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Introduction to the Report

The East Tennessee State University strives to provide a safe and secure environment for the campus community. This annual publication includes information on crime reporting procedures, policies, safety tips, prevention programs, fire and Clery crime statistics for the last three years, as required by law.

This information is the product of a university-wide effort from Student Affairs, Housing, Environmental Health & Safety, University Health Services, Counseling Center, Public Safety, Office of Equity and Diversity, Human Resources, Veterans Affairs Medical Center Police, and Facilities Maintenance, to name a few, as well as local law enforcement authorities in each jurisdiction. This collaboration is representative of the importance the University places on providing a safe place to live, work, study, and conduct research. These stakeholders work to provide a safe and healthy campus environment through law enforcement and focused problem solving solutions.

The Department of Public Safety sends an email to every enrolled student and current employee on an annual basis to notify them that the report is available to be viewed. The email includes a brief summary of the contents of this report and the web address for the ETSU website where the Annual Security and Fire Safety Report (AS&FSR) can be found. The report is available to read online at the ETSU Public Safety website can also be printed in its entirety as a .pdf document from that site.

You may request a paper copy be mailed to you by contacting Public Safety at:

**Department of Public Safety**
East Tennessee State University
Parking Garage 3rd Floor
1043 Jack Vest Drive
Campus Box 70646
Johnson City, TN 37614
Phone: (423) 439-4480
Email: bucprevention@etsu.edu
Message from the Chief

Welcome to East Tennessee State University

On behalf of the men and women of the East Tennessee State University Department of Public Safety, we would like to welcome all new and returning students, visitors, staff, and faculty. Our mission is to ensure student, faculty, and staff success by providing a safe and secure environment in which to study, live, work, and conduct research.

The ETSU Department of Public Safety practices the philosophy of community-oriented policing and is a full-service police department that serves the University 24 hours a day, 365 days a year. All Public Safety officers are professional law enforcement officers, as well as state-certified firefighters, who by training and experience strive to do their job in a fair and equitable manner. We work to provide a safe and healthy environment through law enforcement and community focused problem solving solutions. As part of this strategy, communication, transparency and trust are critical to continued progress.

It is of the utmost importance that we all work together to ensure a safe learning and working environment. The ETSU Department of Public Safety is just one of many departments that offer services which promote success in our community. I invite you to read this Annual Security and Fire Safety Report and understand that safety is our highest priority. This publication includes information on crime reporting procedures, policies, safety tips, prevention programs, fire statistics for ETSU campuses, and statistical information required by law. ETSU Department of Public Safety also enjoys a good working relationship with the Veterans Affairs Police Department, Johnson City Police Department, other area law enforcement agencies, as well as state and federal agencies. These public safety resources help to make up comprehensive support for the safety of the ETSU community.

Working together with the community we serve is the key to creating a safe and secure environment for all to thrive in. I encourage you to review the report and contact us at (423) 439-4480 if you have any questions.

Sincerely,

Jack Cotrel

Chief of Police and Director of ETSU Dept. of Public Safety
East Tennessee State University: The University of Choice

In the heart of Johnson City, ETSU’s main campus sits on 340 beautiful acres in the shadow of Buffalo and Cherokee Mountains. Across the ETSU campus you will pass by more than 80 buildings, including academic and teaching facilities, and extraordinary library, state-of-the-art residence halls, and athletic facilities, and even an observatory and an outdoor amphitheatre. In addition to the main campus, ETSU has facilities on the VA campus just across the street, campuses in Kingsport, Elizabethton, and Sevierville, and several satellite facilities in the area bringing education and resources to the region.

We offer a wide array of accredited programs, courses and degrees, both on campus and online, which all translate into more options for ETSU’s 15,000 students. With 11 colleges and schools covering subjects from the humanities to math, science and technology to education and health, ETSU provides extensive opportunities for learning and growth. Within these colleges and schools, there are departments offering 140 undergraduate, graduate and doctoral degree programs, as well as honors experiences available to a broad spectrum of students in all fields of study.

ETSU is one of six public universities governed by the Tennessee Board of Regents (TBR). The TBR system consists of 46 institutions with a combined annual enrollment of over 200,000 students, making it the nation’s sixth largest system of public higher education. TBR’s six state universities, 13 community colleges, and 27 colleges of applied technology offer classes in 90 of Tennessee's 95 counties.

East Tennessee State University is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Special Assistant to the President for Equity and Diversity and Title IX Coordinator and may be contacted at: 206 Burgin E. Dossett Hall, Johnson City, TN 37614, (423) 439-4211, equity@etsu.edu or via this webpage: http://www.etsu.edu/equity/compliance.aspx. Additionally, the Title IX Coordinator is designated to monitor and oversee Title IX complaints.
University Mission Statement

East Tennessee State University prepares students to become productive, enlightened citizens who actively serve their communities and the world. Education is the University’s highest priority, and the institution is committed to increasing the level of educational attainment in the state and region. The University conducts a wide array of educational and research programs and clinical services and is the only Academic Health Sciences Center in the Tennessee Board of Regents System. Through research, creative activity and public service ETSU advances the cultural, intellectual, and economic development of the region and the world.
Department of Public Safety

The East Tennessee State University Department of Public Safety is a professional law enforcement agency dedicated to the protection of East Tennessee State University and its diverse community. The Department is led by Police Chief Jack Cotrel, as he and his force of twenty officers and six dispatchers serve the campus community.

MISSION OF THE DEPARTMENT

To provide for the overall safety and security of the University community and its properties in order to maintain an environment as favorable to academic excellence as possible.

STRATEGY FOR FULFILLING OUR MISSION

• Deliver superior law enforcement services with integrity and pride.
• Respect and safeguard the dignity and rights of all individuals.
• Demonstrate respect toward the people we serve and one another to maintain an environment of trust.
• Develop partnerships with all segments of our community through effective communication and collaboration.
• Carefully select and maintain a well-trained, educated, and professional staff.
• Accept individual responsibility and accountability for our actions.

ENFORCEMENT AUTHORITY

East Tennessee State University Public Safety Officers are Commissioned Police Officers pursuant to TCA 49-7-118, and the Tennessee Board of Regents (TBR) Policy No. 5:01:07:00. Commissioned Public Safety Officers have all of the police powers necessary to enforce all state laws, as well as rules and regulations of the TBR. They are also Tennessee certified firefighters and are first responders to any on-campus fire emergency. Public Safety Officers may exercise their authority on all property or facilities owned, leased or operated by the TBR and the University, including any public roads or rights of way which are contiguous to or within the perimeter of such facilities or properties.

WORKING RELATIONSHIPS WITH OUTSIDE AUTHORITIES

ETSU Public Safety maintains a strong cooperative relationship with the Veterans Affairs Police Department (VAPD) and other local, state, and federal jurisdictions. Some branch campuses are under the jurisdiction of other local municipalities and a cooperative relationship is maintained in all cases.
A memorandum of understanding between the VA PD and the Johnson City Police Department (JCPD) outlines which agency will have jurisdiction over which types of offenses. ETSU Public Safety responds to all emergency calls on ETSU Main Campus property regardless of the nature of the incident and has primary responsibility for all investigations. Other jurisdictions provide, upon request, investigative and or technical assistance to ETSU Public Safety in the course of investigating crimes against persons within their jurisdictions. Additionally, ETSU Police Investigators work closely with the investigative staff of other jurisdictions when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary.

Johnson City Police Department or the applicable jurisdiction is notified on instances of alleged rape and medically unattended deaths and a joint investigation will occur.

CRIMES INVOLVING STUDENT ORGANIZATIONS AT OFF-CAMPUS LOCATIONS
ETSU Public Safety does not routinely provide law enforcement services to off-campus residences of student organizations. Criminal activity at off-campus locations is normally reported to the local law enforcement jurisdiction. Public Safety relies on its close working relationships with local law enforcement agencies to receive information about incidents involving our students and recognized student organizations, on and off campus. In coordination with local law enforcement agencies, Public Safety will actively investigate certain crimes occurring on or near campus. If Public Safety learns of criminal activity involving students or student organizations, it will coordinate with the appropriate external law enforcement agency to forward information about the situation to the Office of Student Affairs, as appropriate. ETSU requires all University-recognized student organizations to abide by federal, state, and local laws, and University regulations. Violations may result in conduct charges by the University.
ETSU Branch Campuses

In addition to the Main/VA campus ETSU has five branch campuses, listed below. For the purpose of the Clery requirements, an additional location is a branch campus if it meets all of the following criteria:

- The University owns or controls the site;
- It is not reasonably geographically contiguous with the main campus;
- It has an organized program of study; and
- There is at least one person on site acting in an administrative capacity.

All information regarding policies and access are the same for the branch campuses as they are for the main campus, except where otherwise noted below.

KINGSPORT AT ALLANDALE
Kingsport at Allandale campus is located at 1501 University Blvd, Kingsport, TN 37660. This facility is open to the public. There are no reportable criminal or hate crime statistics for 2012 through 2014 for this location.

The agency providing law enforcement services to the Kingsport at Allandale campus and public property surrounding this facility is the Kingsport Police Department, located at 200 Shelby St, Kingsport, TN 37660, phone number (423) 229-9300. Crimes and other emergencies at this location should be reported to the Kingsport Police Department by dialing 9-1-1.

Comments, concerns, or questions about security at the Kingsport at Allandale campus should be communicated to ETSU Clery Coordinator Lt. Mike Orr at bucprevention@etsu.edu or phone (423) 439-4480.

KINGSPORT DOWNTOWN
Kingsport Downtown is located at 300 Clinchfield St, Ste. 460, Kingsport, TN 37660. This facility is open to the public. There are no reportable criminal or hate crime statistics for 2012 through 2014 for this location.

The agency providing law enforcement services to the Kingsport Downtown campus and public property surrounding this facility is the Kingsport Police Department, located at 200 Shelby St., Kingsport, TN 37660, phone number (423) 229-9300. Crimes and other emergencies at this location should be reported to the Kingsport Police Department by dialing 9-1-1.

Comments, concerns, or questions about security at the Kingsport Downtown campus should be communicated to ETSU Clery Coordinator Lt. Mike Orr at bucprevention@etsu.edu or phone (423) 439-4480.
NAVE CENTER – ELIZABETHTON

The Nave Center - Elizabethton campus is located at 1000 Witten Way, Elizabethton, TN 37643. This facility is open to the public. There are no reportable criminal or hate crime statistics for 2012 through 2014 for this location.

The agency providing law enforcement services to the Nave Center – Elizabethton campus and public property surrounding this facility is the Elizabethton Police Department, located at 525 East F Street, Elizabethton, TN 37643, phone number (423) 542-4141. Crimes and other emergencies at this location should be reported to the Elizabethton Police Department by dialing 9-1-1.

Comments, concerns or questions about security at the Nave Center – Elizabethton campus should be communicated to ETSU Clery Coordinator Lt. Mike Orr at bucprevention@etsu.edu or phone (423) 439-4480.

SEVIER CENTER

The Sevier Center offers classes in specialized completion and graduate programs. It supports cohort programs, online programs, and professional development opportunities. This campus is located at 1122 Blanton Dr., Sevierville, TN 37862. This facility is open to the public. A residential housing facility is located at this campus to support ongoing health affairs student rotations. There are no reportable criminal or hate crime statistics for 2012 through 2014 for this location.

The agency providing law enforcement services to the Sevier Center and public property surrounding this facility is the Sevierville Police Department, located at 300 Gary Wade Blvd, Sevierville, TN 37862, phone number (865) 453-5506. Crimes and other emergencies at this location should be reported to the Sevierville Police Department by dialing 9-1-1.

Comments, concerns, or questions about security at the Sevier Center should be communicated to ETSU Clery Coordinator Lt. Mike Orr at bucprevention@etsu.edu or phone (423) 439-4480.

VALLEYBROOK

The Valleybrook campus is located at 142 Pickens Rd, Kingsport, TN 37663. The site includes 144 acres, a 72,000 square foot research and office complex and 30,000 square feet of warehouse and storage space. This facility is open to the public. There are no reportable criminal or hate crime statistics for 2012 through 2014 for this location.

The agency providing law enforcement services to the Valleybrook campus and public property surrounding this facility is the Kingsport Police Department, located at 200 Shelby St, Kingsport, TN 37660, phone number (423) 229-9400. Crimes and other emergencies at this location should be reported to the Kingsport Police Department by dialing 9-1-1.
Comments, concerns, or questions about security at the Valleybrook campus should be communicated to ETSU Clery Coordinator Lt. Mike Orr at bucprevention@etsu.edu or phone (423) 439-4480.

<table>
<thead>
<tr>
<th>Branch Campus</th>
<th>Police Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Kingsport at Allandale Campus</td>
<td>Kingsport Police Department</td>
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<tr>
<td></td>
<td>200 Shelby Street</td>
</tr>
<tr>
<td></td>
<td>Kingsport, TN 37660</td>
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<tr>
<td></td>
<td>(423) 229-9300</td>
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<tr>
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<td>Kingsport Police Department</td>
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<td>Nave Center in Elizabethton</td>
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<td>Kingsport, TN 37660</td>
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<tr>
<td></td>
<td>(423) 229-9300</td>
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Reporting Crimes, Fires, and Other Security Concerns

The Department of Public Safety encourages prompt reporting of all criminal activity occurring on or around the ETSU campuses and properties. Community members, students, faculty, staff, and guests are encouraged to immediately report all crimes and security-related incidents to the jurisdictional authorities. Prompt reporting aids in providing timely warnings to the campus community about situations that may comprise personal safety. Reporting crimes also ensures that all safety-related incidents are included in the annual crime statistics. The ETSU Department of Public Safety is open 365 days per year and utilizes a 24-hour emergency dispatch service.

HOW TO REPORT AN INCIDENT

On the ETSU/VA campus, suspected criminal actions in-progress, police emergencies, fire emergencies, and requests for ambulance service can be reported by:

- telephoning 9-1-1 from campus landline phones,
- telephoning (423) 439-4480 from mobile phones,
- activating the call button on red or yellow “Emergency” telephones across campus, or
- stopping by the Public Safety Office on the second floor of the Parking Garage.

Past crimes regardless of campus location are reported to Public Safety at (423) 439-4480, or Student Affairs at (423) 439-4210. To report a past crime anonymously, complete the online Bucs Report It/Silent Witness Form which is forwarded directly to Public Safety.

When reporting a crime or incident, callers may be asked to recall information such as:

- a brief description of the occurrence,
- when and where the incident occurred,
- weapons the suspect(s) carried,
- where and when the suspect(s) was last seen,
- description of the suspect(s) (including gender, skin color, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars), and
- any other relevant information.

All pertinent information is officially documented in an Incident Report. All Incident Reports are maintained on file in the Public Safety Office. Reports are acted upon in a judicious manner consistent with departmental procedure. Each crime that is reported is also recorded in a Daily Crime Log which is available for public viewing upon request in the Public Safety Office.
Important Phone Numbers

Below is a quick-reference chart of University phone numbers that are mentioned throughout this annual report:

<table>
<thead>
<tr>
<th>Resources Available at East Tennessee State University</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Center</td>
<td>(423) 439-4841</td>
</tr>
<tr>
<td>Counseling Center BucsPress2 (24 hrs, 7 days a week)</td>
<td>(423) 439-4841, then press 2</td>
</tr>
<tr>
<td>Dean of Students/Student Affairs</td>
<td>(423) 439-4210</td>
</tr>
<tr>
<td>Employee Assistance Program (EAP)</td>
<td>1 (888) 321-4433</td>
</tr>
<tr>
<td>Fire Safety Manager (EHS)</td>
<td>(423) 439-7785</td>
</tr>
<tr>
<td>Housing and Residence Life</td>
<td>(423) 439-4446</td>
</tr>
<tr>
<td>Public Safety</td>
<td>(423) 439-4480</td>
</tr>
<tr>
<td>Safe Voyage Shuttle (BucShot)</td>
<td>(423) 914-5940</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>(423) 439-4211</td>
</tr>
<tr>
<td>University Health Services Clinic</td>
<td>(423) 439-4225</td>
</tr>
</tbody>
</table>

All emergencies dial 9-1-1, or 439-4480 from campus phones.
Notification of a Missing Residential Student

If any member of the University community has reason to believe that a campus housing resident’s whereabouts are unknown, they should immediately notify Public Safety or jurisdictional authority. It is not necessary to wait 24 hours before making a report. All efforts will immediately be made (no waiting period) to locate the resident to determine his or her state of health and well-being.

Residents have the option each year to provide a contact person strictly for missing persons purposes. If the resident is determined missing for at least 24 hours, the Dean of Students will contact his or her missing persons contact if provided. For any student under the age of 18, and not an emancipated individual, the institution is required to notify a custodial parent or guardian no later than 24 hours after the time that the individual is determined to be missing by Public Safety and University staff.

SEVIER CENTER
Suspicions of missing branch campus residents should be directed to the appropriate jurisdictional authority, which will cooperate with ETSU Public Safety:

Sevierville Police Department
300 Gary Wade Boulevard
Sevierville, TN 37862
(865) 453-5506
Emergency Response and Evacuation

At East Tennessee State University, education is our highest priority. To support that mission ETSU places great emphasis on providing a safe and secure learning environment for our students, faculty, staff, and guests. Managed daily by the Department of Emergency Management, the ETSU Emergency Management Program works to build, sustain, and improve the University’s capabilities to prepare for, respond to, recover from, and mitigate the effects of all hazards, natural or man-made.

EMERGENCY PREPAREDNESS

Components of this response planning program include:

- risk analysis;
- comprehensive plans that include the campus-wide Emergency Management Plan, departmental action plans, and departmental continuity of operation plans;
- preparedness training;
- emergency exercises and drills;
- response readiness;
- a robust mass notification system that utilizes a multi-layered approach capable of reaching a large number of our University community during times of emergency; and
- resource management.

Together these components help improve the University’s level of emergency preparedness and overall resiliency. To learn more about ETSU’s emergency preparedness, visit www.etsu.edu/safety/.

The University will, without delay, and taking into account the safety of the community, immediately notify the campus community upon confirmation of an emergency or dangerous situation, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In addition to general information provided in orientations sessions, students, faculty, and staff learn the locations of the emergency exits in buildings and are provided guidance on evacuation by the building’s Building Coordinator and Residence Life staff, as well as the Emergency Procedures Placards. As described in the ETSU Emergency Management Plan, members of the ETSU community are required to familiarize themselves with ETSU emergency procedures, to include evacuations. Students, facility, and staff receive information by email on emergency evacuation procedures in conjunction with ETSU’s semiannual emergency response and evacuation procedures test. Additional information and resources are available on the ETSU Staying Safe on Campus website at www.etsu.edu/safety/.
EMERGENCY RESPONSE TESTING AND PROCEDURES

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At ETSU, evacuation drills are used as a way to educate and train occupants on issues specific to their building. These drills not only educate building occupants on evacuation procedures, but they also allow for the University to test the operation of the fire alarm system in each building.

ETSU conducts various tests of its emergency plans and capabilities on a regular basis. These tests include, but are not limited to, drills, tabletop exercises, functional exercises, and full-scale exercises. These tests are designed to evaluate the emergency plans and capabilities of the University. These drills not only educate building occupants on evacuation procedures, but they also allow for the University to test the operation of the alarm system in each building.

All drills at ETSU, announced or unannounced, are evaluated and documented. This documentation includes a description of the drill, the date, the time the drill began and ended, and whether the drill was announced or unannounced. Analysis from these tests may be used to modify the Emergency Management Plan or departmental emergency action plans, as needed.

Three fire drills per semester for residential facilities and one fire drill per year for academic and administrative facilities are coordinated by the ETSU Office of Environmental Health and Safety. More information on fire drills is presented in the Fire Safety section of this report. Emergency response and evacuation procedures, including testing the ability for Public Safety Dispatch to utilize the campus outdoor warning system, are tested twice a year. A full-scale drill with coordinated community response is held each year. The last joint exercise of this kind was held at on the VA campus at Building 60 on August 5, 2014.

EMERGENCY MEDICAL RESPONSE PROCEDURES

Students, faculty, staff, and guests are instructed to report an emergency medical situation immediately by dialing 9-1-1 or, from a non-University phone system, at (423) 439-4480 (Johnson City). Public Safety sends officers and Local County and/or city Emergency Medical Services (EMS). Branch campuses should call 9-1-1 to contact their jurisdictional EMS.
Evacuation Information

- Become familiar with the evacuation diagrams located in the hallways throughout the building to identify your nearest evacuation route.
- Remain calm; follow emergency guidelines and directions given by emergency personnel.
- If the fire alarm has been activated, go to the nearest stairwell or exit door and leave the building immediately.
- Assist disabled persons out of the building. In the event a person with a disability cannot be immediately evacuated from the building, he or she should be directed to the nearest stairwell landing to await the arrival of emergency personnel. ETSU Campus Police and/or the Johnson City Fire Department must be notified immediately upon arrival, identifying the location of the individual.
- Go to the Designated Assembly Area as indicated below.
- Do not re-enter the bldg. unless directed by emergency response officials.

Emergency Procedures
East Tennessee State University
Nell Dossett Hall

Fire

- If fire or smoke is discovered, notify the fire department or Public Safety immediately by dialing 9-1-1 or 9-4480.
- Go to the nearest stairwell or exit door and leave the building immediately.
- Pull the fire alarm as you leave the building.
- Do not use the elevators.
- Assist disabled persons out of the building. If unable to exit the bldg. due to severe mobility impairment, he or she should be directed to the nearest stairwell landing to await the arrival of emergency personnel. Campus Police and the Johnson City Fire Department must be notified immediately upon arrival, identifying the location of the individual.
- Go to the Designated Assembly Area.
- Do not re-enter the bldg. unless directed by emergency response officials.

Severe Weather

During a Tornado Warning
- Move to a basement, or
- First floor interior hallway, or
- Restroom or other enclosed small areas away from large class areas.
- Get under sturdy furniture. Stay away from windows.
- If caught outside, crouch in a nearby ditch or close to the ground.

During a Severe Thunderstorm Warning
- Immediately go inside for protection.
- Stay away from windows, water faucets and other plumbing fixtures.
- Do not use telephone, television, or computers since lightning can travel through connecting wiring.
- If outside – stay away from tall trees and other objects that are likely to be struck by lightning.
- If caught in an open field, crouch in a ditch or close to the ground.

Hazardous Materials Release

- Evacuate
  - Leave spill area immediately.
  - Remove personnel from danger of spill.
  - Alert other building occupants.

- Confine
  - Block area to unnecessary personnel.
  - Use doors to contain vapors.
  - Shut down ventilation systems where possible.
  - Use hood to exhaust vapors.

- Notify
  - Public Safety @ 911 or 9-4480.
  - Facilities Management @ 9-7900.
  - Environmental Health & Safety Office @ 9-5028.

- Follow instructions of emergency personnel.

Power Outage

- For information about a prolonged outage, go to www.etsu.edu for an ETSU alert, or listen to your radio at WETS-FM, 89.5, for up-to-the-minute information.
- Help co-workers in darkened areas move to safe locations.
- Unplug personal computers.
- Take personal belongings if instructed to leave the building.
- Secure any hazardous materials or equipment before leaving.

When You Hear Campus Warning Sirens

- Listen carefully:
  - Follow all instructions.
- If you cannot hear the message being broadcast across the campus emergency system:
  - Get to a computer and go to www.etsu.edu for an ETSU alert. Or
  - Listen to your radio at WETS-FM, 89.5, for up-to-the-minute information. Or
  - Check your email or cell phone for a GoldAlert Emergency Text Message.
Timely Warnings, Emergency Notifications, and Safety Notices

In order to keep the campus informed about safety and security threats, and to satisfy Federal Clery Act Campus Safety requirements, ETSU may send out various types of campus alerts and notifications:

- Timely Warnings
- Emergency Notifications
- Safety Notices

TIMELY WARNINGS

Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. Timely warnings are messages sent using GoldAlert mass notification system, which distributes simultaneous notifications via text messaging, email, ETSU homepage alert, Twitter, and Facebook to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community. Timely warnings are sent as soon as pertinent information is available. Follow-up information may be distributed later, such as if a suspect responsible for a series of campus crimes has been apprehended. Timely warnings include information that aid in the prevention of similar crimes.

Each incident is considered on a case-by-case basis, depending on the facts of the case and the information known by ETSU authorities. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other campus community members and a timely warning notice would not be distributed. The Chief of Public Safety or designee reviews all reports to determine if there is an ongoing threat to the campus community or a portion of the campus community, and if the distribution of a timely warning notice is warranted.

Timely warnings may be distributed for crimes including, but not limited to:

- Criminal homicide (murder and non-negligent manslaughter)
- Sex offenses (forcible and non-forcible)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes
EMERGENCY NOTIFICATIONS

The Department of Public Safety, through the Public Safety Dispatch, monitors events on and around the ETSU/VA campus as well as events occurring throughout Northeast Tennessee. On campus, Public Safety receives and investigates information from different entities to determine whether there is an emergency or dangerous situation that poses an immediate threat to the safety and health of some or all of the ETSU community.

ETSU maintains a multi-layered emergency mass notification system which is activated when an immediate notification must be made to the entire community. The intent of this system is to provide immediate, real-time information to the ETSU community concerning emergencies that could affect their safety and health.

Emergency notifications are used to immediately notify the campus community upon the confirmation of any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. These notifications typically include brief messages sent using GoldAlert mass notification system, which can distribute simultaneous notifications via text messaging, email, ETSU homepage alert, Twitter, and Facebook. University students, faculty and staff are instructed through the Safety website to report life threatening situations to the Department of Public Safety or jurisdictional authority by calling 9-1-1.

It is the responsibility of the Department of Public Safety, with the assistance of other departments or units (as necessary), to determine the content of a notification and the appropriate campus segment or segments to notify. The content of an emergency notification generally contains the following:

- Nature of the emergency
- Location of the emergency, and
- Actions to be taken by affect populations

Once the emergency response process has been initiated, the Department of Public Safety continues to use the emergency notification system to update the ETSU community while the emergency exists.

Methods Used to Send Notifications:

- **GoldAlert Mass Notification System**: Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus, the University uses the GoldAlert system to issue timely warnings and emergency notifications to the campus community. These notifications may be sent via text messaging, email, ETSU homepage alert, Twitter, and/or Facebook.
• **Outdoor Warning Sirens:** ETSU has a system of strategically placed sirens located on the University’s main campus as well as the Veterans Administration campus. While some individuals may hear the siren indoors, the siren is designed to be heard outdoors as a compliment to the other components of the notification system. They are set up to sound during immediately life-threatening situations such as a tornado, an armed and dangerous person in the area, or a major chemical release. A siren warning is accompanied by brief recorded public address announcements with instructions such as "Go inside" or "Take cover now," in the event of an approaching tornado, for example. When the threat has passed, a second siren activation and announcement signals "All clear. Resume normal activities."

• **Email and Text Messages:** The GoldAlert mass notification system is used to provide email and text messages to members of the campus community. To receive these messages, students, faculty and staff must provide a cell phone number or e-mail address on the GoldAlert registration website located here: [https://www.getrave.com/login/etsu](https://www.getrave.com/login/etsu)

• **Social Media:** The ETSU Twitter and Facebook accounts are utilized.

• **Fire Alarm Systems:** Fire alarms are activated to alert occupants of a fire or other emergency situation in the building. Occupants are required to evacuate the building when the fire alarm sounds. Emergency procedures are posted in each campus building as a reminder of the specific instructions for that building.

• **ETSU Alert Website:** Alert messages are posted on ETSU’s Alert Page [http://www.etsu.edu/alert/](http://www.etsu.edu/alert/). This URL can also be accessed via the ETSU homepage. This site is used for emergency messages as well as general informational messages (i.e. scheduled power outages, roadwork, fire alarm testing, etc.).

• **Alertus Pop-up Page:** A pop-up page appears on all ETSU network computers when the notification system is activated.

• **Campus Cable TV:** Alert messages may be displayed on the campus cable TV channel. This method is only available at main campus locations.

• **WETS 89.5 FM:** The on-campus National Public Radio (NPR) station may be utilized to broadcast emergency messages.

• **Local Media Outlets:** Local media sources (i.e. offsite TV and radio stations) may be used to broadcast emergency information about ETSU.

• **Flyers:** In some circumstances, Public Safety may also post notices or flyers in residence halls, academic buildings, or other facilities impacted by the notice.

ETSU will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will,
in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

How to Sign Up for GoldAlert Mass Notifications

Students and employees are strongly encouraged to register for GoldAlert by visiting the ETSU homepage and following the instructions below to sign up for Timely Warnings, Emergency Notifications, and other important campus safety information. To enroll in GoldAlert, students, faculty, and staff are strongly encouraged to visit the following link to register: https://www.getrave.com/login/etsu

Authorized Officials

If any of the individuals listed below confirms that an immediate threat exists, Public Safety will activate the emergency notification procedures through Public Safety Dispatch. The following university officials, and their official representatives, have been assigned the authority to initiate emergency notifications:

- University President
- ETSU Director of Public Safety
- ETSU Public Safety - Senior Officer on Duty
- ETSU Public Safety Dispatcher
- Vice President for Finance and Administration
- Vice President for Health Affairs

The following university officials have also been assigned the authority to issue emergency notifications if they are directly involved with an emergency response incident at ETSU:

- Associate Vice President Facilities Management
- Director of Environmental Health and Safety
- Emergency Management Specialist

Mass Notification System Tests

The University's emergency notification system is tested for functionality twice per year, once each Fall and Spring semester. All emergency notification systems tests are announced prior to the test.

SAFETY NOTICES

The purpose of an ETSU safety notice is to increase awareness of criminal activity, to provide safety tips that might prevent similar crimes, and to assist members of the campus community in making informed decisions about personal safety. A safety notice may be sent following a timely warning or emergency notification. The safety notice may be issued electronically, by flyer, or a
combination of the two. The potential for continuing safety concerns dictates the necessity of issuing the safety notice.

ETSU Public Safety may issue a safety notice under the following conditions:

- Following a timely warning or emergency notification to provide additional safety information.
- At times when campus notification of safety information and resources may be beneficial.
- A Clery Act crime is reported to ETSU Public Safety either directly to the department or indirectly through a report to a Campus Security Authority (CSA) or a local law enforcement authority.
- The crime occurred on the University’s Clery Act geography (i.e., on-campus, in or on a non-campus building or property in use or controlled by the University, or on public property immediately adjacent to and accessible from campus).

Each incident is considered on a case-by-case basis, depending on the facts of the case and the information known by ETSU authorities. Sexual assaults are also considered on a case-by-case basis depending on the facts of the case, when it was reported, when and where it occurred, and the information available to ETSU Public Safety. In some cases, local law enforcement agencies may be asked for additional information related to an incident so that a determination can be made as to whether there may be a continuing threat.
Campus Security and Access

The campus and facilities of East Tennessee State University are restricted to students, faculty, staff, guests, and invitees of the University, except when facilities are open to the general public for a designated time and purpose.

All individuals on campus are subject to the rules and regulations of the University and TBR, as well as applicable federal and state laws. In addition, motor vehicle operators are required to comply with all rules, regulations, policies, and procedures on traffic and parking.

COMMON AREAS AND GROUNDS

The heart of the campus operating system is each individual’s photo ID card. Each card includes a color photo, name, ID number, campus classification, Sherrod Library barcode, and magnetically coded strip. With this single card, students, faculty, staff, and guests can be granted many services and privileges on campus. This includes access control to residence halls, computer labs, athletic events, Center for Physical Activities, campus post office services, and many other locations. Anyone on campus must provide identification upon request to appropriate officials and security personnel of the University.

Public Safety employs twenty full-time officers who work diligently to maintain the security of the ETSU/VA campus. Their fleet of motor vehicles affords them the ability to provide thorough coverage of the property, and keeps incident response times low. Two temporary security guards patrol the athletic facility during evenings and weekends.

ACADEMIC AND ADMINISTRATIVE BUILDINGS

During the Fall and Spring semesters, academic buildings on the main campus are secured around 10pm each night, and around 6pm on Friday evenings. Veterans Affairs buildings are secured around 7pm all weeknights. Effort is made to restrict access as early as feasible without interfering with scheduled events such as night classes or lab hours. In some cases, a single point of entry/exit near the scheduled event remains unlocked for ease of access, while all other external doors are secured. Administrative buildings are locked at around 6pm each night, barring any planned events or special requests from occupants. Veterans Affairs employees that need after-hours access can use their ID card with prior approval. The card readers only permit access to authorized users.

As part of the Safe Study program, students who are studying on the VA campus after regular business hours (after 4:30pm) or on the weekends can contact ETSU Public Safety to have them patrol the building in which they are studying. This extra patrol includes monitoring the outside of the building, the parking lots around the building, and inside the building.
HOUSING FACILITIES

Residents are required to follow the Student Housing Rules, Residence Hall Conduct, and Disciplinary Sanctions, in accordance with the Residence Hall Student Handbook. All exterior doors are secured 24 hours per day with the exception of during move-in, move-out, and a few other planned events. The doors to each residence hall have a card reader that only allows access to occupants of that building. Once inside, residents use their University ID card to gain access to their assigned halls.

Speaker-style telephones are located near the main entrances which offer one-touch direct dial to Public Safety. The resident is responsible for escorting his/her guest at all times within the hall. Main lobby visitation is limited to 9am until midnight Sunday through Thursday, and 9am until 2am on Friday and Saturday. Each residence hall has designated room visitation hours.

The Department of Public Safety maintains a patrol of the campus, including all housing areas 24 hours a day, 7 days a week. This ongoing patrol is supplemented in the housing areas with extra layers of assistance during periods that have heightened activity. The Department of Housing and Residence Life contracts with Axis Security to provide two night patrol staff for all housing areas (with the exception of Buc Ridge Apartments), each night between the hours of 12am and 4am during the regular academic year. For Buccaneer Ridge Apartments, Housing and Residence Life has employed a Public Safety officer that is assigned to patrol that area along with a full-time University employed security guard. Currently, they patrol the area each night from 11pm until 5am. In the event that the officer and/or the security guard is absent from work, an Axis Security staff assumes the patrol duties, so at least two individuals maintain a presence in that area during that time frame. On Thursday, Friday, and Saturday nights during the main semesters, an Axis Security guard is stationed at the Buc Ridge Security Building from 9pm until 5am. All patrols, including times, may be adjusted based upon an elevated concern or lack of occupancy.

KINGSPORT AT ALLANDALE

This facility employs a full-time security guard after normal business hours for the protection of night class students and faculty. The guard is onsite Monday through Thursday from 3pm until 10:30pm. The guard secures all doors at 6pm with the exception of the door at the guard station so that access can be directly monitored. A building security system is activated at 10:30pm when the guards leaves. The building is re-opened with restricted access at 6:15am on weekdays, and fully unlocked at 7:30am when office hours resume. All classroom doors have a keyless auto-lock feature which allows exit but no entry when closed for extra security during emergency situations.
KINGSPORT DOWNTOWN
The Kingsport Downtown campus is housed in a leased suite within the Food City Press Commons Shopping Center. Access to the ETSU suite is restricted via remote security monitoring and carefully logged key control. A unique access identification code number is granted to select ETSU faculty and staff in order to arm and disarm the suite’s security system. Unique codes enable the University is able to monitor when and by whom the system is accessed. A master building security system is used to control access to common areas. Key control is restricted to administrative staff and faculty who have a confirmed need to possess a physical door key, and is monitored and tracked via key log. The facility has ample parking that is well-lit at night for personal safety.

NAVE CENTER - ELIZABETHTON
The Nave Center building is generally open Monday through Friday from 8am until 4:30pm. Some exceptions are made during after-school clinic hours for language therapy patients. Entry and exit is restricted to a single point during these times, and is monitored by clinic staff.

SEVIER CENTER
This space is housed on the third floor of the multi-use VA healthcare facility. This is a secured floor, which requires visitors call from the first floor elevator before access is granted. Each morning, the elevator is unlocked at 6:30am for thirty minutes to allow students to enter and is then re-secured for the remainder of the day.

VALLEYBROOK
This facility has a security fence that surrounds the property. The main gate utilizes ETSU ID cards for access, but is generally open Monday through Friday from 7:45am until 3:45pm. The site receptionist unlocks the main building entrance at 8am and locks it at 4pm each day. The custodial and/or maintenance staff follows the same schedule for the downstairs doors. Exceptions are made to accommodate planned events at the facility.

CYBER SECURITY
All of us play an important role in keeping our campus community safe. When you log on to our campus network what you do online not only affects your computer but could impact every other device on the network as well. ETSU will require that you create complex passwords that are changed every ninety days. This is for your protection as well as all other devices on the ETSU network. As a reminder, ETSU will never request password information by email. If you receive an email requesting your password, contact Information Technology Services (ITS) at itshelp@etsu.edu to report suspected phishing activity.
Maintaining Campus Facilities

ETSU is committed to campus safety and security. Exterior lighting and landscape control are essential components for meeting those commitments. ETSU community members may report any lighting problems, faulty locks, or other campus safety issues to Public Safety at (423) 439-4480 or bucprevention@etsu.edu, or by utilizing the Facilities Management online work order system.

Facilities Management personnel are available after hours to respond to situations requiring immediate attention. Calls made to Facilities Management after regular business hours are answered by ETSU Public Safety.

RESIDENCE HALL MAINTENANCE

Requests for maintenance and custodial services in the residence halls and on-campus apartments are processed by the staff in the Housing and Residence Life office, 108 Burgin Dossett Hall. The office is staffed 8am to 4:30pm, Monday through Friday. Most repairs are completed within two working days. Emergency situations such as flooding are addressed immediately upon notification.

By submitting a request you are giving our staff permission to enter your room to perform maintenance or custodial services without additional notification. Requests are generally handled by Facilities Management staff. However, depending on the nature and scope of your request, we may need assistance from staff in Environmental Health & Safety or from a University approved outside contractor.

Submitting Requests Online:

Housing residents may submit maintenance requests to housingwork@listserv.etsu.edu.

ENVIRONMENTAL HEALTH & SAFETY

The Office of Environmental Health & Safety (EHS), a division of Facilities Management, is responsible for the management of environmental health and safety programs at all ETSU facilities. This involves creating a systematic approach to managing disciplines such as laboratory safety, hazardous waste, air quality, ergonomics, and other aspects of the campus environment that could affect the health and well-being of students, faculty, and staff. EHS functions as a consultant to faculty, deans, administrative staff, and students in all areas of environmental health and safety, and maintains an open-door policy for expressing related concerns. EHS staff conducts health and safety investigations as necessary, and works alongside Emergency Management to mitigate the risk of environmental emergencies like hazardous waste spills and toxic exposures.
The Office of EHS facilitates the security of the University in the following ways:

- **Fire and Life Safety**: This program is the heart of fire safety at ETSU. It also encompasses fire extinguisher training classes, monthly building safety inspections, emergency drills, and the Automated External Defibrillator (AED) program. Policies include inspection and testing requirements, as well as protocol to achieve an acceptable level of life safety outlining the safeguards necessary to provide adequate egress time and protection from fire exposure.

- **Biosafety in Laboratories**: This discipline addresses the safe handling, accountability and containment of infectious microorganisms and hazardous biological materials. It also includes ensuring the effectiveness of ETSU biosafety programs, the proficiency of lab workers, as well as the capability of equipment, facilities, and management practices to provide containment and security of microbiological agents.

- **Building Coordinators (BC)**: BCs serve as a point of contact to receive and disseminate safety and emergency preparedness information. They coordinate the development of building emergency plan annexes and act as an informational conduit for the Environmental Health & Safety, Department of Emergency Management and other first responders. They perform detailed monthly safety inspections of their building and submit their findings to EHS.
Crime Prevention and Awareness Programming

During each on-ground and online orientation, new students, faculty, and staff are informed of services offered by ETSU Public Safety. Crime prevention and sexual assault prevention programs are offered on a continual basis during the academic year by Housing and Residence Life, the Counseling Center, and Public Safety in conjunction with other University organizations and departments. These awareness sessions also include sexual assault, theft, and vandalism prevention. In addition to one-on-one programming, information is disseminated to students and employees through flyers, posters, displays, videos, as well as articles and advertisements in the student newspaper.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others and to report any concerns or suspicious behavior. Program presentations may be requested by utilizing the Program Request Form found on the Public Safety website.

Programs are available for the following topics:

**Alcohol/Drug Awareness:** Alcohol and drugs are often prevalent on college campuses. This program is intended to discuss the dangers of use and the consequences associated with alcohol and drugs. Assistance information provided and discussed.

**DUI (Drunk Goggle Simulations):** Alcohol use and abuse is discussed along with the consequences of being charged with a DUI. Simulations are provided when available to show the distortions of vision and judgement while simulating intoxication at different levels.

**Personal Safety:** This program provides safety tips for personal safety on and off of campus. It includes alcohol and drug, sexual assault, stalking, domestic violence, and general safety such as walking alone, parties, exercising, emergency phones, and details about safe voyage.

**Theft Prevention:** Theft is our campus’s number one crime; it is a crime of opportunity. This program provides tips on how to keep your items safe on campus. There are two services that the police department offers to help in reducing thefts on campus and the recovery of items, the GOTCHA cards and Operation ID (Op ID). Op ID is a national theft prevention program offered free of charge by the ETSU Police Department. This program involves keeping records of your personal properties serial number and a detailed description of the item, which can aid in recovery and return of lost or stolen items. After registering an item participants may come to the Campus Police and ask for a special marking. Officers on patrol who discover unattended valuables will place "GOTCHA" cards on them to make the owners aware of the need for crime prevention. Cards will also be placed in unattended and unlocked offices. The goal is to make people aware of their role and responsibility in preventing crime. Public Safety coordinates with Office of Housing and Residence life on this program.
Residence Hall Safety: This program provides an overview of personal safety as well as residential safety such as locking doors, piggy backing, being aware of safety concerns inside and outside of residence halls. Information on contacting emergency personal is also presented.

Sexual Assault: College female freshman are four times more likely to be a victim of a sexual assault. This session provides students with the awareness and understanding of actions that could decrease their risk of being targeted. Information for students who may have been a victim or knows someone who has been a victim is also covered, and includes topics such as counseling and criminal prosecution.

Greek Safety: This fraternity- and sorority-centered program discusses the dangers and consequences of alcohol and drug abuse. Assistance information is provided and discussed. Simulations with “drunk goggles” are provided to show the distortions of vision and judgement while simulating intoxication at different levels. Personal safety and sexual assault information is also provided.

Social Networking Safety: Technology has grown at a tremendous rate, an increase in internet use and the growing numbers of social media sites have created a need for extra attention. This program discusses the importance of privacy settings and overall internet surfing safety.

Work Place Violence: There has been an increase in workplace violence over the last decade. It is important to have a survival mind set. The goal of this program is to increase awareness of violence, discuss how to recognize the warning signs, and learn what actions to take to prevent or minimize the violence. Awareness, rehearsal, and prevention skills are key factors. Learn who could be a victim and who could be an offender in workplace violence situations. Learn when and who to call for assistance. Learn the different forms of violence. Understand the differences between disruptive individuals, hostage takers, and active shooters. Learn personal safety tips to use from the parking lot to your office.

Active Shooter: Campus Police aims to enhance knowledge and understanding on issues such as active shooter. There is often no pattern or method to the selection of victims by an active shooter, and these situations are by their very nature unpredictable and evolve quickly. This program will discuss what you can do to prepare for such an incident and options of responding to an active shooter. There key words to remember are run, hide, and fight. This program will also discuss response of law enforcement and how to respond to them. While these incidents are unpredictable there are often signs of potential violence, this program discusses what these signs may be and what options you have when you recognize them.
PROTECT YOUR COMMUNITY

Crime can occur anywhere, anytime — no one is immune.

- Report suspicious behavior or threatening situations immediately. Describe the person(s) or situations as completely as possible to the 9-1-1 dispatcher.
- Seek assistance from ETSU Public Safety if you are harassed, threatened, or stalked.
  Save all communications received including texts, e-mails, voicemail or written notes.
- Avoid propping open exterior and fire doors or allowing strangers to enter.
- Report possible hazards such as non-working lights, broken windows or damaged doors.
- Keep emergency numbers in your phone and on your person.
  Emergencies only — dial 9-1-1  ETSU Public Safety — (423) 439-4480
- Keep “ICE” (in case of emergency) numbers in your phone and on your person. If you are injured or seriously ill, your person contact information will be vital.
- Crisis situations may include a natural disaster or an attack on campus.
  Focus on getting to safety. THINK, don’t panic. Follow instructions and procedures during the emergency. Know the location of exits in your residence as well as campus buildings and facilities. Report suspicious people, behavior, or activity immediately. Use common sense: “threat” jokes or inflammatory statements could cause panic or retaliatory actions.
  You may be detained by the police. Respect emergency equipment such as smoke detectors, fire alarms and fire extinguishers. Report damaged equipment immediately.

PROTECT YOUR HOME

Minimize risk to your home.

- Keep doors to your residence locked whether or not you are home.
- Do not admit strangers to your home.
- Close blinds/curtains at night.
- Keep valuable items out of sight and securely stored. Make a list of brand names, models and serial numbers for insurance purposes. If you are a victim of theft, accurate information may allow recovered items to be traced and returned.

PROTECT YOURSELF

Awareness of your surroundings and actions contribute significantly to personal safety.

- Trust your instincts. If you feel threatened, avoid the situation or call 9-1-1.
- Wear only one earpiece when using a personal listening device.
- Wear only one backpack shoulder strap when walking at night; avoid wearing a strap over your neck and shoulder. This prevents an attacker from easily controlling you.
Use common sense.  
Never leave your backpack or other items unattended. 
Limit your alcohol intake. Avoid combining alcohol and drugs; the result could be dangerous. 
Practice online safety. Never reveal personal information such as your social security number. 
Carefully consider what you post online; privacy settings are not “private.” Online postings are available, even after being deleted. 
If you need Safe Voyage to your car, class, or hall after dark, call (423) 914-5940 8pm – midnight (Mon-Fri, Fall and Spring semesters). Call (423) 439-4480 during other times for escorted walk by campus security personnel. 
Vehicle safety  
  o Park in well-lighted areas.  
  o Keep all items out of sight, especially valuables.  
  o Service your vehicle regularly.  
  o Keep vehicle locked.  
  o Keep an emergency kit. 

PROTECT YOUR ONLINE INFORMATION 
• Only open attachments and click on links that you know are safe. 
• Make sure your anti-virus software is up to date. 
• Be aware that what you post on social media may be visible by many people. 
• Limit the amount of personal information you post on social media. 
• Update your privacy and security settings. 
• Set secure passwords and don’t share them with anyone. Avoid using common words, phrases, or personal information, and update regularly. 

More safety information is available online at ETSU Public Safety.
Addressing Sexual Misconduct

East Tennessee State University complies with Title IX and does not discriminate on the basis of sex in its educational programs and activities. Sexual misconduct, including sexual harassment, is a form of sex discrimination prohibited by Title IX, 20 USC § 1581 et seq., which prohibits discrimination on the basis of sex in education programs or activities. The ETSU Sexual Misconduct Policy defines the forms of sexual misconduct that violate the standards of our community, identifies resources, and outlines the University’s student conduct procedures.

As a result, the University issues this statement of policy to inform the community of our plan addressing sexual misconduct. The plan includes ongoing awareness programs, prevention strategies, and response procedures that address rape, domestic violence, dating violence, and stalking. In this context, East Tennessee State University prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Furthermore, the policy reaffirms ETSU’s commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the University community.

To this end, the University has established a Sexual Misconduct Leadership Team, which functions as a coordinated community response team dedicated to preventing sexual violence. The team consists of members from Student Affairs, Human Resources, Campus Public Safety, University Counsel, the Title IX Coordinator, the campus Clery Compliance Officer, Housing, select faculty and staff, and students. The team meets monthly and is responsible for developing, reviewing, and revising protocols, policies, and procedures for addressing domestic violence, dating violence, sexual assault, and stalking on ETSU campuses. For a complete copy of East Tennessee State University’s policy governing sexual misconduct, contact ETSU’s Title IX Coordinator, Mary Jordan at 1276 Gilbreath Dr. (Burgin Dossett Hall) room 206, call office number (423) 439-4445, or visit the Violence Free ETSU website at http://www.etsu.edu/violencefree/

DEFINITIONS OF TERMS USED IN OUR SEXUAL VIOLENCE POLICIES AND PROCEDURES
(These are statutory sexual violence definitions as used in University policies. For a complete list of Clery definitions, see “Definitions of Terms Used in This Report.”)

Types of Sexual Violence:

Dating Violence (TCA § 36-3-601(5)(c)): Violence against a person when the accuser and accused are dating, or who have dated, or who have or had a sexual relationship. “Dating” and “dated” do not include fraternization between two (2) individuals solely in a business or non-romantic social context. Violence includes, but is not necessarily limited to,
a) inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means,
b) placing the accuser in fear of physical harm,
c) physical restraint,
d) malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
e) placing a victim in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser.

Domestic Violence (TCA § 36-3-601): Violence against a person when the accuser and accused:
 a) are current or former spouses;
b) live together or have lived together;
c) are related by blood or adoption;
d) are related or were formally related by marriage; or,
e) are adult or minor children of a person in a relationship described above.

Domestic violence includes, but is not necessarily limited to:
 a) inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
b) placing the accuser in fear of physical harm;
c) physical restraint;
d) malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
e) placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser.

Rape (TCA § 39-13-503): Unlawful sexual penetration of a victim by the defendant or of the defendant by a victim accompanied by any of the following circumstances:
 a) Force or coercion is used to accomplish the act;
b) The sexual penetration is accomplished without the consent of the victim and the defendant knows or has reason to know at the time of the penetration that the victim did not consent;
c) The defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless; or
d) The sexual penetration is accomplished by fraud.

Sexual Assault: Forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It is nonconsensual sexual contact with the accuser by
the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact is accomplished without consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent. Sexual contact includes, but is not limited to, the intentional touching of the accuser’s, the accused’s, or any other person’s intimate parts, or the intentional touching of the clothing covering the immediate area of the accuser’s, the accused’s, or any other person’s intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification.

**Sexual Battery** (TCA § 39-13-505): Unlawful sexual contact with a victim by the defendant or the defendant by a victim accompanied by any of the following circumstances:

- a) force or coercion is used to accomplish the act;
- b) the sexual contact is accomplished without the consent of the victim and the defendant knows or has reason to know at the time of the contact that the victim did not consent;
- c) the defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless; or
- d) the sexual contact is accomplished by fraud.

As used here in circumstance a), "coercion" means the threat of kidnapping, extortion, force or violence to be performed immediately or in the future.

**Stalking** (TCA § 39-17-315): A willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Harassment means conduct directed toward the accuser that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable person to suffer emotional distress, and that actually causes the accuser to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.

**Other Sexual Violence Terms of Interest:**

- **Awareness programs**: Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

- **Bystander intervention**: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

- **Campus Sexual Violence Elimination (SaVE) Act**: Increases transparency on campus about incidents of sexual violence, guarantees victims enhanced rights, sets standards for disciplinary proceedings, and requires campus-wide prevention education programs. The Campus SaVE Act
amends the Clery Act, which addresses campus sexual assault policies within the Higher Education Act of 1965. President Obama signed SaVE into law on March 7, 2013 as part of the Violence Against Women Act (VAWA) Reauthorization (see below for VAWA).

**Complainant:** An individual who invokes the University’s investigation and resolution process to determine if the sexual misconduct policy has been violated and identifies him or herself as a complainant of the alleged misconduct. In some circumstance, the University may assume the role of complainant.

**Consent:** An informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by an individual who is asleep; unconscious; or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or, is under duress, threat, coercion, or force.

**Proceeding:** All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

**Respondent:** Any individual(s) or organization(s) alleged to have violated the sexual misconduct policy and against whom a complaint has been brought to the attention of the University.

**Result:** Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.

**Risk reduction:** Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

**Sexual Misconduct:** The overarching term used by the University to identify the conduct that includes sexual harassment by individuals or organizations that is prohibited by Title IX. For all individuals who are part of the ETSU community, sexually harassing conduct that is sufficiently severe, pervasive, and objectively offensive as to substantially disrupt or undermine a person’s ability to participate in or to receive the benefits, services, or opportunities of the University is prohibited when such conduct substantially interferes with an individual’s educational performance, or equal access to the college’s resources and opportunities; or such conduct creates an intimidating, hostile, or abusive educational environment. The University recognizes that anyone can be a complainant or respondent regardless of sex, gender, or gender identification.
Title IX (20 USC §§1681 et seq.): Refers to the Educational Amendments of 1972 (commonly known as Title IX) and its implementing regulations, 32 CFR Part 106, which prohibit discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. ETSU is required to comply with Title IX. Sexual harassment of students, which includes acts of sexual misconduct described in ETSU policies, is a form of sex discrimination prohibited by Title IX.

Violence Against Women Act (VAWA): The landmark federal legislation which calls for a comprehensive approach to violence against women which combined tough new provisions to hold offenders accountable with programs to provide services for the victims of such violence. Under the leadership of then-Senator Joe Biden, Congress recognized the severity of violence against women and our need for a national strategy with the enactment of the Violence Against Women Act in 1994. VAWA of 2013 amends the Violence Against Women Act of 1994 to add or expand definitions of several terms used in such Act. It includes enhanced judicial and law enforcement tools to combat violence against women, improve services for victims, provide protection for young victims, award grants to prevent sexual violence, strengthen the healthcare system’s response, ensure economic and housing security for victims, and many other important provisions.

WHAT TO DO IF YOU ARE THE VICTIM OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

Victims can refer to this list of tips for information on what they can do immediately following an act of sexual misconduct.

- **Get to a safe place**, one that is well-lit and where there are other people, preferably people you know and trust.
- **Do not bathe**, douche, brush your teeth, chew gum, drink, change clothing or even comb your hair before seeking medical attention. It is only natural to want to do so, but you may be destroying physical evidence that could be needed later if you decide to pursue an investigation.
- **Call the police** as soon as possible to report the assault. If you are on campus call ETSU Public Safety at 9-1-1 or (423) 439-4480. If you are off campus and call 9-1-1, the local police will respond to your call. By calling the police you are reporting the crime and seeking the protection of the police. Reporting does not mean that you have to prosecute. See the following section for more reporting options.
- If you wish, **call a friend**, family member or other trusted person to be with you. A counselor from the ETSU Counseling Center can accompany you to the hospital or police station, call (423) 439-4841 during weekday hours, and after hours, the Counselor on Duty can be contacted through Public Safety at (423) 439-4480. The counselor...
provides confidential emotional support and can also help you consider your reporting options and what to do next.

- **Preserve evidence** by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing boards/investigators or police. It may be helpful in proving a criminal offense occurred, or in obtaining a protection order.

- **Get immediate medical attention for physical injuries.** You may have sustained injuries or contracted a sexually transmitted infection. Therefore, if you have sustained physical injuries the sooner you seek medical attention, the better. The Student Health Clinic provides medical care during the hours of 8am to 4pm, Monday through Friday. During non-business hours or for the purpose of evidence collection, the Johnson City Medical Center offers specially trained Sexual Assault Nurse Examiners (SANE) through their emergency room to support sexual assault victims throughout the medical exam and administer a Physical Evidence Recovery Kit (PERK). Again, collecting the evidence does not mean you need to make any decision to prosecute.

- **Seek follow-up counseling.** Whether or not you report the assault or prosecute, a trained counselor can help you deal with the emotional trauma of domestic violence, dating violence, sexual assault or stalking. You may call the ETSU Counseling Center at (423) 439-4841 and ask for an OASIS advocate. All counseling is completely confidential and is available to all ETSU campuses.

Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim’s choice whether or not to make such a report and victims have the right to decline involvement with the police. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

**Bystander intervention tips**

The University's goal for the campus community is clear: ETSU is dedicated to maintaining an environment which is safe and supportive of its students and employees where relationships are built on honesty, integrity, and trust. Bystanders should take any reasonable and prudent action they can to prevent or stop an act of sexual misconduct from taking place. In instances of harmful or violent words, actions, or behaviors, each person has a choice to ignore/accept or to intervene/address. When you observe conflict or unacceptable behavior, take steps to make a difference: assess the situation, evaluate options, and select a strategy for response.

**Bystander intervention strategies could include:**
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- “I” Statements - state your feelings, name the behavior, and state how you want the person to respond;
- Silent Stare;
- Humor;
- Group Intervention;
- Personalize - what if someone said that about your mom/sister;
- We’re Friends - as your friend, I want to talk with you about…;
- Distraction - Redirect or cause a commotion; or
- Alert Others - Report suspicious persons/behavior to Public Safety or the local police.

PROCEDURES FOR REPORTING AN INCIDENT

ETSU encourages prompt reporting of sexual misconduct and strives for prompt resolution through University procedures. The University seeks to make the procedures for reporting transparent and straightforward. Complainants are not expected or required to pursue a specific course of action. However, ETSU provides resources to complainants of sexual misconduct in making decisions, obtaining information about available resources, and assisting if she/he decides to make an official report to law enforcement authorities and/or request resolution. An individual reporting sexual misconduct will not face conduct repercussions and is entitled to protection from retaliation for a report that is made in good faith, even if it is determined that the information was wrong or cannot be proven.

The University does not generally seek to hold any student reporting sexual misconduct accountable for associated non-sexual misconduct violations of the Student Disciplinary Rules in which the reporting party may have been involved at or near the time of the event, provided that any such violations did not and do not place the health and safety of any person at risk. This means that students reporting sexual misconduct will generally not face disciplinary action due to associated non-sexual misconduct violations (e.g. underage drinking). However, if a reporter is to be held accountable for his/her own misconduct, such violations will be reviewed in conduct proceedings separate from the sexual misconduct proceedings.

*How to Report an Offense of Domestic Violence, Dating Violence, Sexual Assault or Stalking:*
Offenses of one student against another student should be directed to the Office of the Dean of Students/Student Affairs, 412 J. L. Seehorn Dr. (D.P. Culp University Center), room 352, or call main office number (423) 439-4210, or you can email studentaffairs@etsu.edu. A trained investigator(s) will be designated to resolve the complaint in accordance with appropriate student procedures.

Other charges not relating to complaints against students should be directed to the Title IX Coordinator, Mary Jordan at 1276 Gilbreath Dr. (Burgin Dossett Hall) room 206, or call office number (423) 439-4445, or you can email jordanm@etsu.edu, and Campus Police (if you so
desire). A trained investigator(s) will be designated to resolve the complaint in accordance with appropriate procedures and make recommendations to the president regarding their resolution, following the procedures set forth in the Student Sexual Misconduct Policy and PPP-80.

Students, residents, and employees of the College of Medicine may contact the Assistant Dean, Women in Medicine, 003 VA Building 2. The Assistant Dean, Women in Medicine, will designate a trained investigator(s) to resolve the complaint will investigate in consultation with the Senior Special Assistant to the President for Equity and Diversity. Students may choose to utilize the following online reporting feature to submit a written complaint: https://etsu-advocate.symplicity.com/public_report/index.php/pid953801? Complaints must be brought within 365 days of the last incident of harassment. We encourage the submission of your complaint in writing and the following Discrimination/Harassment Complaint printable form may be used:

All reports of sexual misconduct will be handled in confidence to the extent allowed by law. The information reported will be shared only with those University employees who will assist in the investigation and/or resolution of the complaint.

Anonymous Reporting
ETSU takes sexual violence and misconduct very seriously. An anonymous online form is available for reporting purpose. This form is used to understand the campus climate at ETSU, to gather information regarding incidences of sexual and dating violence of our students on or around the campus, and to help ETSU staff plan a response to violence in our community. If you know of a violation or wish to report a personal experience, you may fill out and submit the online form (Bucs Report It/Silent Witness Form) via Public Safety at: http://www.etsu.edu/dps/bucsreportit.aspx

Risk Reduction: Keeping Yourself Safer
- Always trust your instincts
- Communicate clearly. You have the right to say "no" and "I'm not sure."
- Think about what you really want from a partner before a possibly dangerous or uncomfortable situation occurs.
- Use the buddy system. Arrive at events with friends. Keep track of your friends and leave with them.
- If you or your friend stays behind, create a safety plan.
- Drink responsibly. Know what's in your drink. Only drink from un-opened bottles or cans, or drinks that you've seen poured. Avoid punch bowls – they are easiest to drug and you have no idea how much alcohol is in them.
- Know which behaviors constitute sexual assault, rape and consent.
Understanding that most incidents occur between people that know each other.
PLEASE NOTE: Completing this anonymous form does NOT constitute a police report or a student conduct report. Anonymous reporters will NOT be contacted by the University unless you indicate a desire to be contacted and provide your name and contact information.

Confidentiality Options

Despite ETSU's strong interest in having complainants of sexual misconduct come forward, the University realizes that not every individual is prepared to report. If you are a complainant of sexual misconduct but are not ready to inform the University, you are encouraged to contact the ETSU Counseling Center. The Counseling Center is bound by separate laws of confidentiality and will not inform other members of the University of your contact under most circumstances, unless there is an imminent safety concern, or as otherwise required by law. At your request, the counselor will report the incident for inclusion in the annual safety report without relaying any identifying information. In this way, the campus can accurately report the number of sexual assaults which have occurred, while protecting your right to privacy. When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the University’s ability to respond to the complaint may be limited.

Personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The University will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. The University does not publish the name of crime victims nor house identifiable information regarding victims in the campus police departments Daily Crime Log or online.

Victims may request that student/employee directory information on file be removed from public sources by submitting the Prevent Disclosure of Directory Information form to the Office of the Registrar. This form is available at the Registrar’s Office, room 101 Burgin Dossett Hall, or online at the Registrar’s website: http://www.etsu.edu/reg/

VICTIM ASSISTANCE PROVIDED BY ETSU

University personnel will assist any student or employee who is the complainant of domestic violence, dating violence, sexual assault, and/or stalking, regardless of whether the crime occurred on or away from ETSU campus or property.

All complainants are afforded the following:

- Written notification of available on-campus and off-campus resources, including medical assistance, mental health counseling services, law enforcement agencies, and campus conduct options.
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- Written notification about options for and assistance with transportation situations, working situations, and assistance with protective measures.
- Written notification of rights and other options
- Information and assistance filing a complaint with proper law enforcement authorities
- The opportunity to request that the University take steps to prevent unnecessary or unwelcomed contact or proximity to a respondent including a change in her/his academic or on-campus living situation
- Opportunity to report retaliation. Retaliation is prohibited by the University. Any concerns of retaliatory behavior should be reported immediately to ETSU Public Safety 24 hours a day at (423) 439-4480 or by calling 9-1-1 from non-campus phones.

PREVENTION AND AWARENESS PROGRAMS

The University administers a number of educational programs designed to prevent dating violence, domestic violence, sexual assault, and stalking by increasing understanding of topics relevant to and skills for addressing these offenses. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees, as well as ongoing awareness and prevention campaigns for students and employees. This programming specifically:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the State of Tennessee;
- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- Provides an overview of information contained in the annual Campus Security Report in compliance with the Clery Act.

The University offered a broad range of sexual violence programs in 2014, which included a mix of primary prevention strategies, as well as ongoing prevention and awareness tactics. 

Primary prevention initiatives are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur. Strategies include the promoting positive and healthy behaviors that foster healthy relationships and sexuality, encouraging safe bystander intervention, and seeking to influence behavior and social norms in healthy and safe direction.

Ongoing prevention and awareness includes programming, initiatives, and strategies that are
sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

The following programs were offered at least once in 2014:

**Bystander Intervention for Athletics:** An OASIS Coordinator conducted a workshop for all student athletes that included tips on how to be a safe partner and teammate with regard to sexual violence.

**Campus Outreach Efforts:** Sexual violence awareness and prevention information is included in the student planners that are distributed at new student orientations throughout the year. Sexual violence handouts are now provided and discussed during new student orientation sessions. A faculty handout is distributed to educators to remind them of CSA responsibilities and campus resources. Bulletin boards and posters around campus provide bystander intervention tips and other prevention and awareness information.

**Clothesline Project:** A visual component of the Take Back the Night campaign, students, faculty, and staff bear witness to Violence Against Women by telling their story, the story of someone they know, or by simply making a statement on a t-shirt of your own. The t-shirts are displayed on the lawn outside the Culp Center to draw attention to the breadth of sexual violence.

**Haven – Understanding Sexual Assault™:** This online module addresses the critical issues of sexual assault, relationship violence, and stalking. Haven uses a population-level approach to educate all students on the issues associated with sexual assault and relationship violence, taking into account their unique perspectives and experiences. All new students are expected to complete this 45-minute training at the beginning of their first semester.

**It’s On Us:** Student athletes pledged their personal commitment to help keep women and men safe from sexual assault by participating in this national campaign. In addition, the athletes compiled a YouTube video entitled “It’s On Us,” which is publically available online.

**LAUNCH:** This online orientation is required of all new first time freshmen and transfer students. It includes information on campus safety and campus and community resources related to sexual misconduct.

**Rape Aggression Defense (RAD):** This 12-hour program is dedicated to teaching women defensive concepts and techniques against various types of assault, by utilizing easy, effective and proven self-defense/martial arts tactics. It is a system of realistic defense that provides a woman with knowledge to make an educated decision about resistance. It is conducted by Officer Amanda Worley who also serves as the Tennessee State RAD Director, and is offered multiple times each year.
Red Flag Campaign: This annual public awareness campaign is designed to address dating violence and promote the prevention of dating violence on college campuses. The campaign was created using a “bystander intervention” strategy, encouraging friends and other campus community members to “say something” when they see warning signs (“red flags”) for dating violence. The campaign reflects racially and ethnically diverse audiences, and illustrates both heterosexual and same-sex relationships.

Residence Life Supervisor Training: OASIS, a division of the Counseling Center, conducts sexual violence training for all RA/RDs so these staff members are prepared to educate and assist student residents.

Respect in the Workplace: This required component of new employee orientation instructs and tests on various aspects of harassment and unlawful discrimination. It provides answers to common questions and suggestions for handling problem situations, as well as current laws and the University’s policies and procedures for reporting incidents of sexual misconduct.

Safety Notices: These email and flyer notifications are intended to increase awareness of criminal activity, to provide crime-specific safety tips that might prevent similar crimes, and to assist in making informed decisions about personal safety. The potential for continuing safety concerns dictates the necessity of issuing the safety notice.

Self-defense Awareness & Familiarization Exchange (SAFE): This women-only educational awareness, crime-victim prevention program encompasses strategies, techniques, options, and prevention. It provides teenaged and adult women with information that may reduce their risk of exposure to violence and introduces them to the physical aspects of self-defense. SAFE is held multiple times through the year.

Sexual Assault Prevention for Athletics: OASIS (Outreach and Advocacy Sexuality Information for Students), a division of the Counseling Center, conducted training for all Athletics staff and student athletes that included definitions of sexual assault and consent, as well as tips on safe behavior.

Sexual Violence Awareness Training for Employees: OASIS provides training for many key employee groups including the judicial board, RA/RD staff, and Athletics staff. The office provides informal advisement to faculty and other concerned employees about addressing specific sexual violence issues they are facing. They also offer classroom and dorm information sessions for students upon request from staff or faculty.

Sexual Violence Awareness for Housing Residents: Residence Life staff members provide awareness training to students living in their respective buildings. It includes information such as acceptable behaviors and campus resources for sexual misconduct.
Take Back the Night Vigil: In this annual event, students, faculty, staff, and community members are encouraged to join together for an evening that honors survivors of sexual violence and celebrates the resiliency of survivors. A brief program of music and thoughtful reflection is followed by a reception in the Culp Student Center.

Think, Live, Respect: “Think. Live. Respect.” Series is sponsored by the Division of Student Affairs and is intended to spark thought and conversation about fostering a culture of mutual respect and acceptance all across campus. The bystander intervention component of this initiative provides practical solutions for responding to instances of harmful or violent words, actions, or behaviors.

Violence Free Website: This website serves as the central hub and clearinghouse for all sexual violence information at ETSU. Some of the key features are a user-friendly policy and procedure format, as well as links to campus, local, and state resources for sexual violence survivors.

Walk a Mile in Her Shoes®: Walk a Mile in Her Shoes® is the international men’s march to raise awareness about rape, sexual assault and gender violence. This annual event is held in collaboration with the Sexual Assault Center of East Tennessee (SACETN).

Yes, No, Maybe So? Campaign: This one hour program was held during ETSU Civility Week and addressed how gender differences and communication styles relate to sexual consent. Civility Week is a campus-wide celebration of diversity and unity.

UNIVERSITY DISCIPLINARY PROCEDURES
Any individual may bring an allegation under the Sexual Misconduct Policy and trigger an investigation of sexual misconduct. The University’s responsibility to investigate all allegations of sexual misconduct exists regardless of whether that investigation culminates in a hearing, or whether it enters the criminal justice process. This responsibility applies to claims against or by both students and employees of ETSU.

Whether or not criminal charges are filed, the University or an individual may file a complaint under ETSU Human Resources Policy PPP-80 Discrimination & Harassment - Complaint & Investigation Procedure alleging that a student or employee violated the University’s policy on
Sexual Misconduct. Reports of all domestic violence, dating violence, sexual assault, and stalking made to Campus Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant choses to pursue criminal charges.

Domestic violence, dating violence, sexual assault, and stalking, in addition to being a violation of state law, are also violations of ETSU Student Code of Conduct. Thus, in addition to bringing charges against the perpetrator in criminal or civil court, a complainant may seek recourse against a student through the University’s Disciplinary Process.

Allegations of sexual harassment or misconduct, whether made by or against a student or employee are investigated under the guidelines of the TBR Guideline P-080, Discrimination and Harassment - Complaint and Investigation Procedure, as well as PPP-80. The outcome of that investigation, after review by Legal Counsel, is a recommendation from the Investigator to the Office of the President as to whether the respondent was in violation of ETSU policy. The President makes final determine, and then determines what the appropriate resolution should be. One possible outcome is the referral of the incident to the corresponding campus disciplinary process.

The PPP-80 policy provides that:

- The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board;
- The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense. This may be an attorney. The accused is responsible for representing his/her own case; the advisor may not speak during the hearing process(es);
- A student conduct decision is based on the preponderance of evidence standard, i.e. “more likely than not to have occurred” standard;
- The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results, or disciplinary actions prior to the time that such results become final; and
- The accuser and the accused each have the right to appeal the outcome of the hearing within three (3) business days from the time of notification of the decision. The outcome alone is appealable by the complainant. Appeals must be in writing and submitted to the Associate Dean of Students. The appeal may be based only on one or more of the following grounds:
  - Procedures were not followed;
  - The sanctions imposed were unduly harsh; and/or
  - New or relevant information, not available at the time of the hearing has arisen.
- The accuser and the accused will be notified simultaneously in writing when the results become final.
The full appeals process for students is detailed in the University Catalog online on the Registrar’s website.

Accused employees are permitted to submit a written rebuttal to their supervisor during each phase of the employee disciplinary process. Written rebuttals to disciplinary actions must be forwarded through the appropriate signatory chain, including the vice president to the Director of Human Resources. These documents are then reviewed and placed in the employee’s official personnel folder.

The University investigation and resolution process will be as prompt, thorough, and impartial as possible, from the initial investigation to the final result. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking. These officials are also taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

Complainants of sexual misconduct are encouraged, but not pressured, to participate in the University's investigation and hearing process so that the facts of each situation can be explored and responsible parties held accountable for their misconduct, if warranted. Where an allegation of sexual misconduct also appears to raise the possibility of criminal behavior, such as rape or sexual assault, complainants are also encouraged to pursue criminal charges against the respondent.

Title IX states that if an institution knows or reasonably should know of sexual harassment, to include sexual violence, the institution has a duty to investigate. Consequently, whether a complainant chooses to cooperate should not be the deciding factor for whether disciplinary charges are brought against an accused party. If an investigation determines that it is more likely than not that the institution’s sexual misconduct policy was violated, then the University may assume the role of the complainant.

When a complainant requests that a hearing not occur, the University will make every reasonable effort to comply with that request. There may be exceptional circumstances when the University determines that the continued threat of a situation warrants a hearing despite the request of a complainant. The complainant will never be required to participate in such a hearing process. Prior to the hearing, the complainant will be contacted by the Office of the Dean of Students/Student Affairs and/or the Title IX Officer to discuss the reasoning for the decision.

Individuals who believe they may have committed sexual misconduct and/or have been alleged to have committed sexual misconduct are treated with dignity, respect, and in a non-judgmental manner. The University provides resources to these individuals to make decisions, obtain information about available resources, and assist if an official report is made.
DECISION-MAKING PROCESS

In every case, an investigation proceeds to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. Thereafter, the investigation may continue depending on a variety of factors, such as the request of the complainant and the risk to the individual or campus community.

In investigating allegations of sexual misconduct, the University collects information relevant to the report. This includes, but is not limited to, statements and physical evidence. Investigations may also include consideration of prior allegations of, or findings of responsibility for, sexual misconduct by the alleged respondent.

Legal Counsel is notified of a complaint, whether written or verbal, as soon as possible after it is brought to the attention of the Investigator. Investigations are conducted under the direction of Legal Counsel. All investigatory notes and documents shall be attorney work products. The Investigator shall notify the President that an investigation is being initiated. The Investigator(s) shall notify the respondent in writing within five working days of receipt of the complaint. The respondent shall respond in writing to the complaint within five working days following the date of receipt of the Investigator’s notification.

When the respondent is a student, the Office of the Dean of Students/Student Affairs, or Associate Dean, Women in Medicine for medical students, will designate a trained investigator(s) to resolve the complaint in compliance with the procedures outlined in the policy.

The first step of an investigation will usually be a preliminary interview by the Department of Public Safety and/or the Office of the Dean of Students/Student Affairs with the reporter of sexual misconduct. If a student does not wish to pursue resolution of any potential violations of the Sexual Misconduct Policy through the hearing process, the University will use the information gathered to evaluate, and if necessary, provide for, the safety of the University campus community. All University investigations will take place in compliance with applicable laws and University policies, including laws and policies pertaining to student privacy and confidentiality.

Consistent with the U.S. Office of Civil Rights directives, the University judicial board or hearing officer will determine whether it is “more likely than not,” based upon the information provided and a preponderance of the evidence, whether or not the respondent is responsible for the alleged violation(s). If a finding of a violation is made, any resulting disciplinary action will be undertaken in compliance with the University’s disciplinary procedures. If it is determined that a violation occurred, the hearing panel or officer will determine sanctions, taking into account past disciplinary action for which the respondent has been found responsible.
Some of the key steps in **ETSU Human Resources Policy PPP-80 Discrimination & Harassment - Complaint & Investigation Procedure** that relate to sexual misconduct accusations are identified in the chart below, along with corresponding timeframes. Refer to the entire procedure as documented online for a detailed description of the process.

<table>
<thead>
<tr>
<th>Step in the PPP-80 Process</th>
<th>Timeframe (where applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report is filed per PPP-80, preferably in writing</td>
<td>Within 365 calendar days after the event, barring extraordinary circumstances</td>
</tr>
<tr>
<td>University Counsel is notified</td>
<td>NA</td>
</tr>
<tr>
<td>A trained Investigator is assigned to conduct the investigation</td>
<td>NA</td>
</tr>
<tr>
<td>Investigator notifies the President</td>
<td>NA</td>
</tr>
<tr>
<td>Investigator notifies the Respondent</td>
<td>Within 5 working days of receipt of report</td>
</tr>
<tr>
<td>Respondent may respond</td>
<td>Within 5 working days of being notified</td>
</tr>
<tr>
<td>Investigator attempts to resolve the complaint informally (non-sexual assault cases)</td>
<td>Either party may end informal processes at any time</td>
</tr>
<tr>
<td>If informal resolution is unsuccessful, Investigator drafts a report summarizing the investigation and sends to Legal Counsel for review</td>
<td>NA</td>
</tr>
<tr>
<td>Counsel reviews the report</td>
<td>NA</td>
</tr>
<tr>
<td>Report is submitted to the President</td>
<td>Within 60 calendar days of the start of the investigation</td>
</tr>
<tr>
<td>President reviews the Investigator’s report, and makes a final written determination and resolution</td>
<td>Within a reasonable time</td>
</tr>
<tr>
<td>Investigator consults with Legal Counsel</td>
<td>NA</td>
</tr>
<tr>
<td>Complainant and respondent are provided with a written copy of determination and a copy of Investigator’s report</td>
<td>NA</td>
</tr>
<tr>
<td>President takes action to ensure no further sexual misconduct occurs</td>
<td>Immediately upon finding of a violation</td>
</tr>
<tr>
<td>ETSU provides written notice of the appeal process to both parties</td>
<td>After finding is communicated</td>
</tr>
<tr>
<td>Either party can appeal the decision</td>
<td>Within 10 working days</td>
</tr>
<tr>
<td>President issues a written response to the appeal</td>
<td>As promptly as possible</td>
</tr>
<tr>
<td>If the decision specifies a disciplinary action, the procedures for implementing the decision are determined by the applicable policies relating to discipline (Student Conduct Process or employee grievance/complaint procedure)</td>
<td>NA</td>
</tr>
</tbody>
</table>
DISCIPLINARY PROCESSES

The disciplinary procedures are the same for all offenses, regardless of whether the accusation is sexually-based or not. However, the process can take several different paths depending on the severity of the offense and thus possible sanctions, as well as the University affiliation of the respondent. If after an investigation in which the respondent is a student the proposed sanction is less severe than suspension or expulsion of a student, the process will follow the Student Disciplinary Procedures outlined in the student catalog. If after an investigation in which the respondent is an employee the proposed sanction is less severe than suspension or termination of an employee, the process will follow ETSU Policy PPP-70, Progressive Disciplinary Procedures. PPP-80 is the standard for all investigations regardless of affiliation; the above procedures are used to supplement and aid in implementation of the guidelines outlined PPP-80.

If the proposed sanction includes suspension or expulsion/termination, the process may take two different paths, depending on the wishes of the respondent regardless of his/her University affiliation. The default process is compliant with TBR Policy 1:06:00:05, Uniform Procedures for Cases Subject to the TN Uniform Administrative Procedures Act, or TUAPA Procedures. However, the respondent may elect to continue with the applicable University Disciplinary Procedure (either Student Disciplinary Procedures or PPP-70).

Some significant differences between TUAPA and the University Disciplinary Procedures are:

- A TUAPA hearing is presided over by a hearing officer or administrative law judge versus a committee of peer-students and faculty.
- A TUAPA hearing is formal, with rules of evidence such as limitations on admissibility and relevance, and live witnesses forced to attend by court order and their cross-examination. The alternative process allows the accused fairly unlimited ability to give information to factfinders in the alternate process, and witnesses cannot be compelled to attend and cannot be cross-examined.
- A TUAPA hearing, including all testimony or evidence presented, is open to the public. All administrative hearings and hearings of judicial bodies are closed, except to the accused, his/her advisor, the complainant, his/her advisor, the members of the appropriate judicial board/committee, or individual administrator assigned to the case.
- At a TUAPA hearing, University Counsel represents the University as “prosecutor” of the University’s position versus no comparable equivalent under the alternate hearing procedures; and the accused also may have legal counsel represent them.
- TUAPA decisions are appealable to Chancery Court versus to the University President or other administration official, although the bases for reversing or modifying the hearing officer’s decision are limited.
DISCIPLINARY SANCTIONS AND PROTECTIVE MEASURES

The University applies appropriate disciplinary procedures to those who violate the Sexual Misconduct policy, including cases of sexual assault, domestic or dating violence, and stalking. In all cases, investigations that result in a finding of more likely than not that a violation of the Sexual Misconduct Policy occurred leads to the initiation of disciplinary procedures against the accused individual. University sanctions may be imposed upon those determined to have violated this policy. The procedures mentioned above are intended to afford a prompt response to the charges, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of the policy.

Sanctions may be issued individually, or a combination of sanctions may be imposed. The determination of sanctions is based upon a number of factors, including: the harm suffered by the complainant; any ongoing risk to either the complainant or the community posed by respondent; the impact of the violation on the community, its members, or its property; any previous conduct violations; and any mitigating or aggravating circumstances.

For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code.

Range of Institutional/University Sanctions for Students (for all types of offenses):

- restitution,
- warning,
- reprimand,
- service to the institution or community,
- specified educational/counseling program,
- apology,
- fines,
- restriction,
- probation,
- suspension,
- expulsion,
- delay and/or denial of degree award,
- housing probation,
- housing suspension and forfeiture,
- interim suspension (see below), or
- any alternate sanction deemed necessary and appropriate to address the misconduct at issue.

For employees, sexual assault, domestic violence, dating violence, and stalking are violations of the University and TBR policy. Employees who violate this policy will be subject to discipline, up to and including termination of employment. This may include dismissal, termination, or
other appropriate sanction. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to additional criminal and/or civil penalties under federal and state law.

**Range of Institutional/School Sanctions for Employees (for all types of offenses):**

- informal supervisory counseling,
- formal verbal warning,
- written warning,
- probation,
- suspension with pay (see interim suspension below),
- suspension without pay (see interim suspension below),
- demotion, or
- termination.

*Interim suspension*, pending the completion of disciplinary procedures, is sometimes imposed upon a finding by the Investigator that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, of any other member of the institution or its guests, of ETSU property, or of substantial disruption of classroom or other campus activities. If the final decision includes disciplinary action, the procedures for implementing the decision are determined by the applicable disciplinary tract (e.g., employee grievance/complaint procedure, progressive discipline procedure, or student disciplinary policies).

The University may implement interim suspension, or other protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking if requested by the victim and accommodations are reasonably available, regardless of whether the victim chooses to report the crime to police. The Title IX Coordinator will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by East Tennessee State University.

**Protective Measures** may include, but are not limited to:

- an order of no contact,
- residence hall relocation,
- adjustment of course schedules,
- a leave of absence, or
- reassignment to a different supervisor or position.
ASSISTANCE FOR VICTIMS: RIGHTS AND OPTIONS

To the extent of the victim’s cooperation and consent, University officials will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal University investigation of the complaint. ETSU will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.

Regardless of whether a victim elects to pursue a criminal complaint, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In Tennessee, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights as provided by Article 1, section 35 of the Constitution of Tennessee:

1. The right to confer with the prosecution.
2. The right to be free from intimidation, harassment, and abuse throughout the criminal justice system.
3. The right to be present at all proceedings where the defendant has the right to be present.
4. The right to be heard, when relevant, at all critical stages of the criminal justice process as defined by the statute.
5. The right to be informed of all the proceedings and the release, transfer, escape, or recapture of the accused or convicted person.
6. The right to a speedy trial or disposition and a prompt and final conclusion of the case after the conviction or sentence.
7. The right to restitution from the defender.
8. The right to be informed of each of the rights established for victims.

Furthermore, East Tennessee State University complies with Tennessee law in recognizing Orders of Protection. Any person who obtains an Order of Protection from Tennessee or any reciprocal state should provide a copy to ETSU Public Safety and the Office of the Title IX Coordinator. A complainant may then meet Public Safety to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but in not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc.). Orders of Protection may be available to the complainant through the Tennessee Courts System. The self-help forms are available online at: http://www.tncourts.gov/programs/self-help-center/forms/order-protection-forms
SEX OFFENDER REGISTRY

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Tennessee, convicted sex offenders must register with the Tennessee Bureau of Investigation. You can link to this information, which appears on East Tennessee State University Department of Public Safety website.

The annual Civility Week at ETSU has been an opportunity for all of the campus community to join together in making a conscious effort to ensure that civility and protection of human dignity is central to the campus culture.
Resources for Victims of Sexual Violence

*Hyperlinks and Contact Information for On-campus Resources:*

<table>
<thead>
<tr>
<th>Resource Link</th>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Center</td>
<td>412 J.L. Seehorn Rd D.P. Culp Center Rm 345</td>
<td>(423) 439-4841</td>
</tr>
<tr>
<td>Disability Services</td>
<td>412 J.L. Seehorn Rd D.P. Culp Center Rm 326</td>
<td>(423) 439-8346</td>
</tr>
<tr>
<td>Dean of Students/Student Affairs</td>
<td>412 J.L. Seehorn Rd D.P. Culp Center Rm 352</td>
<td>(423) 439-4210</td>
</tr>
<tr>
<td>Equity &amp; Diversity/ Title IX</td>
<td>1276 Gilbreath Dr Burgin Dossett Hall Rm 205</td>
<td>(423) 439-4211</td>
</tr>
<tr>
<td>Office of Title IX Coordinator</td>
<td>1276 Gilbreath Dr Burgin Dossett Hall Rm 206</td>
<td>(423) 439-4445</td>
</tr>
<tr>
<td>Public Safety Police</td>
<td>1043 Jack Vest Dr Parking Garage 2nd Level</td>
<td>(423) 439-4480</td>
</tr>
<tr>
<td>Student/University Health Services</td>
<td>365 Stout Dr Roy Nicks Hall Rm 160</td>
<td>(423) 439-4225</td>
</tr>
<tr>
<td>Women’s Resource Center</td>
<td>176 Ross Dr Campus Center Bldg. Rm 220</td>
<td>(423) 439-5760</td>
</tr>
</tbody>
</table>

All emergencies dial 9-1-1, or 439-4480 from campus phones.
Hyperlinks and Contact Information for the Johnson City Area:

<table>
<thead>
<tr>
<th>Resource Link</th>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson City Police Department</td>
<td>601 E. Main St</td>
<td>(423) 434-6160</td>
</tr>
<tr>
<td>Johnson City Medical Center</td>
<td>400 N. State Of Franklin Rd</td>
<td>(423) 431-6111</td>
</tr>
<tr>
<td>Franklin Woods Community Hospital</td>
<td>300 Med Tech Pkwy</td>
<td>(423) 302-1000</td>
</tr>
<tr>
<td>Domestic Violence Shelter</td>
<td>SAFE Passage</td>
<td>(423) 926-7233 (Hotline)</td>
</tr>
<tr>
<td>Crisis Stabilization Unit</td>
<td>Frontier Health - 200 W. Fairview Ave</td>
<td>(423) 926-4171</td>
</tr>
<tr>
<td>Mobile Crisis Response</td>
<td>Frontier Health</td>
<td>1 (877) 928-9062 (Hotline)</td>
</tr>
<tr>
<td>LGBTQ Alliance</td>
<td>PFLAG Tri-Cities</td>
<td>(423) 390-8585</td>
</tr>
<tr>
<td>Legal Aid of East Tennessee</td>
<td>311 W. Walnut St</td>
<td>(423) 928-8311</td>
</tr>
<tr>
<td>Washington County Courthouse</td>
<td>108 W. Jackson Blvd</td>
<td>(423) 788-1425</td>
</tr>
</tbody>
</table>

Hyperlinks for Online State and National Resources:

- [www.tncoalition.org](http://www.tncoalition.org) - Tennessee State Coalition to End Domestic & Sexual Violence
- [www.thehotline.org](http://www.thehotline.org) - The National Domestic Violence Hotline (site for LGBTQ survivors)
- [http://www.joyfulheartfoundation.org/](http://www.joyfulheartfoundation.org/) - Joyful Heart Foundation (healing retreats for survivors)
- [http://www.dvsac.org/](http://www.dvsac.org/) - Domestic Violence & Sexual Assault Coalition (includes info for teen and male survivors)
- [www.rainn.org](http://www.rainn.org) – Rape, Abuse and Incest National Network
- [www.ovw.usdoj.gov/sexassault.htm](http://www.ovw.usdoj.gov/sexassault.htm) - Department of Justice
- [www2.ed.gov/about/offices/list/ocr/index.html](http://www2.ed.gov/about/offices/list/ocr/index.html) – Dept. of Education, Office of Civil Rights

Contact Information for National Hotlines:

- Gay and Lesbian National Hotline: 1 (800) THE-GLNH (or 800-843-4564)
- National Sexual Assault Hotline: 1 (800) 656-HOPE (or 800-656-46730)
- National Domestic Violence Hotline: 1 (800) 799-7233
- Stalking Resource Center: 1 (800) FYI-CALL (or 800-304-2255)
Alcohol and Drug Policies

Federal law requires ETSU to annually notify students and employees of certain information regarding the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or a part of its activities. The information included in this section complies with the Drug-Free Schools and Campuses Regulations annual notification requirements.

The University prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol and illicit drugs on the ETSU campus, in the workplace (on- or off-campus), on property owned or controlled by ETSU, or as part of any activity of ETSU. All students and employees are subject to applicable federal, state and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary action.

LEGAL SANCTIONS

Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, dispense, deliver or sell, controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment; a fine of up to $4,000,000 if an individual; supervised release; any combination of the above; or all three. These sanctions are doubled when the offense involves either: 1.) distribution or possession at or near a school or college campus or, 2.) distribution to persons under 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to $10,000 may be assessed for simple possession of “personal use amounts” of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two years the minor’s senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in TCA Section 39-17-417. (21 USC Section 801, et. seq.; TCA Section 39-17-417)

It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his employment), or consume alcoholic beverages, wine or beer. Such offenses are classified as Class A misdemeanors punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than $2,500, or both. (TCA Sections 1-3-113, 57-5-301) It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21), such offense being classified as a Class A Misdemeanor (TCA Section 39-15-404). The
offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days or a fine of not more than $50, or both. (TCA Section 39-17-310)

INSTITUTIONAL/SCHOOL SANCTIONS
East Tennessee State University will impose the appropriate sanction(s) on any employee or student who fails to comply with the terms ETSU policy PPP-26 on Drug Free Campus.

Students: Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following depending on the severity of the offense:

- Expulsion
- Suspension
- Mandatory participation in, and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program
- Referral for prosecution
- Probation
- Restriction of privileges
- Educational project
- Assignment of volunteer work hours
- Referral to the University Counseling Center
- Written warning
- Reprimand

Employees: As a condition of employment, each employee, including student employees, must abide by the terms of this policy, and must notify the Office of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace (on or off campus) no later than five days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere, or imposition of a sentence by any state or federal judicial body. Possible disciplinary sanctions for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following depending on the severity of the offense:

- Termination
- Suspension
- Mandatory participation in, and satisfactory completion of, drug/alcohol abuse program, or rehabilitation program
- Recommendation for professional counseling
- Referral for prosecution
- Letter of warning
- Probation
HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL

There are many health risks associated with the use of illicit drugs and the abuse of alcohol including organic damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and mental function; and physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects, or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS, and other infections.

**Alcohol** affects every organ in the drinker’s body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking which results in harm to one’s health, interpersonal relationships, or ability to work. Binge drinking is five or more drinks on the same occasion. Heavy drinking is binge drinking on at least five separate days in the past month.

**Know the signs:**
- Mental confusion, stupor, coma, or person cannot be roused
- Vomiting
- Seizures
- Slow breathing (fewer than eight breaths per minute)
- Irregular breathing (ten seconds or more between breaths)
- Hypothermia (low body temperature), bluish skin color, paleness.

**Know how to help:**
- Turn a vomiting person on his or her side to prevent choking
- Clear vomit from the mouth
- Keep the person awake
- Never leave the person unattended

**Marijuana** is the most commonly used illicit drug in the United States. It affects the central nervous system and affects brain development. Long term use may increase breathing problems, and increased heart rate. Additionally long-term use may lead to temporary hallucinations, depression and anxiety.

**Illegal prescription drug abuse** – after marijuana, prescription and over-the-counter drugs are the most commonly abused substances by Americans fourteen and older. Some commonly abused drugs include cough and cold medicines, stimulants, and sedatives.

**Alcohol Poisoning is a Medical Emergency**

Call for help. You could save someone’s life.

(423) 439-4480 or 9-1-1
Methamphetamine (also called meth, crystal, chalk, and ice, among other terms) is an extremely addictive stimulant drug that is chemically similar to amphetamine. People who use methamphetamine long-term may experience anxiety, confusion, insomnia, and mood disturbance and display violent behavior.

AVAILABLE DRUG AND ALCOHOL COUNSELING, TREATMENT, REHABILITATION PROGRAMS, AND EMPLOYEE ASSISTANCE PROGRAMS

The University and local community provide a variety of educational programs and services to respond to the problems associated with alcohol and drug abuse. The Campus Alcohol and Other Drug (AOD) Program at East Tennessee State University is designed to serve students by providing information related to alcohol awareness and chemical dependency. The Division of Student Affairs offers several educational programs which seek to involve University student organizations.

Substance Abuse Assistance Programs (Non-emergency):

<table>
<thead>
<tr>
<th>Hyperlink</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETSU Counseling Center (students only)</td>
<td>(423) 439-4841</td>
</tr>
<tr>
<td>ETSU Public Safety</td>
<td>(423) 439-4480</td>
</tr>
<tr>
<td>ETSU Employee Assistance Program</td>
<td>(423) 439-5825</td>
</tr>
<tr>
<td>State of Tennessee Employee Assistance Program</td>
<td>1 (855) 437-3486 (toll free)</td>
</tr>
<tr>
<td>Alcoholics Anonymous (Northeast Tennessee District)</td>
<td>(423) 928-0871</td>
</tr>
<tr>
<td>Comprehensive Community Services Drug and Alcohol Treatment Center</td>
<td>(423) 928-6581</td>
</tr>
<tr>
<td>Woodridge Hospital</td>
<td>(423) 431-7111</td>
</tr>
<tr>
<td>Frontier Health (24-hour Helpline)</td>
<td>1 (877) 928-9062</td>
</tr>
</tbody>
</table>

CAMPUS ALCOHOL AND DRUG PROGRAM

The Campus Alcohol and Other Drug Program (AOD) is dedicated to helping individuals make healthy lifestyles choices with regard to alcohol and other drugs by:

- Providing accurate and reliable information about alcohol and other drugs
- Promoting responsible use
- Raising awareness of alcohol and other drug issues
- Offering compassionate and confidential consultation and referral for students with concerns about alcohol and other drug use
Supporting recovery from substance use disorders

In addition, the Campus AOD Program supports ongoing research into the nature and scope of alcohol and drug abuse on campus, and works with a variety of other departments to develop and implement consistent and fair policies and procedures as they relate to alcohol and other drugs.

AOD Outreach Programs

- CHOICES (Alcohol Education)
- Balanced Living (Stress Management and Brief Alcohol Education)
- Sober Sex (Alcohol Education and Sexual Violence Prevention)
- The Harm Reduction Approach to Alcohol and Other Drugs
- Stress Management

If you have any questions or concerns about the Campus AOD Program or if you wish to talk to someone about an alcohol or drug use issue, please feel free to contact the Counseling Center at (423) 439-4841 or [http://www.etsu.edu/students/counseling/](http://www.etsu.edu/students/counseling/).

Drug and alcohol prevention programs will be reviewed during the 2015/2016 academic year to determine the effectiveness of each program and implement changes if they deemed necessary.

TOBACCO-FREE ETSU

ETSU has adopted a tobacco-free policy for campus. Smoking and all other tobacco usage is permitted inside private vehicles only. This applies to all University buildings and grounds and all ETSU-affiliated off-campus locations and clinics, any buildings owned, leased or rented by ETSU, and ETSU facilities located on the campus of the James H. Quillen Veterans Affairs Medical Center at Mountain Home. Tobacco means, but is not limited to, the personal use of any tobacco product, whether intended to be lit or not, which includes smoking tobacco or other substances that are lit and smoked, as well as the use of an electronic cigarette or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff, chewing tobacco; smokeless pouches; any form of loose-leaf, smokeless tobacco, and the use of unlit cigarettes, cigars, and pipe tobacco. Security patrols of the campus to administer the Tobacco Free ETSU Policy occur on a daily basis. Any student found in violation of the policy is referred to Student Conduct; faculty and staff members are referred to Human Resources.
Firearms and Weapons Policies

ETSU is committed to maintaining a safe a secure environment that supports the academic mission of the University. The possession of weapons by students, employees or visitors on campus is prohibited. The only exception to this policy is for authorized law enforcement officers or others, specifically authorized by the University. Failure to comply with the University weapons policy will result in disciplinary action against violators.

State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed $3,000 for carrying weapons on school property. Individuals who have obtained a permit to carry a concealed handgun are not excluded from this provision and may NOT carry or possess a handgun on campus.

The men and women of ETSU Public Safety prepare for complex situations by engaging in tactical response practice scenarios.
Definitions of Terms Used in this Report

The “C” designation indicates that term is a Clery-reportable offense and, as such, is included in the Crime Statistics charts.

*(For definitions of sexual violence terms in a statutory (policy) context, refer to the section entitled, “Addressing Sexual Misconduct.”)*

**Aggravated Assault (C):** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed).

**Arson (C):** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Burglary (C):** The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.


**Clery Geography:** Property for which the University is required to report crime statistics pursuant to the Clery Act (i.e., On-Campus buildings or property, Non-Campus buildings or property, and Public Property).

**Dating Violence (C):** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

**Domestic Violence (C):** A felony or misdemeanor crime of violence committed by: (1) a current or former spouse of the victim; (2) a person with whom the victim shares a child in common; (3) a person who is cohabitating with or has cohabitated with the victim as a spouse; (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies; or (5) 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.
Destruction/Damage/Vandalism of Property (except Arson) (C): To willfully or maliciously damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Disciplinary Referral: Those individuals referred to the University’s Office of Student Affairs for liquor law, drug law, and illegal weapons violations. The numbers include incidents that are reported via ETSU Public Safety incident reports and reports provided to Student Affairs from other members of the University community.

Drug Abuse Violations (C): Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs.

Hate Crime (C): A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s preformed negative opinion or attitude toward a group of persons based on their:

- **Disability**: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced aged or illness.

- **Ethnicity**: A preformed negative opinion or attitude toward a group of persons of the same ethnicity;

- **Gender**: A preformed negative opinion or attitude toward a group of persons because those persons are male or female;

- **Gender Identity**: A preformed negative opinion or attitude toward a group of persons because of their actual or perceived gender-related characteristics.

- **Race**: A preformed negative attitude toward a group of persons who possess common physical characteristics;

- **Religion**: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being;

- **Sexual Orientation**: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex;

- **National Origin**: A preformed negative opinion or attitude toward a group of persons who share the same national origin;
Intimidation (C): To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny – Theft (C): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Liquor Law Violations (C): The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities (Public Intoxication and driving under the influence are not included in this definition).

Motor Vehicle Theft (C): The theft or attempted theft of a motor vehicle. (Includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding).

Murder and Non-negligent Manslaughter (C): The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter (C): The killing of another person through gross negligence.

Non-Campus: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is being used in direct support of, or in relation to, the institution’s educational purposes, is frequented by students and is not within the same reasonably contiguous geographic area of the institution.

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the geographic area that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Robbery (C): The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
**Sex Offenses (C):** Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Rape:** The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

**Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sex Offenses – Non-Forcible (C):** Unlawful, non-forcible sexual intercourse. Includes only incest and statutory rape.

**Incest:** Non-forcible 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 statutory age of consent.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Stalking (C):** Ongoing conduct that could cause a reasonable person to fear for the safety of themselves or others, or suffer emotional distress (e.g., following, monitoring, threatening, communicating to or about the victim, or interfering with a victim’s property).
University, institution, or ETSU: East Tennessee State University.

Weapon Law Violations (C): The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

The Amphitheatre is beautifully lit with artificial and natural light during the holiday season.
Crime Statistics

These campus crime, arrest, and referral statistics include those reported to Public Safety, designated campus officials (including but not limited to directors, deans, department heads, designated staff, judicial affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include occurrences on public property that is adjacent to ETSU-owned or operated property. Additionally, a procedure is in place to anonymously capture crime statistics that are confidentially disclosed. For statistical purposes, crime statistics reported to any of the above sources are recorded in the calendar year in which the report was received. It should be noted that the crime statistics in this report include the number of persons who are charged with a violation of policy or law, not the number of persons who are found responsible for a violation of policy or law. ETSU may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” The number of unfounded incidents is clearly represented in ETSUs crime statistics.

CAMPUS SECURITY AUTHORITIES (CSA)

A notification of CSA status and written request for statistical information is made on an annual basis to all Campus Security Authorities. A designated CSA includes, but is not limited to University deans, directors, department heads, Residence Life staff, faculty advisors to student organizations, athletic staff, and counselors. Statistical information is requested from the Counseling Center, even though these professionals are not required by law to provide statistics for Annual Report.

The University continues to improve the process used to educate our Campus Security Authorities about their Clery responsibilities. CSAs are encouraged to utilize an online training module to remind them of the importance of reporting to Public Safety any crime incidents that they may receive. The module was recently updated to include the changes affected by the Violence of Women Act Reauthorization, as was the CSA Reporting Form. An electronic reporting function is also being developed to facilitate reporting incidents in a timely manner.
## CRIMINAL OFFENSES

### East Tennessee State University Main Campus (includes VA)

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<tr>
<th>Offense</th>
<th>Year</th>
<th>On-Campus Property</th>
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<th>Non-Campus Property</th>
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These statistics reflect only those offenses and areas required by the Jeanne Clery Disclosure of Campus Security Crimes Statistics Act. Incidents and arrests occurring in residential facilities are included in the on-campus totals and are not in addition to them.
## ARRESTS AND JUDICIAL REVIEW

### East Tennessee State University Main Campus (includes VA)

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>Residential Facilities</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
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<td>Illegal weapons possession arrests</td>
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These statistics reflect only those offenses and areas required by the Jeanne Clery Disclosure of Campus Security Crimes Statistics Act. Incidents and arrests occurring in residential facilities are included in the on-campus totals and are not in addition to them.

## BRANCH CAMPUSES

### East Tennessee State University Branch Campus Statistics for Years 2012-2014

<table>
<thead>
<tr>
<th>Branch Campus</th>
<th>Criminal Offenses</th>
<th>Arrests and Judicial Review</th>
<th>Hate Crimes</th>
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# Hate Crimes

East Tennessee State University Main Campus (includes VA)

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<th>Total</th>
<th>Race</th>
<th>Religion</th>
<th>Sexual orientation</th>
<th>Gender</th>
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<th>Disability</th>
<th>Ethnicity</th>
<th>National Origin</th>
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### Hate Crimes

**East Tennessee State University Main Campus (includes VA)**

<table>
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<th>Total</th>
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<th>Gender</th>
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Annual Fire Safety Report

East Tennessee State University publishes this fire safety report as part of its annual Clery Act compliance. This report contains information regarding the fire safety practices and standards for ETSU housing facilities. It also includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of property damage caused by a fire. ETSU maintains a fire log that includes information about residential facilities, including the nature, date, time and general location. This log is available for public inspection in the Office of Environmental Health and Safety (EHS) during the hours of 8am to 4:30pm, Monday through Friday.

ETSU Office of Environmental Health and Safety developed and implemented the Fire Protection & Life Safety Inspection Policy, 700.4, primarily to protect ETSU students, and employees, and to reduce potential large fire losses of ETSU properties. The policy recognizes that life safety is more than safe egress in dangerous situations. It includes inspection and testing requirements necessary to achieve an acceptable degree of life safety and outlines the safeguards to provide egress time and protection from fire exposure. Life safety from fire is accomplished through fire prevention and response training, installation and maintenance of fire protection systems, and periodic building inspections.

FIRE SAFETY EDUCATION

The University takes fire safety seriously and has established fire safety programs for students and employees living in on-campus housing. Fire evacuation plans have been developed for residence facilities which can be found on the inside of the door of each residence hall or apartment. Additionally, large Emergency Evacuation plaques mounted inside the main entrances of all ETSU buildings clearly communicate response procedures for visitors and other guests.

All Resident Directors and Resident Assistants are trained annually in the proper use of fire extinguishers, fire evacuation procedures and fire prevention practices. This includes hands-on training using a state-of-the-art fire simulator. Fire extinguisher training is available for students upon request. Resident directors and resident assistants are also trained fire safety policies.

Reports that a fire occurred in a Housing and Residence Life facility must be made for inclusion in the Annual Security and Fire Safety Report. Listed below are non-emergency numbers to call to report fires in Housing and Residence Life facilities that have already been extinguished.

- Housing and Residence Life (423) 439-4446
- Fire Protection Manager (Office of EHS) (423) 439-7785
FIRE SAFETY SYSTEMS IN RESIDENTIAL FACILITIES

All ETSU on-campus housing facilities provide automatic fire protection such as sprinkler, fire alarms, and standpipe systems. All systems are inspected annually by a maintenance contractor certified by the state fire marshal’s office. All fire hydrants on campus are flow-tested annually by the Johnson City Fire Department. Additionally, all residential facilities feature exit signs, emergency lighting and fire extinguishers.

University housing facilities are equipped with automatic fire detection and alarm systems and are connected to ETSU Public Safety and monitored by dispatch staff. Fire drills are conducted three times each semester in every on-campus housing facility, excluding apartment buildings. Fire drills are documented and annually assessed for effectiveness by Environmental Health and Safety personnel. Additionally, buildings are equipped with a variety of features that are designed to detect, stop, and/or suppress the spread of a fire. A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls are designed to stand up to fire longer than those of an individual room. It is a violation of University policy for residents to prop open a fire door, or to obstruct sprinkler heads or smoke detectors.
PORTABLE ELECTRICAL APPLIANCES

The electrical system in the residence halls is not designed to carry heavy loads of electrical equipment. Students are required to be responsible in their use of appliances/electronics which includes proper and judicious use of multi-outlet strips and surge protectors. Extension cords are not permitted. All electrical equipment must be UL listed. Residents living in apartments may bring toasters, toaster ovens, and electric skillets because they have a full kitchen at their disposal which is wired to handle those types of appliances.

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<thead>
<tr>
<th>Acceptable Appliances</th>
<th>Prohibited Appliances and Items</th>
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</thead>
<tbody>
<tr>
<td>• Appliances with closed coil elements (coffee pots, hot pots, and hot air poppers)</td>
<td>• Appliances with exposed heating elements (toasters, toaster ovens, broilers, hot plates, etc.)</td>
</tr>
<tr>
<td>• Computers</td>
<td>• Appliances that are damages (frayed cords, bent plugs, broken safety handles/legs, etc.)</td>
</tr>
<tr>
<td>• Fans</td>
<td>• Electronic skillets</td>
</tr>
<tr>
<td>• Hair dryers</td>
<td>• Fog machines</td>
</tr>
<tr>
<td>• Irons for clothing (with self-shut-off preferred)</td>
<td>• Halogen lamps/lights</td>
</tr>
<tr>
<td>• Lamps (excluding halogen lights)</td>
<td>• Sun lamps</td>
</tr>
<tr>
<td>• Mini refrigerators (no larger than 4.2 cubic ft.)</td>
<td>• Incense</td>
</tr>
<tr>
<td>• Microwaves (up to 700-800 watts)</td>
<td>• Liquid fuel</td>
</tr>
<tr>
<td>• Stereos and other audio equipment</td>
<td>• Heating appliances</td>
</tr>
<tr>
<td>• TVs and other audio visual equipment</td>
<td>• Air-conditioners</td>
</tr>
<tr>
<td></td>
<td>• Outside antennas</td>
</tr>
<tr>
<td></td>
<td>• Room deodorizers</td>
</tr>
<tr>
<td></td>
<td>• Electric candle warmers</td>
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</tbody>
</table>

SMOKING

ETSU is a tobacco free campus. Smoking and all other tobacco usage is permitted inside private vehicles only. This applies to all University buildings and grounds and all ETSU-affiliated off-campus locations and clinics, any buildings owned, leased, or rented by ETSU, and ETSU facilities located on the campus of the James H. Quillen Veterans Affairs Medical Center at Mountain Home. Tobacco means, but is not limited to, the personal use of any tobacco product, whether intended to be lit or not, which includes smoking tobacco or other substances that are lit and smoked, as we as the use of an electronic cigarette, or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff, chewing tobacco, smokeless pouches, loose-leaf tobacco, and the use of unlit cigarettes, cigars, and pipe tobacco.
OPEN FLAMES, FIREWORKS, EXPLOSIVES AND FLAMMABLE MATERIALS

Any item with an open flame or that burns (candles, incense, Sterno stoves, alcohol burners, etc.) is prohibited inside ETSU housing facilities. Fireworks of any type are prohibited and may not be kept in rooms, suites, or apartments. Explosives of any kind, or equipment or material intended to be used in making explosives, are not allowed. Hazardous chemicals or flammable liquids are also prohibited, including gasoline, paint thinner, oil lamps, propane tanks or gas cylinders for grills, and camping equipment.

IN THE EVENT OF A FIRE

A fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. If a fire occurs in any ETSU building, community members are instructed to immediately activate the nearest manual pull station which will notify Public Safety. When safe, members call Public Safety at x4480 on a University phone or (423) 439-4480 on a non-University phone, and provide as much information as possible about the location, date, time, and cause of the fire. Public Safety will initiate a response, investigate and contact the fire department, as needed.

Fire alarms alert ETSU community members of potential hazards; community members are required to follow the warning and evacuate the building immediately upon hearing a fire alarm. It is essential that the fire lanes be clear of vehicles and obstructions at all times so that emergency responders have access to facilities. Vehicles in violation are cited and subject to towing at the owner’s expense.

Individuals who observe a live fire must:

- Notify Public Safety immediately by calling 9-1-1 or (423) 439-4480.
- Go to the nearest stairwell or exit door and leave the building immediately.
- Pull the fire alarm while leaving the building.
- Not use the elevators.
- Assist disabled persons out of the building. If they are unable to assist the person out of the building, he or she should be directed to the nearest stairwell landing to await the arrival of emergency personnel. Notify ETSU Public Safety and the Johnson City Fire Department upon their arrival as to the location of the individual.

If a member of the ETSU community finds evidence of a fire that has been extinguished, and the person is not sure whether Public Safety has already responded, the community member should immediately notify Public Safety to investigate and document the incident. Branch campus residents should report active fires to the local jurisdictional authority by calling 9-1-1, and should contact EHS or Residence Life to report extinguished fires.
EMERGENCY EVACUATION (INCLUDING FIRE EVACUATION)

When an emergency evacuation is ordered or when audio or visual alarms are activated, all residents are trained to evacuate the premises immediately and proceed to a designated assembly area or where directed by emergency personnel or housing staff. Housing and Residence Life staff members assist in the basic evacuation of the facility and will help to coordinate re-entry into the building. Residents who fail to evacuate a building or take an excessive length of time to exit the building are subject to University disciplinary action. For more information, see ETSU Housing policies. In the event of fire or other emergency, call 9-1-1.

FIRE PROTECTION SYSTEM COMPONENTS

Sprinkler Systems: All residential facilities are protected by sprinkler systems, which are monitored 24 hours a day by ETSU Public Safety or a certified monitoring agency. Emergency services are dispatched when a sprinkler system activates or a water control valve shutdown occurs. All of ETSU’s sprinkler systems are inspected annually by a state certified sprinkler inspection company and maintained in accordance with National Fire Protection Association (NFPA) Standard 25. Students are reminded not to hang any items from sprinkler heads or sprinkler piping.

Fire Alarm Systems: Fire detection systems have been installed in all of ETSU’s residential facilities. These systems are composed of smoke detectors in every sleeping room, corridor, storage closet, and mechanical/electrical room. Duct detectors have been installed in air handling units to detect smoke and shutdown the movement of air. Manual pull stations have been installed at every exit to provide a means to notify building occupants of a fire and generate an emergency fire department response. All fire alarm systems are monitored 24/7 by ETSU Public Safety, with the exception of the Sevier County Center, which is monitored by Affiliated Monitoring in Union, New Jersey. These systems are inspected annually by ETSU staff who are certified to conduct inspection, testing, and maintenance of fire alarm systems. Students should report any fire to Public Safety by dialing 9-1-1 from a campus phone or (423) 439-4480 from their cell phone.

Standpipe Systems: Standpipe systems are designed to provide a pre-piped water system for hose lines in strategically placed locations inside a building or structure for use by fire department personnel. Standpipe systems have been installed in many of ETSU’s residential facilities, as indicated in the Fire Protection Systems table.

Fire Extinguishers: Fire extinguishers have been installed in every residential facility in accordance with NFPA 10. Fire extinguishers are inspected every 30 days by residence life staff to ensure they are unobstructed and that the pressure gauge is in the operable range. A state certified fire extinguisher inspection company inspects every fire extinguisher annually, installs a new date tag, and conducts any needed repairs and maintenance.
### FIRE PROTECTION SYSTEMS

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<th>Residential Facility</th>
<th>Sprinkler</th>
<th>Fire Alarm</th>
<th>Extinguishers</th>
<th>Standpipe</th>
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<td>Number of Injuries that Required Treatment at a Medical Facility</td>
<td>Number of Deaths Related to a Fire</td>
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