

EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
AUDIT COMMITTEE  
FEBRUARY 2023 MEETING

11:30 a.m. - 12:30 p.m. EST  
Friday  
February 17, 2023

East Tennessee Room  
D.P. Culp Student Center  
412 J.L. Seehorn Road  
Johnson City, TN

**COMMITTEE MEMBERS**

Melissa Steagall-Jones, Committee Chair  
Dorothy Grisham  
Dr. Linda Latimer  
Ron Ramsey

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**AGENDA**

- I. Call to Order
- II. Roll Call
- III. [Approval of the Committee Minutes from November 18, 2022](#)
- IV. [Action Item: Revisions to the FY 2022-2023 Audit Plan – Lewis \(2 minutes\)](#)
- V. [Audits and Investigations Performed November 2022 through January 2023 – Lewis \(10 minutes\)](#)
  - A. [Executive Level Audit](#)
  - B. [Memorandum on Investigations](#)
  - C. [Completed Audit Heat Map](#)
- VI. [Recommendation Log Status as of January 31, 2023 – Lewis \(2 minutes\)](#)
- VII. [Annual Public Safety and Clery Report Update – Ross \(15 minutes\)](#)
- VIII. Other Business
- IX. Executive Session to Discuss Active Audits and Enterprise Risk Management
- X. Adjournment

EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES

ACTION ITEM

DATE: February 17, 2023

ITEM: Approval of the Minutes of November 18, 2022

COMMITTEE: Audit Committee

RECOMMENDED ACTION: Approve

PRESENTED BY: Rebecca A. Lewis, CPA  
Chief Audit Executive

The minutes of the November 18, 2022 meeting of the Audit Committee are included in the meeting materials.

**MOTION: I move that the Board of Trustees adopt the resolution, approving the minutes as outlined in the meeting materials.**

**RESOLVED: The reading of the minutes of the November 18, 2022 meeting of the Audit Committee is omitted, and the minutes are approved as presented in the meeting materials, provided that the Secretary is authorized to make any necessary edits to correct spelling errors, grammatical errors, format errors, or other technical errors subsequently identified.**

EAST TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES  
AUDIT COMMITTEE

MINUTES

November 18, 2022  
Johnson City, Tennessee

The East Tennessee State University Board of Trustees' Audit Committee met on Friday, November 18, 2022, at 10:45 a.m. in the East Tennessee Room of the D.P. Culp Student Center.

**I. Call to Order**

Committee Chair Melissa Steagall-Jones called the meeting to order at 10:45 a.m.

**II. Roll Call**

Board Secretary Dr. Adam Green led the roll call and confirmed to the Committee Chair that a quorum was present.

Committee members present were:

Committee Chair Melissa Steagall-Jones  
Trustee Dorothy Grisham  
Trustee Dr. Linda Latimer  
Trustee Ron Ramsey

**III. Approval of the Audit Committee Minutes from September 16, 2022**

The minutes from the September 16, 2022, meeting of the Audit Committee were approved as submitted with Trustee Ramsey making the motion and Trustee Grisham seconding the motion. The motion passed unanimously.

**IV. Review of the Audit Committee Responsibilities**

Staff provided the annual overview of the Audit Committee's responsibilities as outlined in the meeting materials. The document's content is derived from State Law, State Audit Requirements, the Audit Committee Charter, and/or the Internal Audit Policy. These requirements are used to determine the agenda of each audit committee, including such things as audit plans and reports, fraud, waste, and abuse responsibilities, and the department's Quality Assurance and Improvement Program.

**V. Action Item: Revisions to the FY 2022-2023 Audit Plan**

Ms. Lewis reported that Internal Audit had received two concerns of possible fraud, waste, or abuse and asked the committee for approval to add these to the 2022-23 audit plan. The revisions to the Audit Plan for 2022-23 were approved as submitted with Trustee Ramsey making the motion and Board Chair Latimer seconding the motion. The motion passed unanimously.

**VI. Audits and Investigations Performed September 2022 through October 2022**

An overview of the audits completed from September 1, 2022, through October 31, 2022, was presented to the committee. Three audits were completed during this period, and a summary was included in the meeting materials along with a heat map of completed audits including:

- Follow-up to the Financial Statement Audit – The Department of Internal Audit has performed a follow-up of the Tennessee Comptroller of the Treasury Financial Statement Audit findings and recommendations contained in the audit report of June 30, 2021. The follow-up was conducted under the authority delegated in East Tennessee State University’s Internal Audit Policy. The audit objective was to determine whether adequate corrective actions have been implemented to comply with State Audit’s recommendations.
- President’s Expenses – An audit of the President’s expenses was conducted in compliance with Tennessee Code Annotated, Title 49, Chapters 7 and 14. TCA requires an annual financial audit of the Office of the President. The objectives were to determine compliance with state statutes and institutional policies regarding expenses and to identify and report all expenses made by, at the direction of, or for the benefit of the President regardless of the funding source.
- Research Development Committee Grants – An audit of East Tennessee State University’s Research Development Committee (RDC) Grants was conducted by Internal Audit personnel. The audit was requested based on issues discovered in a previous investigation. The audit also serves as the follow-up to that investigation.

**VII. Recommendation Log Status as of October 31, 2022**

Ms. Lewis reported that her office continues to perform follow-up reviews to ensure that prior recommendations have been addressed. A status of prior audit recommendations as of October 31, 2022, was included in the agenda materials.

**VIII. Quality Assurance and Improvement Program**

As reported by staff, state law requires Internal Audit to have an active quality assurance and improvement program, which includes periodic self-assessment and external assessments. The assessment aims to determine whether the internal audit function follows the International Professional Practices Framework's (IPPF) mandatory guidance. The Audit committee previously recommended that the audit be completed using the self-assessment with independent validation option. As a follow-up, staff worked with the Committee Chair Stegall-Jones to select the following QAR team members:

- Lead – Doug Horr, Associate Vice Chancellor – Audit, Risk, and Compliance, Vanderbilt University
- Member – Kayla Faulkner, Assistant Director – Internal Audit, Virginia Community College System
- Member – Brian Daniels, Chief Audit and Compliance Officer, University of Tennessee
- Alternate: Amy Wilegus, Director – West Tennessee Audit, University of Tennessee

The review and report will be completed during the 2023 calendar year.

#### **IX. Other Business**

No other business was brought before the committee.

#### **X. Executive Session to Discuss Active Audits and Enterprise Risk Management**

At the request of the Committee Chair, the Audit Committee adjourned to Executive Session to discuss active audits and enterprise risk management.

#### **XI. Adjournment**

The meeting was adjourned at the conclusion of the Executive Session.

EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES

ACTION ITEM

DATE: February 17, 2023  
ITEM: Revisions to the FY 2022-2023 Audit Plan  
COMMITTEE: Audit Committee  
RECOMMENDED ACTION: Approve  
PRESENTED BY: Rebecca A. Lewis, CPA  
Chief Audit Executive

Ms. Lewis will provide a listing of additions and deletions to the fiscal year 2022-2023 audit plan since the last meeting.

**Additions**

FWA 23-04 – Internal Audit received a possible fraud, waste, or abuse concern. This will be investigated by audit and/or assigned to the appropriate authority.

FWA 23-05 – Internal Audit received a possible fraud, waste, or abuse concern. This will be investigated by audit and/or assigned to the appropriate authority.

Tennessee Tech Quality Assurance Peer Review – Martha Winegar, Associate Director of Internal Audit, was selected as a peer review team member.

**MOTION: I move that the Audit Committee recommend adoption of the following resolution by the Board of Trustees:**

**RESOLVED: The revisions to the Audit Plan for 2022-2023 are approved as presented in the meeting materials.**

EAST TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: February 17, 2023

ITEM: Audits and Investigations Performed November 2022 through January 2023

COMMITTEE: Audit Committee

PRESENTED BY: Rebecca A. Lewis, CPA  
Chief Audit Executive

Ms. Lewis will provide an overview of the audits completed during the period November 1, 2022 to January 31, 2023.

**Audits**

- Executive Level Audit – An audit of East Tennessee State University’s Chief Financial Officer (CFO) for Intercollegiate Athletics was conducted by Internal Audit personnel in accordance with the Annual Audit Plan. At the request of administration, the Office of Internal Audit will conduct an audit of a randomly selected executive level administrator annually. The expenditures reviewed were those under the direct control of the former CFO.

**Investigations**

- Athletic Ticket Office Petty Cash Loss (23-03) – A review was conducted by Internal Audit staff related to a theft that occurred from a safe within the Intercollegiate Athletics Ticket Office. The objectives were to obtain information regarding the theft, assess the possibility of employee misfeasance, evaluate the adequacy of internal controls over safeguarding university assets, and make recommendations to improve deficiencies. The criminal investigation of the theft was conducted by ETSU Public Safety.
- College of Nursing Investigation (23-04) – Due to concerns associated with flu testing, an investigative review of selected nurse-managed practice sites established by ETSU’s College of Nursing (CoN) was conducted by Internal Audit. This audit focused on the practices surrounding personal use of flu test kits.

**East Tennessee State University  
Executive Level Expenditures  
Chief Financial Officer / Athletics  
7/1/2020 – 3/31/2022  
Executive Summary**

<b>Key Staff Person:</b> Chief Financial Officer for Athletics	<b>Auditor:</b> Internal Audit Staff Member
<p><b>Introduction</b></p> <p>An audit of East Tennessee State University’s Chief Financial Officer (CFO) for Intercollegiate Athletics was conducted by Internal Audit personnel in accordance with the Annual Audit Plan. At the request of administration, the Office of Internal Audit will conduct an audit of a randomly selected executive level administrator annually. The expenditures reviewed were those under the direct control of the former CFO for Athletics.</p>	
<p><b>Objectives</b></p> <ol style="list-style-type: none"> <li>1. To evaluate the adequacy of the internal controls.</li> <li>2. To determine compliance with university policies/procedures and applicable federal regulations.</li> <li>3. To make recommendations for correcting deficiencies or improving operations.</li> </ol>	
<b>Total Questioned Costs/Losses:</b> None	<b>Total Recoveries:</b> N/A
<p><b>Conclusions</b></p> <p>Operational and travel expenditures paid from the accounts under the direct control of the former Athletics’ Chief Financial Officer were reviewed and tested for compliance with university policies and procedures. The items tested included all payments made to the former Chief Financial Officer as well as other travel, meals/entertainment, procard transactions, and miscellaneous operating expenses. There were no findings as a result of this audit.</p> <p>Based on the testing performed it appears that the expenditures under the control of the former Chief Financial Officer comply, in all material respects, with applicable policies and procedures. The objectives of the audit were met.</p>	



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# EAST TENNESSEE STATE UNIVERSITY

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Department of Internal Audit  
Box 70566  
Johnson City, TN 37614-1707  
Telephone: 423/439-6155

## MEMORANDUM

**TO:** ETSU Board of Trustees' Audit Committee

**FROM:** Becky Lewis, Chief Audit Executive *B Lewis*

**SUBJECT:** Completed Investigations – November 1, 2022 to January 31, 2023

**DATE:** February 17, 2023

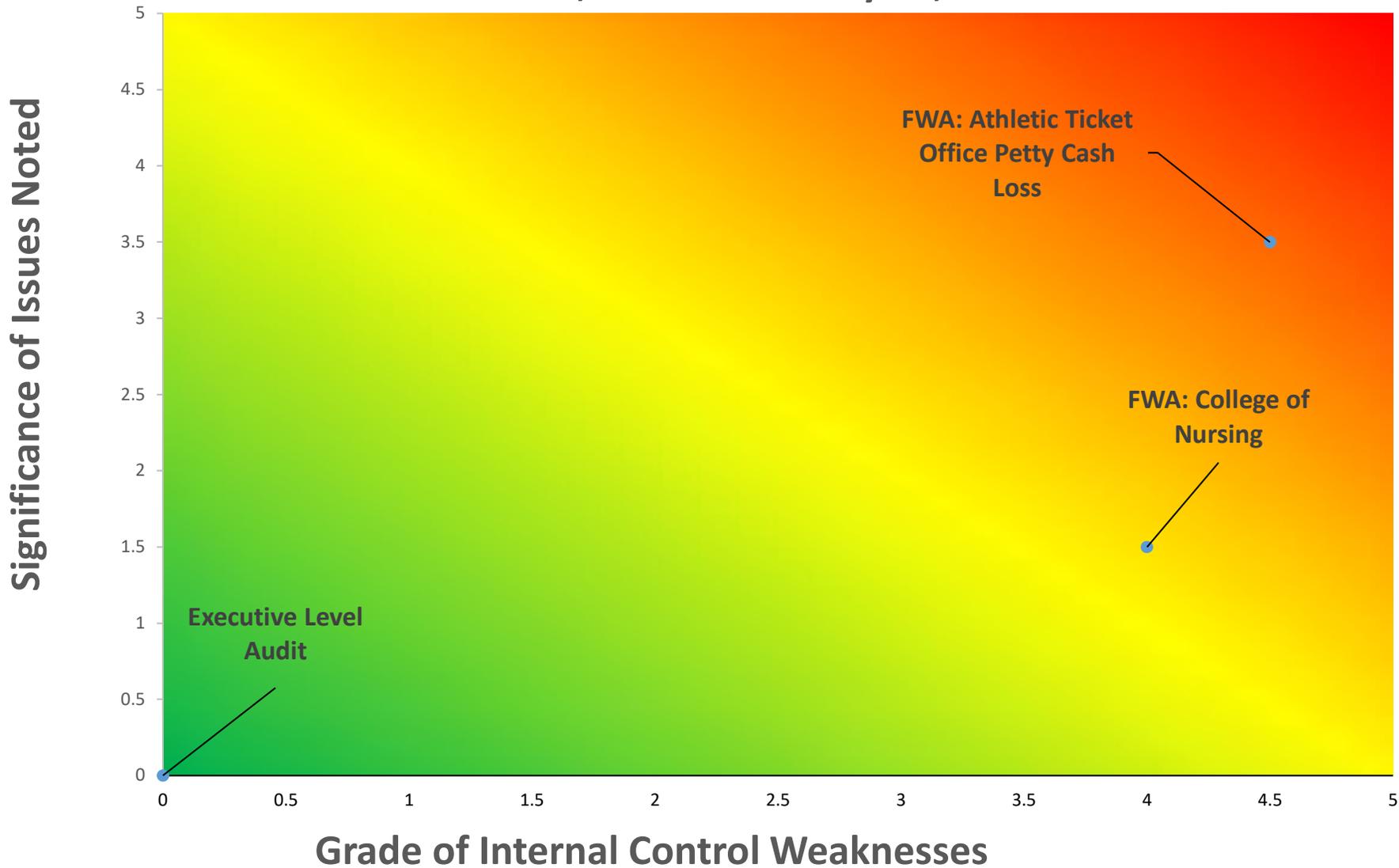
Below is a summary of the investigations completed between November 1, 2022 and January 31, 2023.

***Athletic Ticket Office Petty Cash Loss (FWA 23-03):*** Based on the investigation performed by Internal Audit and Public Safety, \$2,000 was stolen from the safe in the Athletic Ticket Office. Internal Audit identified several controls weaknesses which have been or will be addressed by the department. A suspect, who is not a university employee, was identified by Public Safety. Based on police records, this individual confessed to stealing the funds. Public Safety is handling all criminal aspects of the case.

***College of Nursing Investigation (FWA 23-04):*** The investigation revealed inconsistency exists among employees seeking treatment at a nurse-managed practice site. Proper procedures need to be developed, approved, and implemented regarding employees and their family members seeking treatment.

# Heat Map of Completed Audits

from November 1, 2022 to January 31, 2023



EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: February 17, 2023

ITEM: Recommendation Log Status as of January 31, 2023

COMMITTEE: Audit Committee

PRESENTED BY: Rebecca A. Lewis, CPA  
Chief Audit Executive

Audit reports often contain recommendations to improve internal controls or procedures. For each recommendation, management must respond with a corrective action plan. A follow-up review of these corrective action plans is later performed by Internal Audit. A log is maintained to track the status of prior audit recommendations and is communicated to the Board of Trustees' Audit Committee each meeting.

East Tennessee State University		
Internal Audit Recommendation Log as of January 31, 2023		
Area	Recommendation	Status
Off Campus Domestic & International Programs	Controls over Off Campus Domestic & International Programs needs improvement	Green
Internal Medicine	Current policies and procedures over grants need to be reviewed and strengthened within various academic departments, the Office of Research and Sponsored Programs, and Grant Accounting	Green
Dependent/Spouse Tuition Discount	Procedures related to dependent/spouse tuition discounts needs improvement	Green
Human Patient Simulation Laboratory	Procedures related to conflict of interest need improvement	Green
Health Services	Internal controls over the handling and safeguarding of petty cash needs improvement	Green
College of Nursing	Polices and procedures related to workload and overload pay need improvement	Green
Center of Excellence in STEM Education	Departmental controls over travel need improvement	Green
	Departmental controls over business meal expenditures need improvement	Green
Men's Basketball Expenditures	Departmental controls over travel need improvement	Green
Men's Basketball	Departmental controls over meal signature forms need improvement	Green
Procard System	Controls over procard purchahses need improvement	Green
Access ETSU	Controls over fundraising events need improvement	Green
RDC Grants	Controls over RDC Grant compliance need improvement	Green
Athletic Ticket Office	Internal controls over the handling and safeguarding of petty cash needs improvement.	Green
College of Nursing Health Clinics	Policies and procedures related to employees and the family members seeking treatment at a health clinic need improvement	Green

**Legend:**

Actions completed since previous Audit Committee Meeting

Blue

Actions are progressing in a timely fashion or not yet due

Green

Actions are slightly overdue

Yellow

Actions are significantly overdue

Red

EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: February 17, 2023

ITEM: Annual Public Safety and Clery Report Update

COMMITTEE: Audit Committee

PRESENTED BY: Jeremy Ross  
Chief Operating Officer

Staff will provide an overview of East Tennessee State University’s 2022 Annual Security & Fire Safety Report—a report published in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The public report includes specific security practices and resources that are available for the campus community to utilize in order to reduce the risk of becoming the victim of a crime. The full report is attached to this agenda item.

# 2022 Annual Security and Fire Safety Report



EAST TENNESSEE STATE  
UNIVERSITY

DEPARTMENT OF  
Public Safety

## 2022 Annual Security and Fire Safety Report

Crime and Fire Statistics for 2019, 2020, and 2021

Includes information on the main Johnson City/VA site, as well as Off Campus Instructional Sites located at Kingsport Allandale, Kingsport Downtown, Sevierville, Valleybrook, Nave Center, Chattanooga, and Abingdon, Va.

# 2022 Annual Security and Fire Safety Report

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# 2022 Annual Security and Fire Safety Report

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## Preparing the Annual Disclosure of Crime Statistics

East Tennessee State University (ETSU) publicizes crime statistics annually in the Annual Security & Fire Safety Report in accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*.

The report also explains specific security practices and resources that are available for the campus community to utilize in order to reduce the risk of becoming the victim of a crime. This report was prepared by the Office of University Compliance in coordination with Public Safety. However, the information herein is the product of a university-wide collaboration as well as cooperation from local law enforcement authorities in each jurisdiction. This work is representative of the importance the University places on providing a safe place to live, work, study, and conduct research.

The statistics in this report come from several different sources including Public Safety crime reports, Student Life and Enrollment disciplinary records, Housing and Residence Life disciplinary records, Campus Security Authorities, the Office of University Compliance, as well as crime statistics from each of the jurisdictional authorities regarding crime occurring on or near those properties. Non-campus statistics are collected from local police.

The Department of Public Safety sends a notification to every student and employee on an annual basis regarding the availability of the report. The notification 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 and can also be printed in its entirety as a .pdf document. You may request a free paper copy to be mailed to you by contacting Public Safety.

**Additionally**, the ETSU Department of Public Safety 60-day Crime and Fire log can be accessed online at: [www.etsu.edu/dps](http://www.etsu.edu/dps) [Crime and Fire Log](#)

Questions regarding the information contained in the report can be directed to:

Department of Public Safety  
East Tennessee State University  
Parking Garage 2<sup>nd</sup> Floor  
1043 Jack Vest Drive  
Campus Box 70646  
Johnson City, TN 37614  
Phone: (423) 439-4480  
Email: [bucprevention@etsu.edu](mailto:bucprevention@etsu.edu)

## A Message from the Department of Public Safety

### *Welcome to East Tennessee State University*

The East Tennessee State University (ETSU) Department of Public Safety (DPS) thanks you for taking the time to read the 2022 Annual Security & Fire Safety Report (ASFSR) that is published each fall in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*. Within these pages is a wealth of information regarding safety and security at ETSU that includes three years of crime statistics, information on available safety resources and programming, and the annual fire safety report. The ASFSR also contains descriptions of prevention and education programs and policies addressing alcohol and other drug use, campus safety, sexual misconduct, relationship violence, and stalking, among others. We hope you will take time to familiarize yourself with the extensive security resources and programming ETSU provides and utilize the assets that are available to you.

The goal of our institution is to be transparent by providing our community and the public with accurate information so individuals may make informed decisions about their personal safety with regard to life at ETSU. This document serves as a means of clearly and directly communicating information about the safety and security within our campus communities.

The ETSU Department of Public Safety (DPS) is committed to providing safety and security for our University community and property, enabling the pursuit of academic and professional goals. We achieve our mission by working closely with University partners in academic and administrative units, as well as with local, state, and federal law enforcement agencies. Our positive collaborative relationships are integral to protecting our ETSU community. ETSU DPS operates through a Memorandum of Understanding with the Veteran Affairs Police Department and the Johnson City Police Department.

The department is comprised of 21 Police, 6 full-time and 1 part-time Dispatcher, and 3 Security Guard positions. All officers are sworn law enforcement professionals and receive annual training to maintain their state certification. All members of ETSU strive to do their job in a fair and equitable manner. At ETSU DPS we embrace Excellence, Professionalism, Integrity, and Community as our core values. The Department of Public Safety maintains the campus crime log and it is available by request at DPS headquarters located on the second floor of the Welcome Center parking garage.

As always, Public Safety officers welcome the opportunity to answer any questions about campus security. Teamwork is critical to providing the most accurate and timely information to the campus community. We encourage you to continue to speak up if something seems wrong or unusual – if you see something, say something.

# 2022 Annual Security and Fire Safety Report



Although security is everyone’s responsibility, your personal safety is a priority at East Tennessee State University. Maintaining a safe place to live, work and learn requires a dedicated partnership and sincere cooperation between the members of the ETSU community. We encourage you to visit our Staying Safe on Campus website which is a clearinghouse for all safety-related information [www.etsu.edu/safety/](http://www.etsu.edu/safety/). Please

contact us at (423) 439-6900 if you have any questions or concerns.



## 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, an extraordinary library, state-of-the-art residence halls, and athletic facilities, and even an observatory and an outdoor amphitheater. In addition to the main campus, ETSU has facilities on the Veterans (VA) campus just across the street, Off Campus Instructional Sites in Kingsport, Elizabethton, Sevierville, Chattanooga, 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 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 undergraduate, graduate, and doctoral degree programs, as well as honors experiences available to a broad spectrum of students in all fields of study.



*East Tennessee State University is an AA/EEO employer and does not discriminate on the basis of race, color, ethnicity, national origin, sex, sexual orientation, gender identity, gender expression, religion, age, disability, veteran's status, genetic information, or any other protected class. The following person has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator and may be contacted at 309 Burgin Dosssett Hall, Johnson City, TN 37614, (423) 439-8545, [compliance@etsu.edu](mailto:compliance@etsu.edu) or via the web at [www.etsu.edu/universitycounsel/compliance/](http://www.etsu.edu/universitycounsel/compliance/). The Title IX Coordinator is designated to monitor and oversee Title IX complaints and compliance.*

## 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 a Chief of Police with a force of twenty-one officers and six dispatchers that 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 THE 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 Tennessee state law. As such, Public Safety Officers have all the police powers necessary to enforce all state laws, as well as rules and regulations of the University up to and including arrest. Public Safety Officers may exercise their authority on all property or facilities owned, leased, or operated by the University, including any public roads or rights of way which are contiguous to or within the perimeter of such facilities or properties.

Security guards are also utilized by the University to support Public Safety at Buc Ridge apartments, Off Campus Instructional Sites, special events, sporting events, and other occasions as needed throughout the year. Security guards are not sworn police officers and lack arrest authority; however, they work directly with Public Safety to identify criminal, medical, and University policy issues.

### 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 Off Campus

# 2022 Annual Security and Fire Safety Report

Instructional Sites are under the jurisdiction of other local municipalities and a cooperative relationship is maintained in all cases.

A memorandum of understanding between the VAPD 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 all instances of criminally reported allegations of rape and medically unattended deaths occurring on ETSU-owned or -controlled property and joint investigation occurs in those cases.

## CRIMES INVOLVING STUDENT ORGANIZATIONS AT OFF-CAMPUS LOCATIONS

ETSU Public Safety does not routinely provide law enforcement services to off-campus locations of student organizations officially recognized by the institution. Criminal activity by students at off-campus locations is monitored and recorded by local police agencies. 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 at off-campus locations. 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 Life and Enrollment, the Office of University Compliance, Human Resources, or other internal parties 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.

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## OTHER JURISDICTIONAL AUTHORITIES

Off Campus Instructional Site	Police Contact Information
<b>Kingsport at Allandale Campus</b>	Kingsport Police Department 200 Shelby Street Kingsport, TN 37660 (423) 229-9300
<b>Kingsport Downtown Campus (Kingsport Center for Higher Education)</b>	Northeast State Police Department Northeast State Community College 2425 Highway 75 Blountville TN 37617 (423) 323-0255
<b>Nave Center in Elizabethton</b>	Elizabethton Police Department 525 East F Street Elizabethton, TN 37643 (423) 542-4141
<b>ETSU at Sevierville</b>	Sevierville Police Department 300 Gary Wade Boulevard Sevierville, TN 37862 (865) 453-5506
<b>Valleybrook Campus</b>	Washington County Sheriff Office 112 W Jackson Blvd Jonesborough, TN 37659 (423) 788-1414
<b>Southwest Virginia Higher Education Center</b>	Abingdon Police Department 425 W. Main Street, Abingdon, VA 24210 (276) 628-3111
<b>ETSU BlueSky Tennessee Institute</b>	Chattanooga Police Department 3410 Amnicola Hwy. Chattanooga, TN 37406 (423) 643-5000

## ETSU Off Campus Instructional Sites

In addition to the Main/VA campus ETSU has seven Off-Campus Instructional Sites, listed below. For the purpose of the Clery Act requirements, an additional location is an Off Campus Instructional Site 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 institutional policies, crime monitoring, emergency response, and access are the same for the Off Campus Instructional Sites as they are for the main campus, except where otherwise noted. Regardless of location, confidential non-emergency assistance for victims of sexual violence is available 24 hours a day, 7 days a week by calling the ETSU Counseling Center helpline Bucs Press 2 at (423) 439-4841, option 2.

### KINGSPORT AT ALLANDALE

Kingsport at Allandale campus is located at 1501 University Blvd, Kingsport, TN 37660. This facility is open to the public. 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. There are no reportable crimes or hate crimes from 2019 through 2021 for this location.

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 Kingsport at Allandale should be directed to ETSU Public Safety by emailing [bucprevention@etsu.edu](mailto:bucprevention@etsu.edu) or by calling (423) 439-4480.

### KINGSPORT DOWNTOWN – KINGSPORT CENTER FOR HIGHER EDUCATION

The Kingsport Center for Higher Education (KCHE) is a 54,000 square-foot facility administered by Northeast State Community College. KCHE consists of four institutions: Lincoln Memorial University, East Tennessee State University, and Northeast State Community College. The agencies providing law enforcement services to this campus are the Northeast State Community College Campus Police (primary) and the Kingsport Police Department (secondary - including public property surrounding this facility).

Northeast State Community College Campus Police Department is located at 2425 TN-75, Blountville, TN 37617, phone number (423) 323-0255. The Kingsport Police Department is located at 200 Shelby St., Kingsport, TN 37660, phone number (423) 229-9300. There are no reportable crimes or hate crimes for 2019 through 2021 for this location.

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Crimes and other emergencies at this location should be reported to the Northeast State Campus Police or Kingsport Police Department. Comments, concerns, or questions about security at Kingsport Downtown – Kingsport Center for Higher Education should be directed to ETSU Public Safety by emailing [bucprevention@etsu.edu](mailto:bucprevention@etsu.edu) or by calling (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. 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. There are 2 reportable crimes and 0 hate crimes from 2019 through 2021 for this location.

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 Nave Center - Elizabethton should be directed to ETSU Public Safety by emailing [bucprevention@etsu.edu](mailto:bucprevention@etsu.edu) or by calling (423) 439-4480.

## ETSU AT SEVIERVILLE

The ETSU Sevierville facility opened fall 2016 and is located at 2025 Red Bank Road, Sevierville, TN 37862. This campus offers junior and senior level courses required to complete degrees in various programs of study. There are no reportable crimes or hate crimes for this location from 2019 through 2021 for this location.

The agency providing law enforcement services to the ETSU at Sevierville, and public property surrounding these facilities, 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 ETSU at Sevierville should be directed to ETSU Public Safety by emailing [bucprevention@etsu.edu](mailto:bucprevention@etsu.edu) or by calling (423) 439-4480.

## VALLEYBROOK

The Valleybrook campus is located at 122 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. The agency providing law enforcement services to the Valleybrook campus and public property surrounding this facility is the Washington County Sheriff Office, located at 112 W Jackson Blvd, Jonesborough, TN 37659, phone number (423) 788-1414. There are no reportable crimes or hate crimes from 2019 through 2021 for this location.

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Crimes and other emergencies at this location should be reported to the Washington County Sheriff Office by dialing 9-1-1. Comments, concerns, or questions about security at Valleybrook should be directed to ETSU Public Safety by emailing [bucprevention@etsu.edu](mailto:bucprevention@etsu.edu) or by calling (423) 439-4480.

### **SOUTHWEST VIRGINIA HIGHER EDUCATION CENTER – ABINGDON, VA**

The Southwest Virginia Higher Education Center is a multi-college and university institution of higher education located at One Partnership Circle, Abingdon, Virginia 24212. The site includes shared spaces totaling approximately 100,000 square feet of classrooms, conference areas, labs, and administrative space. The agency providing law enforcement services to the SVHEC campus and public property surrounding this facility is the Abingdon Police Department, located at 425 W. Main Street, Abingdon, VA 24210, phone number (276) 628-3111. There are no reportable crimes or hate crimes for 2019 through 2021 for this location.

Crimes and other emergencies at this location should be reported to the Abingdon Police Department by dialing 9-1-1. Comments, concerns, or questions about security at Southwest Virginia Higher Education Center should be directed to ETSU Public Safety by emailing [bucprevention@etsu.edu](mailto:bucprevention@etsu.edu) or by calling (423) 439-4480.

### **ETSU BLUESKY TENNESSEE INSTITUTE\* – CHATTANOOGA. TN**

The ETSU BlueSky Tennessee Institute is an ETSU led education program conducted in collaboration with BlueCross BlueShield of Tennessee. The program is located at the BlueCross BlueShield campus at 1 Cameron Hill Circle, Chattanooga, TN 37402. The agency providing law enforcement services to the ETSU BlueSky Institute is the Chattanooga Police Department, 3410 Amnicola Hwy, Chattanooga, TN 28801, phone number (423) 698-2525. \*The BlueSky Tennessee Institute is a new program for the 2022/2023 school year.

Crimes and other emergencies occurring at this location should be reported to the Chattanooga Police Department by calling 9-1-1. Comments, concerns, or questions about security at ETSU BlueSky Tennessee institute should be directed to ETSU Public Safety by emailing [bucprevention@etsu.edu](mailto:bucprevention@etsu.edu) or by calling (423) 439-4480.

## Reporting Criminal Actions and Other Emergencies

The University encourages accurate and prompt reporting of all crimes and other emergencies to Public Safety or the appropriate police agencies when the victim elects to, or is unable to, make such a report. Prompt reporting aids in providing timely warnings to members of the campus community about situations that may compromise their personal safety. Reporting crimes also ensures that all Clery-reportable incidents are made available to the public in the University's annual crime statistics. The ETSU Department of Public Safety is available 365 days per year and utilizes a 24-hour emergency dispatch service.

### POLICIES ON REPORTING CRIMES AND OTHER EMERGENCIES

Students and employees are directed to immediately report all crimes and emergencies to Public Safety at (423) 439-4480. Reports of crime and emergencies at Off Campus Instructional Sites and other regional locations should be directed to local police by calling 9-1-1. This information will be used to determine if there is an on-going threat that warrants an emergency response and/or Timely Warning notification. Reports of Clery Act crimes are also included in the University's annual statistical disclosure to the public.

#### Making Timely Warning Reports

Timely Warning notifications will be issued in a timely manner upon confirmation of an on-going threat to the campus community, even if all the facts are not available. Timely Warnings are distributed using various methods including the ETSU app, sirens, text messages, email, news outlets, and/or social media depending on the nature of the events. Refer to the section entitled *Timely Warnings, Emergency Notifications, and Safety Notices* for additional information.

#### How to Report an Incident

Suspected criminal actions in-progress, police emergencies, fire emergencies, and requests for ambulance service must be reported by either:

- telephoning Public Safety at 423-439-4480
- activating the call button on red or yellow "Emergency" telephones across campus,
- visiting the Public Safety Office on the second floor of the Parking Garage, or
- dialing 9-1-1 for jurisdictional crime reporting
- activating a fire pull station for all fires

When reporting a crime or emergency, 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,

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- 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 crime information is officially documented in an Incident Report. All Incident Reports are maintained on file in the Public Safety Office. Reports are acted upon and/or investigated 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 in the Public Safety Office. Fires are recorded in the Fire Log which is available for viewing in the Office of Facilities Management.

## CAMPUS SECURITY AUTHORITIES (CSA)

A CSA includes, but is not limited to, deans, department heads, Residence Life staff, faculty advisors to student organizations, athletic staff, and those responsible for campus security. A notification of CSA status is distributed on an annual basis to all Campus Security Authorities. This notification includes a CSA reference guide and a link to the CSA Reporting Form. CSAs are reminded of the critical role they play regarding prompt and accurate reporting. The overarching message to CSAs is to report all Clery reportable incidents even if the CSA is unsure.

## VOLUNTARY, CONFIDENTIAL REPORTING OF CRIMES

To report a non-emergency crime on a voluntary and confidential basis for inclusion in the annual disclosure of crimes statistics, victims and witnesses may complete the online Bucs Report It/Silent Witness form which is submitted directly to Public Safety. Confidential reporting does not imply that the crime will not be investigated by the institution but means the University will make every effort protect the identity of the victim or witness in accordance with federal law.

**To contact Public Safety in an  
EMERGENCY, dial 423-439-4480.**

**Off-campus locations should  
call 9-1-1 for local police.**

## Timely Warnings, Emergency Notifications, and Safety Notices

In order to keep the campus informed about safety and security threats, ETSU utilizes various types of campus alerts and notifications:

- Emergency Notifications
- Timely Warnings
- Safety Notices

### EMERGENCY NOTIFICATIONS

ETSU maintains a multi-layered emergency 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.

The University will use these emergency notifications 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 ETSU campuses. They may be issued even when a threat has been confirmed but all the pertinent details are not yet known.

### Procedures for Issuing Emergency Notifications

Public Safety Dispatch monitors events on and around the ETSU/VA campus as well as events occurring throughout Northeast Tennessee. University students, faculty and staff are instructed to immediately report life threatening situations to the Department of Public Safety or jurisdictional authority.

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. 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 Chief Operating Officer
- Assistant Vice President of Administration
- ETSU Public Safety - Chief of Police
- ETSU Public Safety - Senior Officer on Duty
- ETSU Public Safety - Dispatch

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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

The University responds to all emergency situations in accordance with the ETSU Emergency Preparedness Plan. This plan utilizes heads of functional units to address specific tasks in accordance with each individual’s area of expertise and is designed to be implemented in the same manner every time. The President or his/her designee, generally the Chief Operating Officer, places the plan into operation when a catastrophic event or emergency condition occurs on the campus or is anticipated. The Emergency Notification System is initiated at that time.

Emergency notifications typically include brief messages sent using the ETSU notification system, which can distribute simultaneous notifications via the ETSU app, text messaging, email, ETSU homepage alert, Twitter, and Facebook. 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(s) 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 to protect oneself

ETSU will, without undue delay, and considering 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.

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. Building Coordinators may also be utilized to pass information between Incident Command and building occupants as the situation develops.

## Methods Used to Send Notifications

- **Emergency Notification System:** The University uses the **ETSU Safe App** 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.

The ETSU app is now available to download for Apple and Android devices. This app offers many services, including information on:

- Reporting a tip.
- Requesting a friend walk.
- Accessing emergency plans for incidents such as a tornado, natural disasters, active shooters, etc.
- Learning about other safety resources.

With the ETSU App, a person's location will be made available when an emergency call is made. There are two important steps each student, faculty and staff member should take immediately in order to prevent any lapse in receiving this important information.

### **STEP 1 - Download the App**

Download the ETSU App if you have not done so already. You can find it in the Apple App store or Google Play.

### **STEP 2 - Text to Subscribe**

Text **ETSU** to **237233** to receive emergency text alerts.

To get the emergency text messages you must send a text message to the number above to enroll. If you only have the ETSU App, you can receive push notifications when an emergency message is sent if you allow them in your phone settings. Email updates are sent to all student, faculty, and staff accounts and notifications are sent to all campus desktops.

- **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. They are designed to be heard *outdoors* as a complement to the other components of the notification system. They sound during immediately life-threatening situations such as a tornado, an armed and dangerous person in the area, or a major chemical release and are accompanied by brief instructions such as "Go inside" or "Take cover now." When the threat has passed, a second siren signals "All clear. Resume normal activities."

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- **Text Messages and Email:** The ETSU App is used to provide email and text messages to members of the campus community. To receive these messages, students, faculty, and staff must download the app, which is now available to download for Apple and Android devices (see page 23, above).
- **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 situations 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 Advisory Website:** Advisory messages are posted on ETSU's Advisory Page <http://www.etsu.edu/alert/>. This site is used general informational messages (i.e., scheduled power outages, roadwork, fire alarm testing, etc.).
- **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 or designee may also post notices or flyers in residence halls, academic buildings, or other facilities impacted by the notice.

## TIMELY WARNINGS

Timely warnings are triggered by crimes that have already occurred but represent a serious or ongoing threat. Timely warnings are messages sent using the ETSU App, distributing 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 ongoing threat to the health or safety of the campus community. Timely warnings are sent as soon as pertinent information is available. The intent of the warning is to enable members of the campus community to protect themselves.

Follow-up information may be distributed later, such as if a suspect responsible for a series of campus crimes has been apprehended. Timely warnings do not disclose personally identifying information about the victim(s). The institution may, in appropriate circumstances, include personally identifiable information about a suspect if it may help in the prevention of similar crimes.

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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
- Sexual offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes
- Threats of violent crime

## SAFETY NOTICES

The purpose of a 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 electronically via the ETSU Safe App, by flyer, or a combination as follow-up to a timely warning or emergency notification, or to issue new safety information. This method of communication allows the University to provide more content than text messaging or other types of media. It is used to provide additional risk reduction tips as well as resources for victims or witnesses of similar crimes.

ETSU 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 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 or near ETSU campus property.

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Each incident is considered on a case-by-case basis, depending on the facts of the case and the information known by ETSU authorities. All safety notices are archived on the Public Safety website and are available for public review.

## Important Phone Numbers

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

<b>Resources Available at East Tennessee State University</b>	
Counseling Center	(423) 439-3333
Counseling Center BucsPress2 Line	(423) 439-4841, then press 2
Student Life and Enrollment	(423) 439-4210
Employee Assistance Program (EAP)	(855) 437-3486
Housing and Residence Life	(423) 439-4446
Public Safety	(423) 439-4480
Safe Voyage Police Escort	(423) 439-4480
Title IX Coordinator	(423) 439-8545
University Health Clinic	(423) 439-4225

## 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 by the Department of Emergency Management, the 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 emergency 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 the *Emergency Preparedness* website.

In addition to general information provided in orientation 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, faculty, 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 *Personal Safety* website ([www.etsu.edu/safety/personal\\_safety/](http://www.etsu.edu/safety/personal_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 to educate and train occupants on issues specific to their building. These drills not only educate building occupants on evacuation

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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 throughout the year. 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.

The emergency notification system is tested for functionality twice per year, once each Fall and Spring semester. Emergency notification system tests are announced prior to the event.

At least 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 typically held each year.

## EMERGENCY MEDICAL RESPONSE PROCEDURES

Students, faculty, staff, and guests are instructed to report an emergency medical situation immediately by calling Public Safety at (423) 439-4480. Public Safety responds with officers as well as county and/or city Emergency Medical Services (EMS). Off Campus Instructional Sites and other regional locations should call 9-1-1 to contact their jurisdictional EMS.

## SAMPLE EMERGENCY EVACUATION PLAQUE

 <h3 style="margin-top: 20px;">Evacuation Information</h3> <ul style="list-style-type: none"> <li>• Become familiar with the evacuation diagrams located in the hallways throughout the building to identify your nearest evacuation route.</li> <li>• Remain calm; follow emergency guidelines and directions given by emergency personnel.</li> <li>• If the fire alarm has been activated, go to the nearest stairwell or exit door and leave the building immediately.</li> <li>• 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.</li> <li>• Go to the Designated Assembly Area as indicated below.</li> <li>• Do not re-enter the bldg. unless directed by emergency response officials.</li> </ul> <div style="text-align: center; margin-top: 10px;"> <p><b>Designated Assembly Area for Nell Dossett Hall</b></p>  </div>	<h2 style="margin: 0;">Emergency Procedures</h2> <h3 style="margin: 0;">East Tennessee State University Nell Dossett Hall</h3>	
	<h4 style="text-align: center; margin: 0;">Fire</h4> <ul style="list-style-type: none"> <li>• If fire or smoke is discovered, notify the fire department or Public Safety immediately by dialing 9-1-1 or 9-4480.</li> <li>• Go to the nearest stairwell or exit door and leave the building immediately.</li> <li>• Pull the fire alarm as you leave the building.</li> <li>• Do not use the elevators!</li> <li>• 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.</li> <li>• Go to the Designated Assembly Area.</li> <li>• Do not re-enter the bldg. unless directed by emergency response officials.</li> </ul>	<h4 style="text-align: center; margin: 0;">Severe Weather</h4> <p style="text-align: center; margin: 5px 0;"><u>During a Tornado Warning</u></p> <ul style="list-style-type: none"> <li>• Move to a basement, or</li> <li>• First floor interior hallway, or</li> <li>• Restroom or other enclosed small areas away from large class areas.</li> <li>• Get under sturdy furniture.</li> <li>• Stay away from windows.</li> <li>• If caught outside, crouch in a nearby ditch or close to the ground.</li> </ul> <p style="text-align: center; margin: 5px 0;"><u>During a Severe Thunderstorm Warning</u></p> <ul style="list-style-type: none"> <li>• Immediately go inside for protection.</li> <li>• Stay away from windows, water faucets and other plumbing fixtures.</li> <li>• Do not use telephone, television, or computers since lightning can travel through connecting wiring.</li> <li>• If outside – stay away from tall trees and other objects that are likely to be struck by lightning.</li> <li>• If caught in an open field, crouch in a ditch or close to the ground.</li> </ul>
	<h4 style="text-align: center; margin: 0;">Hazardous Materials Release</h4> <ul style="list-style-type: none"> <li>• <u>Evacuate</u> <ul style="list-style-type: none"> <li>○ Leave spill area immediately.</li> <li>○ Remove personnel from danger of spill.</li> <li>○ Alert other building occupants.</li> </ul> </li> <li>• <u>Confine</u> <ul style="list-style-type: none"> <li>○ Block area to unnecessary personnel.</li> <li>○ Use doors to contain vapors.</li> <li>○ Shutdown ventilation systems where possible.</li> <li>○ Use hood to exhaust vapors.</li> </ul> </li> <li>• <u>Notify</u> <ul style="list-style-type: none"> <li>○ Public Safety@911 or 9-4480,</li> <li>○ Facilities Management@9-7900,</li> <li>○ and Environmental Health &amp; Safety Office@9-6028.</li> </ul> </li> </ul> <p style="font-size: small; margin-top: 5px;"><i>Follow instructions of emergency personnel.</i></p>	<h4 style="text-align: center; margin: 0;">Power Outage</h4> <ul style="list-style-type: none"> <li>• For information about a prolonged outage, go to <a href="http://www.etsu.edu">www.etsu.edu</a> for an ETSU alert, or listen to your radio at WETS-FM, 89.5, for up-to-the-minute information.</li> <li>• Help co-workers in darkened areas move to safe locations.</li> <li>• Unplug personal computers.</li> <li>• Take personal belongings if instructed to leave the building.</li> <li>• Secure any hazardous materials or equipment before leaving.</li> </ul>
	<h4 style="text-align: center; margin: 0;">When You Hear Campus Warning Sirens</h4> <ul style="list-style-type: none"> <li>• Listen carefully!             <ul style="list-style-type: none"> <li>○ Follow all instructions.</li> </ul> </li> <li>• If you cannot hear the message being broadcast across the campus emergency system:             <ul style="list-style-type: none"> <li>○ Get to a computer and go to <a href="http://www.etsu.edu">www.etsu.edu</a> for an ETSU alert, Or</li> <li>○ Listen to your radio at WETS-FM, 89.5, for up-to-the-minute information, Or</li> <li>○ Check your email or cell phone for a GoldAlert Emergency Text Message.</li> </ul> </li> </ul>	

## 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 must immediately notify Public Safety or the appropriate 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 their state of health and well-being.

Residents have the option each year to provide a contact person strictly for missing person purposes. Missing person contacts are maintained independently of other emergency contact information provided by the student. 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.

## Campus Security and Access

University policy limits access to campus and facilities to students, faculty, staff, guests, and invitees of the University, except when facilities are open to the public for a designated time and purpose. All individuals on campus are subject to the rules and regulations of the University, 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. Identification cards can be obtained at Campus ID Services, located on the second floor of the D.P. Culp Student Center.

Public Safety employs twenty full-time officers who work diligently to maintain the security of the ETSU campus. Their fleet of motor vehicles affords them the ability to provide thorough coverage of the property and keeps incident response times low. They may also use electric carts or bicycles to monitor activity in pedestrian only areas. VAMC Mountain Home Police Officers provide 24-hour patrols of facilities and parking lots on that portion of campus.

### ACADEMIC AND ADMINISTRATIVE BUILDINGS

During the fall and spring semesters, academic buildings on the main campus are secured around 10pm Monday through Thursday, and around 6pm on Friday evenings. Veterans Affairs buildings are secured around 7pm every weeknight. 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.

ETSU 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.

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## 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 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. Keys or ID cards are used to gain access to individual rooms. Buc Ridge apartments use a key card to enter the apartment; each bedroom is keyed separately.

Speaker-style telephones are located near the main entrances which offer one-touch direct dial to Public Safety. The resident is responsible for escorting their 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 patrols 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 or are expected to 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 Buc Ridge Apartments, Housing and Residence Life pairs a full-time University employed security guard and an Axis security guard to monitor the area each night from 9pm until 5am. In the event that the security guard is absent from work, a Public Safety officer is assigned to Buc Ridge and assumes the patrol duties during that time. 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 leave. 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

ETSU offers classes at the Kingsport Center for Higher Education (KCHE) located at 300 West Market Street, Kingsport, Tennessee. Control and access to the building are managed by Northeast State Community College. Campus Police and security officers are the primary

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servicing law enforcement agency. The Kingsport Police Department provide these services when campus police/security officers are not present.

## NAVE CENTER - ELIZABETHTON

The Nave Center building is generally open Monday through Friday from 8:00 a.m. until 4:30 p.m. Some exceptions are made during after-school clinic hours for language therapy patients. Entry and exit are restricted to a single point during these times and is monitored by clinic staff.

## ETSU AT SEVIERVILLE

The ETSU at Sevierville building is generally open Monday through Friday 8:00 a.m. until 4:30 p.m. Some exceptions are made for after hour programs and courses. Entry and exit are made at a single point during these times and is monitored by staff.

## 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 7:45 a.m. until 3:45 p.m. The site receptionist unlocks the main building entrance at 8:00 a.m. and locks it at 4:00 p.m. 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.

## SOUTHWEST VIRGINIA HIGHER EDUCATION CENTER

This facility is generally open Monday through Friday 7:30 a.m. until 10:00 p.m., Saturdays 8:00 a.m. until 5:00 p.m., and Sundays for scheduled events. Entry and exits are restricted and monitored by staff.

## CYBER SECURITY

ETSU requires network users to create complex passwords. This is for the protection of the individual as well as all other devices on the ETSU network. ETSU will never request password information by email. If an email is received requesting password or login information, users are instructed to contact Information Technology Services (ITS) to report suspicious requests or 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-

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4480 or [bucprevention@etsu.edu](mailto:bucprevention@etsu.edu), or by utilizing the Facilities Management online work order system at [etsu.edu/facilities/](http://etsu.edu/facilities/).

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, D.P. Culp Student Center, 226. 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. Housing residents may submit maintenance requests via the online work order system at [etsu.edu/students/housing/workorder.php](http://etsu.edu/students/housing/workorder.php). For emergency work requests, call 423-439-7900.

Submitting a request implies the occupant(s) is giving University staff permission to enter that 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 the request, assistance from staff in Environmental Health & Safety or from a University approved outside contractor may be required.

## 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 audits and investigations as necessary and works alongside Emergency Preparedness 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:** 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.

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- **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 plans 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 so those conditions can be corrected in a timely manner.

The Quad in early fall.



## Crime Prevention and Awareness Programming

During each orientation, new students, faculty, and staff are informed of services offered by ETSU Public Safety. Crime prevention and sexual assault prevention programs are offered during the academic year by Housing and Residence Life, the Wellness Center, and the Counseling Center in conjunction with other University organizations and departments. These awareness sessions also include theft prevention, risk reduction, bystander awareness, 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 contacting Public Safety.

### TYPES OF CRIME PREVENTION PROGRAMS

**Alcohol/Drug Awareness Education:** Alcohol and drugs are often prevalent on college campuses. The Wellness Center runs seminars throughout the school year which discuss the dangers of use and the consequences associated with alcohol and drugs. Assistance information provided and discussed.

**Crime Prevention and Campus Safety Newsletter:** A newsletter distributed campus-wide via email from Housing and Residence Life that provides information and resources on how to contact Public Safety, navigate the ETSU resources such as Safe Voyage and the ETSU Safe App, emergency phone numbers, and operate smoke and panic alarms on campus.

**Lunch & Learn Series:** The ETSU Office of Equity and Inclusion hosts Lunch and Learn Sessions throughout the fiscal year. These sessions are available for free to all students, faculty, and staff. Some past events have presented information on topics such as Hate Crimes and Coping with Crisis. These programs provide general information on these topics and how to recognize and respond to various issues around campus.

**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.

**Residence Hall Safety:** This information includes 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. This information is presented to residents in floor meetings, and via emails.

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**Sexual Assault Prevention Training:** The University has contracted with Vector Solutions to provide required annual online training to students and employees that encourages awareness of sexual assault crimes, understanding of actions that could decrease their risk of being targeted, as well as safe options for bystander intervention. Information for students who may have been a victim or know someone who has been a victim is also covered, and includes topics such as counseling, health care, and criminal or disciplinary prosecution options.

**Sexual Violence and Assault Awareness Training for Employees:** Campus Wellness provides training for many key employee groups including the RA/RD student 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. Residence Life staff receive training with the Compliance staff and Public Safety officers on the Clery Act and reporting.

**Title IX Training:** The University has contracted with Vector Solutions to provide annual online trainings to employees and students that clarifies federal requirements for reporting sexual misconduct and sexual violence.

**Greek Safety:** This fraternity and sorority centered program discusses the dangers and consequences of alcohol and drug abuse. Assistance information is provided and discussed. Personal safety and sexual assault information is also provided.

**Active Shooter:** Public Safety aims to enhance knowledge and understanding on issues such as active shooter situations. There is often no pattern or method to the selection of victims by an active shooter, and these situations are by nature unpredictable and quickly evolving. This program discusses what individuals can do to prepare for such an incident and options for responding to an active shooter. The RUN, HIDE, and FIGHT strategies are discussed. This program will also discuss the 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.

## Safety Tips

### 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 Public Safety or 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.
- Seek assistance from the Title IX Coordinator and the Office of University Compliance.
- Never prop open exterior and fire doors or allow strangers to enter.
- Immediately report possible hazards such as non-working lights, broken windows, or damaged doors.
- Keep emergency numbers in your mobile phone and on your person.  
ETSU Public Safety — (423) 439-4480    Emergencies off campus— dial 9-1-1
- Keep “ICE” (in case of emergency) numbers in your phone and on your person. If you are injured or seriously ill, your ICE contact information will be vital.
- Crisis situations may include a natural disaster or an attack on campus. Focus on getting to safety. THINK, do not panic. Follow instructions and procedures during the emergency. Know the location of exits in your residence as well as campus buildings and facilities.
- Immediately report suspicious people, behavior, or activity to appropriate University officials.
- Avoid using “threat” jokes or inflammatory statements that 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

- Keep doors to your residence locked whether or not you are home.
- Do not admit strangers into 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. Utilize Operation ID.

### Protect Yourself

- Be aware of your surroundings at all times. Look around, not down while walking.
- Trust your instincts. If you feel threatened, avoid the situation and call the police.
- Wear only one earpiece when using a personal listening device.

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- 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 personal items unattended.
- Limit your alcohol intake. Avoid combining alcohol and drugs. The result could be dangerous and can impair your ability to use sound judgment regarding personal safety.
- Carefully consider what you post online; privacy settings are not “private.” Online postings are available, even after being deleted.
- Utilize Safe Voyage for escorts to your car, class, or hall after dark, call (423) 914-5940 8:00 p.m. – midnight (Mon-Fri, fall and spring semesters). Call (423) 439-4480 during other times for assistance from the Department of Public Safety.
- Vehicle safety
  - Park in well-lit areas.
  - Keep all items out of sight, especially valuables.
  - Service your vehicle regularly.
  - Keep the vehicle locked.
  - 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 do not share them with anyone. Avoid using common words, phrases, or personal information, and update regularly.

More safety information is available on the ETSU Safety website ([www.etsu.edu/safety](http://www.etsu.edu/safety)).

## Addressing Sexual Misconduct, Discrimination, and Harassment

### **The ETSU Rule on Title IX**

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 is a form of sex discrimination prohibited by Title IX, 20 USC § 1581 et seq., which prohibits discrimination on the basis of sex in educational programs or activities. In this context, East Tennessee State University prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking.

Effective as of August 2, 2021, the University has implemented the ETSU Title IX Rule and will use this Rule in efforts to comply with federal Title IX law.

### **The ETSU Policy on Discrimination, Harassment, and Sexual Misconduct**

This Policy prohibits and seeks to eliminate all forms of discrimination, harassment, and sexual misconduct based on a protected class in education programs and activities and employment. ETSU employees, students, and third parties can report discrimination or harassment without fear of adverse consequences and the University will be responsive to reports.

### **ETSU Office of Compliance**

The Title IX Rule and Policy on Discrimination, Harassment, and Sexual Misconduct 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 Office of University Compliance which functions as a community response team dedicated to preventing sexual violence. This office is responsible for developing, reviewing, and revising protocols, policies, and procedures for addressing domestic violence, dating violence, sexual assault, stalking, and other forms of sexual misconduct on ETSU campuses. The University programs that address sexual misconduct cover information on primary prevention for new members of the campus community, ongoing awareness campaigns to reach established members, and response procedures for addressing specific acts of sexual violence. Additional information on ETSU's Title IX compliance efforts can be found at [www.etsu.edu/titleix/](http://www.etsu.edu/titleix/).

### **Mandatory Reporting**

Under the Policy on Discrimination, Harassment, and Sexual Misconduct, all ETSU employees are required to report instances of Sexual Misconduct to the Office of University Compliance.

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## FEDERAL (VAWA) DEFINITIONS OF SEXUAL OFFENSES

These definitions are used for the purposes of reporting Clery Act VAWA statistics.

Dating violence: *violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim*

- i. *The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.*

*For the purposes of this definition—*

- i. *Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.*
- ii. *Dating violence does not include acts covered under the definition of domestic violence.*

Domestic violence: *a felony or misdemeanor crime of violence committed—*

- i. *By a current or former spouse or intimate partner of the victim;*
- ii. *By a person with whom the victim shares a child in common;*
- iii. *By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;*
- iv. *By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or*
- v. *By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.*

Sexual assault: *an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."*

- i. Rape: *The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.*
- ii. Fondling: *The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.*
- iii. Incest: *Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*
- iv. Statutory Rape: *Sexual intercourse with a person who is under the statutory age of consent.*

Stalking: *engaging in a course of conduct directed at a specific person that would cause a reasonable person to—*

- i. *Fear for the person's safety or the safety of others; or*
- ii. *Suffer substantial emotional distress.*

*For the purposes of this definition—*

- i. *Course of conduct means two or more acts, including, but not limited to, acts which the*

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*stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.*

- ii. *Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.*
- iii. *Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling*

## TENNESSEE JURISDICTIONAL DEFINITIONS OF SEXUAL OFFENSES

These definitions are provided for the educational benefit of the campus community and are not used for the purposes of reporting Clery Act statistics. They may be useful in deciding upon a course of criminal justice.

Sexual assault: not defined in Tennessee but sexual battery and assault fall under this general category of sexual violence

Assault (39-13-101): *a person commits assault who*

- i. *Intentionally, knowingly or recklessly causes bodily injury to another;*
- ii. *Intentionally or knowingly causes another to reasonably fear imminent bodily injury; or*
- iii. *Intentionally or knowingly causes physical contact with another and a reasonable person would regard the contact as extremely offensive or provocative.*

Sexual battery (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*

- i. *Force or coercion is used to accomplish the act;*
- ii. *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;*
- iii. *The defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless; or*
- iv. *The sexual contact is accomplished by fraud.*
- v. *As used in this section, "coercion" means the threat of kidnapping, extortion, force or violence to be performed immediately or in the future.*

Dating violence: not defined in Tennessee; falls under the definition of domestic assault where it specifies

*Adults or minors who are dating or who have dated or who have had a sexual relationship, but does not include fraternization between two individuals in a business or social context*

Domestic violence: refer to the definition of the terms used in Tennessee law, namely domestic assault and assault

Domestic assault (39-13-111): *As used in this [definition], domestic abuse victim means any person who falls within the following categories*

- i. *Adults or minors who are current or former spouses;*
- ii. *Adults or minors who live together or who have lived together;*

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- iii. *Adults or minors who are dating or who have dated or who have or had a sexual relationship, but does not include fraternization between two (2) individuals in a business or social context;*
- iv. *Adults or minors related by blood or adoption;*
- v. *Adults or minors who are related or were formerly related by marriage; or*
- vi. *Adult or minor children of a person in a relationship that is described in subdivisions [i-vi].*

*A person commits domestic assault who commits an assault as defined in 39-13-101 against a domestic abuse victim.*

Assault (39-13-101): *A person commits assault who*

- i. *Intentionally, knowingly or recklessly causes bodily injury to another;*
- ii. *Intentionally or knowingly causes another to reasonably fear imminent bodily injury; or*
- iii. *Intentionally or knowingly causes physical contact with another and a reasonable person would regard the contact as extremely offensive or provocative*

Stalking (includes instances of stalking, aggravated stalking, and especially aggravated stalking) (39-17-315): *As used in this section, unless the context otherwise requires*

- i. *"Course of conduct" means a pattern of conduct composed of a series of two or more separate, noncontinuous acts evidencing a continuity of purpose, including, but not limited to, acts in which the defendant directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to a person, or interferes with a person's property;*
- ii. *"Emotional distress" means significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling;*
- iii. *"Harassment" means conduct directed toward a victim 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 victim to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose;*
- iv. *"Stalking" means 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 victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested;*
- v. *"Unconsented contact" means any contact with another person that is initiated or continued without that person's consent, or in disregard of that person's expressed desire that the contact be avoided or discontinued. Unconsented contact includes, but is not limited to, any of the following:*
  - a) *Following or appearing within the sight of that person;*
  - b) *Approaching or confronting that person in a public place or on private property;*
  - c) *Appearing at that person's workplace or residence;*
  - d) *Entering onto or remaining on property owned, leased, or occupied by that person;*

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- e) *Contacting that person by telephone;*
- f) *Sending to that person mail or any electronic communications, including, but not limited to, electronic mail, text messages, or any other type of electronic message sent using the Internet, web sites, or a social media platform; or*
- g) *Placing an object on, or delivering an object to, property owned, leased, or occupied by that person; and*
- vi. *"Victim" means an individual who is the target of a willful course of conduct involving repeated or continuing harassment.*

**Aggravated stalking:** *A person commits aggravated stalking who commits the offense of stalking as prohibited, and*

- i. *In the course and furtherance of stalking, displays a deadly weapon;*
- ii. *The victim of the offense was less than eighteen years of age at any time during the person's course of conduct, and the person is five or more years older than the victim;*
- iii. *Has previously been convicted of stalking within seven years of the instant offense;*
- iv. *Makes a credible threat to the victim, the victim's child, sibling, spouse, parent or dependents with the intent to place any such person in reasonable fear of death or bodily injury; or*
- v. *At the time of the offense, was prohibited from making contact with the victim under a restraining order or injunction for protection, an order of protection, or any other court-imposed prohibition of conduct toward the victim or the victim's property, and the person knowingly violates the injunction, order or court-imposed prohibition.*

**Especially aggravated stalking:** *A person commits especially aggravated stalking who*

- i. *Commits the offense of stalking or aggravated stalking, and has previously been convicted of stalking or aggravated stalking involving the same victim of the instant offense; or*
- ii. *Commits the offense of aggravated stalking, and intentionally or recklessly causes serious bodily injury to the victim of the offense or to the victim's child, sibling, spouse, parent or dependent.*

## 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*).

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**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. The terms accuser, reporter, and victim are also used in a similar manner.

**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 (ETSU Student Misconduct Policy). Consent is not defined by Tennessee law.

**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 and University policy. 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 by Title IX 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,

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which includes acts of sexual misconduct described in ETSU policies, is a form of sex discrimination prohibited by Title IX.

Effective as of August 14, 2020, the Department of Education has enacted new Title IX regulations. The University has implemented a Title IX rule as a response to these changes and will be using this Rule in future efforts to comply with Title IX federal laws.

**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 SEXUAL VIOLENCE

Victims can refer to this list of tips from the Violence Free website 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 if you have experienced physical violence. 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 (423) 439-4480. If you are off campus at a regional ETSU location, call 9-1-1 and the local police will respond to your call. Be advised by calling the police you are officially reporting the crime and seeking the protection of the police. Reporting does not mean that you must 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) 439-3333 during weekday hours. After hours, the Counselor on Duty can be contacted by calling (423) 439-4841 and pressing option 2. A counselor provides confidential emotional support and can also help with reporting options and what to do next.
- **Preserve evidence** by requesting a PERK kit. Save text messages, instant messages, social networking pages, and other communications. Keep pictures, logs or other copies of documents that would be useful to University hearing boards/investigators or police. They

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may be helpful in proving a criminal offense occurred, or in obtaining a protection order. Collecting the evidence does not mean you must pursue official reporting or prosecution, but the evidence is preserved in the event that you change your mind.

- ***Get immediate medical attention for physical injuries and/or shock.*** Victims may sustain physical injuries, experience shock, or contract a sexually transmitted infection. 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). Victims may choose not to pursue disciplinary or legal action and may change their mind as new information becomes available to them.
- ***Seek follow-up counseling.*** Whether or not a victim chooses to report the assault or to prosecute, a trained counselor can help the individual deal with the emotional trauma of domestic violence, dating violence, sexual assault, or stalking. You may call the ETSU Counseling Center at (423) 439-3333 and ask for an OASIS advocate. Use the Bucs Press 2 option after hours by dialing (423) 439-4841. **All counseling is free to students, completely confidential and is available at all ETSU campuses at any time.**

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, 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 Public Safety or SANE Nurse to preserve evidence in the event that the victim's wishes change at a later date.

## 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

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means that students reporting sexual misconduct will generally not face disciplinary action due to associated non-sexual misconduct violations (e.g., underage drinking).

## How to Report an Offense of Sexual Violence to the University

Students and employees who wish to report an offense of sexual violence to the University should contact the Title IX Coordinator: 309 Burgin Dossett, Johnson City, TN 37614, (423) 439-8545, and Public Safety. Reports can also be filed through the [Office of University Compliance online reporting portal located at www.etsu.edu/university\\_counsel/compliance/](http://www.etsu.edu/university_counsel/compliance/). If a Complainant wishes to pursue an investigation under University policy or rule, one or more investigators will be designated to resolve the complaint in accordance with appropriate procedures and make recommendations regarding resolution. Any conduct that is prohibited by Title IX will be investigated and adjudicated pursuant to ETSU's Title IX Rule.

Tennessee statute of limitations for criminal allegations ranges from 2 to 15 years depending on the type of sexual offense.

All reports of sexual misconduct will be handled privately to the extent allowed by law. The information reported will be shared only with University employees on a need-to-know basis.

### ***Anonymous Reporting***

ETSU takes sexual violence and misconduct very seriously. An anonymous online form is available for reporting purposes. 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 Bucs Report It/Silent Witness online form by visiting the Public Safety website. Reports can also be made to using the Report of Discrimination, Harassment, and/or Retaliation form located on the Office of University Compliance website.

### ***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. Understand that most incidents occur between people that know each other.*

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**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 department's 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.

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## *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.
- 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 the Complainant's 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 by calling (423) 439-4480 or by calling 9-1-1 from Off Campus Instructional Sites and other locations.

## BYSTANDER INTERVENTION TIPS

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. ETSU's Think Live Respect initiative provides information for bystanders so they can safely respond to instances of harmful or violent words, actions, or behaviors. Individuals who deliver sexual violence programming also provide audience-specific examples of bystander intervention techniques. Options include but are not limited to the following techniques.

### *Bystander intervention strategies could include:*

- "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.

## 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

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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

The University offered a broad range of sexual violence programs in 2020-2021, 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 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* include 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 prevention and awareness programs were offered at least once in 2021 and/or are going to be offered in 2022:***

**Bystander Intervention for Athletics:** A representative from Title IX conducted a workshop for incoming 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 their Responsible Employee responsibilities as well as campus resources. Bulletin boards and posters around campus provide bystander intervention tips and other prevention and awareness information.

**Coffee & Connection:** Is a peer support group hosted by the ETSU counseling center. A place for students to feel connected, receive and provide support, and learn coping skills to manage life on campus.

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**Don't Make a Booze-Boo:** Halloween is one of the biggest drinking holidays of the year. This annual education program conducted by the Wellness Center is aimed at students and is focused on raising awareness of safe drinking practices. Topics include setting drinking limits and drink counting.

**Sexual Assault Prevention Training:** ETSU utilizes an online training platform by Vector Solutions to present training to all students, faculty, and staff. The online training module addresses the critical issues of sexual assault, relationship violence, and stalking. All students and staff are registered for the training each school year. Automated email reminders are sent until the training is completed.

**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.

**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.

**Sexual and Relationship Health/Sexual & Relationship Violence:** A presentation offered by ETSU's Wellness Center provides statistics related to sexual and relationship violence, identifies the distinction between health and unhealthy relationships and sexuality, and explores bystander intervention techniques.

**Sexual Violence and Assault Awareness Training for Employees:** Campus Wellness provides training for many key employee groups including the RA/RD student 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. Residence Life staff receive training with the Compliance staff and Public Safety officers on the Clery Act and reporting.

**Sexual Violence Awareness for Housing Residents:** Residence Life staff members provide awareness information to students living in their respective buildings. It includes content such as acceptable behaviors and campus resources for sexual misconduct.

**Sober Sex Week:** This program, led by the Wellness Center, is designed to educate the campus community about the connections between alcohol misuse, relationship violence, and sexual violence. The inability to receive consent from a drunk or incapacitated victim is reinforced as is bystander intervention strategies.

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**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).

## UNIVERSITY INVESTIGATION PROCESS

Any individual may bring an allegation under the ETSU Policy on Discrimination, Harassment, and 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, an individual may file a complaint under ETSU’s Policy on Discrimination, Harassment, and Sexual Misconduct or the Title IX Rule. These policies govern the investigation of reports of discrimination, harassment, and sexual misconduct at ETSU. Reports of domestic violence, dating violence, sexual assault, and stalking made to Public Safety will be referred to the Title IX Coordinator for follow-up regardless of if the complainant chooses 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 Policy and Rule.

Under the Policy on Discrimination, Harassment, and Sexual Misconduct, complaints that do not fall under Title IX may be formally investigated or resolved via informal resolution by the Office of University Compliance. If a full investigation results in a finding, the appropriate ETSU administrators will decide whether the respondent violated University policy and the appropriate form of discipline pursuant to the applicable University Disciplinary Process or policy.

Detailed information regarding informal resolutions and formal investigations for conduct that falls outside of Title IX can be found in the current [\*\*Policy on Discrimination, Harassment, and Sexual Misconduct\*\*](#).

For conduct that falls under the *ETSU Title IX Rule*:

Title IX states that if an institution knows or reasonably should know of sexual harassment, including 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 the University determines that it is likely that the institution’s sexual misconduct policy was violated, then the University may assume the role of the complainant.

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

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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 PROCESSES

The Title IX Coordinator provides the parties with notices of investigation. Under both the Title IX Rule and the Policy on Discrimination, Harassment, and Sexual Misconduct, the Respondent may respond, in writing, to the notice within five (5) working days.

In conducting investigations, the University collects information relevant to the claim. 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.

The first step of an investigation will usually be a preliminary interview of the Complainant by the Department of Public Safety and/or the Office of University Compliance. If the Complainant does not wish to pursue an investigation of the claim, 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—and depending on the applicable University policy—the University judicial board, hearing officer, or appropriate administrator 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).

Under the Title IX Rule, when a formal complaint is filed and pursuant to any jurisdictional requirements, ETSU will provide parties with a written notice of its investigation process, including any informal resolution process(es). ETSU will provide written notice of the allegations potentially constituting a violation of Title IX or University policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting a violation, and the date and location of the alleged conduct, if known.

Thereafter, ETSU will conduct the investigation of the complaint. ETSU will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. ETSU will complete a final investigative report which will be provided to both parties at least ten (10) days prior to any hearing. ETSU will then conduct a live hearing of formal complaints not dismissed pursuant to the procedures for such hearing contained in the Title IX Rule.

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Under the Title IX Rule, the applicable standard for determining whether a Title IX violation has occurred is by “clear and convincing” evidence. 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 appropriate administrators will determine disciplinary actions pursuant to the applicable policy or rule.

## OVERVIEW OF INVESTIGATION STEPS

Some of the key steps of the Policy on Discrimination, Harassment, and Sexual Misconduct are identified in the chart below, along with corresponding timeframes. Please refer to the entire procedure as documented in the Policy for a detailed description of the process.

<b>Summary of Steps</b>
ETSU receives report of violation of Policy
Title IX Coordinator notifies the Respondent
Investigator attempts to resolve the complaint informally
Investigator(s) are assigned to conduct the investigation
If informal resolution is unsuccessful, Investigators conduct investigation by interviewing witnesses and consulting with other campus partners in order to obtain as much information as possible.
Appropriate ETSU administrator(s) receive the final report and are responsible for deciding whether the responding party violated one or more University policies.
Complainant and respondent are provided with a written copy of the final report
If the decision specifies a disciplinary action, the procedures for implementing the decision are determined by the applicable policies relating to discipline (e.g., Student Conduct Process or other student disciplinary procedures/Faculty Handbook or Tenure Policy/ Progressive Disciplinary Procedures)

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On August 2, 2021, the University adopted the ETSU Title IX Rule which applies to conduct prohibited under Title IX of the Education Amendments of 1972. Some of the key steps of this rule that relate to sexual misconduct accusations are identified in the chart below, along with corresponding timeframes. Again, please refer to the entire procedure as documented online for a detailed description of the process.

Steps in Emergency Title IX Rule	Timeframe (where applicable)
ETSU receives report of Sexual Misconduct	ETSU will respond promptly in a manner that is not deliberately indifferent and follow its grievance process
ETSU will provide parties with a written notice of its grievance process	NA
ETSU will provide written notice of the allegations potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.	NA
ETSU may dismiss any formal complaint if Complainant notifies the Title IX Coordinator in writing of their request to withdraw the complaint or the complaint would not constitute sexual harassment even if proved, did not occur in ETSU's education program or activity, or did not occur against a person while in the United States	Promptly
ETSU will provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings with a party.	Sufficient time for the party to prepare to participate.
ETSU will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy.	Prior to completion of the investigative report.
Parties may submit a written response to presented evidence, which investigator will consider before completing final report.	Ten (10) business days to complete written response form time of receipt by parties.
ETSU will create an investigative report that fairly summarizes relevant evidence.	NA
ETSU will send the investigative report in electronic format or a hard copy to each party and the party's	At least ten (10) business days prior to a hearing or other time of determination regarding responsibility.

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Steps in Emergency Title IX Rule	Timeframe (where applicable)
advisor, if any, for their review and written response to the investigative report.	
ETSU will conduct a live hearing of formal complaints not dismissed.	NA
<p>ETSU will provide both parties with written notice of the following:</p> <p>(a) The time, place, date of the hearing, and electronic access information, if applicable;</p> <p>(b) The name of each witness ETSU expects to present at the hearing and those ETSU may present if the need arises;</p> <p>(c) The right to request a copy of the investigative file;</p> <p>(d) The right to request copies of all documents, copies of all electronically stored information, and access to tangible evidence that ETSU has in its possession, custody, or control and may use to support claims or defenses.</p>	At least seven (7) days before a live hearing.
ETSU will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.	NA
The hearing officer will issue a written determination simultaneously to the complainant and respondent regarding responsibility, using a clear and convincing evidence standard to reach a determination.	NA
<p>Either party may submit a written statement in support of the outcome to the Title IX Coordinator</p> <p>The Title IX Coordinator will be responsible for effective implementation of any remedies</p>	<p>Within ten (10) days business days of the date of the determination or dismissal.</p> <p>NA</p>
ETSU will provide both parties with the opportunity to appeal a determination regarding responsibility or the dismissal of a formal complaint or any allegations therein.	A party wishing to appeal a determination regarding responsibility or the dismissal of a formal complaint or any allegations therein must file a written appeal with the Title IX

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Steps in Emergency Title IX Rule	Timeframe (where applicable)
	Coordinator within ten (10) business days of the date of the determination or the dismissal.
The decision-maker(s) will issue a written appeal decision describing the result of the appeal and the rationale for the result.	Within a reasonable time. The Title IX Coordinator will provide the written appeal decision simultaneously to both parties.

**DISCIPLINARY PROCESSES**

The disciplinary procedures are the same for all offenses, regardless of whether the accusation is sexually based on not. However, the process can take several different paths depending on the severity of the offense as well as the University affiliation of the respondent. If after an investigation in which the respondent is a student, and 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 process will follow ETSU Policy PPP-70, Progressive Disciplinary Procedures. PPP-70 also outlines employee rights with regard to the Uniform Administrative Procedures Act.

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## DISCIPLINARY SANCTIONS AND PROTECTIVE MEASURES

The University applies appropriate disciplinary procedures to those who violate the Policy on Discrimination, Harassment, and Sexual Misconduct or the Title IX Rule, including cases of sexual assault, domestic or dating violence, and stalking. Investigations under the Policy on Discrimination, Harassment, and Sexual Misconduct that result in a finding of *more likely than not* that a violation of the Policy on Discrimination, Harassment, and Sexual Misconduct occurred leads to the initiation of disciplinary procedures against the accused individual. University sanctions may be imposed upon those determined to have violated 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.

Under the University's Title IX Rule, a hearing officer will determine responsibility under a clear and convincing evidence standard. The determination will include any disciplinary sanctions ETSU imposes on the respondent, and whether remedies designed to restore or preserve equal access to ETSU's education program or activity will be provided to the complainant. 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.

### ***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.

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Employees who violate this policy will be subject to discipline, up to and including termination of employment. This may include dismissal, termination, reassignment, or other appropriate sanctions. 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 SANCTIONS FOR EMPLOYEES

- 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 conduct prohibited by the Title IX Rule, regardless of whether the victim chooses to report the crime to police. The Title IX Coordinator will determine whether interim protective measures 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:

- reciprocal no-contact orders,
- residence hall relocations,
- course schedule adjustments,
- a leave of absence, or
- reassignment to a different supervisor or position.

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## 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 the risk of harm while on campus or coming and going from campus. This plan may include, but is 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 forms are available online at: <http://www.tncourts.gov/programs/self-help-center/forms/order-protection-forms>

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## 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 service or is a student. In Tennessee, convicted sex offenders must register with the Tennessee Bureau of Investigation. The Sex Offender Registry is located on the Tennessee Bureau of Investigation's website.

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## Resources for Victims of Sexual Violence

*Contact Information for On-campus Resources:*

Resource Link	Location	Phone Number
<u>Counseling Center</u>	DP Culp Center Third Floor	(423) 439-3333
<u>Disability Services</u>	DP Culp Center Room 390	(423) 439-8346
<b>Dean of Students/Student Life and Enrollment</b>	Burgin Dossett Hall Room 302	(423) 439-4210
<u>Title IX Coordinator</u>	Burgin Dossett Hall Room 309	(423) 439-8545
<u>Department of Public Safety</u>	1043 Jack Vest Drive Parking Garage 2 <sup>nd</sup> Level	(423) 439-4480
<u>University Health Center</u>	365 Stout Drive Roy Nicks Hall Rm 160	(423) 439-4225
<u>Women and Gender Resource Center</u>	DP Culp Student Center Room 215	(423) 439-5772

To contact Public Safety in an  
EMERGENCY, dial (423) 439-4480.

Off-campus locations should  
call 9-1-1 for local police.

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## *Contact Information for the Johnson City Area:*

<b>Resource Link</b>	<b>Location</b>	<b>Phone Number</b>
<b><u>Johnson City Police Department</u></b>	601 E. Main St	(423) 434-6160
<b><u>Johnson City Medical Center</u></b>	400 N. State of Franklin Rd	(423) 431-6111
<b><u>Franklin Woods Community Hospital</u></b>	300 Med Tech Pkwy	(423) 302-1000
<b><u>Domestic Violence Shelter</u></b>	SAFE Passage	(423) 926-7233 (Hotline)
<b><u>Frontier Health 24 Hour Crisis Walk-In Center</u></b>	208 E. Unaka	(423) 926-0940
<b><u>24 Hour Crisis Hotline</u></b>	Frontier Health	(877) 928-9062 (Hotline)
<b><u>Legal Aid of East Tennessee</u></b>	311 W. Walnut St	(423) 928-8311
<b><u>Washington County Courthouse</u></b>	108 W. Jackson Blvd Jonesborough, TN	(423) 788-1425

## *Online State and National Resources:*

[www.tncoalition.org](http://www.tncoalition.org) - Tennessee State Coalition to End Domestic & Sexual Violence

<http://www.thehotline.org/>- The National Domestic Violence Hotline (site for LGBTQ survivors)

<http://www.joyfulheartfoundation.org/> - Joyful Heart Foundation (healing retreats for survivors)

<http://www.rainn.org>– Rape, Abuse, and Incest National Network

<https://www.justice.gov/ovw/sexual-assault> - 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’s Office of Civil Rights

## *Contact Information for National Hotlines:*

National Sexual Assault Hotline: 1 (800) 656-HOPE (or 800-656-4673)

National Domestic Violence Hotline: 1 (800) 799-7233

## Alcohol and Drug Policies and Resources

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)

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## 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

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## HEALTH RISKS ASSOCIATED WITH ABUSE OF ALCOHOL AND DRUGS

There are many health risks associated with the use of illicit drugs and the abuse of alcohol including organ 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 the 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.

<b>Alcohol Poisoning is a Medical Emergency</b>
Call for help. You could save someone’s life.
<b>(423) 439-4480 or 9-1-1</b>

### *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 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.

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**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.

## DRUG AND ALCOHOL TREATMENT OPTIONS

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 ETSU is designed to serve students by providing information related to alcohol awareness and chemical dependency. The Division of Student Life and Enrollment offers several educational programs which seek to involve University student organizations.

### *Substance Abuse Assistance Programs (Non-emergency):*

Hyperlink	Phone Number
<a href="#"><u>ETSU Counseling Center</u></a> (students only)	(423) 439-3333
<a href="#"><u>ETSU Public Safety</u></a>	(423) 439-4480
<a href="#"><u>ETSU Employee Assistance Program</u></a>	(855) 437-3486
<a href="#"><u>State of Tennessee Employee Assistance Program</u></a>	(855) 437-3486 (toll free)
<a href="#"><u>Alcoholics Anonymous</u></a> (Northeast Tennessee District)	(423) 928-0871
<a href="#"><u>Comprehensive Community Services</u></a> <a href="#"><u>Drug and Alcohol Treatment Center</u></a>	(423) 349-4070
<a href="#"><u>Woodridge Psychiatric Hospital</u></a>	(423) 431-7111
<a href="#"><u>Frontier Health (24-hour Helpline)</u></a>	(877) 928-9062

## 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, and

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- Assessing AOD programming for effectiveness and implementing changes as deemed necessary

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 Wellness Center at (423) 439-7983.

## **TOBACCO-FREE ETSU**

ETSU has adopted a tobacco-free policy. Smoking and all other tobacco usage is only permitted inside private vehicles. 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. 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

In 2016, the State of Tennessee passed a new gun law allowing concealed firearms on college campuses under certain circumstances. In order to establish rules for possessing and carrying firearms on ETSU property, the University has issued Policy PPP-81 – Firearms Policy for ETSU. Guns are still prohibited in certain situations and owners who wish to carry concealed weapons on campus must first notify the ETSU Department of Public Safety in person, in accordance with institutional policy.

The University has established a website to address the recent changes and to address commonly asked questions. The ETSU community is strongly encouraged to review the Public Safety webpage, *Concealed Handguns on the ETSU Campus*, at [www.etsu.edu/dps/gun-policy/](http://www.etsu.edu/dps/gun-policy/), to learn about these important changes and how they affect each of us.

ETSU is committed to maintaining a safe a secure environment that supports the academic mission of the University. Failure to comply with the University policies will result in disciplinary action against violators. Failure to comply with the law may result in criminal charges.

## 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. Hate Crimes are incidents of Clery crime motivated by bias; includes two additional categories of crime which are marked with (H). The definitions of (C) terms provided below are based on federal statutes, as opposed to state. Terms marked with a (V) are federal VAWA offenses. For definitions of sexual violence terms in the TN jurisdictional 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 means likely to produce death or great bodily harm.

**Arrest:** as persons processed by arrest, citation, or summons. Includes persons arrested and released without a formal charge being placed against them.

**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.

**Bias Categories (used for determining Hate Crimes):** the following eight categories are used to classify a crime as bias-motivated under Clery Act

**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 people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

**Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

**Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

**Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

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**Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

**Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

**National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

**Burglary (C):** The unlawful entry of a structure to commit a felony or theft. Includes Forcible Entry, Unlawful Entry – No Force, and Attempted Forcible Entry.

**Clery Act:** The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

**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).

**Criminal Homicide (C):** These offenses are broken up into two categories, Murder and Non-Negligent Manslaughter, and Manslaughter by Negligence.

**Manslaughter by Negligence (C):** The killing of another person through gross negligence.

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

**Disciplinary Referral:** the referral of any person to any official who initiates a disciplinary action of which a record is established, and which may but does not necessarily result in the imposition of a sanction.

**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 (H):** 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 these categories of bias:

**Intimidation (H):** 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 (H):** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

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**Simple Assault (H):** 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.

**Destruction/Damage/Vandalism of Property (excludes Arson) (H):** 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.

**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.

**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. Includes Greek organization houses, etc.

**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). Includes Off Campus Instructional Sites.

**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.

**Sexual Assault (Sex Offenses) (C):** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

**Fondling (C):** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim

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is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest (C):** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Rape (C):** The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

**Statutory Rape (C):** sexual intercourse with a person who is under the statutory age of consent.

**University, Institution, or ETSU:** East Tennessee State University.

**Violence Against Women Act (VAWA) Offenses (V):** Additional sexual violent crime categories added to the Clery Act by the Violence Against Women Act.

**Dating Violence (V):** 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: the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence (V):** A felony or misdemeanor crime of violence committed by: a current or former spouse of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies; or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking (V):** engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purpose of this definition,

**Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

**Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.

## 2022 Annual Security and Fire Safety Report

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

**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.

## 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 identify 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.

### HATE CRIMES

East Tennessee State University received two reports of Hate Crimes in 2021 including one on-campus student housing intimidation incident characterized by sexual orientation bias and one on-campus property vandalism incident characterized by sexual orientation bias.

<b>2019: No Hate Crimes reported.</b>
<b>2020: No Hate Crimes reported.</b>
<b>2021: 2 Hate Crimes reported.</b>

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## CRIMINAL OFFENSES

<b>Criminal Offenses</b>						
<b>East Tennessee State University Main Campus (includes VA)</b>						
<b>Offense</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing Facilities</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Unfounded</b>
Murder/Non-negligent manslaughter	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Manslaughter by negligence	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Rape	2019	1	1	0	0	0
	2020	4	3	0	1	0
	2021	6	6	0	0	0
Fondling	2019	1	1	0	0	0
	2020	0	0	0	0	0
	2021	2	1	0	0	0
Incest	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Statutory rape	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Robbery	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	1	0	0	1	0
Aggravated assault	2019	2	2	0	1	0
	2020	1	0	0	1	0
	2021	3	1	0	1	0
Burglary	2019	1	1	0	0	0
	2020	5	2	0	0	0
	2021	9	8	0	0	5
Motor vehicle theft	2019	1	0	1	0	0
	2020	1	0	0	0	0
	2021	1	1	0	0	3
Arson	2019	1	1	0	0	0
	2020	1	1	0	0	0
	2021	0	0	0	0	0

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.

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## TITLE IX OFFENSES

<b>VAWA Offenses</b>						
<b>East Tennessee State University Main Campus (includes VA)</b>						
<b>Offense</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing Facilities</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Unfounded</b>
Domestic violence	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	2	2	0	0	0
Dating violence	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Stalking	2019	7	3	0	0	0
	2020	1	0	0	1	0
	2021	3	0	0	0	2

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.

## OFF CAMPUS INSTRUCTIONAL SITE OFFENSES

<b>Off Campus Instructional Sites - All Offenses</b>				
<b>East Tennessee State University Off Campus Instructional Site Statistics for Years 2019-2021</b>				
	<b>Criminal Offenses</b>	<b>Arrests and Judicial Review</b>	<b>Hate Crimes</b>	<b>Unfounded</b>
Kingsport at Allandale	0	0	0	0
Kingsport Downtown	0	0	0	0
ETSU at Sevierville	0	0	0	0
Valleybrook	0	0	0	0
Nave Center - Elizabethton	1	0	0	0
Southwest Virginia Higher Ed Center	0	0	0	0

# 2022 Annual Security and Fire Safety Report

## ARRESTS AND DISCIPLINARY REFERRALS

Arrests and Disciplinary Referrals						
East Tennessee State University Main Campus (includes VA)						
Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property	Unfounded
<b>Arrests:</b>						
Weapons: Carrying, possessing, arrests.	2019	0	0	0	0	0
	2020	1	0	1	1	0
	2021	1	0	0	0	0
Drug related arrests	2019	26	20	6	9	0
	2020	24	11	8	10	0
	2021	10	10	0	8	0
Liquor law related arrests	2019	23	21	0	4	0
	2020	14	14	1	0	0
	2021	20	16	0	1	0
<b>Disciplinary Referrals:</b>						
Weapons: Carrying, possessing, disciplinary referrals	2019	0	0	0	0	0
	2020	0	0	1	0	0
	2021	0	0	0	0	0
Drug abuse violations disciplinary referrals	2019	11	11	0	0	0
	2020	12	10	2	0	0
	2021	12	12	0	0	0
Liquor law violations disciplinary referrals	2019	19	19	0	1	0
	2020	53	53	0	0	0
	2021	32	32	0	0	0
<p>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.</p>						

## Annual Fire Safety Report

East Tennessee State University publishes this fire safety report as part of its annual Clery Act requirements for 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. Upgrades and improvements to fire protection and safety systems is a continuing process.

### 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. See page 26 for an example of this type of plaque.

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 on fire safety policies.

Fires that have occurred in a Housing and Residence Life facility must be reported to the University for inclusion in the Annual Security and Fire Safety Report even if the fire is no longer active. 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) 439-7773

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## 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.

Acceptable Appliances	Prohibited Appliances and Items
<ul style="list-style-type: none"> <li>Appliances with closed coil elements (coffee pots, hot pots, and hot air poppers)</li> <li>Computers</li> <li>Fans</li> <li>Hair dryers</li> <li>Irons for clothing (with self-shut-off preferred)</li> <li>Lamps (excluding halogen lights)</li> <li>Mini refrigerators (no larger than 4.2 cubic ft.)</li> <li>Microwaves (up to 700-800 watts)</li> <li>Stereos and other audio equipment</li> <li>TVs and other audio-visual equipment</li> </ul>	<ul style="list-style-type: none"> <li>Appliances with exposed heating elements (toasters, toaster ovens, broilers, hot plates, etc.)</li> <li>Appliances that are damaged (frayed cords, bent plugs, broken safety handles/legs, etc.)</li> <li>Electronic skillets</li> <li>Fog machines</li> <li>Halogen lamps/lights</li> <li>Sun lamps</li> <li>Incense</li> <li>Liquid fuel</li> <li>Heating appliances</li> <li>Air-conditioners</li> <li>Outside antennas</li> <li>Room deodorizers</li> <li>Electric candle warmers</li> <li>Hoverboards</li> </ul>

## SMOKING

ETSU is a tobacco free campus. Smoking and all other tobacco usage is permitted inside private vehicles on the main campus 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, loose-leaf tobacco, and the use of unlit cigarettes, cigars, and pipe tobacco. Refer to the section of this report entitled Tobacco Free ETSU for more information.

# 2022 Annual Security and Fire Safety Report

## 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 9-4480 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:

- Go to the nearest stairwell or exit door and leave the building immediately.
- Pull the fire alarm while leaving the building.
- If they are not inside the building, notify Public Safety when safe by calling 439-4480.
- 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. Off Campus Instructional Site 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.

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## 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 will 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, refer to ETSU Housing policies. In the event of fire or other emergency, call Public Safety at 423-439- 4480 from a mobile device or 9-1-1 from ETSU lines.

## FIRE SAFETY SYSTEMS IN RESIDENTIAL FACILITIES

All ETSU on-campus housing facilities provide automatic fire protection such as sprinklers, 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 a third-party contractor. Upgrades and improvements to fire safety systems is a continuing process.

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 twice 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.

## 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 is activated, or a water control valve shutdown occurs. All 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.

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**Fire Alarm Systems:** Fire detection systems have been installed in all 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. These systems are inspected annually by ETSU staff who are certified to conduct inspection, testing, and maintenance of fire alarm systems.

**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 IN RESIDENTIAL FACILITIES

Fire Protection Systems						
Residential Facility	Sprinkler	Fire Alarm	Extinguishers	Standpipe	Number of Fire Drills	Alarms Monitored by Public Safety
Buc Ridge Apts A - 129 Buccaneer Rdg	Y	Y	Y	N	4	Y
Buc Ridge Apts B - 520 Treasure Ln	Y	Y	Y	N	4	Y
Buc Ridge Apts C-D - 155-157 Buccaneer Rdg	Y	Y	Y	N	4	Y
Buc Ridge Apts E-F - 223-225 Buccaneer Rdg	Y	Y	Y	N	4	Y
Buc Ridge Apts G-H - 234-236 Buccaneer Rdg	Y	Y	Y	N	4	Y
Buc Ridge Apts I-J - 208-210 Buccaneer Rdg	Y	Y	Y	N	4	Y
Buc Ridge Apts K - 176 Buccaneer Rdg	Y	Y	Y	N	4	Y
Buc Ridge Apts L-M - 319-321 Buccaneer Rdg	Y	Y	Y	N	4	Y
Buc Ridge Apts N-O - 373-375 Buccaneer Rdg	Y	Y	Y	N	4	Y
Buc Ridge Apts P-Q - 279-281 Treasure Ln	Y	Y	Y	N	4	Y
Buc Ridge Apts R-S - 278-280 Treasure Ln	Y	Y	Y	N	4	Y
Buc Ridge Apts T - 1001 Centennial Dr	Y	Y	Y	N	4	Y

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Buc Ridge Apts U - 1000 Centennial Dr	Y	Y	Y	N	4	Y
Carter Hall - 120 S Dossett Dr	Y	Y	Y	Y	4	Y
Centennial Hall - 187 Stout Dr	Y	Y	Y	N	4	Y
Governor's Hall 1385 Gilbreath Dr	Y	Y	Y	Y	4	Y
Lucille Clement Hall - 1193 Jack Vest Dr	Y	Y	Y	Y	4	Y
Luntsford Hall - 391 S Dossett Dr	Y	Y	Y	Y	4	Y
Davis Apts A - 1274 Southwest Ave	Y	Y	Y	N	4	Y
Davis Apts B - 1272 Southwest Ave	Y	Y	Y	N	4	Y
Davis Apts C - 1270 Southwest Ave	Y	Y	Y	N	4	Y
Dossett Hall - 339 S Dossett Dr	Y	Y	Y	N	2	Y
Powell Hall - 205 S Dossett Dr	Y	Y	Y	N	2	Y
Stone Hall - 115 S Dossett Dr	Y	Y	Y	Y	2	Y
West Hall - 289 S Dossett Dr	Y	Y	Y	N	4	Y

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## FIRES IN ON-CAMPUS HOUSING FACILITIES

Fires by On-Campus Student Housing Facility							
Residential Facilities		Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Buc Ridge Apts A - 129 Buccaneer Rdg	2018	0	0	N/A	N/A	N/A	0
	2019	0	0	N/A	N/A	N/A	0
	2021	1	1	Pizza box left in oven	0	0	0
Buc Ridge Apts B - 520 Treasure Ln	2018	0	0	N/A	N/A	N/A	0
	2019	0	0	N/A	N/A	N/A	0
	2021	0	0	N/A	N/A	N/A	0
Buc Ridge Apts C-D - 155-157 Buccaneer Rdg	2018	0	0	N/A	N/A	N/A	0
	2019	0	0	N/A	N/A	N/A	0
	2021	0	0	N/A	N/A	N/A	0
Buc Ridge Apts E-F - 223-225 Buccaneer Rdg	2018	0	0	N/A	N/A	N/A	0
	2019	1	1	Stove malfunction	0	0	\$50
	2021	0	0	N/A	N/A	N/A	0
Buc Ridge Apts G-H - 234-236 Buccaneer Rdg	2018	1	1	Stove/Oven malfunctioned	0	0	\$350
	2019	0	0	N/A	N/A	N/A	0
	2021	0	0	N/A	N/A	N/A	0
Buc Ridge Apts I-J - 208-210 Buccaneer Rdg	2018	0	0	N/A	N/A	N/A	0
	2019	0	0	N/A	N/A	N/A	0
	2021	0	0	N/A	N/A	N/A	0
Buc Ridge Apts K - 176 Buccaneer Rdg	2018	0	0	N/A	N/A	N/A	0
	2019	0	0	N/A	N/A	N/A	0
	2021	0	0	N/A	N/A	N/A	0
Buc Ridge Apts L-M - 319-321 Buccaneer Rdg	2018	0	0	N/A	N/A	N/A	0
	2019	0	0	N/A	N/A	N/A	0
	2021	0	0	N/A	N/A	N/A	0
Buc Ridge Apts N-O - 373-375 Buccaneer Rdg	2018	0	0	N/A	N/A	N/A	0
	2019	0	0	N/A	N/A	N/A	0
	2021	0	0	N/A	N/A	N/A	0
Buc Ridge Apts P-Q - 279-281 Treasure Ln	2018	0	0	N/A	N/A	N/A	0
	2019	0	0	N/A	N/A	N/A	0
	2021	0	0	N/A	N/A	N/A	0

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Fires by On-Campus Student Housing Facility (con't)							
Residential Facilities		Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Buc Ridge Apts R-S - 278-280 Treasure Ln	2019	0	0	N/A	N/A	N/A	0
	2020	1	1	Oven left on/pizza box	0	0	0
	2021	0	0	N/A	N/A	N/A	0
Buc Ridge Apts T - 1001 Centennial Dr	2019	0	0	N/A	N/A	N/A	0
	2020	0	0	N/A	N/A	N/A	0
	2021	0	0	N/A	N/A	N/A	0
Buc Ridge Apts U - 1000 Centennial Dr	2019	0	0	N/A	N/A	N/A	0
	2020	0	0	N/A	N/A	N/A	0
	2021	0	0	N/A	N/A	N/A	0
Carter Hall - 120 S Dossett Dr	2019	0	0	N/A	N/A	N/A	0
	2020	0	0	N/A	N/A	N/A	0
	2021	0	0	N/A	N/A	N/A	0
Centennial Hall - 187 Stout Dr	2019	0	0	N/A	N/A	N/A	0
	2020	3	1	Fire pump overheated and burned	0	0	\$16,740
	2021	0	0	N/A	N/A	N/A	0
Governor's Hall 1385 Gilbreath Dr	2019	0	0	N/A	N/A	N/A	0
	2020	0	0	N/A	N/A	N/A	0
	2021	0	0	N/A	N/A	N/A	0
Lucille Clement Hall - 1193 Jack Vest Dr	2019	1	1	Intentional	0	0	\$50
	2020	1	1	Intentional	0	0	0
	2021	0	0	N/A	N/A	N/A	0
Luntsford Hall - 391 S Dossett Dr	2019	1	1	Overheated fan motor	0	0	\$100
	2020	0	0	N/A	N/A	N/A	0
	2021	0	0	N/A	N/A	N/A	0
Davis Apts A - 1274 Southwest Ave	2019	0	0	N/A	N/A	N/A	0
	2020	0	0	N/A	N/A	N/A	0
	2021	0	0	N/A	N/A	N/A	0
Davis Apts B - 1272 Southwest Ave	2019	0	0	N/A	N/A	N/A	0
	2020	0	0	N/A	N/A	N/A	0
	2021	0	0	N/A	N/A	N/A	0
Davis Apts C - 1270 Southwest Ave	2019	0	0	N/A	N/A	N/A	0
	2020	0	0	N/A	N/A	N/A	0
	2021	0	0	N/A	N/A	N/A	0
Dossett Hall - 339 S Dossett Dr	2019	0	0	N/A	N/A	N/A	0
	2020	0	0	N/A	N/A	N/A	0
	2021	0	0	N/A	N/A	N/A	0

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## FIRES IN ON-CAMPUS HOUSING FACILITIES

Fires by On-Campus Student Housing Facility (con't)							
Residential Facilities		Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Powell Hall - 205 S Dossett Dr	2019	0	0	N/A	N/A	N/A	0
	2020	0	0	N/A	N/A	N/A	0
	2021	0	0	N/A	N/A	N/A	0
Stone Hall - 115 S Dossett Dr	2019	0	0	N/A	N/A	N/A	0
	2020	0	0	N/A	N/A	N/A	0
	2021	0	0	N/A	N/A	N/A	0
West Hall - 289 S Dossett Dr	2019	0	0	N/A	N/A	N/A	0
	2020	0	0	N/A	N/A	N/A	0
	2021	0	0	N/A	N/A	N/A	0