SAFETY
A CAMPUS-WIDE EFFORT

ANNUAL SECURITY AND FIRE SAFETY REPORT

2011
MESSAGE FROM THE PRESIDENT
Safety is a top priority and a responsibility shared by the entire LeMoyne-Owen College community. Leading these efforts is our Campus Safety Department, to include a Compliance Officer, highly-trained campus safety officers, and administrative staff who proactively work to ensure the safety of our students, employees and visitors. Among many services available, the College offers free crime prevention programs on a wide range of personal safety topics, and free escort service is available from sunset to sunrise. In the following pages, details are provided on the policies, procedures and resources that keep our campus a safe place to live, learn and work. We hope that you find this information helpful. Thank you for joining us in our commitment to safety.

Johnnie B. Watson, LL.D.
President
Brownlee Hall
(901) 435-1676

TABLE OF CONTENTS

SAFETY: A CAMPUS-WIDE EFFORT
Department of Campus Safety: Security and Compliance ..................
Residence Life: ...........................................................................
Department of Compliance and Safety:
Protection of Life, Property and Environment ..............................

SAFETY: CAMPUS SERVICES AND PROGRAMS
Campus Security Services ............................................................
Counseling Center Services .........................................................
Safety Tips ...................................................................................
Safety and Prevention Programs ..................................................

SAFETY: COLLEGE POLICIES AND PROCEDURES
Reporting a Crime .......................................................................
Timely Warning Notices ..............................................................
Daily Crime Log .........................................................................
Firearms Policy ...........................................................................
Criminal History ........................................................................
Alcohol and Drug Policies ...........................................................
Sexual Assault Policy .................................................................

ANNUAL DISCLOSURE OF CRIME STATISTICS
LeMoyne-Owen Main Campus .......................................................
ANNUAL SECURITY REPORT

This Security Report is completed by the Department of Campus Safety to be in compliance with the University Security Information Act and with the U.S. Student Right to Know & Campus Security Act. Each institution of higher education is required to annually publish specific data relating to the number and per capita rate of certain crimes that have occurred at the institution, and the security measures that are in place to reduce the risk of criminal victimization for members of the community. Additionally, this report addresses requirements of the Jeanne Clery Disclosure of Campus Security Act.

In compliance with these requirements, LeMoyne-Owen College is pleased to present the following information to all students, employees and applicants to the College.

DEPARTMENT OF CAMPUS SAFETY MISSION STATEMENT

LeMoyne-Owen College Department of Campus Safety is strongly committed to working together in providing the safest educational environment for our students, faculty, staff and visitors. Our mission is to provide resources that promote personal safety, information sharing, training and community policing. We pledge to uphold the integrity of the organization, support local and state law enforcement agencies, improve the quality of life on campus, and assist other organizations in providing the safest educational environment for all members.
SAFETY

At LeMoyne-Owen College safety is a campus-wide effort uniting the work of many departments, to include the Department of Campus Safety, Counseling Services, Residence Life, and the Department of Compliance. Together these departments strive to maintain a safe environment for all students, faculty, staff and visitors.

Department of Campus Safety: Security and Compliance

The Department of Campus Safety is responsible for security and safety on campus, the department employs 12 Non-Sworn Safety Officers, 1 Compliance Officer and support staff.

CAMPUS SAFETY AUTHORITY & TRAINING

Campus Safety Officers are Armed Non-Sworn Officers and are issued an armed license from the State of Tennessee. Campus Safety Officers must successfully complete the State of Tennessee Officer training requirements which include:

- Orientation.
- Legal powers and limitations of a security guard/officer.
- Emergency procedures.
- General duties.
- Additional training for weapons or other devices that are less than lethal he or she will use.
- An armed guard must complete eight additional hours in the classroom covering:
- Legal limitations on the use of a firearm:
  - Handling of a firearm
  - Safety and maintenance of firearms

40 hours of annual Campus Safety Training to be determined by the College which may include, patrol and investigation practices, firearms, first-aid and physical training. In-service training programs are also presented to update and enhance the professional skills of the officers.

The use of weapons, by Campus Safety personnel is governed by state law and by departmental regulation: members shall use their firearms only to protect their lives, or the life or another when there is a clear and immediate danger to life or to prevent grievous injury to themselves or another when a clear and present danger exists.

RELATIONSHIP WITH STATE AND LOCAL AGENCIES

The Department of Campus Safety cooperates fully with local and state law enforcement agencies in cases, involving both on-campus, and off-campus jurisdictions, and when the resources of another agency can be used to facilitate the resolution of an investigation. In addition to these cooperative efforts, criminal incidents are reported to state and local police agencies by the Department of Campus Safety at such times and in, such forms as required by law. Students involved in incidents off campus will be assisted in any way possible by the appropriate campus agency. An ongoing dialogue is maintained between the department and local law enforcement agencies to disseminate information of pertinence to current investigations.
Office of Residence Life:

Through a combination of the latest technology, sound policies and highly trained staff, the College ensures the safety of its residents while still allowing for their independence. The Office of Residence Life employs two Full-time professionals, 1 Resident Director, and 1 full-time desk staff. Residence Life has three Student Residence Assistants.

RESIDENCE LIFE STAFF - CONTINUOUS TRAINING

Regular in-service training and staff development programs are conducted throughout the year to enhance staff's knowledge. All other personnel are trained by the Resident Director of the building to which they are assigned at the start of their employment.

At the beginning of each academic term and every time that it is deemed necessary, staff meetings to review security enforcement, policies and procedures are held. These meetings are conducted in cooperation with the College Campus Safety Department and other law enforcement/public safety agencies.

SAFETY MEASURES IN THE RESIDENCE HALLS

• Security Devices
The main entrance to each residence hall is monitored by Campus Safety personnel 24 hours per day. The main entrances are locked nightly from 12 a.m. until 6 a.m. All other entrances are locked. Cameras monitor the public areas of the residence halls. The door of each student’s room has a standard heavy duty entrance lock set, and the windows of each room have slide locks.

• Guest Visitation
Guests must be signed in by a resident of the Residence Hall they are visiting and must be escorted by their host at all times while in the building. All guests are required to leave proper identification with Campus Safety when they are signed in, and may reclaim their identification only when they are signed out at the end of their visit.

Freshman Housing

Freshman housing assignments are based on roommate similarities derived from a questionnaire completed by each student. Upperclass assignments are based on interest groups, retention of previous room assignments, or random selection based on class standing. Following a few weeks of residence, a change of rooms may be requested through the Resident Director. The resident director may give consideration to the reasons given.
Department of Compliance: Protection of Life, Property and the Environment

The Compliance Department's primary mission is the protection of life, property and the environment on all properties of the College. It is the department's responsibility to be aware of all present and proposed local, state, and federal laws and regulations as well as professional standards and codes which define how the College maintains its facilities and equipment and to assist in managing those risks.

ENVIRONMENTAL HEALTH & SAFETY LAWS

1. The Compliance Office tracks developments in environmental health and safety laws and regulations, and determines which of those requirements apply to campus activities.

2. Helps the College meet these requirements by developing programs to be implemented by campus personnel, by direct services, or by a combination of these means.

3. The Compliance office collaborates with faculty and staff to assure safety in LeMoyne-Owen Science laboratories and the College community.

SCIENCE LABORATORIES

The Compliance Office is responsible for the safety in LeMoyne-Owen Science laboratories. The Compliance Office focuses on the safe handling, use, storage and disposal of laboratory wastes and other hazardous substances. This is accomplished through training, laboratory inspections, safety committees and open communication with the employees.

CAMPUS SECURITY SERVICES

CAMPUS PATROLS

Campus Safety Officers regularly patrol campus and adjacent streets by vehicle, bicycle and on foot. Campus Safety has one club car and four bicycle units.

SAFETY ESCORT SERVICE – LOC SAFEWALK

In order to ensure peace of mind when it is necessary to walk alone, any student, staff or faculty can request a personal safety escort from Campus Safety to or from his or her car, residence hall, academic building, or office from sunset to sunrise. To request a safety escort, dial 1464 from an on-campus phone or call 901.301.7340 from an off-campus phone or cell phone.

SECURITY CAMERAS

Campus Safety operates a number of 24-hour security cameras throughout campus to assist in crime prevention.

CARD ACCESS SYSTEM
A card access system is currently being used in some academic buildings on campus as well as computer centers. It is designed to give access to authorized persons and to document the date and time the card was used as well as the location used.

**EMERGENCY TELEPHONE SERVICE**

The Purple Emergency Telephone is a stand-alone system. The system is designed so that when the single button is pushed, the unit will automatically and immediately contact Campus Safety. Immediately after establishing the phone connection with the Campus Safety, the communications device will send a signal to the Campus Safety indicating the location of the activated station. Once the system is activated, it allows you to have hands free communication directly with the Campus Safety. Emergency phones are located at the following areas:

- Rear of Bruce Hall Gym
- Rear of GOH Science Building

**Visitor & Guest Arrangements**

With the exception of certain events which are open to the general public and advertised as such, the College’s facilities and programs are generally intended for the use and benefit of the students, and employees of the College. Visitors and guests seeking to utilize College facilities are expected to make prior arrangements with the appropriate College office, and their privilege to use these facilities is determined by the College regulations then in effect. Visitors and guests to the College residential facilities must be registered and escorted by their host while in the residence facilities.

**CAMPUS SERVICES AND PROGRAMS**

**Counseling Center Services**

The Counseling Center provides free and confidential counseling services to LeMoyne-Owen students. Counseling is confidential, and may be short-term or long-term depending on the person's needs. Please contact the Counseling Center at extension 1738 or visit the Counseling Center for more detailed information on their services.

**Prevention Programs**

LeMoyne-Owen sponsors, organizes and presents a variety of drug and alcohol program services for students, faculty and staff. Please call 901.435.1738 for students and 901.435.1601 for faculty and staff.
Safety Tips

There are a number of simple and effective actions that everyone can take to minimize their risk of becoming a victim. These include:

- Don't walk alone at night and avoid short cuts in isolated areas.
- Stay away from isolated ATM locations.
- Have your keys ready as you approach your car or residence.
- If you suspect you are being followed, go to the nearest business and ask someone to call the police.
- Use the buddy system at parties or events. Avoid excessive use of alcohol.
- Always be aware of your surroundings and follow your gut instincts; if your intuition tells you that you are at risk, try to leave the situation quickly.

SAFETY AND PREVENTION PROGRAMS

The following are free* program topics offered through Campus Safety at least once each academic semester.

Personal Safety and Self Protection
This program exposes crime risks that affect people daily lives, and simple action, that can minimize one’s chances of becoming a victim. Topics surrounding self protection and the use of protective devices are explored and a brief demonstration of basic non-lethal defensive tactics is offered.

Rape Awareness and Prevention
This program focuses on lifestyle choices that can reduce a person’s chances of being sexually victimized. Information on resources available to assist a victim in the healing and recovery process is also offered.
Drug and Alcohol Awareness

This program addresses risks associated with the use of alcohol and other drugs. Lifestyle choices and available resources are discussed.

CPR/First Aid AED Classes
The Compliance Office has one American Heart Association First/Aid CPR Instructor on staff. All interested parties should contact the Compliance Office at extension 1465.

Operation I.D
This nationally recognized theft prevention program is offered free to all members of the College community by LeMoyne-Owen. Students and employees are encouraged to mark personal property by engraving a unique identifying number on valuables. Engravers can be borrowed from the Compliance Office by calling 901.435.1465. Campus Safety will maintain records of the engraved item.

Compliant to the Clery Act the College must disclose the following policies and practices.

Reporting a Crime

MAIN CAMPUS

Members of the College community are urged to immediately notify the Department of Campus Safety of any criminal activity or other emergency that occurs on campus. The Department of Campus Safety personnel will respond quickly and initiate whatever action is necessary to resolve the emergency, including the activation of off-campus police, fire or medical agencies when appropriate. A special 24-hour emergency number, (901.301.7340), has been designated and advertised throughout the campus community, in addition to 911.

CONFIDENTIAL CRIME REPORTING

To encourage the prompt reporting of all crimes, it is College policy to honor the requests of witnesses and victims who wish to keep their identity confidential. The purpose of an anonymous report is to take some steps to ensure the future safety of the reporting person and others while protecting her/his identity. The College can use such information to keep accurate records about the number of incidents, look for patterns concerning location or methods of operation, and alert the campus community to potential danger. If a victim wishes to file an
anonymous report, they may contact those that are designated as "Campus Safety Officials" which include the Office of Student Affairs, Office of Residence Life, College Counseling Center, Office of Judicial Affairs, and Athletic Department.

The College will not permit retaliation against anyone who, in good faith, brings a complaint of acts of aggression, harassment, or violence or serves as a witness in the investigation of a complaint of campus violence.

**Timely Warning Notices**

It is College policy to issue special notices in a timely manner to publicize violent crimes or perceived patterns of crime in a particular area to heighten awareness and help prevent reoccurrences. Campus-wide warnings may be issued using some or all of the following methods: e2 Campus, Mass Emails, and posting alerts on bulletin boards throughout campus. Alert notices are placed in particular buildings or areas that have been targets of criminal activity.

**e2 CAMPUS EMERGENCY ALERT**

e2 Emergency Alert refers to an text messaging notification system that can be used to contact students and employees in the event of an emergency. This system will be utilized in addition to LeMoyne-Owen current emergency mass communication methods. Individuals must subscribe to the e2 Campus Emergency Alert system to receive an alert via the following methods:
- Mobile devices -Text messages (SMS)
- Campus Emails, College Website

**Daily Crime Log**

The Department of Compliance maintains a log of all criminal incidents reported to the Campus Safety Department. The daily crime log includes the date and time the incident occurred, the nature of the offense, the location of the offense and the disposition if available. The daily crime log is available for public inspection in the Compliance Office located in Brownlee Hall during normal business hours.

**Public Record of Sex Offender**

Information provided by the Memphis Police Department under Section TN.T.C.A (40-39-203) Code, concerning registered sex offenders subject to community notification, may be obtained in the office of Compliance.
http://www.tbi.state.tn.us/sex_ofender_reg/sex_ofender_reg.shtml
Firearms Policy

The use or possession of firearm, or other weapons by students, employees or visitors while on campus is not permitted. This includes individuals who possess a permit to lawfully carry a firearm. Failure to report the presence of illegal or unauthorized presence of firearms explosives, other weapons, or dangerous chemicals or use of any such item to an appropriate College official is a violation of the College standard and will result in disciplinary action.

Criminal History

It is the procedure of the College that all new employees must undergo a pre-employment screening process that has certain minimum elements and additional aspects depending on the nature of the duties involved. This procedure applies to all new hires as full-time administration and staff, non-faculty employed by the College. Students who hold full-time employment at the College must undergo the same prescreening process. The application for admission to College does request information concerning any previous, criminal convictions. The College recognizes its responsibility to ensure the safety of the campus community and will evaluate enrolled students’ status in the event of their criminal conviction in public court.

Alcohol and Drug Policies

ALCOHOL POLICY

All matters relating to alcohol are governed by the Tennessee Liquor Code. No person under 21 years of age is permitted to purchase, consume, transport or possess an alcoholic beverage. No student may keep or consume alcoholic beverages within their individual residence hall rooms, or at social functions on campus. All violations of the College alcohol policy will be subject to criminal prosecution as well as to College disciplinary sanctions. See the LeMoyne-Owen Student Handbook page 25.
DRUG POLICY

LeMoyne-Owen College Campus Safety will enforce state and federal laws concerning illegal drugs. Anyone who is reported for being in possession of using, selling, or manufacturing illegal drugs may be arrested and prosecuted, suspended, and/or expelled from the College.

Violations of the Drug Policy also include but are not limited to:

- Knowingly possessing drugs or drug paraphernalia.
- Misuse of prescription drugs or over-the-counter medications.
- The use, cultivation, manufacture, sale, distribution, and/or possession of drugs or controlled substances in violation of federal, state, or municipal laws is prohibited by the College and is not permitted in the residence halls or on any College property.
- Failure to report the use, cultivation, manufacture, sale, distribution, and/or possession of illegal substances on any College property to a College official.
- Knowingly present during the use of illegal drugs or the misuse of substances.

It should be noted that breaking drug laws on school property carries a mandatory added penalty upon conviction.

Campus Safety should be contacted immediately at 901-301-7340 when drug offenses are observed by members of the College community.

SEXUAL ASSAULT POLICY

The Sexual Assault Policy which serves to protect the right of each member of the College Community. All students are responsible for their own actions and are expected to maintain high standards of moral and ethical behavior as well as comply with local, state and federal laws. Sexual Assault is a violation of the Student Code; it involves physical contact of a sexual nature which is against one's will or without one's consent. See the LeMoyne-Owen Student Handbook page 29.

WHAT TO DO IF SOMEONE YOU KNOW IS SEXUALLY ASSAULTED

Get to a Safe Place - Following an assault, the primary concern is to get the victim to a safe place. Once there, the victim has several options to consider:

1.  Contact the Campus Safety Department and Memphis Police Department - Sexual Assault is a crime and victims have the opportunity to press charges both on and off campus. If the assault happened on campus, the victim can contact Campus Safety at x1464. If it occurred off campus, she/he can contact Memphis Police at 911.
2. Call the College Counseling Center - Counselors offer support and can make appropriate referrals based on the needs of a victim. They are confidential, free and available 24 hours a day. Call 901-435-1738 to be put in touch with a counselor.

3. Contact someone trusted - Victims are encouraged to contact someone they trust such as close friend, family members, College Counseling Center.

4. Seek Medical Attention - All survivors of sexual assault are encouraged to seek medical attention immediately after the assault to ensure their physical well-being. Even if there is no external physical injury, survivors can be tested for sexually transmitted diseases, pregnancy and internal trauma. Preservation of physical evidence is important to the successful prosecution of offenders. In order to preserve such evidence, survivors should not shower, douche or change clothes or bedding before seeking medical attention. Also, if oral contact was made, survivors are asked not to brush their teeth, smoke or eat. Evidence can be collected at area hospitals, including the Rape Crisis Center.

REPORTING AN INCIDENT TO LEGAL AUTHORITIES

The purposes for reporting an incident are: to protect yourself and others from future victimization; to apprehend the assailant; to, in some way, seek justice for the wrong done to the victim. Victims have the option to report the incident immediately to the LeMoyne-Owen Campus Safety at 901.301.7340.

Reporting an incident is different from choosing to prosecute. Filing a report does not obligate the victim to continue with legal proceedings or College disciplinary action. The victim can choose whether or not to participate in proceedings at any point in the process.

CHANGING LIVING ARRANGEMENTS

If necessary, and/or at the request of the victim, the living arrangements of the individual(s) involved may be changed, especially if the individual(s) involved are currently assigned to the same residence hall. If the victim wishes to be relocated, then she/he will be given that option. If the victim wishes to remain in her/his current assignment, then the alleged perpetrator will be reassigned to a different residence hall or temporarily suspended. The Resident Director or Dean of Students must be contacted to ensure that this procedure occurs. If necessary, and/or at the request of the victim, changes will be made in the academic environment to ensure the safety and well being of the individual(s) involved. The professional staff member involved will be responsible for initiating these changes.

The College observes the Family Educational Rights and Privacy Act (FERPA) in regard to confidentiality and disclosure practices.
Annual Disclosure of Crime Statistics

LeMoyne-Owen College – Memphis, TN

Crime statistics are obtained from criminal incidents reported to the Department of Campus Safety and those designated as campus security officials to whom incidents may be reported. Statistics are also received from the Memphis Police Department for inclusion in the "public property" section of the Clery Act reporting form. The statistics gathered from the aforementioned sources are then recorded by the Department of Campus Safety on the Tennessee Bureau of Investigation Uniform Crime Reporting Form and on the Clery Act Reporting Form. An annual report containing the crime statistics and policy statements is posted on the LeMoyne-Owen College Web site and hard copies are distributed by the Department of Compliance.

<table>
<thead>
<tr>
<th>Offense Type (Includes Attempts)</th>
<th>Total Crimes Reported For</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>2008</td>
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<tr>
<td>Murder &amp; Non-negligent Manslaughter</td>
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<tr>
<td>Manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
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</tr>
<tr>
<td>Non-Forcible Sex Offenses</td>
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<tr>
<td>Robbery</td>
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</tr>
<tr>
<td>Assault -Aggravated</td>
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</tr>
<tr>
<td>Simple Assault- Intimidation</td>
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<tr>
<td>Burglary</td>
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<td>Arson</td>
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<td>Offense Type (Includes Attempts)</td>
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<tr>
<td>-------------------------------------------------</td>
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<td>Weapons Law Violations - Referrals</td>
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LeMoyne-Owen College Agency Report for 2010

Reported to T.B.I. (Tennessee Bureau of Investigations) and the Department of Ed.
Annual Fire Safety Report

The Higher Education Opportunity Act became law in August 2008 and requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire related on-campus statistics. The following public disclosure report details all information required by this law as it relates to LeMoyne-Owen College for the year 2010.

General Statement of LeMoyne-Owen College Residence Halls

The Residence Halls at LeMoyne-Owen College (Saxon Dorms, Saxon II, Neptune I, II, III, Walker I) are covered with dual smoke detectors and fire extinguishers.

<table>
<thead>
<tr>
<th>Residence Halls</th>
<th>Fire Detection Systems (Smoke, heat, ion)</th>
<th>Fire Suppression System</th>
<th>Fire Extinguishers present</th>
<th>Redundant Monitoring System</th>
<th>Fire Drills Each Year</th>
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<tr>
<td>Saxon Dormitories</td>
<td>Yes</td>
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<tr>
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<td>No</td>
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</tbody>
</table>

Fire Safety Improvements and Upgrades

LeMoyne-Owen Facilities Management reviews the smoke alarms and the Compliance Office ensures that Fire Extinguisher safety inspections are completed in the Residence Halls annually and implements any upgrades, repairs, or revisions whenever issues are identified.
Residence Hall Fire Drills

Fire drills are held for each residence hall once per Fall and Spring Semester and are mandatory supervised evacuations for fire. The drill is conducted by the Compliance Office in conjunction with Campus Safety, Facilities Management, and the Office of Residence Life.

Evacuation routes are posted at strategic locations throughout the residence halls to identify the closest egress route. Students who fail to leave the residence hall during a fire drill are subject to disciplinary procedures through the College’s Judicial Counsel.

Fire Safety Policies

The Office of Residence Life permits students to use U.L. approved hot pots, popcorn makers, coffeemakers or microwave ovens. Items not permitted include, but are not limited to, electric frying pans, toasters, toaster ovens, sandwich makers, grills, hot plates, immersion coils or any other non-UL approved appliances.

Smoking is not permitted in any Residence Hall or within 25 feet of any entrance or air intake. No open flames are permitted, including burning of incense, candles, or potpourri.

Reporting a Fire

Students reporting a fire should contact the Department of Campus Safety at 901-301-7340 (campus phone X 1464). If the fire event is no longer a danger, the Resident Director or the Resident Staff should be contacted as soon as possible and the fire event reported to the Department of Campus Safety.

Fire Evacuation Procedures

The policy on building evacuation from Residence Hall is located in the Student Handbook under the Campus Safety appendix and is discussed with students when they move into the residence halls. In the case of fire, students are instructed to notify Campus Safety officials immediately and then evacuate the building. The evacuation procedures are:

- Remain calm
- Turn off equipment and appliances
- Check if your door is hot or has smoke around it. If so, stay in your room and wait for firefighters to evacuate you
- Close, but do not lock, doors and windows
- Proceed to the nearest exit. Use the stairs only
- Report to your gathering point and check in with your Director of Residence Life.

Fire Safety Education and Training

Residence Life staff are trained on fire safety by Residence Life Management under the supervision of the Compliance Office and Campus Safety at the beginning of the Fall semester.
and as required in the Spring and Summer semesters. Hands-on fire extinguisher training is provided by the Compliance Office. Fire safety training is also available through the Compliance Office upon request.

Fire Log

The LeMoyne-Owen Department of Campus Safety maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. Any entry to the log is required to be made within two business days of the receipt of the information. The fire log for the most recent 60 day period remains open for public inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days after receipt of a request for public inspection.

Emergency Phone Numbers

LeMoyne-Owen Department of Campus Safety 901-301-7340

Memphis Police and Fire Emergency 911

Fire Statistics

LeMoyne-Owen Department of Campus Safety collects fire statistics of any fire that occurred in an on-campus Residence Halls.

Policy Statements

Reporting Criminal Incidents

Members of the College community are urged to notify the Department of Campus Safety or any Campus Security Official immediately of any criminal activity or other emergency that occurs on campus. Department of Campus Safety personnel will respond quickly and initiate whatever action is necessary to resolve the emergency, including the activation of off-campus police, fire or medical agencies when appropriate. (x 1464) 901-301-7340 has been designated and advertised throughout the campus community, in addition to the city's 911.

Confidential Crime Reporting

A victim or witness to a criminal offense may decide she/he does not want to pursue action or desires to keep their identity confidential. The person may want to consider having an anonymous report made. The purpose of an anonymous report is to take some steps to ensure the future safety of the reporting person and others while protecting her/his identity. The College can use such information to keep accurate records about the number of incidents, look for patterns concerning location or methods of operation, and alert the campus community to potential
danger. If a victim wishes to file an anonymous report, they may contact the Compliance Office at 901.435.1465.

**Victims may also report criminal offenses to:**

- Campus Safety
- The Office of Student Affairs
- Office of Residence Life
- College Counseling Center
- Office of Judicial Affairs
- Athletic Department

The Offices will be responsible for immediately communicating criminal offenses and/or incidents to Campus Safety.

**Timely Warning Notices**

Special notices are issued by the Department of Campus Safety in a timely manner to publicize violent crimes or perceived patterns of crime in a particular area, to heighten awareness and help prevent recurrences. Campus wide warnings may be issued using some or all of the following methods: e2Campus, mass emails and posting alerts on bulletin boards throughout campus. Alert notices are placed for warnings in particular buildings or areas that have been targets of criminal activity.

**Daily Crime Log**

The Department of Campus Safety maintains a log of all criminal incidents reported to the department by date and time the incident was received. The Daily Crime Log includes the date and time occurred, the nature of the offense, the location of the offense and the disposition if available. The Daily Crime Log is available for public inspection at the Compliance Office during normal business hours.

**Facilities**

With the exception of certain events which are open to the general public and advertised as such, the College's facilities and programs are generally intended for the use and benefit of the students and employees of the College. Visitors and guests seeking to utilize College facilities are expected to make prior arrangements with the appropriate College office, and their privilege to use these facilities is determined by the College regulations then in effect. Visitors and guests to the College's residential facilities must be registered by their host and escorted by their host while in the residence facilities.

A card access system is currently being used in some Academic Buildings on campus as well as computer labs. It is designed to give access to authorized persons and to document the date and time the card was used as well as the location used. Questions concerning card access may be directed to the Director of Information Technology.
The College makes every effort to ensure that the campus facilities, buildings and grounds are designed and maintained in such a way as to promote safety and reduce criminal opportunity. Particular attention is paid to this concern in the design of landscaping, grounds keeping and exterior lighting. Emergency Telephones have been installed at various campus locations to give the user immediate communication with the Campus Police and indicating the location of the activated station.

**Alcohol and Drug Policy**

All matters relating to alcohol are governed by the Tennessee state statutes. No person under 21 years of age is permitted to purchase, consume, transport or possess any alcoholic beverage. Students 21 years of age or older may not keep or consume alcoholic beverages within their individual Residence Hall rooms, or at social functions on campus. All violations of the College Alcohol Policy will be subject to College disciplinary sanctions.

The College strictly adheres to the federal and state laws which govern the possession, distribution or consumption of drugs or other controlled substances. Students illegally possessing, distributing or using such drugs or controlled substances will be subject to criminal prosecution as well as to College disciplinary sanctions.

**Sexual Assault Policy**

A profound concern for moral and spiritual values is emphasized here at the College. This concern is underscored in the Sexual Assault Policy which serves to protect the right of each member of the College community from unacceptable and unconscionable sexual assault. All students are responsible for their own actions and are expected to maintain high moral and ethical standards as well as to comply with the provisions of local, state and federal law.

Sexual assault is a violation of the College Code of Conduct involving physical contact of a sexual nature which is against one's will or without one's consent.

Regrettably, sexual assault happens and perpetrators can be relatives, friends, dates, acquaintances or strangers. Violated victims may experience feelings of confusion, disbelief, shock, guilt, shame, self-blame, resentment, anger and fear. These are natural reactions that need to be addressed in the best possible way.

This policy, which complies with the Higher Education Re-Authorization Amendment Act, ensures consistent procedures and coordination of College and community resources with regard to victims of sexual assault. It is the intention of the College to increase awareness, encourage prevention and to provide assistance for survivors of sexual assault and their families.

Educational programming to promote awareness and prevention of rape, acquaintance rape and other sex offenses shall be offered periodically to all students, faculty and staff by Campus Safety, Office of Residence Life and the College Counseling Center, as well as other appropriate campus departments. Dates and frequency of programs will be at the discretion of the Director of Counseling Services and the Compliance Officer. The programs are comprehensive. They describe response protocols, medical treatment and referral sources.
**Missing Student Emergency Contact Policy**

This policy is designated for those students living on campus. In the event of a report of a missing student, Residence Life staff will also work directly with the LeMoyne –Owen Campus Safety Department. The purpose of having a listed Emergency Contact is to be able to verify cases in which a person may not be missing but has voluntarily left his or her residence.

1. Each student residing in the Residence Halls has the opportunity to list an Emergency Contact by completing an Emergency Information Sheet. Students will be encouraged to notify the Emergency Contact that he or she has been designated as such. This information is maintained by and accessible to the Office of Residence Life staff who will implement this policy.

2. If it is determined that a student is missing, the College will implement the Missing Student Protocol. An attempt to notify the listed Emergency Contact will be made if a student is missing for 24 hours and the College Campus Safety Department will be notified for all missing person reports.

3. At any point during the student’s enrollment, he or she may choose to register or change confidential contact information with the College by notifying the Office of Residence Life. This information is confidential but may be released to the Campus Safety Department and staff as necessary to carry out the purposes of this policy.

**Missing Student Protocol**

1. Residence Life staff will immediately contact the Campus Safety Department and the Dean of Students when a student is reported missing.

2. When the Office of Residence Life is notified that a student may be missing, appropriate steps will be taken to locate the student. These steps include, but are not limited to:
   - Attempt to make contact with student via email, cell phone, visit to room.
   - Seek information from roommate, floor-mates, and friends.
   - Verify student meal plan use within last 24 hours.
   - Contact Academic Advisor to determine class attendance.
   - Contact coaches, Greek or other student activity advisors, etc., as appropriate.

3. Exchange information with Campus Safety regarding our respective investigations.

4. The Office of Residence Life will be responsible for notifying the appropriate emergency contacts within 24 hours as established above when a student is determined missing. The parents or guardians of students under the age of 18 and not emancipated will be notified.

5. The Campus Safety Department will be responsible for filing all related missing person reports with other agencies as may be required.

6. The Office of Residence Life staff will serve as support personnel when a student is determined missing and make appropriate contacts within the College. Offices to be notified include: Resident Director, Dean of Students for Student Life, Campus Safety, Dean and/or Academic Advisor, Public Affairs and any other offices relevant to the missing student.

**Contact Us**

Contact the Campus Safety Department 24 hours a day:

**Emergencies**
Call (x1464) from campus or 901.301.7340
Non-emergencies
Call 901.435.1475

Safety Escort Service

Purpose and Time

The Campus Safety Department provides a personal safety escort to all members of the LeMoyne-Owen Community from sunset to sunrise. The service is campus wide, to or from his or her car, Residence Hall, Academic Building, or office. The Service is designed to enhance your safety and peace of mind if you must work after dark. It is intended to be primarily a walking service with mobile escort provided when determined to be appropriate.

Goal

The primary goal is to enable you to travel from one location to another with a greater sense of security.

Professional/Trained Escorts

Escorts will be provided by either a Campus Safety Officer or a Safe Walk Student. All Safety Officers carry radios, identification and will be in some type of designated Safety uniform.

Request a Safety Escort

Call x1474 from campus phone or 901.301.7340 to request a safety escort. It is not necessary to call in advance, as escorts are on duty and ready to be dispatched as needed.

e2 CAMPUS EMERGENCY ALERT

e2 Emergency Alert refers to an text messaging notification system that can be used to contact students and employees in the event of an emergency. This system will be utilized in addition to LeMoyne-Owen current emergency mass communication methods. Individuals must subscribe to the e2 Campus Emergency Alert system to receive an alert via the following methods:
Mobile devices -Text messages (SMS)
Campus Emails, College Website

Situations which may require sending a e2Campus Alert:

- Imminent danger, including a major fire or shooting
- Imminent disaster, including an earthquake or flood
- Severe weather, including tornado warnings

Major interruptions of campus operations, such as snow closings

Text Messages

The e2Campus Alert text-messaging system has no advertising messages or spam. The messages will be brief, no more than 120 characters. Note: Check with your cell-service provider about possible fees when you receive these messages.
The text will state the nature of the emergency or disruption so you can take appropriate action.

Because these messages are sent through different cell providers, some people will receive them more quickly than others. You should be sure to inform other people when you receive a e2Campus Alert. Text messages also may be delayed by other traffic.

**Testing**

The e2Campus Alert System will be tested at least once a semester. You will receive a test of the e2Campus Alert System via email and text messages on your cell phone.

**Sign up to receive e2Campus Alerts now!**

**Crime Prevention**

The Campus Safety Department offers a variety of ongoing programs designed to educate and sensitize members of the community to crime prevention and safety issues, particularly the recognition and appraisal of a crime risk and the most effective protective measures. These are offered for Residence Hall groups, new student orientations, student interest groups and employee training programs.

Crime Prevention reduces the incidence of crimes against persons and property on the College campus through public education. In an effort to promote community awareness, it is the desire of the Department of Campus Safety to establish a working relationship with the College community. We hope to accomplish this through making public education programs available to students, faculty and staff. Any individual or group interested in attending or scheduling a program is invited to contact the Compliance Officer at 901.435.1465 (x1465).

- Drug and Alcohol Abuse Awareness
- Traveling Alone Safety
- Street Smarts
- First Aid/CPR/AED
- Vacation Safety

**Emergency Situations**

**Emergency:**
An incident that threatens human life, health, or safety, or College property, including:

1. Natural disaster such as weather (tornado, flooding or snow) and biological (epidemic or pandemic)
2. Manmade disaster including fire, explosion, building collapse, hazardous material spill, shooting, terrorist act, riot or protest

**Seek Shelter/Stay in Place:**

*Seek Shelter/Stay in Place* is the first phase of building security. It will be initiated very early on in an emergency, once it has been determined that an emergency exists or there is a reasonable probability that
a life-threatening emergency exists. Members of the LeMoyne-Owen community that may be affected by the emergency will be notified.

Generally, a notification will be initiated by the e2Campus. At this early phase, the Campus Safety Officers will alert individuals of potential danger; the individuals must rely upon their own common sense to evaluate their surroundings and circumstances and remove themselves from any danger they can immediately recognize by moving to an area of safety. When it is determined by Campus Safety that the building is safe, an “All Clear” e2Campus message will be sent.

**Situations which may require individuals to Seek Shelter/Stay in Place:**

- Severe weather
- Hazardous material release
- Suspicious intruder
- Hostage situation
- Other dangerous situations as determined by Campus Safety

Keep students in class or in their Residence Hall until Campus Safety give the all-clear signal. Stay away from windows, doors and outside walls. Authorities may not be able to provide information about what is happening immediately. Account for everyone who arrives in the shelter. Stay in the shelter location until you receive an all-clear message from Campus Safety.

**In the event of severe weather:**

Basements generally offer the best protection. Otherwise go into an interior room or hallway on the lowest floor possible. Basements are located in Brownlee Hall, Sweeney Hall and Steele Hall; Large Lower Level Hallways are located in GOH, Student Center and Bruce Hall.

**In the event of an intruder:**

Secure doors and seek concealment away from windows and doors. Turn off the lights and close the blinds if the room is so equipped. Refer to Active Shooter Checklist for more information.

**Card Access Only:**

When it has been determined that building security would require limiting access (usually to prevent entry by a non-affiliated person) into a building that is open at the time of the emergency, the building will be secured and restricted to card access only by previously authorized card access holders that may seek shelter inside. When it is determined by Campus Safety that the building and the area is safe, the building will be reopened based on normal hours.

**Closing:**

When an emergency exists, it may be determined that for the safety and security of individuals in an area, a building be secured (including card access doors) to deter entry by everyone, including those who have been previously authorized for card access.
The College community will be notified by the e2Campus System of any closing of a building during an emergency (other than for a fire/fire alarm where audible and visual alarms are universally recognized as an order to leave and stay out of a building). When it is determined by Campus Safety that the building and the area is safe, an “All Clear” e2Campus message will be sent and the building will be reopened based on normal hours.

**Evacuation:**

**Evacuation** is the phase of building security which involves the mandatory exiting and removal of all persons that are non-essential to rectifying or mitigating an emergency, from a building. A e2Campus Alert message will be issued when a building has been evacuated for any emergency, other than a fire or fire alarm. When it is determined by Campus Safety that the building and the area is safe, an “All Clear” e2Campus Alert message will be sent and the building will be reopened based on normal hours.

**Sexual Assault Education**

If you are sexually assaulted, GET TO A SAFE PLACE. Once there, the survivor has several options to consider. She/He can:

- **Contact Campus Safety and/or Memphis Police** - Sexual Assault is a crime and survivors have the opportunity to press charges both on and off campus. If the assault happened on campus, the survivor can contact Campus Safety at 901.301.7340. If it occurred off campus, she/he can contact Memphis Police at 911.
- **Call the College Counseling Center** - Counselors offer support and can make appropriate referrals based on the needs of a survivor. They are confidential, free and available 24 hours a day. Call 901.435.1738 to be put in touch with a counselor.
- **Contact someone who they can trust** - A friend who can stay with them and support them.
- **Seek Medical Attention** - All survivors of sexual assault are encouraged to seek medical attention as soon as possible after the assault to ensure their physical well being. Even if there is no external physical injury, survivors can be tested for sexually transmitted diseases, pregnancy and internal trauma.

Preservation of physical evidence is important to the successful prosecution of offenders. In order to preserve such evidence, survivors should not shower, douche or change clothes or bedding before seeking medical attention. Also, if oral contact was made, survivors are asked not to brush their teeth, smoke or eat. Evidence can be collected at area hospitals.

**Possible College Sanctions for Sexual Assault**

The sanctions for rape, acquaintance rape or other sex offenses (forcible or non-forcible) that may result following an on-campus disciplinary procedure are those applied to all disciplinary cases. These sanctions are contained in the Student Handbook. They include, without being limited to: College expulsion; College suspension; Residence Life expulsion; discretionary sanctions; fines; loss of privileges; probation; and warning.

The procedures for on-campus disciplinary action in cases of alleged sexual assault are those employed in all disciplinary cases and are contained in the Judicial Procedures Code of Conduct. These procedures include:
1. All charges shall be presented to the accused student(s) in written form.
2. The accused student shall be presented with the written statements against her/him.
3. The accused student shall have the option of an administrative hearing with the Director of Judicial Affairs or a formal College judicial board.
4. Procedures normally shall be conducted in private. At the request of the accused student, a representative of the student may be admitted but shall not have privileges of participation in the hearing. Admission of any person to the hearing shall be at the discretion of the judicial body.
5. The complainant and/or the accused has the right to be assisted by an advisor of her/his choice and at her/his own expense. However, the complainant and/or the accused is responsible for presenting her/his own case and, therefore, advisors are not permitted to speak or participate in any hearing before a judicial body.

**Emotional Support for Victims**

Counseling is available for victims of sexual assault at the College Counseling Center as well as in the community at the Center for Victims of Violent Crime and the Memphis Sexual Assault Center. The College Counseling Center offers crisis intervention and ongoing counseling. The community agencies offer a 24-hour hotline, crisis intervention, support counseling; and additionally provide group therapy.

**Prior Abuse**

Victims of sexual abuse that has occurred within the family are eligible for College Counseling Services. Referrals may also be made to community mental health centers and to private practitioners, depending upon the specific needs of the victim.

**Reporting an Incident to Legal Authorities**

The purposes for reporting an incident are:

1. To protect yourself and others from future victimization
2. To apprehend the assailant
3. To, in some way, seek justice for the wrong done to the victim.

Victims have the option to report the incident immediately to the Campus Safety at 901.301.7340 (x1464).

Reporting an incident is different from choosing to prosecute. Filing a report does not obligate the victim to continue with legal proceedings or College disciplinary action. The victim can choose whether or not to participate in proceedings at any point in the process.

**Residence Hall Adjustments**

If necessary, and/or at the request of the victim, the living arrangements of the individual(s) involved will be changed, especially if the individual(s) involved are currently assigned to the same Residence Hall. If the victim wishes to be relocated, then she/he will be given that option. If the victim wishes to remain in her/his current assignment, then the alleged perpetrator will be reassigned to a different Residence Hall or temporarily suspended. The Resident Director Dean of Student on duty must be contacted to ensure that this procedure occurs.
If necessary, and/or at the request of the victim, changes will be made in the academic environment to ensure the safety and well being of the individual(s) involved. The professional staff member involved will be responsible for initiating these changes.

**Emergency Communication Methods**

In an emergency, notification will begin immediately and may use one or all of these methods:

- e 2Campus Alert
- Mass e-mail, and website
- Campus Hotline: x1465 from campus phone or 901.435.1465 (Recorded message regarding cancellations, delays, or emergency issues)
- Local/Regional radio, television
- “Bullhorn”: handheld PA devices