



**BAPTIST HEALTH
SCIENCES UNIVERSITY**

2022 ANNUAL SECURITY AND
FIRE SAFETY REPORT

TABLE OF CONTENTS

| | |
|---|----|
| 2022 ANNUAL SECURITY REPORT | 4 |
| INTRODUCTION | 4 |
| COVID 19 RESPONSE | 5 |
| CAMPUS SECURITY DEPARTMENT | 5 |
| SECURITY AND SAFETY PROCEDURES | 6 |
| CAMPUS PHYSICAL SECURITY | 7 |
| CAMPUS SAFETY TIPS..... | 9 |
| EDUCATIONAL PROGRAMS..... | 10 |
| TIMELY WARNING NOTICES/EMERGENCY NOTIFICATIONS..... | 10 |
| REPORTING CRIME AND OTHER EMERGENCIES | 11 |
| DEFINITIONS OF REPORTABLE CRIMES..... | 12 |
| EMERGENCY RESPONSE AND EVACUATION PROCEDURES | 14 |
| MISSING PERSON PROCEDURE FOR STUDENTS RESIDING ON CAMPUS..... | 15 |
| OFF-CAMPUS STUDENT ORGANIZATIONS | 15 |
| MAINTENANCE OF CAMPUS FACILITIES..... | 16 |
| DRUG AND ALCOHOL POLICY..... | 16 |
| UNIVERSITY RESOURCES FOR DRUG PREVENTION AND TREATMENT..... | 18 |
| WEAPONS..... | 20 |
| CRIMINAL CONVICTIONS..... | 21 |
| DISCLOSURE TO VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES..... | 21 |
| SEXUAL HARASSMENT POLICY AND PROCEDURES..... | 21 |
| HARASSMENT POLICIES | 43 |
| PREVENTION AND AWARENESS..... | 44 |
| BYSTANDER INTERVENTION..... | 44 |
| TENNESSEE SEXUAL OFFENDER REGISTRY | 44 |
| MEMORANDUM OF UNDERSTANDING | 44 |
| APPENDIX A - Crime Statistics..... | 45 |
| APPENDIX B - Federal Penalties and Sanctions..... | 47 |
| APPENDIX C - Clery Map | 55 |
| 2022 FIRE SAFETY REPORT | 56 |
| FIRE STATISTICS: 2019-2021 | 56 |
| FIRE SAFETY..... | 56 |

| | |
|---|----|
| FIRE SAFETY SYSTEMS IN RESIDENTIAL FACILITIES | 57 |
| IN THE EVENT OF A FIRE..... | 57 |
| HEALTH AND SAFETY INSPECTIONS | 57 |
| FIRE SAFETY AND EDUCATION PROGRAMS | 58 |
| FIRE REPORTING..... | 58 |
| PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY | 59 |
| FIRE LOG 2021..... | 59 |

2022 ANNUAL SECURITY REPORT

INTRODUCTION

We at Baptist Health Sciences University are concerned about the welfare, security and safety of every individual at the University. While our current campus crime statistics remain low, maintaining a secure and safe campus environment can only be achieved through a cooperative effort of the entire University community.

This publication is prepared in compliance with section 485 (F) of the Higher Education Act Public Law 101-542, as amended in 1992, 1998, and 2013; the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) - Public Law 101-542; and the College and University Security Information Act (Tennessee law TCA 38-10-101 et. seq). The information provided herein was provided by the Campus Safety Program and is intended to assist the University community, working in harmony with Campus Security, to foster a safe environment in which we can live, study and work productively. The information contained within this report was compiled from reports by, but not limited to, Campus Safety, Residence Life, other Campus Security Authorities and Local Law Enforcement.

Baptist Health Sciences University has a total of 15 full-time equivalent employees and headcount at fall census date of 797, including 66 students who live in the residence hall. The primary physical facility for Baptist Health Sciences University is the Campus Hub, which is located at 1003 Monroe Avenue, Memphis, Tennessee, and contains 116,000 square foot with an atrium design. The Campus Hub building includes both educational facilities and residence quarters with single and double occupancy rooms. The facility contains classrooms; conference rooms; recreational facilities, the library; and faculty, staff, and administrative offices. The Health Sciences Library offers online indexes, an online catalog, journals, books, and various multi-media resources. It contains student study rooms, a media room, and serves as the open access site for computer usage at individual workstations.

The nursing facility is located at 1127 Union Avenue and consists of approximately 25,000 square foot of simulation laboratories, classrooms, and faculty offices. Simulation laboratories provide resources for patient care simulation, including state of the art simulation mannequins.

Energized radiological science laboratories are located in the University Annex next door to the Campus Hub building, which is approximately 11,800 square foot. These laboratories allow imaging students to perfect their skills in a simulated environment prior to performing patient care. There were testing stations installed in the Annex to provide accommodations for students needing reduced noise and distractions for tests.

The Health Sciences building, located approximately one block from the main facility at 22 N. Pauline, which is approx.: 31,500 square foot. This building includes classrooms, testing space as well as laboratories.

The Collaboration Building, located south of the Nursing building, includes faculty and staff offices, classrooms, an atrium, and conference rooms. The facility is approx.: 75,000 square foot. The campus building located at 20 South Dudley includes leased building space as well as classrooms and auditorium. The facility is approximately 65,000 square foot. There are no recognized off-campus organizations affiliated with Baptist University.

COVID 19 RESPONSE

In response to the COVID-19 pandemic, Baptist University created health and safety protocols that can be found on the University website providing information regarding policies, vaccines, response, and prevention for all members of the campus community. See [Covid-19 Campus Update](#).

CAMPUS SECURITY DEPARTMENT

Baptist Health Sciences University Campus Security Department is organized under the office of Administrative Services. The Chief of Security, along with a Lieutenant, head the security department. Department staffing consists of 12 uniformed security officers. The department strives to provide high quality security, safety, and crime prevention services that meet the needs and standards of a progressive academic institution. The department is responsible for providing security and safety for the entire University community. Security officers provide security services consisting of limited access control, vehicular patrol, and foot patrol. These security officers do not carry firearms, but they do have powers of citizen arrest. Campus Security has close and highly effective working relationships with Tennessee state and Memphis city police, who can provide additional services to the campus in a timely fashion, if required. Incidents are reported to the Memphis Police Department when appropriate and in keeping with reporting requirements. Security officers are on duty 24/7 and make frequent driving and/or foot patrol of all campus property. The security officers are certified as private protective security officers by the state of Tennessee.

As previously noted, maintaining a safe and secure campus is not the sole responsibility of Campus Security. We encourage all individuals on this campus to be conscious of their surroundings and assist in making security and safety a matter of routine in their activities. It is the responsibility of each student and employee to report actions that are or appear to be suspicious, threatening, or have the potential for violence. This information is to be reported immediately to Security through the Information Center (572-2468). In case of emergency,

please dial (572-2911). Baptist University encourages accurate and prompt reporting of all crimes to campus security, when the victim of a crime elects to, or is unable to, make such a report. In the event a situation poses immediate danger, individuals are to call 911. Security personnel are available at designated times for escorts to campus buildings and automobiles.

SECURITY AND SAFETY PROCEDURES

The primary goal of the Baptist Health Sciences University Campus Security is to maintain a safe and secure campus for all students, faculty, staff and visitors. Members of the University community have a number of opportunities to learn about campus security procedures and the prevention of crimes. Campus Security works closely with various student organizations, administrative offices, and the Department of Student Services to maintain a secure environment and encourages all students, employees, and visitors to be vigilant about their own security and safety.

It is the policy of Baptist Health Sciences University to encourage all members of the University community to immediately report all criminal acts, suspicious circumstances, persons, and all emergencies to Campus Security located at the Information Center of the Campus Hub main entrance. Reporting may be done in person; by telephone from on-campus phones by dialing 2-2468; or by telephone from off-campus phones by dialing 901-572-2468 or 572-2911 in case of an emergency. Campus Security provides highly visible, uniformed security patrols in marked vehicles, and on foot. Criminal actions may also be reported to any professional staff member of the University. Victims of crimes are encouraged to report these matters to the campus security and police. The Security department is non-sworn and they cannot unfound a crime once it has been reported.

Campus Security makes every effort to prevent crime and maintain order throughout the campus. Security officers have the ability to request an immediate response of fire apparatus, rescue vehicles, or police as warranted by the situation. Department personnel work closely with and assist the police whenever a serious incident occurs, or when an arrest on campus is warranted. Incidents requiring Campus Security and/or Police Officer response may result in criminal charges, University judicial action, or both.

In addition to maintaining a close relationship with local law enforcement agencies related to incidents occurring on campus, Campus Security maintains routine contact with these agencies regarding activities off campus that could adversely affect the University and its community. In addition, frequent dialogue is maintained with other University departments regarding matters of mutual interest.

CAMPUS PHYSICAL SECURITY

Students and employees are issued identification badges, these badges are required to access all campus buildings and parking lots. The identification badge is to be worn on the upper torso where it can be easily seen.

Hours of building and parking lot access have been defined.

Building Access:

A. Campus Hub

| | |
|-------------------------------|--------------------|
| M–F | 6:00 am – 10:30 pm |
| Sat | 6:00 am – 10:30 pm |
| Sun | 1:00 pm – 6:00 pm |
| Residents have 24 hour access | |

B. Health Sciences Building

| | |
|-----|--------------------|
| M–F | 6:00 am – 10:30 pm |
| Sat | 6:00 am – 6:00 pm |
| Sun | CLOSED |

C. Annex

Student Center

| | |
|-------|------------------------------|
| M–Sun | Students have 24 hour access |
|-------|------------------------------|

Education Area

| | |
|-----|-------------------------------------|
| M–F | 6:00 am – 10:30 pm—Annex Classrooms |
| Sat | 6:00 am – 6:00 pm |
| Sun | CLOSED |

D. Nursing Building

| | |
|--------|--------------------|
| M–Fri | 6:00 am – 10:30 pm |
| Sat | 6:00 am – 6:00 pm |
| Sunday | Closed |

E. Library Access

| | |
|-------|--------------------|
| M–Th | 7:30 am – 10:30 pm |
| F–Sat | 7:30 am – 6:00 pm |
| Sun | 1:00 pm – 6:00 pm |

F. Collaboration Building

| | |
|--------|--------------------|
| M–Fri | 6:00 am – 10:30 pm |
| Sat | 6:00 am – 6:00 pm |
| Sunday | Closed |

Parking Access:

Monroe Parking Lot

| | |
|------|------------------------|
| M–F | 6:00 a.m. - 10:30 p.m. |
| Sat. | 6:00 a.m. - 10:30 p.m. |

Sun. 1:00 p.m. - 6:00 p.m.

Garage and Parking Lots Court and Camilla

Monday - Saturday 6:00 a.m. - 10:30 p.m.

Sunday Closed

Union Parking Lot (Union Avenue lot entered off Eastmoreland or Union Avenue) - This lot is designated students, faculty and staff, and registered visitors only. Lot is also shared space with Hospital Wing and BMHCC Warehouse.

Vendors and guests must sign in and are given a temporary identification badge if visiting campus buildings. Upon completion of the visit, the badge is returned. Guests are to be escorted at all times while on campus.

Closed-circuit television monitors are in place at the Information Center and the security office allow viewing the interior entrance areas of all campus facilities and the exterior of all buildings and parking lots. Emergency Phones (Code Blue) are located at the corner of Madison and Pauline and at the entrance of the nursing building.

All student housing is located within the Campus Hub Building. Both single and double rooms are available based on student request and availability. Women's housing is located on the second, third and fourth floors and men's rooms are on the fifth floor. Honors Program Housing is located on the 2nd floor. Each room has two desks with chairs, two twin beds, two sets of drawers, and ample closet space for two. All rooms have a private bathroom, telephone line, and internet access. Cell phones must be used for long distance calls. Students are issued individual keys to their rooms and are encouraged to keep their doors locked at all times. With the atrium design of this building, there are no windows in rooms which open to the outside, however each room allows entry to a balcony some of which are to the outside. Per local fire code, students are not allowed to use non-school issued furniture, such as bed frames and mattresses.

Room assignments are made with priority given to any full-time freshman students. Fulltime students from outside the Memphis area will be given second priority. Remaining rooms will be assigned by application receipt date. Students must agree to abide by all rules and regulations governing the Residence Hall in order to be accepted for residence privileges and must be registered for credits at the Baptist Health Sciences University. Requests for roommate changes are submitted to the Residence Life Specialist. At this time, there are no family housing options at Baptist University.

The main access doors to the residence areas, located near the Information Center, are required to be locked 24/7, thereby providing students reasonable safety, security, and privacy. Students use Proxy identification cards to access these doors. Visitation hours in the Residence hall are from 12:00 noon to 10:30 pm daily. Guests must sign-in at the Information Center and present a valid driver's license or photo ID upon entering and signing into the building. Guests

are housed in the residence only in rare instances (e.g. inclement weather) and with the approval of the Director of Student Services.

Campus security provides 24/7 coverage at the Information Center in the Campus Hub Building. All of these employees received orientation training and complete the annual safety and security training required of all employees. Components of this training include emergency preparedness, fire safety, general safety, standards of conduct, information security, alcohol and drug information, and confidentiality.

There are ten security officers plus two supervisors who provide 24/7 coverage for the University. All of the security personnel complete the state of Tennessee training and are certified as private protective security officers. In addition, they all hold weapons training certifications in chemical agent, handcuff, and baton certificates. Security personnel also complete the annual safety and security training for employees. All security officers are non-sworn.

Students in University housing are provided a handbook, which describes the requirements and expectations of living on campus. All residents sign a housing agreement prior to moving in the Residence Hall. Resident Assistants monitor each hall and hold regular hall meetings.

The only holiday or break period in which students are required to vacate the residence is during the Christmas break (between the fall and spring terms) and during the summer break (usually around the 4th of July). Residents will be asked to vacate the building during these two times. Residents are required to sign in and out on a log at the Information Center. Anytime students are in the residence, there is 24/7 coverage at Information Center.

CAMPUS SAFETY TIPS

Although the crime rate at Baptist Health Sciences University is very low, students are encouraged to be alert and use common sense to protect themselves and others from becoming victims of crime. These safety tips are provided for students:

- Take the safest route to and from campus, not the fastest route.
- Travel in groups of two or more at night and always walk in well-lit, heavily traveled areas.
- Stay on the part of the sidewalk that is farthest away from shrubs, dark doorways, and alleys.
- Share your class schedule with friends and family, effectively creating a buddy system.
- When you go out, let someone know where you are going and when you plan to be back.
- Know where the emergency telephones are located.

- Wherever you are, stay alert to your surroundings and the actions of people around you.
- Follow your instincts. If something does not feel right, change directions, go to an emergency phone or into a public building, or call Campus Security 901-572-2468 or (Emergency) 572-2911.
- Do not leave your belongings unattended, even for a few minutes.
- Avoid displaying large amounts cash or other tempting targets such as jewelry or expensive clothing.
- Always lock your car and keep valuables out of sight. Check the back seat before getting in.
- Park in well-lit, well-traveled areas of the parking lot.
- Memorize the phone number of the Campus Security (901-572-2468) or (Emergency) 572-2911.

EDUCATIONAL PROGRAMS

Crime prevention programs begin with University orientation and are routinely conducted throughout the year. Crime prevention education programs for resident students begin upon their arrival and continue throughout the year. These programs range from indoctrination on rules, regulation and policies to routine “floor meetings” with Resident Assistants.

The University disseminates various brochures and messaging which are published to remind students and employees of means to promote their own security and safety. Campus Safety and Security information is also provided during Baptist University Embark coursework. The University also utilizes Vector LMS, which provide a number of educational modules related to campus safety and security. Modules within Vector LMS include:

- Drug Awareness and Abuse
- Bystander Intervention for Students
- Sexual Violence Awareness
- Alcohol Awareness for Students

Information on the Clery Act is provided annually during employee mandatory training. Campus Security Authority training is also provided annually to identified campus CSA's.

TIMELY WARNING NOTICES/EMERGENCY NOTIFICATIONS

In order to aid in the prevention of crimes, the Vice President of Administrative Services, or any administrator on call will issue timely warnings via electronic format regarding crimes or other incidents considered to be a threat to students and employees. If a crime occurs that fits the classification within this policy and a timely warning notice is not issued, the reason will be

documented and maintained on file. Baptist University will take into consideration, the safety of the community and or victims when sending content of the warning. Such reports will be timely and withhold any names of individuals involved. Emergency Notifications may occur for various reasons including facility emergencies and inclement weather. These messages will be sent via email and Omnilert. Messages will also include updates and all clear announcements. The VP of Administrative Services, VP of Financial Services, Manager of Information Technology, or Administrator on Call will issue emergency notification whenever the need arises (day, evening or night). All students and employees are encouraged to sign up for the Omnilert emergency notification system, which sends text and email messages in case of a campus emergency, or closing due to inclement weather.

REPORTING CRIME AND OTHER EMERGENCIES

For the purpose of complying with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Campus Security Authority or CSA is defined as (1) a campus law enforcement unit; (2) an individual or organization specified in an institution's statement of campus security policy as the individual or organization to whom students and employees should report criminal offenses; and (3) an official of an institution who has significant responsibility for student and campus activities but does not have significant counseling responsibilities. Those officials at Baptist Health Sciences University who have significant responsibility for student and campus activities, but do not have significant counseling responsibilities, include the following:

- Members of the Baptist Health Sciences University Campus Security Department.
- The President, the Vice Presidents, the Provost, and the Academic Deans who do not have significant counseling responsibilities other than those that are academic in nature.
- Dean of Students and Student Services staff with significant responsibility for student and campus activities.
- Directors and Chairs within organizational areas with significant responsibility for student or employee relations that have been deemed CSA's by University administration.
- Advisors to student organizations.

The University implements a confidential reporting system, if warranted, for the purpose of recording annual crime statistics. Counselors, at the time of in-take with the victim, routinely discuss Judicial/Administrative options that include University Campus Security, Police and Judicial Affairs.

The University Counselor and Director of Campus Ministries inform counselees of procedures to report crimes in a voluntary, confidential manner if appropriate.

Annually, information is requested in writing from Campus Security Authorities and the local police department to be combined into the annual crime statistics report for the campus. Crime statistics are gathered and reported to students, faculty, staff, and the Department of Education no later than October 1st of each year. These statistics are also available to prospective students, faculty, and staff.

Baptist Health Sciences University maintains a Clery Crime Log, updated within two business days of the Security Department receiving a crime report. In compliance with the Clery Act, Baptist University does not include crimes that occur outside of Clery geography or patrol jurisdiction. Upon request the crime log, consisting of the last 60 days may be viewed during normal duty hours (8am – 5pm). Request to view periods older than 60 days will be honored within 48 hours of the request. The crime log may be viewed at the Baptist University Security Department located in the Annex.

DEFINITIONS OF REPORTABLE CRIMES

Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program is the source of the definitions. The definitions for Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations are from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program. The definitions of Fondling, Incest, and Statutory Rape are from the FBI's National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR.

Murder/Manslaughter: defined as the willful killing of one human being by another.

Negligent Manslaughter: defined as the killing of another person through gross negligence.

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

Fondling: the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery: defined as 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.

Aggravated Assault: defined as 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.

Burglary: unlawful entry of a structure to commit a felony or a theft. Motor Vehicle Theft: theft or attempted theft of a motor vehicle.

Arson: 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.

Weapon Law Violations: 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.

Drug Abuse Violations: 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 nonnarcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: 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. (Drunkenness and driving under the influence are not included in this definition.)

Hate Crimes: A hate crime is a criminal offense committed against a person or property, which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/ national origin.

- 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, whites).
- Gender: A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

- 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 sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- Ethnicity: A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- National Origin: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In the event of a fire or other emergency that requires the evacuation of the campus community, Baptist University expects that all campus community members and guest will evacuate by the nearest exit, closing doors behind them and in the case of a fire, activating the fire alarm system as they leave. Once safely outside a building, it is appropriate to contact Baptist University security and to call 911. Students and/or staff will be informed of where to relocate to by staff and security if circumstances warrant moving them from the designated assembly areas. If the emergency is one other than a fire (bomb threat, gas leak, flooding, etc.) the senior administrator on scene or the senior security officer on scene will start the evacuation procedures following the steps and policies as outlined in the Baptist Health Sciences University Emergency Operations Plan. Immediate notifications and next steps in response will be communicated through Omnilert.

Campus Security along with the Safety Committee lead seven emergency evacuation drills per year. Evacuation drills are monitored by Security and the Safety Committee to evaluate egress and behavioral patterns. Reports are prepared by participating departments that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to facilities management and the Safety Committee for consideration. Students receive information about evacuation and shelter-in-place procedures through an orientation module on campus safety and security, classroom safety acknowledgements, informational sessions and signage posted throughout campus facilities.

Baptist University does an annual exercise to test the Emergency Preparedness guidelines and a critique is completed by the Safety Committee. The 2015 drill exercised the

entire University and security staff with an Active Shooter Drill conducted by the FBI, Shelby County Sheriff's Department, and the Memphis Police Department. The 2016 and 2017 exercise was an Earthquake drill in conjunction with "The Great American Shake Out". The 2018 drill was completed by the Planning Council and established the University Lockdown procedure. The 2019 annual drill was a Campus Lockdown. Since March 2020, Baptist University leadership has monitored and developed protocols in response to the Covid-19 pandemic. The University Safety Officer has developed an after-action report that will be utilized as the University exercise for the calendar year 2020. The 2021 annual drill consisted of a fire evacuation drill and completed after-action report.

University emergency procedures are located on the Emergency Operations Plan:

[Baptist University Emergency Operations Plan](#)

MISSING PERSON PROCEDURE FOR STUDENTS RESIDING ON CAMPUS

Students residing in campus housing will provide at the time of check-in information regarding who to contact in the event the student is determined to be missing. This information will be considered confidential and may only be accessed on a need-to-know basis. A form will be provided in the resident's check-in packet, and forms will be collected by RA's and filed at the information center in a confidential file marked "Missing Persons Contact Information—Residence Hall."

When a resident is determined to be missing for 24 hours, appropriate University personnel will be notified, beginning with the Dean of Students who supervises campus housing. He or she will immediately submit a Missing Person Report to Baptist University campus security.

If investigation shows the student has been missing for 24 hours, the Dean of Students or the Administrator-On-Call will notify the contact person whom the student provided. Additionally, if the student is under 18 years of age and not considered emancipated, the University will immediately contact the custodial parent or legal guardian. In the event the student is over 18 or is emancipated, and no contact has been registered, campus security will inform the appropriate law enforcement agency.

OFF-CAMPUS STUDENT ORGANIZATIONS

Baptist Health Sciences University does not recognize any off-campus student organizations.

MAINTENANCE OF CAMPUS FACILITIES

Campus Security works closely with the Departments of Facilities Maintenance and Student Services to provide a safe and well-lit campus. Further, security officers monitor campus lighting to enhance security. Additionally, administrative members of various departments routinely conduct surveys to assess the operability and adequacy of lighting throughout the campus. The Department of Facilities Maintenance maintains the ability to respond on a 24-hour basis to correct significant discrepancies related to safety and security. This response facilitates prompt repairs to building and room access equipment, fire and safety equipment, lighting and other deficiencies that present an immediate risk to the University community. Utilizing portable radios, security officers are able to notify the main desk regarding situations requiring the immediate attention of the Facilities Maintenance Department.

Campus security is an integral part of all facility maintenance, construction, and landscaping projects, and security officers are included in the planning phases of each to ensure all security considerations are implemented.

DRUG AND ALCOHOL POLICY

Baptist Health Sciences University strives to create an environment, which promotes the health and wellness of students and to provide for safe and effective care to clients by students who are drug and alcohol free. It is the intent of Baptist Health Sciences University to establish and clearly communicate a drug and alcohol policy with the end result that all students will be free of any chemical impairment.

Students are prohibited from being under the influence of illegal drugs, unprescribed controlled drugs, alcohol or inhalants while in the classroom, the clinical setting, on campus, or while participating in Baptist Health Sciences University sanctioned or sponsored activities. For the purpose of this policy, “campus” includes all sites associated in any way, either directly or indirectly, with Baptist Health Sciences University, Baptist Memorial Hospital and/or Baptist Memorial Health Care Corporation. Students taking any prescribed or over-the-counter medications which may alter their ability to function in a competent manner while in the classroom or the clinical setting must report their medication use to their respective instructor (s) prior to entering the setting.

It is the intention of Baptist Health Sciences University to test students in an unbiased and impartial manner. Testing may be done for any or all of the following reasons:

- Randomly throughout enrollment
- Reasonable suspicion

- Pre-clinical Testing
- Post-incident/unusual occurrence

If, at any time, a student refuses to submit to testing during the random or reasonable suspicion screening, that student will be considered to be in violation of University policy, that student will be subject to further disciplinary actions, up to and including dismissal from the University. If, at any time during the random screening, a student fails to report to the collection site at a designated time, that student will be subject to further disciplinary actions, up to and including dismissal from the University.

The Student Handbook gives additional information regarding the Drug and Alcohol Policy. Appendix B of this report outlines federal penalties and sanctions for illegal trafficking and possession of a controlled substance. Appendix B outlines the health risks associated with the use of illicit drugs and alcohol.

Additional information can be obtained by contacting the Higher Education Center for Alcohol and Other Drug Prevention directly:

The Higher Education Center for Alcohol and Other Drug Prevention Education Development Center, Inc.

55 Chapel Street
Newton, Massachusetts 02158-1060
Web site: <http://www.nsvrc.org/organizations/143>
Phone: 800/676-1730
E-mail: HigherEdCtr@edc.org

Employees: Drug and Alcohol Free Workplace (Fitness for Duty)

Employees are prohibited from being under the influence of illegal drugs, unprescribed controlled drugs, alcohol or inhalants while in the classroom, the clinical setting, on campus, or while participating in Baptist Health Sciences University sanctioned or sponsored activities. For the purpose of this policy, “campus” includes any and all sites associated in any way, either directly or indirectly, with Baptist Health Sciences University, Baptist Memorial Hospital, and/or Baptist Memorial Health Care Corporation.

Definition and Expectations

Fitness for duty is defined as reporting for work and performing job duties safely and appropriately without any adverse effects due to the use of drugs, including alcohol. Drug violations off campus also render an employee unfit.

The University prohibits the following:

- Reporting to work under the influence of alcohol, illegal drugs, any other controlled substances or prescription drugs not medically authorized or used in a non-prescribed manner.
- Using, purchasing, selling, transferring, distributing or possessing on the University or BMHCC premises any alcohol, illegal drugs or substances, prescription drugs not medically authorized or any other substance which might impair job performance or pose a threat to students, other employees, patients or the public at large.

Refusal to Submit

Refusal to cooperate with the University policy prohibiting the use of drugs and alcohol will result in disciplinary action up to and including termination of employment. In addition, the following and/or similar drug offenses generally result in discharge:

- Possession with apparent intent to sell or distribute drugs
- Selling or distributing drugs, stealing/misappropriation of drugs
- Diversion of drugs (from patient(s))

Drug violations off premises may also render an employee unfit for duty.

Testing

It is management's responsibility for being alert to changes that may indicate existing or potential problems with an employee's ability to safely perform his/her job.

To assure a drug free workplace, the University reserves the right to require employees to submit to drug/alcohol testing at any time. In such cases, Administrative Services must be contacted immediately. An employee's refusal to submit to drug/alcohol testing is grounds for termination. A positive test will result in corrective action up to and including termination of employment.

UNIVERSITY RESOURCES FOR DRUG PREVENTION AND TREATMENT

- Counselor 901-572-2660
- CONCERN 901-458-4000

CONCERN is an assistance program for employees and students that provides confidential, cost-free problem solving help. CONCERN is a resource funded by the University and can help with such areas as marital and family relationships, alcohol or drugs, emotional concerns, grief, gambling, elder care and financial problems.

Community Resources for Drug Prevention and Treatment

- Alcoholics Anonymous 901-454-1414
- Lakeside Behavioral Health 901-377-4733
- Cocaine Anonymous 901-725-5010
- Memphis Recovery Center 901-272-7751
- Narcotics Anonymous 901-276-5483
- Drug Helpline 888-633-3239

The National Council on Alcoholism and Drug Dependence

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

Drug and Alcohol Education

The educational offerings at Baptist University include online trainings as well as several information sessions which include general safety and awareness. Throughout the year, various seminars and guest speakers are scheduled for ongoing awareness. Additionally, all faculty and staff must complete annual training on the topic of safety and security. Drug and Alcohol awareness and related health and legal risk are components of the trainings.

Loss of Title IV Federal Student Aid

A federal or state drug conviction can disqualify students for Title IV Federal Student Aid funds at other institutions.

Convictions only count if they were for an offense that occurred during a period of enrollment for which a student was receiving Title IV Federal Student Aid Funds – they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless the student was tried as an adult.

The chart below illustrates the period of ineligibility for Title IV Federal Student Aid funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. A conviction for sale of drugs includes convictions for conspiring to sell drugs.

| Length of ineligibility for Title IV Federal Student Aid Funds | |
|---|--|
| Possession of Illegal Drugs | Sale of Illegal Drugs |
| 1st offense - 1 year from date of conviction | 1st offense - 2 years from date of conviction |

| | |
|--|--|
| 2nd offense - 2 years from date of Conviction | 2nd offense - Indefinite period |
| 3+ offenses - Indefinite period | 3+ offenses - Indefinite period |

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

The student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program or when the student passes two unannounced drug tests conducted by a drug rehabilitation program, which meets regulatory criteria. Further drug convictions will make the student ineligible again.

WEAPONS

As provided in Tennessee Code Annotated 39-17-1309, any unauthorized or illegal possession of, use of, or wearing of firearms or dangerous weapons of any kind is not permitted on Baptist Health Sciences University property. State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3,000) for carrying weapons on school property.

Weapons shall include, though not exclusively, the following:

- An explosive or an explosive weapon. Explosive weapon means any explosive, incendiary or poisonous gas bomb, grenade, rocket, mine, or shell, missile or projectile that is designed, made or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage.
- A device principally designed, made or adapted for delivering or shooting and explosive weapon.
- Any knife that has a blade which opens automatically by applied pressure, gravity, or inertia or other knives with a blade length exceeding four inches (4").
- Any other device used for infliction of serious bodily injury or death which has no common lawful purpose.

Campus security officers do not carry firearms, but do carry batons.

Employees are prohibited from possession of firearms, weapons, or other objects which have the appearances of being a firearm or weapon in University buildings. This prohibition also

applies to employees traveling on official business for the University or who are conducting business on behalf of the University.

CRIMINAL CONVICTIONS

Students are required to disclose criminal convictions other than minor traffic violations as a part of the University application process. Situations are reviewed on a case-by-case basis. Incumbent students are required to complete screening for criminal background data. All new admissions to the University will complete this screening prior to beginning their first trimester.

The Student Standards of Conduct document prohibits violation of state or federal laws(s) on or off campus. Violation of this prohibition can result in dismissal without appeal.

All employees complete screening for criminal background data as part of the employment process.

Both students and employees are screened annually for QIG/GSA violations.

DISCLOSURE TO VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES

The University will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim. The University also notifies victims in accordance with the Baptist Health Sciences University Sexual Harassment policy.

SEXUAL HARASSMENT POLICY AND PROCEDURES

Acts of sexual harassment, including acts that would constitute sexual assault, stalking, dating violence, domestic violence, and sexual exploitation, as defined in this policy, are prohibited and unacceptable and will not be tolerated at Baptist.

This policy addresses the University's responsibilities under Title IX of the Higher Education Amendments of 1972, 20 U.S. C. § 1681 et seq. ("Title IX") and the Violence against Women Reauthorization Act of 2013 (VAWA) and other applicable federal and state statutes. Title IX prohibits discrimination on the basis of sex in educational programs and activities and programs that receive federal assistance. Similarly, VAWA requires that schools have procedures in place to respond to matters of sexual assault, relationship (dating and domestic) violence, and stalking.

Reporting Options and University Response

Any member of the Baptist community who believes that they have experienced harassment, discrimination, sexual assault, domestic violence, dating violence, stalking, or sexual exploitation in violation of this policy is encouraged to report the incident(s) as soon as possible. Baptist urges an individual, whether or not he/she intends, at that time, to press criminal charges, seek civil restitution, or pursue internal disciplinary measures, to report. While reporting is encouraged, victims have the right to report or not report the incident to the University and/or to law enforcement. Additionally, any other person with knowledge of sexual harassment is encouraged to report the incident to the Title IX Coordinator.

Getting Immediate Help

Individuals are encouraged to contact 9-1-1 for an immediate need and to seek medical treatment as soon as possible following an incident that poses a threat to safety or physical well-

Emergency
911, or 9-911 from a campus phone

Shelby County Crime Victims & Rape Crisis Center
901-222-3950

Reporting to Law Enforcement

The University encourages any student or employee who has experienced domestic violence, dating violence, sexual assault, or stalking to report the incident to the local law enforcement agency with jurisdiction.

Campus Security Emergency Services
911 or 9-911 from Campus Phone

Campus Security
901-572-2911

On-Campus Quick Number
22911

Non-Emergency:
901-572-2468

Baptist Community members may also contact local law enforcement at any time. Campus Security or the Title IX Coordinator can assist a victim in contacting appropriate law enforcement officials and will cooperate within the extent permitted by law with law enforcement agencies if

a victim decides to pursue the criminal process. Victims also have the option to decline to notify law enforcement authorities.

Reports made to the police will not automatically be reported to Baptist. A separate report will have to be made if a person wishes to report to the University.

Memphis Police Department-Sex Crimes/Juvenile Abuse/ICAC
901-636-3330/901-636-3240

Reporting to the Title IX Coordinator or the University

Any Baptist student, employee or staff member who believes he/she has been subjected to sexual harassment is encouraged to report these incidents to a Title IX Coordinator. A Title IX report can be made in person or by phone during office hours or via e-mail or voicemail at any time.

Adonna Caldwell,
Vice President of Administrative Services and Title IX Coordinator
Adonna.Caldwell@baptistu.edu,
201 Administrative offices, Collaboration Building,
1115 Union Ave. Monroe Ave, Memphis, TN 38104
(901) 572-2592

Reporting to Confidential Resources

Confidential resources exist (listed below) and may be utilized in lieu of reporting. Tennessee law provides that communications with certain *confidential resources* such as licensed marital and family therapists, licensed professional counselors are privileged and not subject to further disclosure except as provided by law.

Baptist University Counselor (On Campus)
(901) 572-2660 (regular business hours)
(901) 572-2468 (after hours)
Counselor@baptistu.edu

Concern/EAP (Off Campus)
901-458-4000 (24 hours)
2670 Union Extended, Suite 610
Memphis, Tn. 38112

Additional Reporting Options

Filing a Complaint under this policy does not preclude a student from filing a written complaint with the U.S. Department of Education's Office for Civil Rights.

U.S. Department of Education, Office for Civil Rights (OCR)
U.S. Department of Education
61 Forsyth St. SW
Suite 19T40
Atlanta, GA 30303
Telephone: 404-974-9450

Who Must Report

Except for University-recognized confidential resources (previously listed), all Baptist employees (including student workers) are considered Responsible Persons and must therefore report to the Title IX Coordinator any sexual harassment allegations of which they become aware.

Amnesty for Students Who Report Prohibited Sexual Conduct

Baptist recognizes that a student who is under the influence of alcohol and/or drugs at the time of an incident of sexual harassment may be hesitant to report for fear of disciplinary actions related to the student's own violation of the Standards of Student Conduct. Baptist will not impose disciplinary actions on students who report sexual harassment, either as a victim or as a witness, solely for possessing or being under the influence of alcohol and/or drugs at the time of the incident. The seriousness of sexual harassment is a major concern, and the University does not want any circumstance to inhibit the reporting of these offenses. The University may offer leniency with respect to other violations which may come to light as a result of such reports, depending on the circumstances involved. The Title IX Coordinator will make the determination on behalf of the University.

Outreach by the Title IX Coordinator

When a report or Complaint of sexual harassment is made under this policy, the Title IX Coordinator (or designee) will confidentially contact the Complainant to offer supportive measures and explain the options for proceeding, including the process for filing a Complaint. The Coordinator will consider the Complainant's wishes with respect to supportive measures and inform him or her of the availability of supportive measures with or without filing a Complaint. The Complainant does not have to decide whether to pursue a Complaint or to name the other party/ies at the time of the report.

Supportive Measures

Upon receipt of a report or Complaint of a violation of this policy, the University will provide reasonable and appropriate supportive measures. Supportive measures are available regardless of whether the complainant chooses to pursue any action under this policy, including before and after the filing of a Complaint or where no Complaint has been filed. Supportive measures are

available to the Complainant, Respondent, and as appropriate, witnesses or other impacted individuals. The Title IX Coordinator will maintain consistent contact with the parties to ensure that safety and emotional and physical well-being are being addressed. Generally, supportive measures are meant to be short-term in nature and will be re-evaluated on a periodic basis. To the extent there is a continuing need for supportive measures after the conclusion of the resolution process, the Title IX Coordinator will work with appropriate school resources to provide continued assistance to the parties.

Appropriate actions may include, but are not necessarily limited to, the following:

- Housing reassignments;
- Class reassignments;
- No contact directives;
- Limitation on extracurricular activities;
- Removal from the University community;
- Referral to University disciplinary process;
- Training; or
- Other appropriate actions as necessary to stop the sexual harassment, prevent its recurrence, or remedy its effect on the Complainant or University community.

Interim Removal

In connection with this policy, in circumstances seriously affecting the health or well-being of any person, or where physical safety is seriously threatened, or where the ability of the University to carry out its essential operations is seriously threatened or impaired, the President or an authorized representative may summarily suspend, dismiss, or bar any person from the University. Prior to taking action against a student in response to an allegation that arises from a Complaint under the jurisdiction of Title IX, the University will undertake an individualized safety and risk analysis, determine that an immediate threat to the physical health or safety of any student or other individual arising from the allegations justifies removal, and provide written notice to the Party. In all such cases involving students, actions taken will be reviewed promptly, typically within one week, by the appropriate University authority. Removals subject to Title IX will include an opportunity for appeal by the Respondent.

Complaints involving employees as the Respondent will be subject to the leave provisions that rest within Human Resources and could involve placing the employee on administrative leave (with or without pay) depending on the nature of the reported offense, the determination of an ongoing risk to public safety, and/or other factors as determined by Human Resources.

Rights of the Parties

The Title IX Coordinator will ensure that the Complainant receives an explanation of rights and options written in plain language with concise information. The written notification of rights and options will include the following:

- The importance of obtaining and preserving forensic and other evidence;
- The right to report or not report the alleged incident to the University, law enforcement or both, including information about the Complainant's right to privacy and which reporting methods are confidential;
- The right to request and receive assistance from campus authorities in notifying law enforcement;
- The right to request and receive assistance in obtaining and enforcing a campus-issued no contact order and/or a protective/restraining order, which is issued through the state;
- The right to speak to and receive assistance from on and off campus confidential resources and other organizations that provide support and services to victims and survivors;
- The right to assistance from the University in accessing and navigating campus and local health and mental health services, counseling, advocacy services, legal assistance, financial aid services and immigration/Visa assistance;
- The right to receive an explanation of rights and options, as required by the Clery Act and supportive measures with or without the filing of a Complaint, no matter where the incident is reported to have occurred and that the University will consider the Complainant's wishes with respect to available supportive measures;
- The right to request a Formal or Informal Resolution if cause is found to proceed under this policy and a summary of the appropriate resolution procedures;
- Contact information for all of the people and organizations listed herein; and
- Complainants have the right to request an end to the process except as set forth in this policy.

In the event that a Complaint is filed, the Complainant and the Respondent will receive a written notification of rights and options regarding the resolution process, to include the following:

- The right for Complainants and Respondents to be treated equitably by the University which includes providing remedies to a Complainant where a determination of responsibility for sexual harassment has been made against the Respondent, and by following a resolution process that complies with this policy;
- The right to a fair, impartial, proceeding that begins promptly and is completed within reasonably prompt timeframes;
- The right to a resolution process that is consistent with the University's policies, transparent to the Complainant and Respondent, and in which the burden of proof and of gathering evidence rests with the University and not the parties;

Rights of the Parties

The Title IX Coordinator will ensure that the Complainant receives an explanation of rights and options written in plain language with concise information. The written notification of rights and options will include the following:

- The importance of obtaining and preserving forensic and other evidence;
- The right to report or not report the alleged incident to the University, law enforcement or both, including information about the Complainant's right to privacy and which reporting methods are confidential;
- The right to request and receive assistance from campus authorities in notifying law enforcement;
- The right to request and receive assistance in obtaining and enforcing a campus-issued no contact order and/or a protective/restraining order, which is issued through the state;
- The right to speak to and receive assistance from on and off campus confidential resources and other organizations that provide support and services to victims and survivors;
- The right to assistance from the University in accessing and navigating campus and local health and mental health services, counseling, advocacy services, legal assistance, financial aid services and immigration/Visa assistance;
- The right to receive an explanation of rights and options, as required by the Clery Act and supportive measures with or without the filing of a Complaint, no matter where the incident is reported to have occurred and that the University will consider the Complainant's wishes with respect to available supportive measures;
- The right to request a Formal or Informal Resolution if cause is found to proceed under this policy and a summary of the appropriate resolution procedures;
- Contact information for all of the people and organizations listed herein; and
- Complainants have the right to request an end to the process except as set forth in this policy.

In the event that a Complaint is filed, the Complainant and the Respondent will receive a written notification of rights and options regarding the resolution process, to include the following:

- The right for Complainants and Respondents to be treated equitably by the University which includes providing remedies to a Complainant where a determination of

responsibility for sexual harassment has been made against the Respondent, and by following a resolution process that complies with this policy;

- The right to a fair, impartial, proceeding that begins promptly and is completed within reasonably prompt timeframes;
- The right to a resolution process that is consistent with the University's policies, transparent to the Complainant and Respondent, and in which the burden of proof and of gathering evidence rests with the University and not the parties;
- The right to an Advisor of the party's choosing during the resolution process. If a party does not have an Advisor present at any required hearing, the University will provide without fee or charge, an Advisor of the University's choice for purposes of conducting cross examination;
- The right to reasonable accommodations during any hearing, including those in accordance with the provisions of 504 and/or ADA, as well as things like not being in the same room as the other party;
- The right to an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence—and provide that credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness;
- The right to a determination regarding responsibility made at the conclusion of the resolution process and that the University makes no prior presumption of responsibility; and
- The right not to be retaliated against for filing a Complaint and/or for participating in an Informal or Formal Resolution.

Prohibition on Retaliation

It is a violation of University policy to retaliate against any person making a report or Complaint of sexual harassment or against any person cooperating in the investigation (including testifying as a witness to) of any allegation of sexual harassment.

Retaliation includes intimidation, threats, coercion, harassment, or other forms of discrimination against any individual who has brought forward a report or participated in the processes outlined in this policy. Retaliation should be reported promptly to the Title IX Coordinator or to the Dean of Students. Individuals engaging in retaliation are subject to student or employee disciplinary action under the applicable University policy.

Confidentiality & Privacy

Issues of privacy and confidentiality play important roles in this policy and may affect individuals differently. Privacy and confidentiality are related but distinct terms. “Confidentiality” refers to the circumstances under which information will or will not be disclosed to others. “Privacy” refers to the discretion in information sharing that will be exercised by the University in the course of any investigation or disciplinary processes under this policy.

Requests for confidentiality or use of anonymous reporting may limit the University’s ability to resolve an allegation using the University’s disciplinary proceedings. Individuals involved in investigations or disciplinary proceedings under this policy are encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation. While discretion regarding the process is important, Complainants and Respondents are not restricted from discussing and sharing information with others who may support or assist them in presenting their case.

In some circumstances, the reporting responsibilities of employees, or the University’s responsibility to investigate, may conflict with the preferences of the Complainant and/or Respondent with regard to privacy and confidentiality. Therefore, all individuals are encouraged to familiarize themselves with their options and responsibilities, and make use of confidential resources, if applicable, in determining their preferred course of action.

Medical and counseling records are privileged and confidential documents that the Parties will not be required to disclose. If one Party chooses to provide written consent regarding the disclosure, all Parties will have access to those records.

Baptist has an obligation to make reasonable efforts to investigate and address Complaints or reports of violations of this policy. In all such proceedings, the University will take into consideration the privacy of the parties to the extent possible. Further, the University would never publish the name of a victim of a VAWA offense in its daily crime log or in a timely warning notice nor disseminate personally identifying information regarding a victim without informing the victim of the need to do so.

Any additional disclosure of information related to the Complaint or report may be made if consistent with the Family Educational Rights and Privacy Act (FERPA), or the Title IX requirements.

Participation and Presumptions

No person is required to participate in the resolution process outlined in these procedures. The school will not draw any adverse inferences from a Complainant’s or Respondent’s decision not to participate at any point during the process. A Decision-maker, in the resolution process respectively, will reach findings and conclusions based on the information available.

The school presumes that reports of sexual harassment are made in good faith. A finding that the alleged behavior does not constitute a violation of this school's policy or that there is insufficient evidence to establish that the alleged conduct occurred as reported does not mean that the report was made in bad faith.

The Respondent is presumed to be not responsible for the alleged conduct until a determination regarding responsibility is made by the decision maker.

Definitions

Prohibited Sexual Conduct As outlined above, the University prohibits conduct as defined under Title IX, but also behaviors that fall outside of the scope of conduct prohibited by Title IX. If a report constitutes sexual harassment under this policy, the University will determine which resolution procedures to utilize to resolve the Complaint.

Sexual Harassment Definitions

For purposes of this report, all of the following definitions constitute conduct to be "on the basis of sex." The University will treat attempts to commit any sexual harassment as if those attempts had been completed. Behaviors that are not on the basis of sex may still be prohibited by other University policies and will be addressed by the appropriate department.

Hostile Environment Sexual Harassment means unwelcome verbal, written or physical conduct based on sex, sexual orientation and/or gender identity, which has the purpose or effect of unreasonably interfering with an individual's work or education (including living conditions) or that creates an intimidating, hostile or offensive environment. To meet the threshold for Title IX, the unwelcome conduct must be determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.

Quid Pro Quo Sexual Harassment is a form of harassment that consists of unwelcome sexual advances, requests for sexual favors, or other verbal, written, or physical conduct of a sexual nature when a person affiliated with the University conditions the provision of an aid, benefit, or service of the University on an individual's participation in the unwelcome sexual conduct. To meet the threshold for Title IX, an employee of the University must condition the provision of an aid, benefit, or service of the University on an individual's participation in the unwelcome sexual conduct.

Non-Consensual Sexual Penetration is defined as 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.

Non-Consensual Sexual Contact is defined as the touching of the private body parts, of another person, for the purpose of sexual gratification, without the consent of the victim. Private body parts for purposes of this policy are breast, buttocks, and groin.

Sexual Assault—Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law in Tennessee.

Sexual Assault—Statutory Rape is sexual intercourse with a person who is under the statutory age of consent which in the state of Tennessee is a child who is between the ages of 13 and 18-years-old by someone who is at least four years older.

Dating Violence encompasses a wide range of abusive behaviors committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant'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, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse or personal property damage. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence encompasses a wide range of abusive behaviors, including physical abuse, sexual abuse, or the threat of said abuse, or personal property damage committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth victim protected from those acts by domestic or family violence laws of Tennessee. Domestic violence, as defined by Title IX, is considered relationship violence and must be "on the basis of sex."

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. A 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. A reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Sexual Exploitation means taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited. Examples include but are not limited to prostituting a person, non-

consensual photography, video-, or audio- recording of sexual images or activity without consent, possessing, distributing or threatening to distribute images of sexual activity without consent or of a minor child, and observing a consensual sexual act without the prior knowledge or consent of all involved parties. In some circumstances, Sexual Exploitation may also meet the definition of hostile environment sexual harassment and may be resolved under Title IX Resolution Procedures.

Definition of Consent

Consent is informed, freely given, and mutually understandable words or actions for a specific scope of sexual contact. Consent requires an affirmative act or statement by each participant. If coercion, intimidation, threats and/or physical force are used, there is no consent. If a person is mentally or physically incapacitated or impaired so that the person cannot understand the fact, nature or extent of the sexual situation, any consent obtained or given would be invalid. This includes conditions due to alcohol or drug consumption or being asleep or unconscious. Whether one has taken advantage of a position of influence over another may be a factor in determining if consent is valid.

Consent must be ongoing throughout a sexual activity and can be revoked at any time. Lack of protest or resistance does not mean consent, nor does silence mean consent. Consent to one act by itself does not constitute agreement to another act. The existence of a dating relationship between the persons involved, or the history of past sexual relations, should never by itself be assumed to be an indicator of consent.

Policy Definitions

Advisor is a person of the Complainant or Respondent's choice who acts as a support person, counsel, or advisor during the formal or informal resolution process. The Advisor may attend any interview or meeting, but the Advisor may not actively participate and may not serve as a proxy for the party. For resolutions under the Title IX Resolution Procedures, the Advisor may attend the hearing and conduct cross-examination of the other party and any witnesses at the hearing; otherwise, the Advisor may not actively participate in the hearing. If a party does not have an Advisor present at a hearing required under the Title IX Resolution Procedures, the University will provide, without fee or charge to that party, an Advisor of the University's choice to conduct cross-examination on behalf of that party.

Complainant is a person who is alleged to be the victim of conduct that could constitute sexual harassment under this policy.

Complaint means a written statement filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting to proceed utilizing the University resolution procedures outlined in this policy. A Complaint may be completed by

the Complainant in person or submitted by email, mail or by telephone to the Title IX Coordinator.

Decision-maker is a trained person or persons that will make the determination of responsibility at the conclusion of the Title IX or Non-Title IX Resolution Procedures or following an appeal. The Decision-Maker will provide the determination in writing and cannot be the same person as the Title IX Coordinator or the Investigator. In the case of an Appeal, the Appeals Decision-Maker will be different from the person or persons who made the initial determination. The Decision-Maker may be an employee or a contracted service provider. More than one Decision-maker may be utilized as determined by the University and with notice to the parties.

Investigator is a trained person assigned to conduct the investigation upon the signing of a Complaint. The Investigator may be the Title IX Coordinator, an employee who has been provided with required and sufficient training, or a contracted service provider. More than one Investigator may be appointed as determined by the University and with notice to the parties.

Respondent is a person who has been reported to be the perpetrator of conduct that constitute sexual harassment under this policy.

Title IX Coordinator is the Baptist employee responsible for ensuring compliance with the University's Title IX program, including the effective implementation of supportive measures and remedies. The Title IX Coordinator is Adonna Caldwell, Vice President of Administrative Services. The Title IX Coordinator or the President may delegate responsibilities under this policy to a designee, who will be appropriately trained per the requirements of federal and state law. For purposes of this policy, any reference to the Title IX Coordinator should be read as the "Title IX Coordinator or other designee."

University Procedure

Options for Proceeding through University Processes

Filing a Complaint

To initiate the Formal Resolution process, a Complainant must file a Complaint. A Complaint is a written statement alleging sexual harassment against a Respondent and requesting to proceed utilizing the University's Formal Resolution process. A Complaint may be completed by the Complainant in person or submitted by email, mail or by telephone to the Title IX Coordinator. A Complaint may be filed at any time.

No Complaint

Complainants have the right not to file a Complaint, yet they are highly encouraged to seek medical attention and counseling. Complainants who wish to file a Complaint at a later date,

may do so by utilizing any of the options outlined in this policy. However, please note that a delay in reporting could create obstacles to the University's process for stopping harassment and/or discrimination, remedying its effects, and preventing recurrence as well as potentially weakening evidence that could be useful in determining whether sexual harassment occurred, in obtaining an order of protection, or for the State in being able to proceed with a criminal proceeding.

University – Initiated Complaints

In limited cases, the Title IX Coordinator may initiate a Complaint without a request by the Complainant upon receipt of a report of sexual harassment. The Title IX Coordinator will sign the Complaint when the Title IX Coordinator, in his or her discretion, determines that a grievance process is warranted given the reported behavior.

A Complainant retains standing as a Complainant even in cases where the Title IX Coordinator initiates the Complaint. If the Title IX Coordinator initiates a Complaint, they will advise the Complainant that they have done so and will provide the rationale to the Complainant regarding why they are proceeding and her or his rights throughout the process. The Complainant will then be provided with written notice throughout the process just as though they had personally filed and retain the right to choose to participate or not participate at any time.

Informal Resolution

Informal Resolution options are designed to address the harm that has been caused and to identify what is needed to repair the harm and restore trust through a less formal resolution process. Not all behaviors are appropriate for informal resolution and the Title IX Coordinator will determine whether it is appropriate to offer the parties informal resolution in lieu of a formal investigation of the Complaint. For example, Informal Resolution is never appropriate to resolve allegations that an employee sexually harassed a student.

In the event that the Title IX Coordinator determines that Informal Resolution is appropriate, the parties will be provided written notice disclosing: the allegations, the requirements of the informal resolution process, any consequences resulting from participating in the informal resolution process, and the records that will be maintained or could be shared. Both parties must provide voluntary, written consent to Informal Resolution. At any time prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution process and resume the Formal Resolution process with respect to the Complaint.

Determination of Process and Dismissals

Once a Complaint is filed, the Title IX Coordinator will initiate a prompt review of the Complaint to determine which resolution procedures to follow. If Informal Resolution is preferred, the Title

IX Coordinator will determine whether the Complaint is suitable for Informal Resolution and seek to determine if the parties are also willing to engage in an informal process.

The University will utilize the Title IX Resolution Procedures if all of the following are true based on the alleged Complaint:

1. The Respondent is a current student or employee;
2. The Complainant is a current student or employee;
3. The conduct alleged meets the definition of Sexual Harassment under Title IX;
4. The alleged conduct occurred in the University's education program or activity where the University had substantial control of the Respondent during the time that the harassing behavior reportedly occurred; and
5. The alleged conduct occurred in the United States.

Complaints that do not meet all of the requirements above but still allege Sexual harassment will be dismissed for Title IX purposes but may proceed using the procedures for Non-Title IX Resolution at the discretion of the Title IX Coordinator.

Complaints that do not on their face state sexual harassment (for example behaviors that are not on the basis of sex), will not be adjudicated using this policy but will be referred for review under other University policies. Complaints where the Respondent is not affiliated with the University will be dismissed, but the Complainant retains the ability to receive supportive measures, including actions to protect the safety of the Complainant.

At the University's discretion, the Title Coordinator may dismiss a Complaint or any allegations therein if, at any time during the investigation or hearing:

- a Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Complaint (or any portions thereof);
- the Respondent is no longer enrolled at the University; or
- Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Complaint or allegations therein.

Upon any dismissal, the University will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties. The dismissal determination of a Complaint or any included allegations may be appealed following the appeals process outlined in this policy. A Complainant who decides to withdraw a Complaint may later request to reinstate it or refile it.

Consolidations

The Title IX Coordinator has the discretion to consolidate multiple Complaints into a single investigation if evidence relevant to one incident might be relevant to the others.

Where a Complaint involves more than one Complainant or more than one Respondent, references in this section to the singular “Party,” “Complainant,” or “Respondent” include the plural, as applicable.

If a case involves violations of other University policies, the Title IX Coordinator, in consultation with other school officials, will determine whether all violations will be considered using the resolution procedures outlined in this policy or if different processes would be more appropriate for the separate violations.

Resolution Timeframe

Upon the signing of a Complaint, the University will make a good faith effort to complete the resolution process within 60 calendar days, excluding appeals. The timeline may be extended for good cause. The University will notify the parties when a delay is anticipated and the rationale for any extensions or delays as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

Formal Resolution

Notice of Allegations

For Complaints that are proceeding under Formal Resolution, the Title IX Coordinator shall provide the Complainant and Respondent with timely written notice of the allegations, including the identities of the parties involved in the incident, if known, the date, time, and location of the alleged violation, if known, and the conduct allegedly constituting the violation. Amendments and updates to the notice may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Investigation

Following notice to the parties, the Title IX Coordinator will appoint an Investigator(s) to investigate the allegations subject to the Formal Resolution process. The investigation may include, among other things, interviewing the Complainant, the Respondent, and any witnesses; reviewing law enforcement investigation documents if applicable; reviewing relevant student or employment files (preserving confidentiality wherever necessary); and gathering and examining other relevant documents, social media, and evidence.

The Complainant and Respondent will be notified of the date, time and location of each meeting, or interview that they are permitted to attend and shall have the right to be accompanied by an Advisor. During the investigation, the Advisor may attend any interview or meeting, but the Advisor may not actively participate and may not serve as a proxy for the party.

The Complainant and Respondent shall have the right to submit to the Investigator evidence, witness lists, and suggested questions for the other party and witnesses. Evidence regarding a party's medical history, including mental health counseling, treatment, or diagnosis, may not be considered without that party's written consent. All parties must submit any evidence they would like the Investigator to consider prior to the conclusion of the investigation period and assignment to resolution.

Assignment to Resolution

At the conclusion of the initial investigation stage, the Title IX Coordinator will make a final determination as to the appropriate resolution procedures.

At the time it is assigned to resolution, both the Complainant and Respondent and any appointed Decision-makers will be given an opportunity to request the removal or recusal of a Decision-maker due to a bias or conflict of interest. A request for removal must state with specificity the grounds for removal. The Dean of Students (or designee) and/or the VP Administrative Services (or designee), shall make the final decision regarding removal.

Title IX Resolution Procedures

The following procedures apply only for Complaints that meet the definitional and jurisdictional requirements of Title IX as outlined in the "Determination of Process and Dismissals" section.

Evidence Inspection and Review Period

Prior to the conclusion of the investigation, the Complainant and Respondent will be given ten calendar days to inspect and review all evidence that is directly related to the Complaint and provided an opportunity to submit a written response. If a written response has been submitted, the Investigator will evaluate the information and determine if further investigation needs to be conducted to gather relevant evidence.

The parties and their Advisors must sign an agreement not to disseminate any of the evidence subject to inspection and review.

Investigative Report

Following the evidence inspection and review period, the Investigator shall prepare a final investigative report summarizing and analyzing the evidence, including both evidence indicating the alleged behavior occurred and that it did not occur, but will make no finding. The Title IX Coordinator will provide the final investigative report to the parties ten calendar days prior to the scheduled date of any hearing required under this policy. Both parties will be given the opportunity to provide a written response to the final investigative report.

PreHearing Conference

In order to promote a fair and expeditious hearing, the parties and their Advisors will attend a pre-hearing conference with the Decision-maker and/or the Title IX Coordinator. The prehearing conference assures that the parties and their Advisors understand the hearing process and allows for significant issues to be addressed in advance of the hearing.

Hearing Procedures

All hearings will be conducted in a live hearing format which means all parties and the Decision-maker may be physically present in the same geographic location, or at the request of either party or the University, the parties may be located in separate rooms with technology enabling the Decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions. The University will require all parties, Advisors, and witnesses to maintain appropriate decorum throughout the hearing. All hearings are closed to the public. A recording will be made by the University, but all other recordings are prohibited.

Evidentiary Considerations at the Hearing

Any evidence that the Decision-maker determines is relevant may be considered. The parties will have the opportunity to present the evidence they submitted, subject to any exclusions determined by the Decision-maker. Generally, the parties may not introduce evidence, including witness testimony, at the hearing that they did not identify during the pre-hearing process. However, the Decision-maker has discretion to accept or exclude additional evidence presented at the hearing. In addition, the parties are expected not to spend time on undisputed facts or evidence that would be duplicative.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Cross-examination

The parties' Advisors will have the opportunity to cross examine the other party (and witnesses, if any). The Advisor is not to represent a party, but only to relay the party's cross-examination questions that the party wishes to have asked of the other party and witnesses. Advisors may

not raise objections nor make statements or arguments during the live hearing. If a party does not have an Advisor, the University will appoint one on behalf of the party free of charge.

Only relevant cross-examination questions and follow-up questions, including those that challenge credibility, may be asked. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-maker first must determine whether the question is relevant and must explain any decision to exclude a question that is not relevant.

If a party or a party's Advisor refuses to comply with the University's established rules of decorum for the hearing, the party or Advisor will be removed and the party will receive an appointed Advisor of the University's choosing for the remainder of the hearing.

Non-Title IX Resolution Procedures

Investigative Report

The Investigator shall prepare a final investigative report summarizing and analyzing the evidence, including both evidence indicating the alleged behavior occurred and/or that it did not occur, but not make a decision. The Title IX Coordinator will provide the final investigative report to the Decision-maker.

Review Period

The Decision-maker will review the investigative report. The Decision-maker is responsible for maintaining an orderly, fair, and impartial process. The Decision-maker, in his or her discretion, may pose additional questions to the parties or to witnesses in writing or in person. The Decision-maker will document any meeting or additional information gathered.

Determination of Responsibility

At the conclusion of either the Title IX Resolution or Non-Title IX Resolution Procedures, the Decision-maker will review the evidence provided by all parties and will make a final determination of responsibility. The Decision-maker shall use a preponderance of the evidence standard to determine whether the alleged violation of the policy occurred. Preponderance of the Evidence is a standard of proof where it is more likely than not that a policy violation occurred.

If there is a finding of responsibility, the determination of sanctions and remedies will be made by the Decision-Maker in consultation with a student affairs representative for cases in which the Respondent is a student, and in consultation with Human Resources or other Baptist Administrators for cases in which the Respondent is an employee.

Written Determination

The Complainant and Respondent will simultaneously receive a written determination regarding responsibility (or no violation) applying the preponderance of the evidence standard typically within ten class days. The written determination letter, drafted by the Decision-maker, will include:

- The allegations alleging sexual harassment;
- A description of the procedural steps taken during the grievance process including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the policy to the facts;
- A statement, and rationale for the result of each allegation including findings, sanctions, and remedies; and
- Procedures and permissible bases for the parties to appeal the determination for appeal.

The determination of responsibility becomes final either on notification of the results of the appeal, or the date on which an appeal would no longer be considered timely. Written outcomes will be provided to both parties whenever there is a change in status of the finding or when the complaint is closed and no further action may be taken.

Remedies and supportive measures that do not impact the Respondent should not be disclosed in the written determination; rather the determination should simply state that remedies will be provided to the Complainant.

Sanctions and Remedies

Remedies and sanctions are designed to restore or preserve equal access to the recipient's education program or activity. Such remedies may include supportive measures however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.

Violations of this policy are serious, and the sanctions will take into account the nature and severity of the violation and may include one or more of the sanctions described below.

Student Sanctions

- Written Reprimand
- Housing Reassignments

- Class Reassignments
- No Contact Directives
- Limitation on Extracurricular Activities
- Training
- Administrative Dismissal
- Disciplinary Probation
- Disciplinary Suspension
- Expulsion
- Loss of Privileges
- Restitution

Employee Sanctions

- Verbal Warning
- Written Warning
- Work Improvement Plan
- Preventative Education
- Administrative Leave with Pay
- Administrative Leave without Pay
- Change in Job Assignment
- Demotion
- Mandatory EAP Program
- Termination

Appeals

The Complainant and the Respondent have equal rights to an impartial appeal. A Complainant or Respondent may file a written appeal with the Title IX Coordinator on the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The deadline for filing a written appeal is five business days from the date the parties are provided the written determination. The submission of an appeal stays any sanctions for the pendency of an appeal. Supportive measures remain available during the pendency of the

appeal. The University will notify the other party of the appeal, and that other party will have an opportunity to submit a written statement in response to the appeal, within three business days.

Appeals will be decided by the Appeals Decision-maker. The purpose of an appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of University rules has occurred. The Appeals Decision-maker may decide to uphold the original decision or to return the case for additional proceedings or other action based on new evidence or to correct a procedural error.

The Appeal Decision-maker will summarize the decision in a written notification that will be sent simultaneously to the Complainant and Respondent within 10 business days of receiving the appeal. The written decision will describe the result of the appeal and the rationale for the result.

Disability Accommodations and Interpretive Services

Students with a disability who desire an accommodation regarding this policy must request an accommodation to the Title IX Coordinator. The Title IX Coordinator will make a determination regarding the request and will notify the appropriate party. A person will not be considered to have a disability allowing for an accommodation unless and until the student has fulfilled the obligation of providing the necessary and appropriate documentation with the University and met the requirements for being provided with an accommodation(s).

Employees with a disability who desire an accommodation regarding this policy must request an accommodation with Human Resources.

Similarly, those in need of interpretive services are encouraged to contact the Title IX Coordinator.

Record-Keeping and Annual Reports

Baptist will keep for seven (7) years, the following:

- All information obtained as part of each Complaint investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions and/or remedies; any appeal, including the result of the appeal; and any informal resolution and the result therefrom.
- All information regarding any action taken, including supportive measures, and a rationale as to why a Complaint was not filed. If a Complainant was not provided supportive measures, a rationale must be provided as to why supportive measures were not provided.

- All training materials used to train Title IX Coordinators, Investigators, Decision-makers, and those who facilitate the informal resolution process.

Generally, information from a student's discipline file is not released without the written consent of the student. However, certain information may be provided to individuals within or outside the University who have a legitimate legal or educational interest in obtaining it. Typically, the information that is released to those outside of the University is limited to information associated with findings of "in violation" which resulted in a suspension or expulsion (discipline file). Please refer to the federal Family Educational Rights and Privacy Act of 1974 (FERPA).

Personnel files are the property of the University and will not be shared without a subpoena.

Revision and Interpretation

Baptist reserves the right to review and update this policy in accordance with changing legal requirements and the specific needs of the University.

Any questions of interpretation regarding this policy shall be referred to the Title IX Coordinator. The Title IX Coordinator's determination is final.

HARASSMENT POLICIES

Baptist Health Sciences University is committed to fostering a positive and productive learning environment for students and employees. In keeping with this commitment, the University will not tolerate harassment of any sort based upon age, gender, race color, religion, national origin, handicap, or disability in the University environment. Harassment consists of unwelcome conduct whether verbal, physical, or visual that insults or shows disrespect toward a person's protected status as defined above.

The University strongly encourages students or employees who have experienced, witnessed, or have knowledge of any such behavior/conduct to report incidents immediately to their academic dean, supervisor, and a member of the University leadership team or to the Vice President of Administrative Services (Dr. Adonna Caldwell). This applies to students, co-workers, visitors, physicians, patients, customers, vendors, or any other individual with whom one comes in contact within the University environment.

These guidelines apply to all supervisory and non-supervisory personnel, faculty, students and all others within the University environment. Baptist Health Sciences University will not condone harassment, reprisals, or violations of the spirit or intent of the law and is committed to take prompt, swift action to remedy any discriminatory practices.

PREVENTION AND AWARENESS

Programs relating to domestic violence, sexual assault, dating violence and stalking

Baptist University provides resources for education about, and prevention of, Prohibited Sexual Conduct. All incoming students will receive educational materials at orientation. Students who will be living in the University residence halls will be required to complete an online training course within a specified time frame from their move-in date. Throughout the year students will be invited to participate in programming on the prevention of Prohibited Sexual Conduct. Students, faculty and staff are urged to take advantage of on-campus awareness, prevention and education resources (both University-supported and student-led) and are encouraged to participate actively in prevention and risk reduction efforts.

On Campus Training may be provided by:

- **Administrative Services** (901) 572-2592 provides training programs regarding sexual harassment for the campus community. Information is available at <https://www.baptistu.edu/> or
- **Baptist University Security Department** (901) 572-2777 conducts educational programs and distributes educational literature to students and employees; or
- **Student Services** (901) 572-2670 may conduct educational programs and distribute educational literature to students and employees.

BYSTANDER INTERVENTION

Baptist University encourages all members of the Baptist community to be Active Bystanders against sexual violence. Baptist University will offer annual training to new and returning students, faculty and staff what Bystander Intervention is, and how it can be used to prevent/reduce Prohibited Sexual Conduct from occurring.

TENNESSEE SEXUAL OFFENDER REGISTRY

Tennessee state laws enforcement agency information concerning registered sex offenders may be obtained at the following URL:

<https://www.tn.gov/tbi/general-information/tennessee-sex-offender-registry.html>

MEMORANDUM OF UNDERSTANDING

Baptist Health Sciences University does not have any Memorandums of Understanding with any other agencies or organizations.

APPENDIX A - Crime Statistics

The following statistics represent those categories that are reportable under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and were reported to Campus Security for the calendar year indicated. **Baptist Health Sciences University – Crimes on Campus**

| Offenses | Year | On Campus | Non-Campus | Public Property | Total | Residential Facilities* | Unfounded Crimes |
|---|------|-----------|------------|-----------------|-------|-------------------------|------------------|
| Murder/Non Negligent Manslaughter | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 2021 | 1 | 0 | 0 | 1 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Arrests | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Law Arrests | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Law Arrests | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Viol. Referred for Disciplinary Act. | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Law Violations Referred for Disciplinary Action | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Law Violations Referred for Disciplinary Action | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |

| VAWA Offenses | Year | On Campus | Non-Campus | Public Property | Total | Residential Facilities* | Unfounded Crimes |
|----------------------|-------------|------------------|-------------------|------------------------|--------------|--------------------------------|-------------------------|
| Domestic Violence | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |

| Sex Offenses | Year | On Campus | Non-Campus | Public Property | Total | Residential Facilities* | Unfounded Crimes |
|---------------------|-------------|------------------|-------------------|------------------------|--------------|--------------------------------|-------------------------|
| Rape | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |

| Hate Crimes | Year | On Campus | Non-Campus | Public Property | Total | Residential Facilities* | Unfounded Crimes |
|---|-------------|------------------|-------------------|------------------------|--------------|--------------------------------|-------------------------|
| Larceny Theft | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destructive, Damage or Vandalism of Prop. | 2021 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 | 0 | 0 |

APPENDIX B - Federal Penalties and Sanctions

Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

Federal Trafficking Penalties (As of January 1, 1996)

| Controlled Substances Act Schedule | 1st Offense | 2nd Offense | Quantity | Drug | Quantity | 1st Offense | 2nd Offense |
|------------------------------------|---|---|-------------------------------------|--------------------------|---|---|--|
| I and II | *Not less than 5 years. Not more than 40 years *If death or serious injury, not less than 20 years or more than life *Fine of not more than \$2 million individual, \$5 million other than individual | *Not less than 10 years. Not more than life *If death or serious injury, not less than life *Fine of not more than \$4 million individual, \$10 million other than individual | 10-99 gm pure or 100-999 gm mixture | Methamphetamine | 100 gm or more pure of 1 kg or more mixture | *Not less than 10 years. Not more than life. *If death or serious injury, not less than 20 years or more than life. *Fine of not more than \$4 million individual, \$10 million other than individual | *Not less than 20 years. Not more than life *If death or serious injury, not less than life *Fine of not more than \$8 million individual, \$20 million other than individual. |
| | | | 100-999 gm mixture | Heroin | 1 kg or more mixture | | |
| | | | 500-4,999 gm mixture | Cocaine | 5 kg or more mixture | | |
| | | | 5-49 gm mixture | Cocaine Base | 50 gm or more mixture | | |
| | | | 10-99 gm pure or 100-999 gm mixture | PCP | 100 gm or more pure or 1 kg or more mixture | | |
| | | | 1-9 gm mixture | LSD | 10 gm or more mixture | | |
| | | | 40-399 gm mixture | Fentanyl | 400 gm or more mixture | | |
| | | | 10-99 gm mixture | Fentanyl Analogue | 100 gm or more mixture | | |

APPENDIX B (cont.)

Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

Federal Trafficking Penalties (As of January 1, 1996)

| Controlled Substances Act Schedule | Drug | Quantity | 1st Offense | 2nd Offense |
|---|---|-----------------|--|---|
| I and II | Others (law does not include marijuana, hashish, or hash oil) | Any | *Not more than 20 years *If death or serious injury, not less than 20 years, not more than life *Fine \$1 million individual, \$5 million not individual | *Not more than 30 years *If death or serious injury, life *Fine \$2 million individual, \$10 million not individual |
| III | All (included in Schedule III are anabolic steroids, codeine and hydrocodone with aspirin or Tylenol®, and some barbiturates) | Any | *Not more than 5 years *Fine not more than \$250,000 individual, \$1 million not individual | *Not more than 10 years *Fine not more than \$500,000 individual, \$2 million not individual |
| IV | All (included in Schedule IV are Darvon®, Talwin®, Equanil®, Valium®, and Xanax®) | Any | *Not more than 3 years *Fine not more than \$250,000 individual, \$1 million not individual | *Not more than 6 years *Fine not more than \$500,000 individual, \$2 million not individual |
| V | All (over-the-counter cough medicines with codeine are classified in Schedule V) | Any | *Not more than 1 year *Fine not more than \$100,000 individual, \$250,000 not individual | *Not more than 2 years *Fine not more than \$200,000 individual, \$500,000 not individual |

APPENDIX B (cont.)

Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance **Federal Trafficking Penalties - Marijuana (includes hashish and hashish oil) (as of January 1, 1996)**

| Description | Quantity | 1st Offense | 2nd Offense |
|--------------------|---|--|--|
| Marijuana | 1,000 kg or more mixture; or 1,000 or more plants | *Not less than 10 years, not more than life *If death or serious injury, not less than 20 years, not more than life *Fine not more than \$4 million individual, \$10 million other than individual | *Not less than 20 years, not more than life *If death or serious injury, not more than life *Fine not more than \$8 million individual, \$20 million other than individual |
| Marijuana | 100 kg to 999 kg mixture; or 100-999 plants | *Not less than 5 years, not more than 40 years *If death or serious injury, not less than 20 years, not more than life *Fine not more than \$2 million individual, \$5 million other than individual | *Not less than 10 years, not more than life *If death or serious injury, not more than life *Fine not more than \$4 million individual, \$10 million other than individual |
| Marijuana | 50 to 99 kg mixture ----- 50 to 99 plants | *Not more than 20 years *If death or serious injury, not less than 20 years, not more than life *Fine \$1 million individual, \$5 million other than individual | *Not more than 30 years If death or serious injury, not more than life Fine \$2 million individual, \$10 million other than individual |
| Marijuana | Less than 50 kg mixture | *Not more than 5 years *Fine not more than \$250,000, \$1 million other than individual | *Not more than 10 years *Fine \$500,000 individual, \$2 million other than individual |
| Hashish | 10 kg or more | | |
| Hashish Oil | 1 kg or more | | |

APPENDIX B (cont.)

Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

(a) 1st conviction and the amount of crack possessed exceeds 5 grams.

(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.

(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a) (2) and 881(a) (7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment.

(See special sentencing provisions re: crack)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies. *Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.*

APPENDIX B (cont.)

Health Risks Associated with the Use of Illicit Drugs and Alcohol

| Drugs | Physical Dependence | Psychological Dependence | Possible Effects | Effects of Overdose | Withdrawal Syndrome |
|-----------------------------|---------------------|--------------------------|--|----------------------------|---|
| Heroin | High | High | | | Yawning |
| Morphine | High | High | | | Loss of appetite |
| Codeine | Moderate | Moderate | Euphoria | Slow and shallow breathing | Irritability |
| Hydrocodone | High | High | Drowsiness | Clammy skin | Tremors |
| Hydromorphone | High | High | Respiratory depression | Convulsions | <ul style="list-style-type: none"> • Panic • Cramps |
| Oxycodone | High | High | Constricted pupils | Coma | Nausea |
| Methadone and LAAM | High | High | Nausea | Possible death | Runny nose |
| Fentanyl and Analogs | High | High | | | Chills and sweating |
| Other Narcotics | High-Low | High-Low | | | Watery eyes |
| Depressants | High-Low | High-Low | | | Anxiety |
| Chloral Hydrate | Moderate | Moderate | Slurred speech | Shallow respiration | Anxiety |
| Barbiturates | High-Moderate | High-Moderate | Disorientation | Clammy skin | Insomnia |
| Benzodiazepines | Low | Low | Drunken behavior without odor of alcohol | | <ul style="list-style-type: none"> • Tremors |

| | | | | | |
|------------------------------|----------|----------|--|--|--|
| | | | | <ul style="list-style-type: none"> Dilated pupils Weak and rapid pulse | <ul style="list-style-type: none"> Delirium |
| Glutethimide | High | Moderate | | Coma | Convulsions |
| Other Depressants | Moderate | Moderate | | Possible death | Possible death |

| Drugs | Physical Dependence | Psychological Dependence | Possible Effects | Effects of Overdose | Withdrawal Syndrome |
|---|--------------------------------|-------------------------------------|---|---|---|
| Cocaine | Possible | High | Increased alertness | Agitation | Apathy |
| Amphetamine/ Methamphetamine | Possible | High | Euphoria Increased pulse rate and blood pressure Excitation | Increased body temperature Hallucinations Convulsions | Long periods of sleep Irritability Depression |
| Methylphenidate | Possible | High | Insomnia | Possible death | Disorientation |
| Other Stimulants | Possible | High | Loss of appetite | | |

| | | | | | |
|-------------------------------------|---------|----------|--|---------------------------------|--------------------------------------|
| Marijuana | Unknown | Moderate | Euphoria Relaxed inhibitions | Fatigue Paranoia | Occasional reports of insomnia |
| Tetrahydrocannabinol | Unknown | Moderate | Increased appetite | Possible Psychosis | Hyperactivity |
| Hashish and Hashish Oil | Unknown | Moderate | Disorientation | | Decreased appetite |
| Hallucinogens | Unknown | Unknown | Unknown | Unknown | Unknown |
| Mescaline and Peyote | None | Unknown | Altered perception of time and distance | More intense "trip" episodes | |
| Amphetamine Variants | Unknown | Unknown | | Psychosis | |
| Phencyclidine and Analog | Unknown | High | | Possible death | |
| Other Hallucinogens | None | Unknown | | | |

| Drugs | Physical Dependence | Psychological Dependence | Possible Effects | Effects of Overdose | Withdrawal Syndrome |
|------------------------------|--------------------------------|-------------------------------------|-------------------------|--------------------------------|--------------------------------|
| Anabolic Steroids | Unknown | Unknown | Unknown | Unknown | Unknown |

| | | | | | |
|---|---------|---------|---|---------|------------------------|
| Testosterone (Cypionate, Enanthate) | Unknown | Unknown | Virilization, Acne | Unknown | Possible depression |
| Nandrolone (Decanoate, Phenpropionate) | Unknown | Unknown | <ul style="list-style-type: none"> • Testicular atrophy • Gynecomastia • Aggressive behavior | Unknown | Unknown |

Health Risks Associated with the Use of Illicit Drugs and Alcohol

Alcohol Effects

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

APPENDIX C - Clery Map

CLERY BOUNDARIES 2021 (Shaded Areas)



2022 FIRE SAFETY REPORT

Three Year Fire Report Review 2019-2021

FIRE STATISTICS: 2019-2021

Number of fires reported on campus for 2019-2021: 0

| Year | Fires on Campus | Cause | Injuries resulting in treatment at a medical facility | Value of damages | Was it Arson | # of Deaths |
|------|-----------------|-------|---|------------------|--------------|-------------|
| 2021 | 0 | NA | NA | NA | NA | NA |
| 2020 | 0 | NA | NA | NA | NA | NA |
| 2019 | 0 | NA | NA | NA | NA | NA |

FIRE SAFETY

Baptist Health Sciences University publishes this fire safety report as part of its annual Clery Act Compliance. This report contains information regarding the fire safety practices and standards for Baptist University, including 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 the property damage caused by a fire. This report is available for review on the Baptist University website at <https://www.baptistu.edu/campus-life/campus-safety-security/safety-reports>. A copy may be reviewed by making a request to Campus Security at (901)572-2468.

A daily fire log is available for review 24 hours a day at the Campus Security office, from 8 a.m.–5p.m. Monday through Friday, excluding holidays. The fire log includes information about fires that occur in residential facilities, including the nature, date, time, and general location. 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 a campus building, community members should immediately notify Campus Security at (901)572-2911 or 911 and ensure a pull stations is activated. When calling, please provide as much information as possible about the location, date, time and cause of the fire. If a member of the Baptist University community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Security has already been notified, the community member should immediately notify security to investigate and document the incident.

The University takes fire safety seriously and has established fire safety programs for students living in on-campus residence halls. Fire evacuation plans have been developed for our current residence hall and copies of these plans can be found throughout the Campus Hub

facility. The University also has specific fire safety programs for employees and contractors working on campus, such as CPR training and fire extinguisher training. Copies of emergency response procedures including evacuation plans are posted across campus in all campus buildings.

FIRE SAFETY SYSTEMS IN RESIDENTIAL FACILITIES

Fire safety system for each on-campus student housing facility.

| Building | Address | Fire Alarm Monitoring | Sprinkler System | Fire Extinguishers | Smoke Detection | Evacuation Plan and Placard | Number of fire drills annually |
|------------|-----------------|-----------------------|------------------|--------------------|-----------------|-----------------------------|--------------------------------|
| Campus Hub | 1003 Monroe Ave | Brinks | Y | Y | Y | Y | 3 |

IN THE EVENT OF A FIRE

Fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Individuals who fail to evacuate a building promptly are subject to be written up for a Campus Policy Violation.

Follow the following procedures in the event of a fire:

- Pull the fire alarm
- Leave the building immediately using the closest emergency exit
- Close doors behind you
- Call Campus Security (901)572-2911) or 911 when safe to do so
- Assemble in pre-determined Evacuation Assembly Location of the building
- Re-enter the building only when instructed by officials or Campus Security

Residence Hall Building-northwest corner of the Monroe Parking Lot (intersection of Madison and Pauline).

HEALTH AND SAFETY INSPECTIONS

Below are Baptist University policies or rules on portable electrical appliances, smoking, and open flames in student housing facilities taken from the Residence Hall Handbook.

- There must be no tampering with the fire alarm system, including covering or obstructing the room smoke detector and/or alarms.
- No smoking is allowed in the building, including outside balconies.
- Throwing cigarette butts off the outside balconies is a fire hazard and will result in appropriate disciplinary action.
- No burning candles are allowed in the building. This includes candles on birthday cakes and/or candles in Residence Hall rooms.
- Under Life Safety Code 17-1, pursuant to T.C.A.-3.1, The following items are not allowed in Residence Hall rooms or balconies: hot plates, electric toasters, toaster ovens, fry pans, fry daddies, electric skillets, electric heaters (chill chasers), or non-Baptist issued bed frames and/or mattresses.
- Building decorations that are not allowed in the building include straw, hay, or angel hair. No decorations can be placed on a fire door. No items can be suspended from the ceiling. No decorations can obstruct a hallway, corridor, or exit door. No items can be hung from the balcony.
- No item can be placed on the balcony ledge, nor may any personal items be visible above balcony ledge.
- Do not overload electrical outlets in the Residence Hall room. No multiple plug adapters are permitted. Power strips may be used if they contain a built-in circuit breaker.

FIRE SAFETY AND EDUCATION PROGRAMS

Baptist University Student Services and Safety Committee sponsors a number of fire safety and education programs including drills, sending out awareness communications, as well as providing hands-on fire extinguisher training to faculty, staff, and students.

FIRE REPORTING

Below are the titles of each person or organization to which individuals should report that a fire has occurred:

University Personnel:

President - Dr. Betty Sue McGarvey

Vice President of Administrative Services – Dr. Adonna Caldwell

Vice President of Business Services - Leanne Smith

Vice President of Academic Affairs and Provost – Dr. Barry Schultz

Vice President of Enrollment Management and Student Affairs – Dr. Tammy Fowler

Dean of Students – Dr Brent Owens

Director of Alumni and Marketing – Megan Bursi

Maintenance Supervisor – Scott Gilmore

Director for Safety and Organizational Compliance – James Knox
Senior Manager of Information Technology – Terri Campbell
Director of Student Services – Jeremy Wilkes
Chief of Security – Vonyale Montgomery

Organizations

Baptist Memorial Healthcare Corporation
Memphis Fire Department
Other groups as necessary

PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY

At this time, Baptist University has not identified any future improvements for fire safety.

FIRE LOG 2021

This year-end document lists all reported in any Baptist Health Sciences University building.

| | |
|-----------|--------------------|
| January | No reported fires. |
| February | No reported fires. |
| March | No reported fires. |
| April | No reported fires. |
| May | No reported fires. |
| June | No reported fires. |
| July | No reported fires. |
| August | No reported fires. |
| September | No reported fires. |
| October | No reported fires. |
| November | No reported fires. |
| December | No reported fires. |