

# **Tusculum University Annual Security Report & Annual Fire Safety Report**

## **Reporting Year 2024 including 2024 Statistical Information**

### **Campus Safety & Crime Prevention Information**

This publication is designed to keep the entire TU Pioneer community - students, faculty, staff and guests - informed of efforts to support the continuity of a safe and enjoyable environment. As members of the TU family, you will also learn how your active participation is essential in attaining these goals.

The University provides for the safety and welfare of the community through proactive programming and cooperation with community law enforcement. Additionally, our residential campus is supported by the University's Campus Safety Department. This program is designed to maintain and enhance the University environment through service and education. Campus Safety enhances the environment through the deterrence of negative external influences, educational efforts to support community safety initiatives, and assists in maintaining accountability for the University's standards of behavior.

Programs provided by Campus Safety on campus include a campus-wide escort service and crime awareness and prevention programs addressing topics such as personal safety, self-defense, personal property security, sexual assault prevention and awareness training, fire safety training, and alcohol and drug risk awareness. TU measures success in living our values by the achievements of our students, the personal growth of our employees, and tangible improvement in the quality of life in the communities where we have a presence, thus exemplifying the Civic Arts.

In pursuit of this objective, Campus Safety Officers employ a community engagement model to promote communication among members of the community and our Officers to help ensure that the campus is a safe and inviting place to live, study, and work. This report is designed to provide information ranging from how to take advantage of Campus Safety services from general crime prevention and support to reporting a violation or crime impacting the TU community. The information herein complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (or Clery Act). This report also supports compliance with the "Campus Sex Crimes Prevention Act," the Tennessee University and University Campus Sex Crimes Prevention Act (Tennessee Code Annotated 40-39-9102), the Family Education Rights and Privacy Act, the Wetterling Act, Tennessee Bureau of Investigation reporting guidelines, and other important annual disclosures. Additional copies of this report are available by request at the Campus Safety Office in Niswonger Commons-Room 222. Written requests can be made to the following address: Tusculum University, Campus Safety Office, P.O. Box 5094, Greeneville, TN 37743. Please feel free to contact Campus Safety Office in Niswonger Commons, or the administrative office at one of our Adult and Online (AOS) sites if you have any further questions about campus safety or we can otherwise be of assistance.

### **Tusculum University Statement of Non-Discrimination**

Tusculum University adheres to all federal and state civil rights laws prohibiting discrimination in private institutions of higher education. Tusculum University will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, religion, hearing status, color, sex, pregnancy, religion, creed, ethnicity, national origin, physical or mental disability, age, marital status, gender, veteran or military status, physical appearance or any other protected category under applicable local, state or federal law.

## **Alcohol and Drugs Policy**

University Policy on the use of Alcohol and other drugs by Students and Employees.

Tusculum University prohibits the possession, sale, service, use or consumption of alcoholic beverages upon land or in buildings owned by the University, except as authorized by the University President. The University prohibits the unlawful or unauthorized use, possession, storage, manufacture, distribution, or sale of alcoholic beverages and any illicit drugs or drug paraphernalia in any Tusculum owned building, any campus area, in residential housing, in any vehicles on Tusculum's property or any vehicle owned by Tusculum, or at any University affiliated events held on or off campus, which are sponsored by students, employees and their respective campus organizations.

The University recognizes that chemical dependence and chemical abuse are concerns that can impact both academic and work performance and there are assistance programs available to help individuals experiencing problems. When appropriate, University personnel may refer students to the Campus Counselor or to agencies outside of the University for evaluation and/or treatment for alcohol or other drug related problems. For additional information concerning the Tusculum University Employee Substance Abuse Policy, please review the policy on the Human Resources website located at [www.tusculum.edu](http://www.tusculum.edu).

## **Campus Safety Personnel**

Tusculum University Campus Safety operations are managed by the Chief of Campus Safety. Tusculum University provides additional full-time and part-time officers to operate the Campus Safety Office twenty-four (24) hours per day, seven (7) days a week. Officers receive initial and periodic training in areas designated by the Chief of campus Safety and state law. Officers are certified security officers through the State of Tennessee and receive a diversified training from understanding the charge, the limits and inclusions of their authority under local, state and federal law and its relation to Tusculum University policies.

### **Campus Safety Authority and Law Enforcement**

Tusculum University Campus Safety Officers do not have authority beyond that of the state certified security officer, under applicable Tennessee laws, to arrest any person. These personnel have the authority to require identification, determine whether individuals have lawful business at the University, and represent the University in having local law enforcement effect an arrest as appropriate while using only the amount of force which is objectively reasonable and consistent with the accomplishment of their duties to protect themselves and/or third persons. Tusculum University Campus Safety Officers also have the authority to issue parking citations and to tow any vehicles not abiding by the University Parking Policies.

The department of Campus Safety has a close working relationship with the Tusculum City Police Department, the Greene County Sheriff's Department, the Greeneville Police Department, and works with the Greene County Emergency Management Coordinator, as well as other area safety departments to support the campus and community safety efforts. Major offenses such as murder, aggravated assault, robbery, other Class A misdemeanor crimes, and auto theft are reported to the local police who have jurisdiction on campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Safety and the appropriate police agency. Prompt reporting will assure timely warning notices on campus and time disclosure of crime statistics.

### **Reporting of Criminal Offenses or Emergencies**

To report a crime on campus, contact Campus Safety at 423-638-7318 extension 538, cellphone 423-470-2710, or dial 9-911 from a campus phone for emergency services. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the residence halls should be reported to the department of Campus Safety. The Campus Safety office is located at the main entrance of Niswonger Commons room 222, and is open 24 hours per day, 365 days per year and utilizes Campus Safety Officers to patrol the residential campus by vehicle and on foot throughout the day and night.

### **Voluntary Confidential Reporting**

If you are a victim of a crime and do not want to pursue action within the University Behavior Education Process or the criminal justice system, you may still want to consider making a confidential report. If the crime is related to a violation of Title IX, the Chief is required to report this information to the institutions Title IX Coordinator, however in most cases, confidentiality and desire of the victim to remain confidential is still an option. With your permission, the Chief of Campus Safety or a designee can file a report on the details of the incident without revealing your identity. The purpose

of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are counted and disclosed in the annual crime's statistics for the institution.

### **Confidentiality of Pastors and Counselors**

Campus "Pastoral Counselors" and "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. University Pastors and Counselors inform their client of the procedures to report crimes on a voluntary basis, should they feel it is in the best interest of the client, so that the information can be included in the annual crime statistics.

### **Reporting of Incidents and Criminal Reporting to Law Enforcement**

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the department of Campus Safety in a timely manner. Community members are encouraged to contact law enforcement if they are a victim and feel it is appropriate. Campus Safety will help initiate this contact upon receiving such a request. In situations where the University and its community as a whole may be deemed to be a victim, the Chief of Campus Safety or her/his designee may choose to report the criminal behavior itself while retaining the right to internally address the behavior of members of its community, as well. Monthly state and annual federal crime reporting is maintained through the Campus Safety department. In response to a call, Campus Safety will take the required action, dispatching an officer or asking the victim to report to the Campus Safety office to file an incident report. Campus Safety incident reports involving students are forwarded to the Student Affairs office for review and potential action. Campus Safety incident reports involving non-students are forwarded to the respective office which is best situated to resolve the matter. Campus Safety investigators will investigate a report when it is deemed appropriated. Additional information obtained via the investigation will also be forwarded to the office best situated to resolve the matter. In order to file a report, you may contact any of the following areas:

Chief of Campus Safety 423-636-7318 (x5070) Niswonger Commons  
Office of Student Affairs 423-636-7315 (x5315) Niswonger Commons

In circumstances indicating sexual assault, harassment, domestic violence, dating violence, and stalking, staff on the scene, including Campus Safety, will offer the victim a wide variety of services both on and off campus.

### **Campus Facilities Access**

During business hours, the University (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests and invites. During non-business hours, access to all University facilities is by access card or key, if issued, or by admittance via the department of Campus Safety. In the case of periods of extending closings, the University will admit only those with prior written approval. During such times, residence halls are secured 24 hours a day. Some facilities may have individual hours, which are posted and may vary at different times of the year.

All persons on university property or at its event, including faculty, staff, guest and invitees, are subject to all rules and regulations of the University, and to all applicable federal and state laws and regulations. In addition, all persons who operate motor vehicles on campus agree by such operation to be subject to the University rules, regulations, policies and procedures on traffic and parking.

All persons on campus shall provide adequate identification upon request by Campus Safety. Employees and students of the University who refuse to provide such identification may be subject to disciplinary action and possible removal from campus until proper identification can be made, and other persons who refuse to provide such identification shall be requested to leave the campus. If they refuse to leave, they may be subject to lawful removal and prosecution for criminal trespass.

### **Campus Residential Facilities**

Tusculum University offers on-campus housing facilities that include traditional halls, suite style housing, apartments and program houses for undergraduate and graduate students. Students returning to Tusculum participate in a housing selection for the upcoming year. New students are placed in housing based on their deposit date with Tusculum University. Access to residential facilities is secured 24 hours a day, and access keycard required. All guests to residence halls must be accompanied by his/her host who resides in the hall. Student rooms are equipped with a key lock to every

door and locking windows. Tusculum University employs para-professional Resident Assistants (R.A.'s) and two full-time live-in professionals in the residence halls.

### **Campus Facilities Security**

Campus Safety and security are responsible for the entire campus community. Campus Safety serves as the central point of contact as well as the alarm and monitoring station for the residential campus with all electronic security systems (fire, burglary, robbery, and other alarms – monitored at the office. Fire and burglar alarms are also monitored by a central monitoring company off-site). However, all members of the community are expected to report any suspicious behavior or observed damage to security hardware, non-operational lights or other potential facility maintenance security problems. Other facility safety measures included:

- The student handbook is updated annually and addresses security and safety issues, visitation hours, restroom security, keys, emergency fire evacuation procedures, severe weather, and medical situations.
- Keys are the property of the University and may not be duplicated. Each student is responsible for carrying his or her key at all times. A student should immediately report a lost, stolen or misplaced key to Campus Safety or Student Affairs. There is a penalty for propping open any door on campus without approval.
- Non-community members visiting the residence halls are to be informed of the exact location of visitor restrooms. Failure to comply with the expectation for use of the proper facilities will result in eviction of the guest from the premises and disciplinary action against the resident host.
- Campus Safety personnel perform monthly fire extinguisher inspections in all buildings to ensure that this equipment is maintained, tested, and serviced. This unit also conducts routine fire prevention inspections and initiates corrective action for fire hazards.
- Para-professional and live-in professional hall staff check residence halls for outages of lighting or other areas which need immediate attention. They also are trained in crime and fire prevention and make rounds throughout each day and night to assist Campus Safety in spotting potential issues and ensure a rapid response.

### **Criminal and Other Behavioral Activity Off-Campus**

When a Tusculum University student is involved in an off-campus offense, Campus Safety Officers may assist with the investigation in cooperation with law enforcement to limit the disruption to the community. Tusculum University disciplinary jurisdiction for student and corporate conduct on university premises, and student organization off-campus housing should it develop, as well as at university events. Behaviors occurring off-campus may also be addressed if they present a risk to the health and safety of students or others or otherwise adversely affect the educational mission of the institution whether during periods of academic coursework or not. Although the University is not responsible or liable for student non-University activities, it does reserve the right to take action in response to non-University events or behavior that would violate University expectations and policies and call into questions a student's suitability as a member of the University community. Tusculum University operates no facilities off-campus for student organizations.

### **Missing Student Notification**

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, they should immediately notify Campus Safety at 423-636-7318. Campus Safety will initiate an investigation and generate a missing person's report. A missing student is defined as a person currently enrolled at the University, whose whereabouts have been unaccounted for more than 24 hours. When a student becomes a subject of a missing person's report, Tusculum will initiate the Missing Persons Notification in accordance with the student's emergency contact information housed with the office of Student Affairs. If the student is under the age of 18, and is not an emancipated adult, the University is required to notify a custodial parent or guardian.

### **Weapons on Campus**

Provided in Tennessee Code Annotated 39-17-1309, any unauthorized or illegal possession, including constructive possession of, use of, or wearing of firearms or dangerous weapons of any kind shall not be permitted on the Tusculum University campus. State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (43,000) for carrying weapons on school property. This policy includes the unauthorized storage, use or possession on any campus property (including items in vehicles) of weapons (as defined by local, state and federal law). This policy also includes any object or substance designed to inflict a wound or cause injury, explosives, projectiles, flammable materials, biohazardous, volatile, or poisonous materials of any kind, or other items which may be hazardous

to the health or safety of others. Items prohibited under this section include, but are not limited to, handheld guns (which include pistols, stun, paint, pellet, dart, cap, BB, starter or water or toy guns which may be perceived to be actual weapons), long arms (such as rifles, shotguns, air rifles), bows, arrows, axes, knives or blades of any type, num-chuks, throwing stars, sling shots, firecrackers and fireworks. Additionally, items that may not be generally considered weapons, but which are wielded in a manner such that harm or the threat of harm is indicated, will be considered as a weapon under this policy (e.g. waving a baseball bat or knitting needle at another in a threatening manner).

Campus Safety Officers are authorized to carry firearms, and other less lethal defense weapons in accordance with and pursuant to Tennessee Code Annotated 62-35-125, as long as they comply with the institutional policy for their use and the officer is certified trained by the state.

### **Criminal History Investigation**

All University employees are designated security sensitive positions and require applicants for employment to comply with a criminal history investigation requirement. Any person who discloses a criminal conviction history on an application for employment or has been found to have a criminal conviction history via the background check, will be subject to an eligibility for employment review by the Chief Human Resources Officer who will make recommendations to the President of the University for final determination as to eligibility. Should such conviction be deemed to pose a threat to the campus community in any way, the employee may be subject to being ineligible for hire. These standards also apply to felony convictions after achievement of employee status but may include domestic violence or offenses which would make it impossible for the employee to fulfill their role in the position they have, such as driving.

Any student who discloses a criminal conviction history on an application for admissions will be subject to an eligibility for admission review by the Admissions and Standards Committee, the Dean of Students, and the Chief of Campus Safety will make recommendations to the Vice President of Enrollment Management to submit to the committee for final determination as to eligibility. Should such conviction be deemed to pose a threat to the campus community in any way, the student may be subject to being ineligible for admission or having his/her privileges limited at the discretion of the University. These standards also apply to felony convictions after achievement of student status.

### **Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act**

Tusculum University does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Tusculum University issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a university official. Tusculum University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the University community.

### **Statement about Complainant and Respondent Rights**

Any person can file a report of a violation of Title IX by emailing [titleix@tusculum.edu](mailto:titleix@tusculum.edu). Even if the person does not wish to file a formal complaint, the Title IX team can still provide supporting measures. If someone is accused of a violation of our Title IX Policy, the person is considered "not responsible" unless and until there is a finding rendered by a non-biased panel of trained decision makers. Facing an accusation of a violation of Title IX can be a stressful process. The University can assist you by providing supporting measures during the process. For a full copy of the University Title IX Policy and Procedures, visit <https://web.tusculum.edu/titleix>.

## Resources For Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

<b>ON CAMPUS</b>		
Campus Safety	Niswonger Commons Main Entrance	423-636-7318
Title IX Coordinator	Niswonger Commons #417	423-636-7300 Ext. 5206
Office of Student Affairs	Niswonger Commons Main Entrance	423-636-5315
<b>OFF CAMPUS</b>		
Tusculum Police Department	271 Harlan Street, Tusculum	423-588-5546
Greene County Sheriff's Department	116 E. Depot Street, Greeneville	423-798-1800
Greeneville Community Hospital East	1420 Tusculum Blvd	423-787-5000
Johnson City Medical Center	400 N. State of Franklin, Johnson City	423-431-6111
Tennessee Coalition to End Domestic Violence and Sexual Violence	2 Internation Plaza Dr. Suite 425, Nashville TN	615-386-9406 or 1-800-286-9018

### Reporting Annual Crime Statistics

This report is created in part to comply with the Clery Act. The office of Campus Safety works with local law enforcement agencies to gather campus crime, arrest, and referral statistics, including those reported to Campus Safety personnel, designated campus officials (included but not limited to: Student Affairs staff, Directors, Deans, Department Heads, Human Resources staff and Athletic Coaches). Campus Ministers and Counselors retained by the University inform their clients of the procedures to report crime to Campus Safety on a voluntary basis.

Annual Pioneer Fire, Safety, and Disclosure Report is prepared annually by the Chief of Campus Safety based on the statistics received from the Campus Safety Department, local law enforcement and the Office of Student Affairs. The latter of these offices collects and maintains data from Campus Security authorities. This report is to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Each year an email notification providing website access to this report is made to all enrolled students, current faculty and staff. Copies of the report may also be obtained through the Campus Safety Office located in Niswonger Commons or by calling 423-636-7318. All prospective students and employees are provided information on how to access this report.

## Crime Prevention and Safety Tips

### ON CAMPUS

- Lock your doors whenever you leave your room for any length of time or when you are sleeping. Always lock all car doors.
- Never prop open any door.
- Protect all valuables in your room and your vehicle.
- Do not loan your keys to anyone.
- Never hide your keys outside of your apartment or dorm room.
- Take all portable valuables home with you during breaks or vacation.
- In public places keep your valuables out of sight or in a safe place.
- Itemize your possessions and record the description and serial numbers. Keep purchasing receipts and brochures on equipment purchased.
- Park and lock all bicycles in bicycle racks using "U" bolt locks.
- Stay Sober. Many crimes against persons occur when one of both parties are under the influence of alcohol or drugs.
- Never let unauthorized persons enter your room, residence hall, or apartment security doors. Report any suspicious activity to Campus Safety immediately (423-636-7318).
- Never dress in front of a window. Draw blinds or curtains after dark.

- If you are awakened by an intruder inside your room, do not attempt to apprehend the intruder. Try to get an accurate description of the intruder and call Campus Safety as soon as possible.
- Avoid working or studying alone in a campus building.
- Be careful what personal information you share on the internet.

#### **When Walking or Jogging**

- Avoid walking or jogging alone if possible. Especially after dark. If you must travel alone at night, use the University Campus Safety Officers to escort you to your on-campus destination (423-636-7318).
- Avoid dark or vacant campus areas. Walk along well-lit routes.
- Be alert to your surroundings.
- Have your keys or ID card ready when returning to your residence hall or apartment and keep your personal or valuable items concealed and close to your body.
- If you see any suspicious activity or people on or near the University campus, immediately call Campus Safety at 423-636-7318 and report what you have seen.

#### **Alcohol Poisoning/Overdose**

Alcohol poisoning and /or alcohol overdose are serious conditions and can result in death unless paramedics respond in time and can get appropriate treatment for the individual. Your awareness and knowledge about the signs and symptoms could mean life or death to a person you care about.

- Try to wake them up. Call their name, shake them, and pinch them. If they do not respond, get help.
- Check the person's skin. If they are pale or cold and clammy, get help.
- Listen to their breathing. If it is irregular or too slow/shallow (less than eight breaths per minute or more than 10 seconds between breaths) get help.

### **ALCOHOL & CONTROLLED SUBSTANCE POLICY ALCOHOL & DRUG RISK INFORMATION**

Tusculum University has a zero-tolerance policy pertaining to the possession or use, of illegal substances including but not limited to; marijuana, opioids, controlled substances, abuse of prescription drugs, and any chemical ingested for the purpose of altering a person's ability to function in a manner expected of a reasonable person.

Tusculum University is committed to increasing awareness about alcohol/drug issues, to prevention strategies that discourage irresponsible and illegal use, and to providing ongoing support for those individuals who have decided not to use alcohol and illegal drugs.

#### **1. ALCOHOL**

Tusculum University recognizes that the use of alcohol tends to have a deleterious effect on educational attainment and that students may deal with issues involving chemical dependency. Therefore, the University strives to provide education and assistance to students. Chemical dependency is a serious illness which can be treated successfully if identified early, if appropriate referral to community agencies is made, and if adequate support is afforded to those in the recovery process. Possession or manufacture, sale, use, consumption, or delivery of alcoholic beverages or paraphernalia associated with the use of alcohol on university property or at university sponsored events is prohibited unless specifically provided for by the President of the University. Paraphernalia includes, but is not limited to: the public display of signs, posters or other objects with references to alcohol, accumulations of containers (i.e., bottles, cans, kegs, and boxes), bongs for drinking: "bar-like" structures, taps, kegs, or waste containers in excess of 5 gallons. The entire campus community is expected to promote and enforce a sense of personal responsibility and exhibit responsible behavior toward the consumption of alcohol. In addition to seeking to support student treatment and education, the University reserves the right to initiate disciplinary procedures to maintain a healthy educational environment.

#### **2. CONTROLLED SUBSTANCES**

As an institution within the State of Tennessee, Tusculum University is committed to encouraging compliance with all state and local laws. Tusculum University is unalterably opposed to the illegal possession and/or improper use of hallucinogens, drugs, and narcotics by all members of the University community. In keeping

with Tennessee and federal laws which prohibit the use, possession, sale or offering for sale of narcotics and hallucinogens, including marijuana, and Tennessee laws prohibiting improper possession, use and sale of drugs (e.g. amphetamines and barbiturates), Tusculum University will encourage and cooperate in the enforcement of these laws which may include actively engaging in prosecution of any community member by local law enforcement agencies.

Any chemical substance that is not for human consumption, but which is consumed by a person for purposes of producing a stimulant, depressive, hallucinogenic, or narcotic effect in that person is considered an illegal drug in those circumstances. In addition, any chemical "substantially similar" to a controlled substance listed in Schedule I or II (of the US Controlled Substances Act) is to be treated as if it were also listed in those schedules, for the purposes of this policy. Any substance that the Attorney General temporarily places on a Schedule to avoid an imminent hazard to the public safety, shall be treated as if it were also listed in that schedule, for the purposes of this policy. Finally, any recommendation by the World Health Organization for the placing of substances on a schedule of the Single Convention on Narcotic Drugs or the Convention on Psychotropic Substances, shall be treated as binding until such time as this decision is ratified by the Commission on Narcotic Drugs.

The University reserves the right to inspect any and all parcels brought onto campus, to confiscate alcoholic beverages or other controlled substances and to initiate disciplinary procedures. Tusculum respects each student's right to privacy, but reserves the right to inspect students' rooms and packages as outlined in the housing agreement. The following constitute violation of university policy:

- Unauthorized possession (including constructive possession), distribution, or consumption of alcoholic beverages and any illegal controlled substance and all Delta drugs including, illegal hallucinogens and paraphernalia as established through the Tusculum University Alcohol and Controlled Substance Policy.
- Possession, including with intent to resale, and selling of any materials as outlined above as well as possession of drug-related paraphernalia - including constructive possession of the aforementioned (constructive possession provides that being in close proximity to prohibited items is enough to justify accountability as a hearing could conclude that the prohibited items could have belonged to them. Accountability based on constructive possession often results when prohibited items are found in a residence or in a room within a residence, and more than one person is present who could arguably be the owner of the prohibited items. This approach prevents students in violation from merely removing prohibited items from their personal possession upon imminent confrontation by university officials. Practically speaking, as it relates to university students, constructive possession means that students should be aware of their surroundings and avoid situations where prohibited items may be present, even if the student does not actually intend to use or handle the prohibited items personally. Assuming or trusting that a friend or acquaintance will take the responsibility for any prohibited items found has proven to be a critical mistake for many students);
- Improper use of prescription medications.
- Trafficking in these items, described in paragraphs 1, 2, and 3 above, whether procuring, giving, selling, or causing to be procured, shared, given or sold.

### **Campus Lost and Found**

Tusculum University Campus Safety Officer serves as the central repository for items that are lost/found on campus. Each year, many unclaimed items are donated to community charities. For items that have been lost several days and not located by staff in the building, check with campus lost and found at 423-636-7318.

### **Harassing and obscene phone calls**

Anyone can be a victim of harassing, annoying, obscene or threatening telephone calls. Although such calls do not usually constitute a threat to personal safety, on-campus residents should contact Campus Safety Office and off-campus residents should contact the Police Department on receipt of a telephone call or questionable intent or origin. They can usually help you stop the calls.

## **Disabilities & Reasonable Accommodations**

It is Tusculum University's policy to comply with the Americans with Disabilities Act, as amended (ADA), and other applicable laws that prohibit discrimination against qualified employees and applicants with respect to any terms, privileges, or conditions of employment because of a disability. The policy applies to all personnel and employment practices.

For the purposes of this policy, a disability is a permanent or chronic physical or mental condition which imposes a substantial limitation on a major life activity.

In accordance with the ADA as amended, Tusculum University will provide reasonable accommodations to qualified applicants and employees with known limitations and who require accommodation for their disabilities in order to safely perform their essential job functions, unless such accommodations would cause an undue hardship. Disabled employees and applicants are invited to identify any reasonable accommodation that would enable them to safely perform the essential functions of the position. Tusculum University reserves the right to require documentation of both the existence of a disability and of the need for any requested accommodation, either from the individual's medical provider and/or a provider of the University's own choosing. Information regarding any disability and other medical information will be kept confidential in accordance with the ADA as amended and retained in separate confidential files. [Note: As previously noted in this Handbook, Tusculum University, to comply with the Genetic Information Nondiscrimination Act of 2008 (GINA), requests that you not provide any genetic information when responding to this request for medical information, unless such information is directly related to the employee's request for leave. "Genetic Information" as defined by GINA includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.]

Employees or Applicants are responsible for requesting any such accommodation verbally or in writing to the Chief Human Resources Officer. Individual supervisors are not permitted to independently grant or deny such requests. If a supervisor receives a request for an accommodation, he or she must report it immediately to the Chief Human Resources Officer. The Chief Human Resources Officer will consult with the employee's or applicant's supervisor and the University President to make the final determination regarding whether to grant the accommodation. The Chief Human Resources Officer will notify the employee or applicant of the determination. An employee or applicant will not be retaliated against for requesting an accommodation in accordance with this policy.

Any employee who believes he or she has been subjected to retaliation must report it immediately to the Human Resources Department.

## Tusculum University Crime Statistics 2024

Criminal Offenses Tusculum University	2022					2023					2024				
	On-Campus	Residence Halls	Public Property	Non-Campus	Total	On-Campus	Residence Halls	Public Property	Non-Campus	Total	On-Campus	Residence Halls	Public Property	Non-Campus	Total
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	6	0	0	0	6	2	2	0	0	2	1	1	0	0	1
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>															
Domestic	0	0	0	0	0	0	0	0	0	0	3	2	0	0	3
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	1	1	0	0	1	0	0	0	0	0
Arrest															
Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary Referrals</b>															
Weapons	1	1	0	0	1	0	0	0	0	0	1	1	0	0	1
Drugs	7	7	0	0	7	5	5	0	0	5	2	2	0	0	2
Alcohol	5	5	0	0	5	7	7	0	0	7	9	9	0	0	9

**\*\*On-campus building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution on, or of a manner related to the institution's education purposes, including residence halls; and any building or property of this definition that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a retail vendor). Dormitories or other residential facilities for students on campus is a subset of the on-campus category.**

**\*\*A non-campus building or property owned or controlled by a student organization that is officially recognized by the institution; or by a property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students within the same reasonably contiguous geographic area of the institution.**

**\*\*On public property; all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to any campus property.**

### Campus Emergency Notifications System (Pioneer Alert)

For timely warning and immediate notifications, Tusculum University uses Pioneer Alert and its email exchange service to alert community members to emergencies that occur on its campus and the immediate surrounding areas. Timely warnings are usually issued for Clery Act reportable crimes occurring in the Universities geographic area, but may be issued for other crime classifications deemed appropriate. Reports are considered on a case-by-case basis and a timely warning may be issued.

Timely warnings issued under this procedure will be handled using Pioneer Alert via email message. If deemed appropriate by the President and the Chief of Campus Safety, timely warnings may also be issued via Pioneer Alert to include text, social media, and/or voice messaging. The warning may identify the date and time of the incident plus location, nature of the crime and suspect descriptions. Information promoting safety that may aid individuals to protect themselves will be included in the warning. Immediate notifications are issued for a confirmed emergency or dangerous situation posing an immediate threat to the health and safety of someone on campus or significantly disrupting programs and activities. Approval of the messages must be authorized by the University President, or a member of the President's Cabinet, Chief of Campus Safety or as authorized in the University Emergency Operations Plan. An immediate notification will only be transmitted through Pioneer Alert using email, text, social media and voice messages. If an event occurring on the campus may impact the community surrounding the campus, the University officials will work with local law enforcement and media to notify the larger community when deemed appropriate. Upon expiration of the notification, a campus wide follow-up notification will be sent through the Pioneer Alert.

Tusculum University mandates that all University employees and students participate in the emergency notification system. All employee and student's contact information are uploaded annually to the Pioneer Alert system. Employees and students may opt out of the emergency notification system by contacting the office of Campus Safety.

### **Emergency Response**

The Tusculum University community is encouraged to notify the office of Campus Safety at 423-636-7318 or emergency responders at 9-1-1, of any situation or incident on campus that may involve a significant emergency or dangerous situation that poses an immediate or ongoing threat to the health and safety of university members. The Campus Safety Officers are charged with responding to reported incidents to determine whether the incident presents a threat to the community and requesting other resources to investigate, mitigate or document the situation. The University works in close collaboration with agencies and departments both on and off campus to gather and assess information related to events that may pose an immediate threat or hazard to the University. Upon confirmation of an emergency or dangerous situation, Tusculum will immediately notify the campus community to communicate the vital information as quickly and efficiently as possible in order to provide the greatest safety for our students, faculty, staff and visitors. In all cases, University emergency responses shall place primary emphasis on the protection of human life, and all reasonable efforts shall be made to protect and preserve University property.

### **Emergency Evacuation Procedures**

It is recommended that all employees and students review and become familiar with the emergency evacuation procedures annually, or whenever there are plan or facility design/occupancy use changes. It is recommended that departments predetermine designated assembly points, direct occupants to those locations and prevent re-entry to the facility. Evacuation plans in residence halls are tested each semester in the form of a fire drill. All Group A Assembly building, as identified by the International Fire Code, on the campus also test their evacuations plans in the form of a fire drill annually. The University conducts or participates in an emergency response exercise every year, such as tabletop exercise or a live test, and tests the emergency notifications systems on campus. Tests of the systems may be announced or unannounced and are designed to assess and evaluate the emergency plans and capabilities of the University.

### **Evacuation Protocol**

Building evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel or by Tusculum University Campus Safety.

- If necessary or if directed to do so by a designated emergency official, activate the building alarm. Call 911 and then Campus Safety at 423-636-7318.
- Do not use elevators during an emergency evacuation. Emergency response personnel may use an elevator for evacuation after review of the circumstances.
- Everyone must exit the building quickly and proceed in an orderly manner to the designated emergency assembly point as predetermined by each department. Be alert and pay attention to what is happening around you. If the first designated area of evacuation is inaccessible, proceed to a designated secondary location as predetermined by each department.
- Check doors for heat before opening. Do not open door if it is hot.
- Choose an assembly location comprised of an open space, with easy access from your building and/or capable of holding all your department's occupants safely.
- Emergency assembly points should be at least 50 feet from the building.
- Avoid assembly locations where emergency personnel will respond, such as roadways, parking lots, near fire hydrants or obstructing fire department connections.
- Remain at the designated assembly point until someone takes roll call and further instructions are provided by emergency personnel or by Campus Safety. Do not leave the area.
- Do not re-enter an evacuated building until instructed to do so by an official or Campus Safety.
- Assist individuals with disabilities:
- Be aware of persons in the building who may need assistance. If unable to directly assist a person with disabilities, ask the individual to wait at the nearest exit for assistance from official emergency personnel.

- Individuals with disabilities are responsible for knowing how they want to be helped during an evacuation.

Guests of the University and campus visitors should also inform the University employee/student with whom they are dealing of their need for evacuation assistance.

### **Shelter in Place Procedures**

During certain emergency situations and some weather emergencies, you may be advised to “shelter in place” rather than evacuate or leave the building. If there is an emergency that is a risk to the public, your local officials will notify you by radio, tv or telephone. Shelter in place is likely to be used in circumstances in which there is not enough time for evacuation to occur, or evacuation creates an increased safety risk. Examples may include a hazardous material release or a public health issue. The safest action in these situations is to shelter in place while listening for further instructions.

- Remain calm.
- Briefly advise other building occupants of the nature of the emergency.
- Get occupants out of the hallways and into a room. The best place to go is an inner office or closet with a locked door if possible.
- Shut blinds if possible.
- Advise individuals to stay away from windows and take cover under desks or any place where they cannot be seen directly.

Remain in your room until Campus Safety or law enforcement arrive and begin evacuation.

### **Fire Safety**

Preparing for emergencies well in advance is one of the most effective ways to deal with potential disasters. In the case of a fire, knowing the steps to take can minimize problems. Steps to follow if you see a fire:

- Activate the nearest fire alarm.
- Alert the fire department by calling 9-1-1.
- Give your name, address, location and the extent of the fire.
- Calmly alert people in the building and evacuate the building by following the exit signs.
- Remain at the designated assembly point until someone takes role call and further instructions are provided by emergency personnel or Campus Safety.
- Do not leave the area.

Steps to follow if you are caught in a fire:

- Remain Calm.
- Before opening the door, feel it with the back of your hand. If it is hot, do not open the door. Open the windows if possible to let out heat and smoke.
- Seal cracks around the door with towels, linens or clothes. Soak these items in water if possible.
- To attract attention, hand objects out of the window and shout for help.
- Keep low to the floor and take short breathes to avoid inhaling smoke.
- If the door is not hot, brace yourself against the door and open it slowly. If hot air or fire rushes in, close the door and follow the steps above.
- If you can leave, close all doors behind you and proceed to the nearest exit. Leave the building and stand clear of the fire. Help direct police and fire personnel when they arrive.

Tusculum University offers fire extinguisher training to any group that requests it and fire extinguisher training is provided to Resident Assistants annually.

**Tusculum University Fire Safety Rules:**

- Non-institutional lofts and bunk beds are other structures are not permitted in residence hall rooms. Due to restrictions established by the Fire Marshall, bunk beds or high lofts are not permitted in Haynes or Welty-Craig Halls.
- Possession of any open heating element or open flames or ignition points (heaters, burners, hot plates, sandwich presses, foreman grills, toaster ovens, halogen lamps, candles, incense, potpourri pots, etc.) or any unapproved appliances, no non-university air conditioners, televisions or reception systems requiring wiring outside the room etc. are permitted. However, residents can use the following small food appliances: small coffee pot with automatic shutoff, popcorn air popper, and under-counter refrigerator.
- Possession of extension cords or multi outlet adapters is prohibited (surge protector strip plugs are permitted to help protect equipment and reduce malfunctions).
- Smoking is prohibited in all areas, spaces, and campus property.
- Use of cigars, incense, flavored or scented cigarettes, vapes, candles of which cause a scent perceivable as marijuana or masking the use of same are prohibited and will justify a search of any items on the University property and can result in student being found responsible for a violation of the controlled substances policy.
- Obstruction or disruption which reasonably or unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus is strictly prohibited.
- Failure to comply with directions of university officials acting in their official capacity, including administrators, staff, faculty and profession staff (including but not limited to, refusing to furnish identification or failing to stop engaging in behavior when requested to do so or restricting access to any person, item or venue to student affairs or Campus Safety personnel). Verbal and/or physical abuse directed toward any university official will not be tolerated and will constitute a serious violation.
- Unauthorized entry to or upon or use of university property, equipment or resources, including but not limited to the telephone system, mail system, computer system, vehicle keys, buildings and furnishings, ledges, roofs or fire escapes of university owned or operated buildings and service tunnels, or the duplication or use of keys (\$250 minimum fine).
- Unauthorized storage, use or possession on any campus property (including vehicles) of weapons, explosives, projectiles, flammable materials, biohazardous, volatile or poisonous materials of any kind; or other items which may be hazardous to the health or safety of others. Items prohibited include but not limited to handheld guns (which includes pistols, stun, paint, pellet, dart, cap, BB, water or toy guns which may be perceived to be actual weapons) long arms, bows, arrows, axes, knives or blades of any type, num-chuks, throwing stars, sling shots, firecrackers and fireworks.
- Additionally, items which may not generally be considered a weapon, but which are wielded in a manner such that harm or the threat of harm is indicated, will be considered as a weapon under this policy (waving a baseball bat or knitting needle at another in a threatening manner).
- Setting or causing to be set, any unauthorized fire in or on university premises (including grills or barbeques on a campus facility balcony or porch or under the overhangs) or storage of combustible engines or flammable materials in the aforementioned areas or inside a residential area. Ground fires in any form are not permitted on campus without permission obtained through the Student Affairs Office and Facilities Management.
- Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion, crime or other emergency on university premises or at university sponsored events or tampering with fire alarms, extinguishers, or other fire equipment.
- Failure to comply with the directions of emergency personnel or university officials acting in their official capacity, or failure to comply with mechanical or electronic evacuation alarms or systems will be given strict sanctions.
- Tampering with fire or safety signage is prohibited.
- Failure to observe fire regulations requiring that halls, stairways, entrances, porches, evacuation routes, and balconies be kept clear of obstacles at all time.

## Tusculum University Annual Housing Fire Safety Report

Tusculum University maintains a log recording all fires in on-campus student housing facilities, including the nature, date, time, value of items damaged, number of tests per year, and general location of each fire. Annually, this information is disseminated to the community through a report providing the foregoing information and other pertinent policy information related to fire safety on university property. In addition to fire safety orientation conducted for each student residential facility at the beginning of the academic year, there are regular mandatory supervised fire drills conducted between the fourth and sixth week of each semester.

### Periodic Fire Drill Procedures

In order to facilitate a proper evacuation of buildings during a fire alarms, Campus Safety Officers will conduct periodic fire drills. The minimum frequency of such drills will be once per semester for each residential dorm or apartment and once annually for all other buildings.

- Ensure that at least two professional staff members and two paraprofessional staff members are present in order to assist with drill supervision before the start of the drill.
- Ensure that all designated evacuation routes are properly displayed and illuminated prior to initiation of each drill.
- Ensure that one paraprofessional or professional staff member is positioned in a location to direct community members to the proper location to evacuate to.
- Campus Safety representative will activate building alarm.
- All staff members will provide instructions to community members during the drill.
- At least two staff members working in pairs will conduct a building search to ensure that all community members are evacuated. If any community member fails to evacuate immediately, their names will be taken and provided to Student Affairs for disciplinary actions. It is the duty of all staff members to collect these names and provide them to the Office of Student Affairs. In the case of non-student employees, the Chief of Campus Safety will provide the Vice President of Operations the names of employees who fail to evacuate upon notification of a fire alarm to initiate disciplinary actions with the Human Resources Department.
- Any accommodations required under the Americans with Disabilities Act (ADA) or other accommodations identified shall be documented during each drill along with the plan of action for each specific community member as required.
- If there are any fire notification equipment malfunction, Campus Safety will immediately notify Facilities Management in order to repair the malfunction as soon as possible. If the malfunction cannot be repaired immediately, a Fire Watch will be placed on any occupied building until repair is made and the fire notification system is successfully tested.

### Fire Drills Conducted

There were two fire drills for each residential building conducted during the 2023 reporting year. Results of each drill are available in the Campus Safety Office located in Niswonger Commons during business hours.

## Tusculum University Annual Fire Safety Statistics 2023

Facility	Fire Systems		Fire Related Incidents in Residential Facilities					
	Alarm Systems	Sprinkler System	Number	Fire Cause	Injuries Requiring Medical Facility Treatment	Deaths	Property Loss Value	Evacuation Drills Conducted Each Year
Apartment Building - A	Hard-Wired & Tied to Central Reporting System	Yes	0	0	0	0	0	2
Apartment Building - B	Hard-Wired & Tied to Central Reporting System	Yes	0	0	0	0	0	2
Apartment Building - C	Hard-Wired & Tied to Central Reporting System	Yes	0	0	0	0	0	2
Apartment Building - D	Hard-Wired & Tied to Central Reporting System	Yes	0	0	0	0	0	2
Apartment Building - E	Hard-Wired & Tied to Central Reporting System	Yes	0	0	0	0	0	2
Apartment Building - F	Hard-Wired & Tied to Central Reporting System	Yes	0	0	0	0	0	2
Charles Oliver Gray - East	Hard-Wired & Tied to Central Reporting System	Yes	0	0	0	0	0	2
Charles Oliver Gray - West	Hard-Wired & Tied to Central Reporting System	Yes	0	0	0	0	0	2
Charles Oliver Gray - South	Hard-Wired & Tied to Central Reporting System	Yes	0	0	0	0	0	2
Charles Oliver Gray - North	Hard-Wired & Tied to Central Reporting System	Yes	0	0	0	0	0	2
Haynes Hall	Hard-Wired & Tied to Central Reporting System	Yes	0	0	0	0	0	2
Katherine Hall	Hard-Wired & Tied to Central Reporting System	Yes	0	0	0	0	0	2
Welty-Craig Hall	Hard-Wired & Tied to Central Reporting System	Yes	0	0	0	0	0	2
Barkley House (35 West St.)	Battery Operated Stand Alone System	No	0	0	0	0	0	2
Patton House (1184 Erwin Hwy)	Battery Operated Stand Alone System	No	0	0	0	0	0	2
Sam Doak House (68 Gilland St.)	Battery Operated Stand Alone System	No	0	0	0	0	0	2