CARSON-NEWMAN COLLEGE
2010 – 2011

EAGLE EYE SAFETY AND SECURITY GUIDE

A Safety and Security Guide provided by the Department of Safety and Security
and the Division of Student Affairs, which includes the
2009 U.S. DEPARTMENT OF EDUCATION ANNUAL SECURITY & FIRE REPORT
and the 2009 TENNESSEE CRIME ON CAMPUS REPORT

IMPORTANT NUMBERS

To Contact Security:

Primary Patrol Cell Phone (24/7, 365)..... (865) 548-9067
Alternate Cell Phone ... (865) 389-9380 (if primary cell is out of service)

Director of Safety & Security.... (865) 471-3237

Senior Patrol Supervisor..... (865) 471-3349, 7:00 am – 3:00 pm

Administrative Assistant..... (865) 471-3559, 8:00 am – 12:00 pm
If no answer, call the 24/7 primary cell phone number listed above.

911 CALLS ARE FOR LIFE THREATENING SITUATIONS ONLY!
In the event you cannot access an outside telephone line for dialing 911, please go to the nearest campus courtesy phone located on campus at the following locations:

- Alumni Hall
- Burnett Hall
- Butler Hall
- Cafeteria Lobby
- Dougherty Science Building
- Henderson Humanities, 2nd Floor
- Library
- Music Building
- Heritage Hall, 1st Floor
- Pederson Nursing Building
- Stokely Basement
- Maddox Student Activities Center (upper & lower levels)
- Swann Hall
- Warren Building

Please dial 0 for the operator for on-campus telephone inquiries.

Other Important Numbers:
Wellness & Counseling Center.....3350 (Monday–Friday, 8:30 a.m.– 4:30 p.m. only)
Jefferson County E-911..... 911 (Life Threatening Emergencies Only)
Business line..... 475-3482
Jefferson City Fire Department..... 911
Jefferson City Police Department..... 475-2002 (Monday–Friday, 8:00 a.m.–4:30 p.m. only)
(Contact the Jeff Co. E-911 after normal business hours 475-3482)
Knoxville Sexual Assault Center..... 522-7273 (24 hours a day)

On behalf of the Carson-Newman College and the Department of Safety and Security, we want to welcome you to our campus. Our security officers want to work closely with you in order to maintain a safe and secure campus for our students, faculty, staff and guests. Life on any college campus offers wonderful and exciting opportunities for its students and employees, but there are also potential dangers that may be encountered. College campuses are no different from other cities and small communities, as both safety and security issues occur almost daily. We want you to be prepared by taking a few minutes to read the information contained within this *Eagle Eye Security Guide,* and to keep it nearby for a ready referral. Absolute safety cannot be guaranteed to anyone, but you can help by realizing that you are the one person most responsible for your own safety.

The Department of Safety and Security is a part of the Division of Student Affairs, and uses several non-commissioned officers, licensed by the State of Tennessee pursuant to the Private Protective Services and Regulatory Act regulated by the Tennessee Department of Commerce. Officers are not agents working for the state in any manner. The officers do not have investigative or arrest powers, and are employed by the college or contracted through a private security company. The department has a director, a senior patrol supervisor and an assistant patrol supervisor who manage the day-to-day activities. The local Jefferson City Police Department is primarily responsible for the conduct of all criminal investigations that occur on the campus, while the campus security officers conduct investigations for the purpose of assisting with possible judicial violations that could lead to disciplinary actions.

The College's Safety and Security Department maintains officers on duty 24 hours a day who conduct foot patrols in and around all campus buildings. Officers carry local police radios and cell phones for emergencies and routine assistance. A close rapport exists between the department and the local city police, fire department, county E-911 and other local emergency organizations. The Director of Safety and Security may be contacted by dialing 471-3237 or by coming to the Safety and Security Office located at 2209 Branner Avenue, directly behind the Stokely Cafeteria and Educational Building. Please note the department's cell phone number listed on page 1 of this guide, which may be utilized at all times to contact a security officer. If a security officer does not return your call, then contact the local Jefferson County at E-911 office at 475-3482 and ask the operator to contact Carson-Newman Security by police radio and give them your phone number and name.

About the Surrounding Community

Carson-Newman College is located in Jefferson City, Tennessee, approximately 25 miles east of Knoxville, 10 miles north of Interstates 40 and 81, and about 7 miles west of Morristown. Jefferson City has a population of about 12,700. The local Jefferson City Police Department is comprised of 21 uniformed officers, 4 investigators, and a canine unit. The department has an outstanding record in deterring crime. It is responsible for providing the college with investigative assistance with all criminal matters as well as with other emergency situations as needed. The Department also provides many hours of professional assistance to the college, including educational programs for both students and staff. The phone number is 475-2002.

The Jefferson City Volunteer Fire Department has 13 full time firemen and about 26 volunteers. A codes enforcement officer for the department oversees the inspection of all facilities in the city, including the Carson-Newman Campus. The fire department has an outstanding rating and has always provided the college with quality service, including fire safety training for students and staff.

Dandridge, Tennessee is the county seat for Jefferson County and is located about 9 miles south of Jefferson City on State Highway 92 South. All county business related to vehicle license tags, titles, etc., may be conducted at 202 Main Street just off State Highway 92 South, and adjacent to the old court house. The Jefferson County Sheriff's Department is also located in Dandridge next to the county's justice department off of State Highway 92 and has approximately 45 uniformed officers. The department provides additional support to the college when necessary. Additionally, the Tennessee Highway Patrol has a driver's license testing station on State Highway 92 just south of Interstate 40 on the west side of the highway in a yellow trailer. The phone number is (865) 397-9411.

Tennessee Valley Authority's Cherokee Dam is located about five miles north of the campus on State Highway 92 North, and is a very popular recreational area for both tourists and local citizens who enjoy boating and fishing on Cherokee Lake in addition to picnicking, jogging and camping on the reservation. The area is considered to be reasonably safe, but students and staff using the facility should exercise caution when using it or any other recreational area, especially after dark, and when alone. Call 911 for emergency assistance at the dam.

SERVICES OFFERED

Security Office, 2209 Branner Avenue

The Carson-Newman Safety and Security Department offers a variety of services for students, faculty & staff to include:

Educational Programs

A variety of educational programs are offered throughout the school year, including fire prevention, crime prevention, alcohol and drug prevention, sexual assault prevention, and other programs related to Safety and Security. A driver instruction course is taught for students and staff members who are chosen to operate vehicles on sanctioned trips of the college. The college also teaches the internationally recognized Rape Aggression Defense (RAD) course for women through the Physical Education Department which has been labeled as one of the best self-defense educational courses in the nation. RAD is offered in the course curriculum as a one hour course listed as SELF-DEFENSE FOR WOMEN in the school catalog, and there is a tuition charge for the class.

Security Escorts

Any student or staff member may contact the Safety and Security Department for a security escort day or night by calling the security officers on the cell phone, 548-9067. Please note that at certain times officers may be dealing with emergency matters and not be able to provide an immediate response.

Marking and Inventory of Personal Property

Electric engravers should be utilized for the purpose of marking personal property items, such as computers and stereos which should be marked with your initials, your state driver's license number and each item's own serial number. Never place your social security number on personal property. Remember, in most cases, law enforcement agencies WILL NOT return stolen property if you cannot prove ownership. It is a good idea to maintain an inventory of your valuables. Also, the college does not provide insurance or accept responsibility for loss or damage to personal property. Students should consider purchasing renters' insurance or adding an insurance rider to their parents' home owner's policy to cover losses or thefts when away from home. Metal engravers may be purchased at local stores, such as Sears, for about $20.

Motor Vehicle Assistance

The department does not offer vehicle assistance, such as dead batteries or keys which have been locked in vehicles. However, anyone needing such services may contact the security office for obtaining names of towing services that do provide emergency assistance.

Policies Concerning Campus Security

As stated previously, the campus safety and security staff are non-commissioned officers and, therefore their arrest powers are limited in scope to that of a citizen's arrest. The local police and the local county sheriff's department work very closely with the campus security officers in responding immediately to all on-campus emergencies. Also, all local law enforcement agencies in the surrounding community monitor and furnish reports related to off-campus criminal incidents where students are identified as either victims or offenders.

All investigations conducted by the Safety and Security Department related to students may be used in the conduct of judicial boards when it is believed that a violation of the College's Code of Conduct has occurred. Please refer to the College's *Eagle Student Handbook* for additional information listed in the Student Rights and Responsibilities section related to the judicial process and possible sanctions. The handbook is also available on the C-N Website under the "Student Activities" section.

Policy for Reporting and Investigating Criminal Offenses

All crimes occurring on the Carson-Newman campus should be reported as soon as they are discovered in order to assist the local police in resolving them. Failure to report crimes in a timely matter impedes the possibility of identifying suspects, and in some instances, could potentially place the welfare of others in the college or local community at risk. Both state and federal laws require that crimes occurring on campus must be reported and investigated by appropriate authorities, and that a daily crime log be maintained for review by anyone wishing to see it. The log is maintained in the Safety and Security Office. When a criminal offense occurs on the campus the following procedure should be followed:

- Contact campus safety by dialing the security cell phone number, 865-548-9067. Please refer to page 1 of this guide for additional phone numbers that may be used to contact campus security officers and the local police. The local police department has asked that the campus safety and security department be notified initially to report crimes on campus except in the event of life-threatening emergencies. This will help both the campus security officers and the local police in working together to sort out the details and obtain accurate information from appropriate witnesses. However, persons who wish to contact the local Jefferson City Police Department initially may do so, and responding officers should be asked to notify the Carson-Newman security officers on duty to come to the scene. Please bear in mind that the local police and the local sheriff's department have total jurisdiction over the conduct of criminal investigations that occur on the campus.

- If there is a life-threatening situation, call the local Jefferson County 911 office for assistance and ask for the Jefferson City Police Department to come to the campus. Be prepared to provide the operator with details of the incident, to include physical descriptions of the suspect(s) and victim(s). The Jefferson County 911 office can normally trace all phone calls, excluding cell phones, made from the Carson Newman campus to the exact location of where the call was made. The 911 office can trace the locations of some cell phone calls. Callers should remain on the line until the operator has obtained all of the information needed to dispatch the local police or other emergency responders to the location. HOWEVER, IF YOU ARE IN IMMEDIATE DANGER, LEAVE THE AREA AND TRY TO LOCATE ANOTHER PHONE OR LOCATION WHERE IT WILL BE SAFE TO CALL 911.
- Students residing on campus should also notify their respective Residence Life Coordinators, Resident Assistants or the Director of Residence Life when they report criminal offenses that occur in the residence halls. This action will serve to alert appropriate residence life administrators of incidents occurring in areas under their jurisdiction.
- Please bear in mind that you should never attempt to apprehend or restrain suspects. It is recommended that you call the security cell phone at (865)548-9067. The Director of Safety and Security or the Senior Patrol Officer is available during normal business hours for additional assistance. Students and staff may feel free to contact them when they wish to report matters of safety or security concerns. Always dial 911 if an apprehension is deemed appropriate and then leave the scene if at all possible.

SEXUAL OFFENSE PROCEDURES

Jennifer Catlett and Steve Karr, certified RAD instructors

Carson-Newman College is supportive of both the federal and state requirements in presenting sexual offense educational programs to the students and staff. In addition, the school follows established procedures for handling allegations, investigations and adjudication of matters related to sexual offenses. In the event of an allegation of a sexual offense the following procedures are used:

- The victim has the option of deciding whether or not to report a sexual offense. All information is kept confidential.
- If a sexual assault occurs on campus property, the crime scene is sealed off immediately and the local police notified in order to preserve any evidence which might have been left from either the

victim or the perpetrator. No one except medical or police personnel is allowed into the crime scene, regardless of their position.

- This policy is in accordance with that of the state's prosecutor and the local police department. Allowing unauthorized persons into a crime scene could virtually destroy any chance of a successful prosecution.
- The Director of Safety and Security is notified as soon as a sex offense is reported. The director, in turn, will notify the appropriate college administrators.
- The victim, if willing, is taken immediately to the local hospital for a medical examination in accordance with investigative policies in order that all forensic evidence is preserved. The victim should not bathe, change clothes, or comb his or her hair until the attending physician and police have conducted the appropriate medical and investigative procedures. During this period, the local police may seek to interview the victim, but it will be the victim's decision as to whether or not such an interview will take place. The local police have total investigative jurisdiction over all criminal matters which occur on campus and college personnel or students will not attempt to intervene between the victim and the authorities.
- The victim has every opportunity to consult with the local Sexual Assault Center in Knoxville and/or with the college's counselors at the Wellness Center. Either service is free. The phone numbers of the Sexual Assault Center and the Wellness Center are listed on page (1) of this guide. The victim may also elect to seek alternative counseling at his or her choice and expense.
- A victim of a sexual assault may also be afforded reasonable assistance in changing his or her academic and residence if such changes are available. These changes may include changing class sections, taking incompletes, rescheduling assignments, tests and papers and on-campus residence if available.
- Students suspected of being involved in sexual offenses either on or off campus may have disciplinary procedures initiated against them by the college. The judicial procedures and possible sanctions may be found in the Student Affairs *Eagle Student Handbook* within the Student Rights and Responsibilities section. The victim and the accused have the right to have others present during a disciplinary hearing. Also, the victim and the accused shall be notified of the outcome of a campus disciplinary proceeding. The accused, if found guilty, could face sanctions ranging from expulsion to probated suspension as set forth in the *Eagle Student Handbook* within the Student Responsibilities section.

GENERAL POLICIES

Campus Access Policy

The college campus and its facilities are restricted to students, faculty, staff, and guests except on certain occasions for events that are open to the general public. Guests are expected to abide by the college's campus policies related to visitation of students in residence halls, and to exhibit appropriate conduct while on the campus and in all of its facilities. The possession and use of alcohol and illegal drugs is prohibited. Students who have guests staying overnight in residence halls are required to notify their respective resident Life Coordinator or Resident Assistant. Students will be held responsible for the behavior of their guests. Guests staying overnight in Seaton House, Greer House or the Appalachian Center should be registered with campus security for security purposes, and they should be advised by their hosts as to how to reach security officers in the event of an emergency.

Alcohol & Illegal Drug Policy

A violation of alcohol or drug laws, by students enrolled in the college, wherever that violation occurs on or off campus, is a violation of the college's code of conduct. Furthermore, the legal use of alcohol on or off campus, or while at a college related activity is prohibited. It is a violation of the college's expectations for a student to drink, possess, distribute, purchase, sell, or be impaired by drinking alcoholic beverages. It is also a violation to possess, use, distribute, manufacture, purchase, sell, or be under the influence of illegal drugs. The misuse or abuse of prescription drugs is also prohibited. The college reserves the right to initiate disciplinary procedures for alcohol and illegal drug offenses.

The prohibition against the use, possession or distribution of alcohol and illegal drugs also includes possession or distribution of empty alcohol containers and/or drug paraphernalia. Whether a student has violated the alcohol or illegal drug policy may be determined by evidence such as the odor of alcohol or drugs or questionable conduct suggesting that the student is under the influence of such substances. Students who observe or have knowledge of violations of this policy should immediately report the conduct to the dean of students or other appropriate college official. Students failing to report such conduct may also be charged in having violated the college's alcohol and illegal drug policies.

Carson-Newman encourages students to notify parents/guardians of violations of the college code of conduct. The college reserves the right through appropriate college officials to contact parents/guardians, of students under the age of 21, in the event of college code of conduct violations including alcohol and illegal drug violations. The college reserves the right to report any illegal act occurring on campus or at any college sponsored activity to the appropriate authorities for criminal prosecution.

Vehicle Registration/Traffic Violations Policy

Year 2010 - 2011
Carson-Newman College
Parking Violation Notice

Student _____ I.D. # _____
Box #_____
DECAL NO. LICENSE NUMBER
MAKE OF VEHICLE MODEL COLOR
LOCATION
DATE TIME ☐ A.M. ☐ P.M.

THE DRIVER OF THE ABOVE VEHICLE IS IN VIOLATION OF THE FOLLOWING:
☐ IMPROPER DISPLAY OF HANGTAG $15
☐ NO VALID HANGTAG.....$30
☐ IN LOADING ZONE $30
☐ NO PARKING ZONE.....$30
☐ FACULTY ONLY.....$30
☐ COMMUTER PARKING ONLY $30
☐ RESIDENT PARKING ONLY.....$30
☐ FIRST BAPTIST CHURCH
NORTH LOT .$30 *(Student parking not permitted)*
☐ HANDICAPPED .....$100 *(State Regulated)*
☐ FIRE LANE.....$50 *(State Regulated)*

FINES MAY BE PAID AT THE TREASURE'S OFFICE, LOCATED IN THE FITE ADMINISTRATION BUILDING AT 1646 RUSSELL STREET.

REMARKS: _____

Security Representative _____
See traffic appeal policy on backside of this ticket
NO APPEALS WILL BE ACCEPTED AFTER 7 DAYS.
ACME 26883

Please refer to your 2010-2011 Eagle Calendar and Handbook for appropriate information which is listed on pages 69-74. Guests requiring temporary parking permits may obtain them at the Safety and Security Office Student Activities Center. Guests who receive a parking citation from the campus security officers may turn them in at the switchboard in the FITE Administration Building at 1646 Russell Ave. Campus Security officers issue traffic citations for both illegal parking and moving violations. Both the local police and fire department have legal authority to write parking citations on the campus for parking at yellow curbs, fire lanes, etc. Fines may be paid in at the treasurer's office in the FITE Administration Building. Students, staff and guests should be aware that the city prohibits parking on Russell Avenue in front of the women's residence halls at all times and handicap spaces unless authorized. Please contact the Campus Life Office for further assistance by dialing 471-3559. Please be aware that traffic citations issued by the City Police or Fire departments, or any other state agency have to be addressed with the appropriate city or state court as listed on the citation. The college cannot address such legal issues.

EMERGENCY PROCEDURES

Storm Warnings / Tornados / Earthquakes

East Tennessee is not isolated from severe weather that may produce electrical storms, snow storms, tornados and earthquakes. When adverse weather conditions the National Weather Service makes announcements on the local radio and TV stations. Campus security officers attempt to notify students and staff of potential dangers. (Battery powered radios are excellent in monitoring severe weather conditions when electrical power has failed.) If a severe weather warning is issued, please take caution to monitor the local news for further updates and make plans to evacuate your building for safer shelter, if necessary. The town of Jefferson City does not have an emergency warning siren for such situations. In the event of an electrical storm, if you are in a building, stay away from windows and open drafts. Do not use telephones, electrical appliances, or take a bath or shower. If outside, do not stand near or under trees or electrical power lines. If you are in a vehicle when an electrical storm occurs, remain there until it is over. If a snow storm is imminent, seek shelter immediately and be prepared to utilize warm clothing and bedding in the event of a power failure. Students should bring sleeping bags and other cold-weather gear with them to keep in their rooms or apartments for such emergencies.

If a severe weather warning for a tornado or earthquake is issued, go to the nearest shelter immediately. A basement is always considered the safest haven. If there is no basement, then go to an interior room or stairwell on or below ground level of a reinforced building. Stay away from windows, exterior walls and large open rooms. Attempt to find a desk or table to get under for protection from falling plaster and other debris.

If you are in a library, do not stand or sit near the open stacks, as you could be seriously injured if the shelves and books fall. Remember, in the event of building structural damage, do not use candles or matches or attempt to turn on any electricity. Use of candles, matches or electricity could result in an explosion from broken gas lines. If you detect an odor of gas after a storm, open a window to help vent the fumes and immediately leave the area.

Do not attempt to seek shelter in a car or truck during a tornado or earthquake. If you are outside, take cover in a ditch or other low lying area and cover your head and neck. Keep alert for flash flooding. Stay away from building overhangs and power lines. Be prepared for aftershocks after an earthquake which can be just as dangerous and as powerful.
*Always avoid downed power lines resulting from any disaster.

Emergency Shelters

Campus shelter areas include the following buildings and locations:

- Basement of Duncan Hall
- Locker Room of Silver Diamond Baseball Complex
- Basement of Swann Residence Hall
- Basement of Butler Residence Hall (CLOSED FOR 2008-09)
- First Floor Lounge of Baker Building
- Basement of Burnett Residence Hall
- Phoenix Theater of Henderson Hall

- Basement of Alumni Residence Hall
- First floor of Henderson Hall
- Basement of Heritage Residence Hall
- Basement of Warren Art Building
- Basement of Stephens-Burnett Library
- Basement of Music Building
- Basement of Stokely Building
- Basement of FITE Administration Building
- First Floor of Blye-Poteat Building
- First Floor of Dougherty Science Building
- Northwest corner of basement in Maddox Student Activities Center
- First Floor Interior of Ken Sparks Athletic Complex and basement stairwells
- First floor of Ted Russell Business Complex
- Basement of Honors House
- Basement of Greer House

As soon as the storm has passed, exit the building and do not enter any other building that has been damaged. Cooperate with emergency personnel, and above all remain calm. Report any medical or other emergency issues such as persons who may be trapped in a building.

BOMB THREATS

If you receive a telephone bomb threat, it is important to keep the caller on the line, if possible, and ask key questions listed on the FBI Bomb Threat Sheet listed below. After you hang up, call 911 and relate the details of the threat and pull the nearest fire alarm. Also, notify your co-workers or fellow students in your immediate area to evacuate the building immediately. NEVER TREAT A BOMB THREAT AS A JOKE! 911 will automatically notify campus security when a bomb threat is called in. All persons being evacuated should stay at least 1500 feet from the building(s) that are targeted, and no one should attempt to reenter the area until permission is granted by the local police.

FBI BOMB CENTER DATA

Caller's Identifiers

Sex: ☐Male ☐Female

Speech:
☐Fast ☐Distinct
☐Slow ☐Distorted

Accent:
☐Local ☐Foreign

Tone of Voice:
Pitch: ☐High ☐Low
☐Loud ☐Soft
☐Raspy ☐Pleasant
☐Stutter ☐Nasal
☐Intoxicated ☐Slurred
☐Lisp ☐Other _____

Language:
☐Excellent ☐Good
☐Fair ☐Foul
☐Poor

Age:
☐Child ☐Young Adult
☐Middle-age ☐Elderly
Approximate Age:____

Background Noise:
☐Factory Machines ☐Traffic ☐Voices
☐Office Machines ☐Quiet ☐Street
☐Race ☐Region ☐Train
☐Bedlam ☐Airplane ☐Party
☐Animals, types of_____
☐Other _____

Manner: ☐Calm ☐Angry ☐Righteous
☐Rational ☐Irrational ☐Sobbing
☐Coherent ☐Incoherent ☐Laughing
☐Deliberate ☐Emotional ☐Mixed _____
☐Other_____

Origin of Call:
Location if known: ☐Local ☐Long Distance ☐ Pay Phone ☐Cell Phone ☐Internal

After the call:

- Call 9-1-1 and Security immediately
- Listen and provide as much information as possible
- Look in your immediate area for any strange items or people
- Do Not activate the fire alarm to evacuate the building area
- Evacuate the building/area on your way out
- Move to a safe distance away from building at 2½ times the height of the building.
- Security and/or Police will complete evacuation and check to see if everyone is out. Law Enforcement authorities will advise when it is safe to re-enter building/area.

EMERGENCY PROCEDURES

In the event of an emergency such as a criminal offense or a dangerous weather issue that could affect the overall safety of the campus community, the College administration will initiate a partial or total lockdown of the campus. The College has a Campus E-2 Alert System that is designed to disseminate short descriptive test messages to cell phone users who have registered to receive such messages. The alert system will also initiate a universal email to all users that will be more detailed as to the type of emergency and to what the campus community should do in order to try and protect themselves. In the event of such an emergency we would ask that everyone be most cooperative in following safety and security guidance, and remain away from the problem area. A partial lockdown of the campus would involve only the area where the problem is located and which does not impact the overall safety of the campus. For example, if there was a fire in a residence hall, then more than likely a partial lockdown would be imposed limiting access to only the immediate affected area. A total lockdown would involve the entire campus being closed, including residence halls, classrooms, building and sports complexes. Additionally, a "shelter-in-place" could also be imposed during a hazardous environmental situation where it would be safer to remain inside a building and closed room such as a chemical spill, etc.

To sign up for the Campus E-2 Alert System go to Carson-Newman College's website: http://cnweb.cn.edu/alert and follow the instructions. Carson-Newman College does not charge for this service. Please check with your cell phone company for possible text messaging charges.

Evacuation Procedures

In the event that an evacuation of the campus becomes necessary, the local police and Sheriff's Department will attempt to notify the campus community and keep and oversee the evacuation process. However, individuals must be prepared to react on their own in the event of a situation that could negate evacuation oversight by either the local law enforcement or the campus administration. The campus E-2 Alert System will also be activated so that all campus personnel who have signed up for emergency notifications via their cell phones, will be notified by the college.. Additionally, emails will be disseminated if at all possible. Be prepared to evacuate on your own if there is no other recourse and have a plan as to which route you are going to follow. Your personal vehicle is a sure way to safety if it is available and operable, and you can take friends and others with you out of harm's way.

Fire Alarms

State law requires the immediate evacuation of any building when a fire alarm is activated. NEVER REMAIN IN A BUILDING FOR ANY REASON WHEN AN ALARM IS ACTIVATED! Know where the fire alarms and fire extinguishers are located in your area. IF THERE IS NOT A FIRE ALARM IN YOUR BUILDING, THEN NOTIFY THE OTHER OCCUPANTS AFTER YOU HAVE CALLED 911 AND EXIT THE BUILDING. Failure to evacuate a building during an emergency may result in expensive fines and court

costs brought by the local fire department. Firemen cannot readily respond to fighting a fire until they have ensured that the building is free of occupants.

Reporting a fire

In the event you discover a fire, pull the nearest fire alarm and evacuate immediately. Call 911 and report the location of the building and the exact location of the fire. DO NOT REMAIN IN THE BUILDING UNLESS YOU ARE A RESIDENT ASSISTANT IN A RESIDENCE HALL ASSISTING OTHERS IN THE EVACUATION PROCESS.

- Never use an elevator.
- Crawl or stay beneath the smoke; smoke kills.
- Do not open a door if the doorknob is hot.
- Use towels, tape or clothes to stop smoke from entering your room.
- Shout for help. Signal others for help.
- If your clothes catch on fire, STOP DROP & ROLL! Do not run. Drop to the floor and roll out the fire or use a rug, coat or blanket to smother the flame.
- Never go back into a burning building for any reason.
- Tell the firemen and security of anyone who may be trapped in the building.
- Report to a pre-determined place with your Resident Assistant if you reside in a residence hall. Everyone should be moved at least 500 feet from the building.
- Stay out of the way of fire fighters.

SAFETY TIPS

Automated Teller Machine

An Automated Teller Machine, with security cameras, is located in the Maddox Student Activities Center next to the television lounge for use by both the college and local community. Please exercise mature judgment when using the ATM:

1. If possible, conduct business during daylight hours or early in the evening in the presence of friends.
2. Do not let others see you enter your Personal Identification Number.
3. Do not keep your PIN with your ATM card.
4. Count your money only after you are in a safe place and notify the bank if a discrepancy occurs.

When Walking…

- Avoid walking alone at night unless absolutely necessary.
- Walk only in well lit, commonly traveled routes.
- Avoid shortcuts and dark isolated areas.
- Walk purposefully, know where you are going and project a no-nonsense image.
- Have your door or car keys ready; carry them in your hands, not buried in your purse or pocket. Keys can also be used as a weapon against an attacker by striking the assailant in the eyes and face.

- If possible, purchase and carry a cellular phone for added protection.
- Carry a small flashlight after dark for convenience.
- Carry a whistle to use if threatened.
- Report all defective lights to campus security.

When Driving…

- ON or OFF campus, do not park in fire lanes.
- Do not park in front of the Maddox Student Activities Center or the Cafeteria. This causes dangerous traffic problems for both pedestrians and other drivers, and you may receive a city traffic ticket and a costly towing charge. Look all around and inside your car before getting in. Keep your doors and windows locked once you are inside.
- Check your tires, battery, oil, etc. on a weekly basis.
- Carry pocket change for emergency calls. 911 is a free call.
- If possible, carry a cellular phone with you for emergencies. DO NOT USE THE PHONE WHEN OPERATING THE VEHICLE!
- Drive to a police or fire station or open place of business if you are being followed.
- Do not stop to assist occupants of disabled vehicles. Simply phone and notify the 911 operator.
- If you break down, raise your hood and lock yourself in the car. If a stranger offers to help, ask them to please go for help, but do not unlock your doors or roll down the windows.
- If you are returning to campus at night and have to park in an isolated area, call the security cell phone at (865) 548-9067 and wait for them to come and escort you to your residence hall; or call a friend and ask them to meet you in front of your residence and have them ride with you to the nearest parking lot. PLEASE DO NOT LEAVE YOUR VEHICLES ON RUSSELL AVENUE IN FRONT OF THE WOMENS' RESIDENCE HALLS AS THE CITY HAS ESTABLISHED A "NO PARKING" ZONE ON THE STREET.
- Always lock your car, even if you are away only for a few moments. Many of the auto break-ins on campus are as a result of packages, GPS and radar detectors being left in plain view.
- Lock your bicycles and motor bikes to an immovable object or bike rack with hardened-alloy locks and chain or U-shaped locks.

When you are in a residence hall, apartment, or office…

- Keep your doors and windows locked at all times. Most thefts and burglaries on the Carson-Newman campus occur in areas where doors are left unlocked. Many students in residence halls are in the SHOWER at the time of the incidents and have left their rooms unlocked for their own convenience. Most thefts which occur in the Maddox Student Activities Center are from unlocked lockers or from post office boxes that have not been properly locked.

- Download and keep this booklet by your phone for emergencies.
- Please report all suspicious people and strangers immediately to campus security.
- Do not lend your room keys to friends. It is a sure way to end a friendship.
- Do not leave money, check books and credit cards lying out in your room or office. Keep your PIN Number secret. Do not write it on your credit card.
- If you are in immediate danger, call 911 and tell them you're exact location and what the problem is. Do not hang up unless you are forced to leave the area for a safer place.
- Do not put your address on your key ring.
- Do not prop open fire doors in the residence halls or other campus buildings. It's a sure way to let in a stranger or unwanted guest. Also, a propped door produces wind drafts that can cause serious injury or death in a fire. It is a state fire violation to prop a door in a residence hall or public building.
- Let security know if you are going to be working late in your office or in a classroom alone. ALL ACADEMIC BUILDINGS ARE OFF LIMITS TO STUDENTS AFTER 11 P.M. WITHOUT WRITTEN AUTHORIZATION FROM AN APPROPRIATE FACULTY OR STAFF MEMBER!! Students who have authorization are not permitted to have guests or other students with them, without prior approval.
- When away from the school overnight, let your roommate, next door neighbor, RA, etc., know where you can be reached in the event of an emergency.
- During registration, always provide your cell number as the primary point of contact in the event of an emergency.

FIREARMS/WEAPONS

Firearms and explosive devices of any type (including ammunition, smoke bombs, stink bombs and firecrackers) are strictly forbidden anywhere on the campus, and possession or use may result in disciplinary or legal proceedings by the college or the local police. BB guns pellet guns, bow and arrows, sling shots, paint guns, martial arts equipment (such as num chucks) is also prohibited. Additionally, possession of knives with blades over 6 inches long or switch blade knives of any type, are prohibited. Weapons may not be stored in personal vehicles on or off campus. Please contact campus security if you have questions or know of firearms or other weapons being kept on campus. The school, local police or the campus ROTC will not store personal weapons.

CAMPUS SMOKING POLICY

In order to comply with the Tennessee Non-Smoker's Protection Act, Carson-Newman College implemented a new smoking policy on campus effective October 1, 2001. The new state policy prohibits smoking inside all public facilities and within 50 feet of public buildings. Therefore, in accordance with the state law and because of concern for the health and welfare of Carson-Newman's students, employees, and campus visitors, the following policies have been adopted:

1. Smoking and the use of smokeless tobacco is prohibited within any building or facility, including athletic fields and stadiums.
2. Smoking will be prohibited on the main campus grounds.
3. Smoking will be permitted in the following six designated parking lots. (please see the attached PDF file for more specific locations):
    - East of the Pedersen Nursing Building
    - North of Butler Hall
    - West of Tarr Music Building
    - West of Burnett Hall
    - North of Henderson Humanities Building

- South of Holt Fieldhouse and behind Campus Ministries

4. Smoking in the designated parking lot areas is not be allowed within 50 feet of windows, doors, or air intakes of any campus building.
5. State law provides for a $50.00 fine for violation of the Tennessee Non-Smoker's Protection Act. Violation of the C-N tobacco policy may also result in disciplinary action by the College.

LOST AND FOUND

All lost and found articles should be brought to the Campus Safety and Security Office located at 2209 Branner Ave., located directly at the rear of the Stokely Building. Please call the office at 471-3559 to report a lost article.

IDENTIFICATION PROCEDURES

Carson-Newman College has established a policy which requires its students, faculty, staff, and guests, when asked by the administration, the security officers, or the local police to show proof of identification, to include their college ID cards. This policy was established for the protection of the campus community in the event of a crime, a criminal trespassing incident, a possible suspect, or a request for entry into a campus facility or for any other matter where proper identification is deemed appropriate.
Students, faculty, and staff should carry their college ID cards with them at all times and be prepared to show proper identification when asked. Failure to abide by the policy could result in the local police being asked for assistance. Please remember that the college is located in the middle of a small town, and anyone can simply walk onto the campus without having to go through a gate or other entryway. The college has a right and obligation to reasonably challenge anyone who enters its property in order to provide for the safety and security of its students and employees, as well as for the protection of the facilities.

ANNUAL SECURITY REPORT FOR 2009

Campus Offense Reports

Carson-Newman College supports and complies with both federal and Tennessee laws which requires full disclosure of criminal activities on college campuses, and also requires security programs to help in the deterrence of such activities. As stated previously, the college requires all criminal incidents occurring on its campus be reported immediately to local law enforcement authorities via the campus safety and security department. Written reports are prepared on each incident and are retained on file for both investigative and adjudication purposes. A daily log of all crimes reported to campus security is maintained in the Safety and Security Office, and may be viewed upon request. Additionally, criminal and disciplinary incidents that are reported to the U.S Department of Education for 2007, 2008 and 2009 are listed separately.

STATE OF TENNESSEE
ON-CAMPUS OFFENSE REPORTS
Reported to the Tennessee Bureau of Investigation
2009

Group A Offenses	OFFENSE	RATE PER 1,000	Group A Offenses	OFFENSE	RATE PER 1,000
HOMICIDE OFFENSES (Total)	0	0	MOTOR VEHICLE THEFT	0	0
Murder and Non-negligent Manslaughter	0	0	COUNTERFEITING/FORGERY	0	0
Negligent Manslaughter	0	0	FRAUD OFFENSES (Total)	0	0
Justifiable Homicide	0	0	False Pretenses	0	0
KIDDNAPPING/ABDUCTION	0	0	Credit Card/ATM	0	0
SEX OFFENSES (FORCIBLE) (Total)	1	0.4	Impersonation	0	0
Forcible Rape	1	0.4	Welfare Fraud	0	0
Forcible Sodomy	0	0	Wire Fraud	0	0
Sexual Assault with an object	0	0	EMBEZZLEMENT	0	0
Forcible Fondling	0	0	STOLEN PROPERTY OFFENSES	0	0
ROBBERY	0	0	DESTRUCTION/DAMAGE/VANDALISM	7	3
ASSAULT OFFENSES (Total)	4	1.7	DRUGS/NARCOTIC VIOLATIONS (Total)	1	0.4
Aggravated Assault	0	0	Drug/Narcotic Violations	0	0
Simple Assault	1	0.4	Drug Equipment Violations	1	0.4
Intimidation	3	1.3	SEX OFFENSE (NONFORCIBLE) (Total)	0	0
Stalking	0	0	Incest	0	0
ARSON	1	0.4	Statutory Rape	0	0
EXTORTION/BLACKMAIL	0	0	PORNOGRAPHY/OBSCENE MATERIAL	0	0
BURGLARY/BREAKING & ENTERING	15	6.4	GAMBLING OFFENSES (Total)	0	0
LARCENY/THEFT OFFENSES (Total)	35	15.0	Betting/Wagering	0	0
Theft - Pocket-picking	0	0	Gambling Equipment Violations	0	0
Theft - Purse-snatching	0	0	Sports Tampering	0	0
Theft – Shoplifting	1	0.4	PROSITUTION OFFENSES (Total)	0	0
Theft from building	28	12.0	Prostitution	0	0
Theft from coin machine	0	0	Assisting or Promoting Prostitution	0	0
Theft from motor vehicle	5	2.1	BRIBERY	1	0.4
Theft of motor vehicle parts/accessories	0	0	WEAPON LAW VIOLATIONS	0	0
Theft - All other larceny	1	0.4			

Group B Offenses	OFFENSE	RATE PER 1,000	Group B Offenses	OFFENSE	RATE PER 1,000
Bad Checks	0	0			
Curfew/Loitering/Vagrancy	0	0			
Disorderly Conduct	0	0			
DUI	1	0.4			
Drunkenness	0	0			
Family Offenses (Nonviolent)	0	0			
Liquor Law Violations	0	0			
Peeping Tom	0	0			
Runaway	0	0			
Trespass of Real Property	2	0.9			
All Other Offenses	1	0.4			

2009 Fall Term Campus Population	
Undergraduate Enrollment	1,857
Graduate Enrollment	209
Staff Personnel	282
Faculty Personnel	289
Security Personnel	3
Total Campus Population	2,640

DEPARTMENT OF EDUCATION CRIME REPORTS						
2009 Yearly Totals Crime	Campus	Non-Campus Building or Property	Public Property	Student Resident Life	Crimes of Prejudice	Total
Murder	0	0	0	0	0	0
Sex Offenses: Forcible	0	0	0	1	0	1
Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggrevated Assualt	1	0	0	0	0	1
Burglary	1	0	0	14	0	15
Motor Vehicle Theft	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Arson	0	0	0	1	0	1
Liquour Law Violations	0	0	0	0	0	0
Drug Related Violations						
Weapon Possession						
Total	2	0	0	16	0	18

The Department of Education Crime Report requires colleges and universities to report ONLY those offenses listed above which occur on college owned property or on public property such as streets and sidewalks adjacent to the campus. This is in accordance with the requirements of Section 485 (f) of the Higher Education Act of 20 U.S.C. 1092 (f) and the "Jeanne Clery Disclosure Crime Statistics Act."

Note 1: Arrests and Disciplinary Referrals for these three offenses are also required by the "Jeanne Clery Act."

Annual Fire Safety Report 2009			
Housing Facilities	**Number of Fires**	**Cause of Fire**	**Total**
Commons	1	Intentional	1
Burnett Residence Hall	0	0	0
Sarah Swann Residence Hall	0	0	0
Butler Residence Hall	0	0	0
Alumni Residence Hall	0	0	0
Heritage Residence Hall	0	0	0

STATE OF TENNESSEE
ON-CAMPUS OFFENSE REPORTS
Reported to the Tennessee Bureau of Investigation
2008

Group A Offenses	OFFENSE	RATE PER 1,000	Group A Offenses	OFFENSE	RATE PER 1,000
HOMICIDE OFFENSES (Total)	0	0	MOTOR VEHICLE THEFT	0	0
Murder and Non-negligent Manslaughter	0	0	COUNTERFEITING/FORGERY	0	0
Negligent Manslaughter	0	0	FRAUD OFFENSES (Total)	0	0
Justifiable Homicide	0	0	False Pretenses	0	0
KIDDNAPPING/ABDUCTION	0	0	Credit Card/ATM	0	0
SEX OFFENSES (FORCIBLE) (Total)	0	0	Impersonation	0	0
Forcible Rape		0	Welfare Fraud	0	0
Forcible Sodomy	0	0	Wire Fraud	0	0
Sexual Assault with an object	0	0	EMBEZZLEMENT	0	0
Forcible Fondling	0	0	STOLEN PROPERTY OFFENSES	0	0
ROBBERY	0	0	DESTRUCTION/DAMAGE/VANDALISM	13	5.7
ASSAULT OFFENSES (Total)	3	1.3	DRUGS/NARCOTIC VIOLATIONS (Total)	1	0.4
Aggravated Assault	1	0.4	Drug/Narcotic Violations	1	0.4
Simple Assault	1	0.4	Drug Equipment Violations	0	0
Intimidation	1	0.4	SEX OFFENSE (NONFORCIBLE) (Total)	0	0
Stalking	0	0	Incest	0	0
ARSON	0	0	Statutory Rape	0	0
EXTORTION/BLACKMAIL	0	0	PORNOGRAPHY/OBSCENE MATERIAL	0	0
BURGLARY/BREAKING & ENTERING	8	3.5	GAMBLING OFFENSES (Total)	0	0
LARCENY/THEFT OFFENSES (Total)	31	13.5	Betting/Wagering	0	0
Theft - Pocket-picking	0	0	Gambling Equipment Violations	0	0
Theft - Purse-snatching	0	0	Sports Tampering	0	0
Theft – Shoplifting	0	0	PROSITUTION OFFENSES (Total)	0	0
Theft from building	20	8.7	Prostitution	0	0
Theft from coin machine	0	0	Assisting or Promoting Prostitution	0	0
Theft from motor vehicle	2	0.9	BRIBERY	0	0
Theft of motor vehicle parts/accessories	4	1.7	WEAPON LAW VIOLATIONS	0	0
Theft - All other larceny	5	2.2			
Group B Offenses	**OFFENSE**	**RATE PER 1,000**	**Group B Offenses**		
Bad Checks	0	0			
Curfew/Loitering/Vagrancy	0	0			
Disorderly Conduct	0	0			
DUI	1	0.4			
Drunkenness	3	1.3			
Family Offenses (Nonviolent)	0	0			
Liquor Law Violations	1	0.4			
Peeping Tom	0	0			
Runaway	0	0			
Trespass of Real Property	0	0			
All Other Offenses	0	0			

2008 Fall Term Campus Population	
Undergraduate Enrollment	1,758
Graduate Enrollment	170
Staff Personnel	262
Faculty Personnel	131
Security Personnel	14
Total Campus Population	2,335

DEPARTMENT OF EDUCATION CRIME REPORTS						
2008 Yearly Totals Crime	Campus	Non-Campus Building or Property	Public Property	Student Resident Life	Crimes of Prejudice	Total
Murder	0	0	0	0	0	0
Sex Offenses: Forcible	0	0	0	0	0	0
Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggrevated Assualt	1	0	0	0	0	1
Burglary	5	0	0	3	0	8
Motor Vehicle Theft	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Arson	0	0	0	1	0	1
Liquour Law Violations	0	0	0	1	0	1
Drug Related Violations	1			1		2
Weapon Possession						
Total	7	0	0	6	0	13

The Department of Education Crime Report requires colleges and universities to report ONLY those offenses listed above which occur on college owned property or on public property such as streets and sidewalks adjacent to the campus. This is in accordance with the requirements of Section 485 (f) of the Higher Education Act of 20 U.S.C. 1092 (f) and the “Jeanne Clery Disclosure Crime Statistics Act.”

Note 1: Arrests and Disciplinary Referrals for these three offenses are also required by the “Jeanne Clery Act.”

STATE OF TENNESSEE
ON-CAMPUS OFFENSE REPORTS
Reported to the Tennessee Bureau of Investigation
2007

Group A Offenses	OFFENSE	RATE PER 1,000	Group A Offenses	OFFENSE	RATE PER 1,000
HOMICIDE OFFENSES (Total)	0	0	MOTOR VEHICLE THEFT	1	0.4
Murder and Non-negligent Manslaughter	0	0	COUNTERFEITING/FORGERY	0	0
Negligent Manslaughter	0	0	FRAUD OFFENSES (Total)	0	0
Justifiable Homicide	0	0	False Pretenses	0	0
KIDDNAPPING/ABDUCTION	0	0	Credit Card/ATM	0	0
SEX OFFENSES (FORCIBLE) (Total)	0	0	Impersonation	0	0
Forcible Rape		0	Welfare Fraud	0	0
Forcible Sodomy	0	0	Wire Fraud	0	0
Sexual Assault with an object	0	0	EMBEZZLEMENT	0	0
Forcible Fondling	0	0	STOLEN PROPERTY OFFENSES	0	0
ROBBERY	0	0	DESTRUCTION/DAMAGE/VANDALISM	10	4.1
ASSAULT OFFENSES (Total)	5	2.1	DRUGS/NARCOTIC VIOLATIONS (Total)	7	2.9
Aggravated Assault	0	0	Drug/Narcotic Violations	4	1.6
Simple Assault	2	0.8	Drug Equipment Violations	3	1.2
Intimidation	0	0	SEX OFFENSE (NONFORCIBLE) (Total)	0	0
Stalking	3	1.2	Incest	0	0
ARSON	1	0.4	Statutory Rape	0	0
EXTORTION/BLACKMAIL	0	0	PORNOGRAPHY/OBSCENE MATERIAL	0	0
BURGLARY/BREAKING & ENTERING	1	0.4	GAMBLING OFFENSES (Total)	0	0
LARCENY/THEFT OFFENSES (Total)	29	11.9	Betting/Wagering	0	0
Theft - Pocket-picking	0	0	Gambling Equipment Violations	0	0
Theft - Purse-snatching	0	0	Sports Tampering	0	0
Theft – Shoplifting	0	0	PROSITUTION OFFENSES (Total)	0	0
Theft from building	29	8.6	Prostitution	0	0
Theft from coin machine	0	0	Assisting or Promoting Prostitution	0	0
Theft from motor vehicle	6	2.5	BRIBERY	0	0
Theft of motor vehicle parts/accessories	1	0.4	WEAPON LAW VIOLATIONS	1	0.4
Theft - All other larceny	1	0.4			
Group B Offenses	**OFFENSE**	**RATE PER 1,000**	**Group B Offenses**		
Bad Checks	0	0			
Curfew/Loitering/Vagrancy	0	0			
Disorderly Conduct	0	0			
DUI	0	0			
Drunkenness	0	0			
Family Offenses (Nonviolent)	0	0			
Liquor Law Violations	1	0.4			
Peeping Tom	0	0			
Runaway	0	0			
Trespass of Real Property	2	0.8			
All Other Offenses	0	0			

2007 Fall Term Campus Population	
Undergraduate Enrollment	1,834
Graduate Enrollment	178
Staff Personnel	280
Faculty Personnel	132
Security Personnel	10
Total Campus Population	2,434

DEPARTMENT OF EDUCATION CRIME REPORTS						
2007 Yearly Totals Crime	Campus	Non-Campus Building or Property	Public Property	Student Resident Life	Crimes of Prejudice	Total
Murder	0	0	0	0	0	0
Sex Offenses: Forcible	0	0	0	0	0	0
Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggrevated Assualt	0	0	0	0	0	0
Burglary	1	0	0	0	0	1
Motor Vehicle Theft	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Arson	1	0	0	0	0	1
Liquour Law Violations	0	0	0	1	0	1
Drug Related Violations	0		0	4		4
Weapon Possession			1	0		1
Total	2	0	1	5	0	8

The Department of Education Crime Report requires colleges and universities to report ONLY those offenses listed above which occur on college owned property or on public property such as streets and sidewalks adjacent to the campus. This is in accordance with the requirements of Section 485 (f) of the Higher Education Act of 20 U.S.C. 1092 (f) and the "Jeanne Clery Disclosure Crime Statistics Act."

Note 1: Arrests and Disciplinary Referrals for these three offenses are also required by the "Jeanne Clery Act."