee University is dedicated to the welfare and security of minors who visit the Lee University campus, who participate in Lee programs, or who are entrusted into Lee's care. Every member of the University community is required by law to report known or suspected instance of the abuse of, neglect of, or inappropriate interactions with minors. Members making a report in good faith are protected from criminal and civil liability for making a report. Everyone is required by Tennessee law to report any type of substance abuse, neglect, or inadequate care, in addition to suspected child sexual abuse.

TITLE IX (Section 8, Student Handbook)

Lee University is committed to prohibiting discrimination based on sex in accordance with federal guidelines. Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) and the Department of Education's implementing regulations prohibit discrimination on the basis of sex in federally assisted education programs and activities: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial aid..." In addition, the Supreme Court, Congress, and federal executive departments and agencies, including the Department, have recognized that sexual harassment can constitute discrimination prohibited by Title IX.

The Title IX coordinator at Lee University is Kelsey Baker, Director of Title IX Compliance. She is charged with monitoring compliance with these laws and regulations. Questions regarding Title IX, as well as concerns and complaints of noncompliance, may be directed to her.

Title IX applies to a wide array of programs within the university, not just athletics. Other areas covered include recruitment, admissions, financial aid, and scholarships; course offerings and access; residential facilities; counseling; hiring and retention of employees; and benefits and leaves.

EMPLOYEES:

If you are an employee who believes you have been subjected to discrimination under Title IX, including sexual harassment, or who wishes to file a complaint under Title IX, you may do so with Kelsey Baker, who will work directly with director of human resources, Janell Satterfield, on inquiries related to employees. Such complaints are covered under the university's discrimination policy and procedures.

STUDENTS:

If you are a student who believes you have been subjected to 1) sexual harassment by university faculty or staff or 2) any other form of gender discrimination under Title IX, you may report such conduct or file a formal complaint with Kelsey Baker. Such complaints are covered under the university's discrimination policy and procedures.

If you are a college student with a complaint of sexual misconduct related to something that happened to you or another student, you may file a report electronically or in person with Kelsey Baker or one of the Title IX Liaisons identified in the Title IX Sexual Harassment and Non-Discrimination Policy for students.

Individuals with complaints of this nature also have the right to file a formal complaint with the United States Department of Education, the federal governing body in charge of enforcing Title IX. The Department may be contacted according to the following information:

Office for Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Federal laws prohibit the taking of retaliatory measures against any individual who files a complaint in good faith.

PREVENTION AND AWARENESS ACTIVITIES (Section 2.11, *Student Handbook*)

While the institution is committed to supporting victims of harassment and discrimination and providing appropriate disciplinary consequences to those engaging in such behaviors, it strives to prevent incidents from occurring in the first place. The university hosts the Community at Lee session during New Student Orientation to educate students about campus resources and work toward a safe and responsive campus environment. Resources regarding sexual harassment prevention are also available through the Online New Student Pre- Orientation. In addition, the university offers events (e.g., Imago Dei Experience; Teal Day) periodically to promote ongoing prevention and awareness.

BYSTANDER INTERVENTION (Section 2.12, *Student Handbook*)

The university promotes an approach to campus community that encourages students to intervene when their peers are engaged in problematic behavior or are involved in behaviors or scenarios in which their well-being is threatened. Essentially, students are encouraged to engage in bystander intervention by stepping in to help other students when needed. This kind of intervention can range from personally stepping in and talking with other students to asking others to assist in the situation.

If the individual student is unsure of intervening personally, she/he may ask others to become involved. In situations in which physical violence may occur, students should involve appropriate others as soon as possible and exercise caution in the situation. Involving others includes, but is not limited to, the following options:

- Calling 911
- Calling Campus Security at (423) 303-4444
- Contacting a resident director, resident chaplain, or resident assistant
- Reporting concerns to the Office of Student Life or the director of student conduct
- Reporting concerns to the Title IX coordinator

If students have witnessed a troubling incident or experienced a traumatic incident vicariously through a friend, roommate, or acquaintance, they may need support even though they are not direct victims. These students may access support through the Counseling Center, the Campus Ministries Office, the Health Clinic, or the Office of Student Life.

HAZING (Section 2.18, Student Handbook)

Hazing will not be tolerated by the university under any circumstances. Tennessee law defines hazing as follows: Hazing means any intentional or reckless act, on or off the property of Lee University, by one student, that endangers the mental or physical health or safety of another student, or which induces or coerces a student to endanger such student’s mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organizations mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

The university has developed extensive hazing prevention guidelines. These standards seek:

- To create a safe environment for all students at all times.
- Minimize risk for students, student organizations, athletic teams, employees, and the institution.
- Facilitate the reporting of hazing concerns.
- Educate students concerning their rights and the university’s efforts to guarantee those rights.
- Comply with federal and state regulations for reporting crime.

The hazing prevention guidelines are available upon request from the director of student conduct & support.

DEFINITIONS (Clery vs TIBRs)

Jeanne Clery Act Definitions		Tennessee Incident-Based Reporting Definitions	
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.	Rape	Carnal knowledge of a person, 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 or physical incapacity.
		Sodomy	Oral or anal sexual intercourse with another person, 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 or physical incapacity.

		Sexual Assault with an Object	Use of an object or instrument to unlawfully penetrate, however slightly the genital or anal opening of the body of another person, 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 or physical incapacity.
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 mental incapacity.	Fondling	Touching of the private body parts of another person for the purpose of sexual gratification or any other reason, without the consent of the victim because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
Incest	Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.	Incest	Consensual sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
Statutory Rape	Non-forcible sexual intercourse with a person who is under the age of consent.	Statutory Rape	Consensual sexual intercourse with a person who is under the statutory age of consent.

Clery Term	Any incident meeting these definitions is considered a crime for the purposes of Clery Act reporting even if no Tennessee law was violated.
Domestic Violence	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 share 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 violence laws of the jurisdiction in which the crime of violence occurred, or; 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.
Dating Violence	Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. (For the purpose of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the treat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.)
Stalking	Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: Fear for the person's Security or the Security of others; or suffer substantial emotional distress.
Course of Conduct	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	Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Institutional Definitions

Force includes physical force (such as pushing, hitting, pinning down), threats (direct or indirect expressions of intent to inflict harm to self or others), intimidation (implied or indirect threats), and/or other forms of coercion.

To coerce is to attempt to cause another person to act or think in a certain way by use of force, pressure, threats, or intimidation; to compel is to coerce.

Blacking out is an 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. Afterwards, the person has no recollection of all or part of the events that occurred during the blackout. There is a distinction between passing out (falling asleep or becoming unconscious) due to drug or alcohol use and blacking out, in that person remains conscious and operative.

Incapacitation includes the inability to make a rational, reasonable decision. Incapacitation can result from the taking of GHB, Rohypnol, Burundang, Ketamine, or other sedatives or “date-rape” drugs or excessive use of alcohol or other drugs. Evidence of incapacitation may include, but is not limited to, one or more of the following:

- Slurred speech
- Bloodshot eyes
- The smell of alcohol on the breath
- Shaky equilibrium
- Vomiting
- Outrageous or unusual behavior
- Unconsciousness
- Elevated blood alcohol level
- Blacking out

A person wishing to engage in sexual activity with another must specifically determine the capacity of that potential sexual partner to from “Effective Consent,” as explained below.

Intoxication refers to a state of stupefaction, exhilaration, or euphoria resulting from the ingestion of alcohol or other chemical substances.

Blacking out, incapacitation, and intoxication do not provide a valid explanation or excuse for violation of the Sexual Misconduct Policy.

Effective Consent is consent that is informed and freely and actively given. Effective consent requires mutually understandable words or actions indicating a willingness to engage in mutually agreed-upon sexual activity.

- The person who wishes to engage in sexual activity with another bears the burden of specifically asking/obtaining permission if effective consent is in question or ambiguous.

- Effective consent must be maintained by both parties throughout the sexual interaction. Effective consent to sexual activity may be revoked at any time, at which point sexual activity must cease immediately.
- A person who is the object of sexual aggression is not required to resist a sexual aggressor physically or otherwise in order to convey or demonstrate a lack of effective consent.
This policy is predicated upon the requirement to obtain effective consent (communicating “yes” by word or action) rather than denial (saying “no”).
- Previous sexual relationships of the complainant and the respondent with others are irrelevant, but a previous and/or current sexual relationship between the complainant and the respondent may or may not be relevant depending on the facts and circumstances, as to whether effective consent was sought or obtained.
- Effective consent expires. Effective consent lasts for a reasonable time, depending on the circumstances. For example, effective consent on one occasion, whether on the same day or another day, may not carry over to another time.
- Effective consent cannot be implied by attire, nor can it be inferred from the buying of dinner, the spending of money on a date, being invited or accepting and invitation to a person’s residence or engaging in kissing or foreplay.
- One who is incapacitated because of alcohol or other drug consumption (voluntary and/or involuntary), or who is unconscious, unaware, asleep, or otherwise physically helpless, is incapable of giving effective consent. Because effective consent must be informed, an individual may not engage in sexual activity with another, who the individual knows, or should reasonably know, is incapacitated.
- Because effective consent can never be provided by an incapacitated person, effective consent is deemed withdrawn when an individual becomes incapacitated at any point during sexual activity.
- Agreement or acquiescence obtained by fraud or force (actual or implied), whether that force be physical force, threats, intimidation, or other forms or coercion, is not effective consent.
- A person’s age may be a factor in determining the ability to give effective consent.
- Agreement of acquiescence is not effective consent when given by the following:
 - Individuals with a cognitive disability or other conditions that significantly limit their ability to understand the nature or extent of the action for which effective consent was requested.
 - Incapacitated persons (See “Incapacitation” above)

REPORTS AND INVESTIGATIONS

Retaliation (Section 5.02, *Student Handbook*)

Retaliation against a person who files a complaint, participates in an investigation, encourages one to file, or opposes discrimination is prohibited. In addition, respondents must not interfere with an investigation.

Advisers

Students who report an instance of sexual misconduct, including sexual assault, or power-based personal violence to the university (“complaints”) are entitled to have an adviser available to them throughout the procedures. Additionally, students who are accused of engaging in sexual misconduct, including

sexual assault, are also entitled to have an adviser available throughout the procedure. Both the complainant and the respondent will be permitted to ask the adviser of their choosing to be present during all relevant meetings related to alleged violations of the Sexual Assault Policy.

Standard of Proof

Lee University uses the preponderance of the evidence standard of proof. This standard is measured to whether a situation “is more likely than not” that the policy was violated.

Sanctions

Disciplinary sanctions for student violations may range from a disciplinary warning to expulsion from the university. These will be imposed in accordance with applicable university policies described in this document. Disciplinary consequences may be given by the dean of students, the vice president for student development, the judicial council, or the appeals board. Sanctions against employees, ranging from a disciplinary warning to termination are described in the Lee University Faculty Handbook and the Lee University Administrative and Staff Handbook

Amnesty for Student Conduct Violations (Section 5.01, *Student Handbook*)

Reporting sexual harassment, harassment, discrimination, and related inappropriate conduct is encouraged at Lee University. Thus, it is imperative that students share information without fear of potential consequences for certain policy violations including, but not limited to, underage consumption of alcohol, the use of illicit drugs, or violations of other University policies that do not cause harm or place the health or safety of any other person at risk.

Lee University offers parties and witnesses amnesty from such violations, but may be responsible for other, more serious conduct that does harm or place the health or safety of any other person at risk (“Amnesty”). After granting Amnesty, Lee University may include educational opportunities for individuals in lieu of a finding of responsibility or punitive sanctions with the student regarding alcohol or drugs. This Section does not apply to reports to the police; rather, it applies only to discipline for violations of Lee University’s Code of Conduct.

Appeal Board (Section 5.07, *Student Handbook*)

The Appeal Board will hear students who wish to appeal decisions made by the Judicial Council.

The vice president for student development, or his/her designee, and the Appeal Board have several options available in rendering a decision but are not limited to the following:

- Social probation – a student is prohibited from participating in activities which represent the university (e.g., athletic teams, cheerleading squad, witness teams, music, and drama groups) and all extracurricular activities (e.g., intramurals and student organizations and clubs).
- Dismissal of charges

- Assignment of accountability hours
- Assessment of fines
- Restrictions such as early curfew, changes in housing location, etc.
- Restitution to party suffering property loss or damage
- Assignment of research essays
- Suspension or expulsion

The decision of the Appeal Board is final. This board will make one of four decisions in every appeal hearing. A decision may be overturned if due process was not provided, or new information is revealed. A decision may be amended if the board sincerely believes it was inconsistent with precedent. A decision may be upheld if there is no clear-cut reason to make modifications. A decision may be remanded (or sent back) to the Judicial Council for reconsideration based on the findings.

SUPPORT FOR VICTIMS AND SURVIVORS OF CRIME

Campus Security

The Department of Campus Security's goal is to provide security and promote security for students, staff, and property. If a student needs to file a report, they can come to the Campus Security office at 1000 Barnes Street NE or they can call to have an officer respond to their location.

Phone contact is (423) 303-4444 or visit the website at www.leeuniversity.edu/security.

Counseling Center

The Counseling Center (LUCC) provides counseling and psychological services to support the personal, social, and emotional development of Lee University students. Services include individual, group, couples counseling as well as campus outreach and prevention/awareness programming. Psychiatric consultations are available on a limited basis to students who are actively involved in counseling at LUCC. It also provides services for students wishing to address a variety of issues including depression, anxiety, stress, traumatic experiences, relationship difficulties, eating and body image concerns, grief and loss, identity questions, substance concerns and more.

Phone contact is 423-614-8414 or visit the website at www.leeuniversity.edu/counseling.

Health Clinic

The Lee University Health Clinic (LUHC) provides limited medical and nursing care to all full-time students. The primary objective of the LUHC is to provide first-aid and medical treatment on a limited basis. Students with health problems requiring ongoing care are encouraged to contact the director of health

services before registration so that arrangements can be made with a local physical to provide medical supervision while the student is attending Lee University.

A medical doctor is available on campus each day, and each visit is by appointment only. Before seeing a physical, the student must see a campus nurse. There is no cost to see an on-campus doctor or emergency room.

Campus Ministries

Lee University's Campus Ministries Office serves the students in a variety of ways through both the Campus Pastor and the Coordinator of Discipleship Ministries. Campus Ministries mission statement is: Campus Ministries seeks to provide a community in which students experience, understand, and grow in the love of Jesus Christ in order to passionately participate and direct the mission of the Church at Lee University and beyond.

TRANSPORTATION AND AFTER HOUR ESCORTS

Security Escort (Section 11.04, *Student Handbook*)

Lee University prides itself on safety and security; however, the need has been known to arise from time to time for students to require a "Safety Ride" from place to place. Campus Security is more than willing to come to the aid of all Lee students. With a ten-minute notification (before a "Safety Ride" is needed), students can be escorted from parking lots to residence halls.

CRIME PREVENTION AND AWARENESS EDUCATION

While the institution is committed to supporting victims of harassment and discrimination and providing appropriate disciplinary consequences to those engaging in such behaviors, it strives to prevent incidents from occurring in the first place. The university makes available to all new students a primary prevention and awareness program. While new students are not required to complete the program, they are strongly encouraged to do so to work toward a safe and responsive campus environment.

Crime prevention and personal security awareness programs are available from several resources at Lee University. The following departments and organizations sponsor prevention services, and provide advice and educational programs:

- Campus Security
- Residential Life & Housing
- Counseling Center
- Human Resources
- Student Health Clinic

Lee University also provides information on:

- Rape and Sexual Assault Risk Reduction
- Domestic Violence Education
- Personal Security
- Alcohol and Drug Awareness

DISCRIMINATION POLICY (Section 2.08, Student Handbook)

Lee University is committed to creating and maintaining a learning and working environment that is free from unlawful discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act, Clery Act, and the Violence Against Women Act (VAWA). Sexual Harassment and Retaliation under this Policy will not be tolerated by Lee University and is grounds for disciplinary action, up to and including, permanent dismissal from Lee University and/or termination of employment. The University reserves the right to uphold policies based upon biblical standards in all areas.

RISK REDUCTION

The following are strategies to help reduce the risk of becoming a victim of a crime.

- Be aware of your surroundings.
- Know where you are and who is around you.
- Walk or jog in groups at nighttime.
- Try to avoid dark or isolated areas.
- Make sure your cell phone is with you and charged.
- If you are being followed, go to the nearest heavily populated area.
- Utilize the Campus Security transport instead of walking back to your dorm at night. Especially if it is a long way.
- Utilize the LifeSafe app and or the “SafeWalk” feature.
- Try not to load yourself down with packages or bags.
- If you suspect you or a friend has been drugged, contact Campus Security or medical assistance immediately (local authorities can be reached by calling 911).
- Do not feel obligated to do anything that you do not want to do.

Campus and Physical Security

ADMINISTRATIVE AND CLASSROOM FACILITIES

The administrator of each department is responsible for physical security and determining access rights and hours. Classroom and administrative buildings are locked at certain times each day, usually after the last class or after normal business hours.

RESIDENCE HALLS (Section 7, *Student Handbook*)

Lee University has designed a program that exists to facilitate an environment where students matter and can develop holistically. The Residential Life and Housing staff is committed to promoting and supporting the mission of the university.

Life in the residence halls plays a vital role in a student's total educational experience. It is here that students make lasting relationships by participating in meaningful programs offered by the Residential Life and Housing staff. Students are encouraged to think deeply about the issues they are facing, act in accordance with their beliefs, and grow as a student, a believer, and a member of society. It is the goal of the university to create community among the residents through various activities and policies.

Lee University is primarily a residential campus, and freshmen and sophomores (59 credit hours and below) are required to live in university housing. University housing is single-sex residences apart from Carroll Court (married/nontraditional housing). The term residence hall refers to any university housing facility.

Upon first entry to on-campus housing, students are required to pay a one-time housing reservation deposit that will be held as a "roll-over" deposit. In subsequent semesters, this roll-over deposit, along with a residence hall agreement/contract, will reserve the student's residence hall assignment for the following semester.

New students are assigned on a first come, first served basis once the following criteria have been met: (1) acceptance to Lee University, (2) completion of a Residence Hall Application, and (3) payment of a housing reservation deposit. Room assignments within the residence hall are made by Residential Life and Housing.

All residence halls are locked down 24/7 hours per day. To gain access to a residence hall, students have to swipe their Lee University Identification Card which is located at each door entrance to the building. Keys to individual student rooms are also unmarked to prevent unauthorized use in case they are lost. All windows have securing mechanisms.

Exterior doors that have been propped open should be closed and reported immediately to the Resident Advisor. Tampering with or disabling security devices and smoke detectors may lead to disciplinary action. Residence halls are closed during breaks. Students who need housing over breaks may register for housing and be permitted to remain in their halls.

IDENTIFICATION CARDS

All students, faculty, and staff members at Lee University are issued Identification cards. All faculty, staff, and students must have a colleague number in the system before they are issued a card. A valid government photo ID is required when you go to get your card issued. The cards are used as photo ID, access to dorms, storage of meal plan information, library usage, chapel attendance credit, and proof of status for merchant discounts. The first ID card issued is free, all others will be charged a \$10 replacement fee. If you lose your card or it is stolen Campus Security should be contacted immediately so the access can be removed from it, and you can be issued a new one free of charge. You can contact Campus Security at (423) 303-4444.

OTHER PHYSICAL SECURITY MEASURES

Lee University utilizes closed circuit surveillance cameras in place at various locations around its campus. Campus Security works with other local law enforcement departments to provide support and location monitoring upon request. Recorded images may be used as evidence in criminal and/or university investigations.

Alcohol and Illegal Drugs on Campus (Section 2.04, *Student Handbook*)

The Drug-Free Schools and Communities Acts Amendments of 1987, Public Law 101-226 requires that, as a condition of receiving funds and any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession and use or distribution of illicit drugs and alcohol by students and employees. The federal mandate coincides with the strong desire of the Lee University administration to maintain a drug- and alcohol-free campus.

Prior to registering for classes, students are asked to sign the Community Covenant, agreeing to abide by the Lee University standards of conduct regarding the use of alcohol and illegal drugs. Students who fail to abide by the terms of the Covenant will face possible suspension or expulsion from the university. Any individual who refuses to sign the Community Covenant will not be allowed to enroll as a Lee University student.

Students involved in any illegal activity related to drugs or alcohol may be referred to the appropriate law enforcement agency. Possession of drugs or any drug paraphernalia will result in severe disciplinary measures, including the possibility of suspension. Possession of any illicit drugs for personal use or for resale will result in immediate suspension from the university. The misuse of prescription drugs or over-the-counter drugs will result in severe disciplinary measures including the possibility of suspension or expulsion.

Legal sanctions under local, state, and federal law for the unlawful possession, use, or distribution of illegal drugs and alcohol encompasses a wide range of penalties in the form of fines, loss of driving privileges, and prison terms.

The university exercises its right to require drug testing of students suspected of drug use. Searches of students, their rooms, possessions, and automobiles will be conducted if reasonable cause exists to suspect possession of illegal drugs or alcohol. Refusal of a drug screen will be considered grounds for suspension. In the event a drug test is required, the student will be financially responsible for this screening process. This policy applies to students living in apartments and auxiliary housing as well.

The health risk associated with the use of illicit drugs and the abuse of alcohol are numerous. Educational literature is available in several offices, including Health Clinic, Counseling Center, and Campus Pastor. Counseling and treatment services are available both on and off campus. On-campus assistance is available through the Counseling Center, Health Clinic, and Campus Ministries.

The Lee University alcohol policy is as follows:

- **First offense** – 20 accountability hours
- **Second offense** – 20 accountability hours (After the second offense, the university reserves the right to contact parents/guardians which may include recommending counseling, accountability, or assistance from outside agencies depending on the severity of the incident.)
- **Third offense** – 20 accountability hours and automatic suspension.

Consuming, possessing, holding for others, or purchasing alcohol or drugs is considered a violation of the alcohol/drug policy. Any student convicted of a DUI offense will be suspended from the university. Any student 21 or over who purchases, serves, or supplies alcohol to a minor will be subject to immediate suspension from the university.

The health risks associated with the use of illicit drugs and the abuse of alcohol are numerous. Educational literature is available in several offices, including the Health Clinic, Counseling Center, and Campus Ministries. Counseling and treatment services are available both on and off campus. On-campus assistance is available through the Counseling Center, Health Clinic, and Campus Ministries.

WEAPONS AND FIREWORKS (SECTION 2.20, *Student Handbook*)

Possession, use, or display of dangerous weapons or firearms is inappropriate in this academic community unless specifically authorized by Lee University. Possession, display, or storage of a dangerous weapon, including but not limited to firearms, ammunition, destructive devices, dangerous chemicals, fireworks, knives, swords, or martial arts weaponry is prohibited on property owned or controlled by Lee University. This policy involves the prohibition of the above-referenced items on or in university property and facilities, including but not limited to academic buildings, athletic and recreation facilities, administrative offices, university housing, university parking areas, university streets, and university vehicles. It also applies to private vehicles parked or operated on university-owned or controlled property.

It is the intent of this policy to ensure a safe educational and social environment at Lee University and property controlled by Lee University. The provisions of this policy shall apply to all students at Lee University, but shall not apply to licensed or certified state, county or federal law officers or officials acting in their official capacity. Penalties for violating this policy will be solely determined at the discretion of the university up to and including suspension or expulsion. Any student found guilty of discharging fireworks, or any type of explosive device will automatically be fined a minimum of \$100 along with the cost of any damages.

SEXUAL OFFENDER REGISTRATION

The Tennessee Bureau of Investigation (TBI) maintains the TBI Sexual Offender Registry, a central information and registration system of sexual offenders located in Tennessee. Information concerning registered sexual offenders can be obtained from the TBI Sexual Offender Registry by calling (1-888) 837-4170 between 8:30 a.m. and 4:30 p.m., CST, Monday through Friday (excluding holidays) or by visiting the TBI website at: <https://sor.tbi.tn.gov/home>

Criminal Convictions (2.21 Illegal Activity for Students)

Employees

Being convicted of a crime outside the workplace may render a staff member unsuitable for continued employment at Lee University. Lee reserves the right to terminate employment if an individual is convicted of a crime, even if the crime did not occur on Lee University premises.

Criminal convictions prior to employment at Lee University will not necessarily bar employment. Falsification of application materials, however, including failure to disclose convictions or guilty pleas for any violation of the law or whether the employee served time, is grounds for termination of employment at any time after the falsification is discovered.

Students

Students engaging in activities that violate federal or state law will be subject to disciplinary measures by the university, which may include suspension or expulsion, as well as those imposed by the legal authorities. In addition, the university has the right to deny enrollment based on a student's involvement in illegal activity or any type of behavior that the institution deems inappropriate.

Crime Statistics

CRIME STATISTICS BY YEAR AND LOCATION

The statistics include all crimes, without regard to whether criminal charges were filed or pursued and without regard to whether internal complaints were made. A crime is excluded from reporting only if a sworn law enforcement organization has investigated and, after conducting a complete and thorough investigation, establishes that the crime reported was not, in fact, completed or attempted in any manner.

Category	Location	Total 2020	Total 2021	Total 2022
Murder/Non-negligent Manslaughter	On-campus	0	0	0
	Student Housing	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On-campus	0	0	0
	Student Housing	0	0	0
	Public Property	0	0	0
Rape	On-campus	0	0	0
	Student Housing	1	0	0
	Public Property	0	0	0
Fondling	On-campus	1	0	1
	Student Housing	1	0	0
	Public Property	0	0	0
Incest/Statutory Rape	On-campus	0	0	0
	Student Housing	0	0	0
	Public Property	0	0	0
Robbery	On-campus	0	0	0
	Student Housing	0	0	0
	Public Property	0	0	0
Aggravated Assault	On-campus	1	0	1
	Student Housing	0	0	1
	Public Property	0	0	0
Burglary	On-campus	0	0	0
	Student Housing	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On-campus	2	6	8
	Student Housing	0	0	0
	Public Property	0	0	0
Arson	On-campus	0	0	0
	Student Housing	0	0	0
	Public Property	0	0	0
Liquor Law Violations: Arrests	On-campus	0	0	0
	Student Housing	0	0	0
	Public Property	0	0	0

Liquor Law Violations: Referrals	On-campus	0	0	0
	Student Housing	7	5	4
	Public Property	0	0	0
Drug Related Violations: Arrests	On-campus	5	0	1
	Student Housing	0	0	0
	Public Property	0	0	0
Drug Related Violations: Referrals	On-campus	0	0	0
	Student Housing	2	0	3
	Public Property	0	0	0
Weapon Law Violations: Arrests	On-campus	0	0	0
	Student Housing	0	0	0
	Public Property	0	0	0
Weapon Law Violation: Referrals	On-campus	0	0	0
	Student Housing	0	0	0
	Public Property	0	0	0
Domestic Violence*	On-campus	0	0	0
	Student Housing	0	0	0
	Public Property	1	0	0

*Dating Violence is classified as Domestic Violence under Tennessee Statues.

HATE CRIMES

The Clery Act requires reporting of incidents where the offender's bias against a person or property motivates them in whole or in part to commit the crime. This includes bias against race, sex, gender identity, religion, sexual orientation, disability, or ethnicity/national origin. Incidents which fall under the Clery crimes above and thefts, assaults, intimidations, or vandalism must be reported. No hate or bias crimes were reported on the campus of Lee University, on non-campus buildings or properties, or on public property adjacent to campus in 2021 or 2022. Two incidents of bias-related intimidation was reported in 2020 when a passerby shouted out slurs regarding sexual orientation to a student walking.

UNFOUNDED CRIMES

Colleges and universities are required to report the number of crimes that were reported to them but withheld from the statistics as unfounded. No reports were withheld as "unfounded." A reported crime cannot be designated "unfounded" merely because the investigation failed to prove that the crime occurred. A reported crime cannot be designated "unfounded" even if in the course of a disciplinary referral it is determined that no law violation occurred or no sanction is imposed. No crimes have been unfounded for 2020, 2021, or 2022.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the university community obtained from campus officials with significant responsibility for student and campus activities and security. The following sources provided data for this report: Lee University Campus Security, Cleveland Police Department, the Title IX Coordinator, and the Student Conduct Office.

Crime statistics are reported annually to the Lee community via the Annual Security Report published by the Department of Campus Security. Lee University then submits the annual crime statistics published in this booklet to the Department of Education (DOE). The statistical information received by DOE is available to the public through their website at ope.ed.gov/security/.

Current students and employees are provided with notice on an annual basis of the availability of this report on the Lee University website, and in booklet format. The notice states:

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Tennessee College and University Security Information Act, Lee University publishes an annual security report to provide information on security-related services offered by the university. The Annual Security Report contains information related to university-wide security and Security, including related policies, procedures, and criminal statistics. The Annual Security Report can be found at the Lee University website at www.leeuniversity.edu/Security/statistics, or a copy may be obtained from the Department of Campus Security at 1000 Barnes Street NE, Cleveland TN 37311. This report will be available after September 30, 2023.

SPECIFIC INFORMATION ABOUT CLASSIFYING CRIME STATISTICS

The statistics in this document are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting (UCR) Handbook and relevant federal law (the Clery Act). The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: murder/non negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offenses, aggravated assault, domestic violence, dating violence, and stalking.

For example, if an aggravated assault occurs, and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

2021 Annual Fire Security Report

INTRODUCTION

Fire Security is an essential tool in protecting a campus community from injuries, deaths, business interruption, and property damage resulting from fires and related perils. Fire Security includes education, training, and policies designed to ensure all students, staff and faculty of these institutions are aware of and understand the elements that help to ensure the Security of all.

To standardize the information that an institution publishes in regard to their own fire Security, the Department of Education developed a new law called Higher Education Opportunity Act (HEOA). HEOA is intended to ensure a reasonable and consistent notification of fire related incidents on Lee University administered housing units.

OVERVIEW

The Higher Education Opportunity Act of 2008 requires all United States academic institutions to produce an annual fire Security report identifying Security practices, standards, and all fire-related on-campus housing statistics. The following is a public disclosure report detailing the information required by law as it relates to Lee University as outlined in the initial regulation.

At the beginning of every fall and spring semester students who live in the residence halls are trained in the location of fire alarms and fire extinguishers as well as the Emergency Evacuation Plan. The student housing evacuation plan consists of detailed instructions of where all persons should gather if the residence hall is evacuated. Students, faculty, and staff are presented with the fire preparedness information presented below. Monthly fire extinguisher inspections are conducted by Physical Plant. Scheduled annual fire Security inspections and spot checks throughout the year are conducted by the City of Cleveland Fire Marshall. Monthly fire alarm and fire sprinkler inspections are conducted by Wheeler Technologies and Phillips Contracting Services respectively.

FIRE DRILLS

Mandatory fire drills are conducted at least five times per year, three in the fall semester and two in the spring semester. These drills are supervised by Resident Directors (RD) and Resident Assistants (RA), who take roll once the building has been evacuated. Should a resident refuse to evacuate the building when a drill is being carried out a \$125 fine will be assessed. Detailed fire drill information is presented in Appendix A.

FIRE ALARMS (Section 7.22, *Student Handbook*)

Students may not disregard a fire alarm or refuse to evacuate a building in which an alarm is sounding, regardless of its nature (drill, false alarm, or actual alert). Residents who fail to evacuate a building in a voluntary and timely manner will be subject to disciplinary action as outlined in the Lee University Student Handbook.

ELECTRICAL APPLIANCES (Section 7.20, *Student Handbook*)

Electrical appliances such as space heaters, air conditioners, electric blankets, and immersion heater coils, which are extreme fire hazards or appliances that are not suitable for a residence hall environment, are prohibited. Hot plates, coffee makers, popcorn poppers, irons, crock pots, George Foreman grills, toasters, etc. are also prohibited in student rooms. Halogen lamps are not allowed in the residence halls due to their association with fire and high-energy usage. For Security reasons, including the possibility of a fire, microwave ovens and other electrical or gas cooking instruments are strictly prohibited in students' rooms and other residence hall spaces not designated for cooking.

TOBACCO USAGE POLICY (SECTION 2.05, *STUDENT HANDBOOK*)

Lee University is a tobacco-free campus, and the use of tobacco products is not permitted anywhere on campus. With the realization that the use of tobacco is harmful to the health of the individual as well as to the passive bystander exposed to secondhand smoke, Lee University does not allow the use of tobacco in any form on campus or while participating in any school- related functions/activities. Possession and use of pipes, hookahs, e-cigarettes, and vaporizers of any kind are strictly forbidden. Due to the fire hazard of smoking, a \$125 fine will be assessed for smoking inside university facilities. Smoking awareness classes are available for those desiring to discontinue the use of tobacco. Because the Lee University community is interested in the well-being of each student, resources will be made available to assist with this process. The following judicial procedures will be followed for those who choose to disrespect the Lee University community and use tobacco in any form:

- **First offense:** A verbal and written warning will be issued. Should the student fail to comply, she/he may experience additional consequences should they violate the university's tobacco policy.
- **Second offense:** The student will be summoned to appear before the director of student conduct. The director will have flexibility based on the situation to administer any or all the following consequences:
 - Assign 25 accountability hours.
 - Attend tobacco awareness classes (the student will cover all expenses).
 - Write a 4–5-page paper (i.e., dangers of smoking, interview someone who has successfully quit smoking, the dangers of chewing tobacco, etc.).
- **Third offense:** The student will be subject to suspension from the university.

OPEN FLAME (Section 7.22, *Student Handbook*)

- The possession, storage, or use of candles in the residence halls is prohibited. Burning candles, potpourri, incense, barbecues, sterno or any other open flames are prohibited in or around the residence halls by order of the Fire Marshal. Contact your Resident Director if you require an exception from the Fire Marshal.
- It is a misdemeanor to possess, store or use any fireworks or explosives on university property.
- Storage or use of any flammable liquids, photo-developing chemicals or corrosive materials in any quantity is prohibited in the residence halls.

FIRE SAFETY (Section 7.22, *Student Handbook*)

Fire is a serious threat in residence hall life. Due to the danger of fire, candles, incense, and halogen lamps are strictly prohibited in university housing. Proper wattage and bulb types must be used in all lamps. There is a minimum \$50 fine for candle, incense, and halogen lamp usage.

University-supplied mattresses are the only mattresses allowed in the residence hall. If a student requires the use of a different mattress due to a health-related need, it must be approved by the Residential Life and Housing Office. Approval will be based on two criteria:

1. The student must submit a letter from the treating physician stating it is a medical requirement.
2. The mattress must meet fire safety standards set forth by the university.

When a fire alarm sounds, students must evacuate the building. Refusal to evacuate will result in a \$125 fine. Anyone tampering with or setting off a false alarm, discharging a fire extinguisher inappropriately, damaging an exit sign, or defacing smoke detectors will be fined \$125 and will be subject to disciplinary action.

Corridors, stairwells, and other passage areas must be kept clear of objects such as bicycles, boxes, furniture, and garbage.

FIRE SECURITY AND PREVENTION

Training and knowledge of proper fire response is important in reducing unnecessary exposure to hazardous emergency incidents.

FIRE PREPAREDNESS

- Ensure proper training of all faculty, staff, and students on the locations of fire alarms and fire extinguishers as well as the Emergency Evacuation Plan.
- Decide on a safe meeting location where all persons should gather if the residence hall or building is evacuated. This should be communicated to all people.
- Identify the emergency exit route that any faculty, staff, or student with a disability could use. Also, identify who will help evacuate disabled persons.
- Identify an area where disabled persons could wait for emergency response personnel, if necessary.
- Walk through the residence hall or office building to be sure that exit routes are clear, extension cords are not used with heat-producing equipment, electric outlets are not overloaded, fire doors are kept closed, and flammable liquids and fuel are stored appropriately.
- Physical Plant should conduct monthly fire extinguisher inspections.
- Prohibit the use of extension cords and candles in all residence halls and office buildings. Use only grounded electrical plugs and ensure the installation of ground fault circuit interrupters on outlets near water sources or in wet areas.
- Avoid storing items in any mechanical rooms or electrical closets.
- Prohibit the use of doorstops within the residence halls or offices. Fire doors must always be kept closed to avoid fire from spreading in the building.
- Keep flammable liquids and fuel stored in an approved sealed container away from sources of heat and flame.

A FIRE EMERGENCY EXISTS WHENEVER:

- A building fire evacuation alarm is sounding.
- An uncontrolled fire or imminent fire hazard occurs in any building or area of campus.
- There is the presence of smoke or the odor of burning of any material.
- There is an uncontrolled release of combustible or toxic gas or other hazardous material, or a flammable liquid spill.

FIRE EMERGENCY RESPONSE

- If a fire is noticed in a building, the fire alarm should be pulled immediately. If any person knows how to operate a fire extinguisher and is confident that the extinguisher is the type to fight the type of fire, he/she should attempt to extinguish the flame unless the flames are too intense, or it is likely the person will be overtaken with smoke.

- All occupants of the building should exit according to the Emergency Evacuation Plan calmly and quickly.
- Handicapped individuals should be assisted as needed.
- Call 911 and then Campus Security (423-303-4444).
- Unit directors and resident directors should take their lists of all faculty, staff, and students in the office building or residence hall. Once everyone is gathered at the safe meeting location, each person can be accounted for through a headcount.
- If anyone is aware of someone left in the building, the person and their likely location (suite, room, classroom, etc.) should be communicated to fire officials immediately.
- No one should attempt to re-enter the building until it is cleared for re-entry by fire officials.
- If the fire is outside of a building, sufficient distance should be maintained from the fire.

Facility	Fire Alarm System Available (Yes/No)	Fire Sprinkler System Available (Yes/No)	Fire Alarm Monitored by Campus Security
Atkins-Ellis Hall	Yes	Yes	Yes
B.L. Hicks Hall	Yes	Yes	Yes
Bowdle-O'Bannon Hall	Yes	Yes	Yes
Brinsfield Row House	Yes	No	Yes
Brinsfield Row (1650)	Yes	No	Yes
Brinsfield Row (1750)	Yes	No	Yes
Brinsfield Row (1830)	Yes	No	Yes
Brinsfield Row (1700)	Yes	Yes	Yes
Brinsfield Row (450)	Yes	Yes	Yes
Carroll Court	Yes	No	Yes
Cross Hall	Yes	No	Yes
Davis Hall	Yes	No	Yes
Keeble Hall	Yes	Yes	Yes
Livingston East	Yes	Yes	Yes
Livingston Hall	Yes	Yes	Yes
Medlin Hall	Yes	No	Yes
New Hughes Hall	Yes	Yes	Yes
Nora Chambers Hall	Yes	No	Yes
Sharp Hall	Yes	No	Yes
Simmons Hall	Yes	No	Yes
Storms Hall	Yes	Yes	Yes
Tharp Hall	Yes	No	Yes

Facility	No. of Fires	Cause(s) of Fire(s)	No. of Injuries	No. of Deaths	Value of Property Damage
Atkins-Ellis Hall	1	Electrical Panel for Elevator	0	0	\$500
B.L. Hicks Hall	0	N/A	0	0	0
Bowdle-O'Bannon Hall	0	N/A	0	0	0
Brinsfield Row House	0	N/A	0	0	0
Brinsfield Row (450)	0	N/A	0	0	0
Brinsfield Row (1650)	0	N/A	0	0	0
Brinsfield Row (1700)	0	N/A	0	0	0
Brinsfield Row (1750)	0	N/A	0	0	0
Brinsfield Row (1830)	0	N/A	0	0	0
Carroll Court	0	N/A	0	0	0
Church Street Apartments	0	N/A	0	0	0
Cross Hall	0	N/A	0	0	0
Davis Hall	0	N/A	0	0	0
Keeble Hall	0	N/A	0	0	0
Livingston East	0	N/A	0	0	0
Livingston Hall	0	N/A	0	0	0
Medlin Hall	0	N/A	0	0	0
New Hughes Hall	0	N/A	0	0	0
Nora Chambers Hall	0	N/A	0	0	0
Sharp Hall	0	N/A	0	0	0
Simmons Hall	0	N/A	0	0	0
Storms Hall	0	N/A	0	0	0
Tharp Hall	0	N/A	0	0	0

END OF DOCUMENT