

THE UNIVERSITY OF MEMPHIS®

Police Services



Annual Campus Security and Fire Safety Report 2015



Who are we?

Since 1990, University of Memphis police officers have been state-certified by the Tennessee Peace Officers Standards and Training Commission (POST). We have 37 full-time, commissioned officers.

University police officers meet the same employment and training requirements as all other police officers and deputy sheriffs in Tennessee.

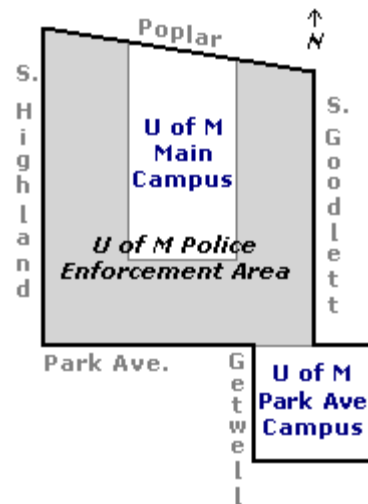
In addition to police, the University uses contract security on the main campus, Park Avenue campus, Millington Center, Carrier Center, the Cecil C. Humphreys School of Law, and at Lambuth in Jackson, TN. The security officers report to, and maintain communications with, Police Services.

What do we do?

Police Services is responsible for providing all police/law enforcement services to the University community. Our mission is to keep the University of Memphis as a safe place to learn, live and work. Over the last six years, The University of Memphis continuously has one of the lowest incident rates among the ten largest universities in the state. In 2014, the University had the lowest rate among Tennessee colleges with campus populations of greater than 5,000 students.

Police Services maintains a close working relationship with the Memphis Police Department (MPD) and Jackson Police Department (JPD). While we usually limit our activities to the main campus and “Enforcement Area”, University officers have enforcement powers anywhere in the City of Memphis based on the written mutual assistance agreement in effect with the City of Memphis.

Our “Enforcement Area” is bounded by Highland on the west, Poplar on the north, Goodlett on the east, and Park Avenue on the south, and includes the Park Avenue Campus and its border on Getwell. Officers on the Lambuth Campus in Jackson, TN also have enforcement powers in the areas around campus based on a written mutual assistance agreement with the JPD. The MPD and JPD are *voluntarily* notified of most crimes on campus. Both agencies are invaluable partners in maintaining a safe University community in Memphis and Jackson. They share data and information with Police Services daily and allow us access to more resources than we could obtain alone. Both agencies share information with Police Services about the surrounding neighborhoods, with a special emphasis on any University-related persons or organizations (Greeks, student religious organizations, et al.) for inclusion in the applicable crime report.



In two specific situations, Police Services are **required** by state law to investigate with the MPD or JPD. First, Police Services maintains the lead in sexual assault investigations, but will do so with the assigned investigative bureau's assistance (e.g. Sex Crimes Bureau). Second, the applicable municipal agency takes the lead in all death investigations (i.e., unattended death), regardless of the cause, with Police Services' assistance.

With respect to criminal activities students engage in at off-campus locations of registered student organizations, University officers can and do assist with responding to and investigating student-related incidents that occur in close proximity to the "Enforcement Area," consistent with Police Services agreements with the MPD and JPD. If the MPD or JPD are notified about criminal activity occurring off campus involving University students, the MPD or JPD may notify Police Services. However, there is no official MPD or JPD policy requiring such notification. Students in those cases may be subject to arrest and university discipline.

In addition, Police Services responds to fires, accidents, medical emergencies, and other crisis events. Personnel are trained in first aid/CPR and have AED (Automated External Defibrillator) units available for cardiac emergencies. Several members of Police Services have been trained as CIT (Crisis Intervention Team) officers and have specialized training for dealing with the mentally ill.

Based upon its vision to SET THE STANDARD FOR SERVICE, Police Services is committed to providing professional and quality police and security services to the University community, which includes students, faculty, staff, and visitors.

Police Services, as a law enforcement agency, is responsible for reporting crime statistics for each calendar year to the state (Tennessee Bureau of Investigation) and federal government (Department of Justice - Federal Bureau of Investigation). In addition, Police Services is responsible for compiling and publishing the Annual Security and Fire Safety Report as required by the Higher Education Opportunity Act and Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act").

Contact Information

University of Memphis Police Services may be contacted at:

100 Zach Curlin Parking Garage

Memphis, TN 38152

Telephone: 901-678-3848

Emergency: 901-678-4357

Email: police@memphis.edu



ANNUAL DISCLOSURE OF CRIME STATISTICS

Police Services prepares this report to comply with the Clery Act. The full text of this report can be located on our website at <http://www.memphis.edu/police/pdf/securityandsafetymain.pdf>. This report is prepared in cooperation with local law enforcement agencies surrounding each campus location, Residence Life, and Office of Student Conduct. Each entity provides updated information about their education efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to Police Services, designated campus officials (including but not limited to directors, deans, department heads, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. The University offers several ways to report criminal activity while preserving privacy. Victims who do not wish to pursue campus disciplinary or criminal action, but who wish to document the details of an incident with the University, may file a report using the Silent Witness program at <http://web0.memphis.edu/police/confidential.php>.

REPORTING CRIMES AND OTHER EMERGENCIES

The University encourages students, employees, staff, visitors, or any other members of the University community to report all suspicious and/or criminal activity, or any other public safety related emergencies or dangerous situation to Police Services or appropriate law enforcement agencies in a timely manner.

All suspicious and/or criminal activity should be reported to Police Services, which is open 24 hours a day, 7 days a week, 365 days a year. Reports can be made in person to a member of the department at the office located in the Zach Curlin Garage (505 Zach Curlin), to any University police officer on patrol, by telephone at 901-678-4357, by dialing 9-1-1 (emergencies only), from any emergency phone on campus (blue light phones, red lobby phones, call boxes in elevators and at garage stairwell entrances), by e-mail (police@memphis.edu), or anonymously using the Silent Witness program at <http://web0.memphis.edu/police/confidential.php>. If victims do not report to Police Services, they are encouraged to contact their local law enforcement agency. A list of all Shelby county police agencies is provided at <http://web0.memphis.edu/police/links.php>.

At the Lambuth campus in Jackson, TN, reports can be made to the Security office in the Wilder Student Union lower level, the Police office in the Lower Level Carney Johnston, to any officer on patrol, by telephone at 731-425-1942, from any emergency phone on campus, or by e-mail (lambuthpolice@memphis.edu). Links to the Jackson Police and Madison County Sheriff are also found at <http://web0.memphis.edu/police/links.php>.

As will be discussed in more detail in sections below, sexual misconduct (which encompasses dating violence, domestic violence, stalking, and sexual assault) should be reported to Police Services and/or the Title IX Coordinator at (901) 678-2713.



TIMELY WARNINGS

When Police Services identifies or receives a report of an incident that is a Clery Act crime, a campus wide timely warning will be disseminated when, in the judgment of the Director of Police Services (or his/her designee), the Clery Act crime has occurred within the University's Clery geography (i.e., on campus, on public property within or immediately adjacent to the campus, or in or on non-campus buildings or property owned or controlled by the University), and the crime constitutes a serious or continuing threat to the campus community.

The timely warning will be disseminated in a manner that is timely, does not disclose the name or other identifying information about the victim, and will aid in the prevention of similar crimes.

The timely warning will be distributed in a manner reasonably likely to reach the entire campus community, including but not limited to students, faculty, and staff. Depending on the circumstances, any of the following methods, or combination thereof, may be used to disseminate the timely warning: campus-wide email, text message ("TigerText"), social media, posting to the University of Memphis homepage, activation of the campus outdoor warning system, special information hotline (901-678-0888), posting of notices, public address systems – mounted on Police Services vehicles, trained residence hall staff, press release, or local news media. Students, faculty, and staff are encouraged to read these alerts as soon as they receive them.

If there is an immediate threat of health or safety to students or employees occurring on campus, the University will follow its emergency notification procedures.

Campus Security Authorities are instructed to report crimes promptly so that the University may determine if a timely warning is warranted.

EMERGENCY NOTIFICATION

Police Services encourages all members of the University community to promptly report emergencies and dangerous situations by calling 901-678-4357.

Upon receiving a report or notification of an emergency situation, Police Services, or the Coordinator of Emergency Preparedness will immediately investigate to confirm a significant emergency or dangerous situation, usually through Police Services dispatch and/or personnel at the scene. Upon confirmation, Police Services will immediately notify the campus community or the appropriate segments of the community that may be affected by the situation. The President and members of the Executive Council, the Director of Police Services, or their designee, and the Coordinator of Emergency Preparedness have the authority and ability to draft and send emergency communications and initiate the notification system.



The University maintains various systems for communicating information quickly to the University community. Some or all of these methods of communication may be activated in the event of an emergency or dangerous situation. These include:

- An outdoor warning system that can emit tones, pre-recorded digital voice messages, or live voice communication.
- TigerText, <https://umwa.memphis.edu/tigertext/>, which can deliver SMS messages to mobile phones, The University Twitter feed, as well as e-mail addresses.
- Mass e-mail to the University e-mail domain
- Indoor “Informer” units that emit tones and voice messages in specific locations (e.g. Child Care Center, Residence Life lobbies)
- The University’s main web page
- Notification of local media outlets
- Alertus program on all University network computers

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The Clery Act requires the University to have and disclose its emergency response and evacuation procedures, which the University will implement in response to any significant emergency or dangerous situation involving an immediate threat of the health or safety of students or employees on campus.

The University has an emergency response plan that includes procedures for a campus-wide evacuation in the event of a major disaster or emergency. The Office of Emergency Management, <http://bf.memphis.edu/crisis/>, is responsible for developing and implementing programs and projects in emergency planning, training, response, and recovery. The Office of Emergency Preparedness schedules drills, tests, and exercises internally and with outside agencies (Memphis/Shelby County EMA, et al) to evaluate the procedures and response plans. Some activities occur monthly, such as testing the outdoor warning system, while larger scale tests and exercises occur less frequently (e.g. annually, bi-annually). The University conducts evacuation drills regularly in all university buildings for the purpose of preparing building occupants for an organized evacuation in the case of an emergency evacuation.

When the University determines that a building or an area of the University must be evacuated, individuals should evacuate the building in accordance with established emergency response plans. Should an emergency occur and there is no notification, either by alarm or by someone in authority, an individual who feels the need to evacuate should relocate themselves in accordance with procedures contained in the emergency plan for the building or structure in which they inhabit. This does not mean that individuals should go home. They should assemble in the designated evacuation assembly area and wait for further instruction from designated emergency personnel. Individuals should not return to the building until instructed to do so by authorized personnel.



When asked to evacuate a building or an area of the University, the following should be taken into consideration:

- Remain calm. Immediately proceed to the nearest emergency exit and get out of the building.
- Be alert to broken glass, particularly in the lobbies.
- As you evacuate, check for other employees, students or visitors who may be disoriented and assist them in exiting.
- Take only your keys, purse or emergency supplies that you need. Do not attempt to take large or valuable objects that might slow your progress.
- Shut (but do not lock) doors behind you as you exit.
- Floor wardens should lock the building or monitor any open entrances if it does not jeopardize their own safety.
- Do not use elevators.
- In emergency stairwells, stay to the right side and use the handrails. Remove high-heeled shoes, if possible.
- Floor wardens for each department should ensure that all members of their department evacuate the building, and that they are accounted for at the Assembly Area.
- If it is determined that employees, students or visitors remain inside the building, this information should be conveyed to responding emergency workers. Rescue teams may be sent in only if it is deemed to be safe to proceed.
- Do not re-enter the building until emergency personnel announce that it is safe.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

The campus and facilities of the University are restricted to students, faculty, staff, guests, and invitees of the University, except when all or part of the campus, its buildings or facilities are open to the general public for a designated time and purpose. Individuals loitering without a legitimate purpose may be issued trespass warnings and directed to leave campus. Failure to comply with the warning or returning without prior permission or clearance of the trespass warning may result in arrest.

The main lobbies of residence halls are open from 7:00 a.m. to midnight each day. After midnight, the residence hall lobbies are restricted to student residents and authorized staff. Visitation hours are established by a two-thirds majority of the residents of each hall at the beginning of the Fall semester. Visitation hours may not exceed 12 hours (Noon to Midnight) on weekdays and 14 hours (Noon to 2:00 a.m.) on weekends. For more information concerning residence halls consult Residence Life at <http://www.memphis.edu/reslife/>.

Some buildings and residence halls require a valid card swipe or key fob for entry, <http://policies.memphis.edu/UM1567.htm>. All non-residence hall hours are set by the staff assigned to the building or by the functions scheduled (e.g., classes). Doors not on an automated system are manually locked and unlocked for business hours by Police Services.



Police Services can open doors by request from authorized faculty and staff, or admit persons approved by a department head or instructor (<http://www.memphis.edu/police/pdf/bldgaccess.pdf>). Police Services should be notified whenever an activity has concluded and the responsible party lacks the means to secure the space. Any maintenance problem with doors should be reported to Physical Plant, 901-678-2699, or <http://bf.memphis.edu/pp/workrequest.php>.

Police Services, Physical Plant, Campus Planning, Information Technology, and the Criminology and Criminal Justice Department conduct surveys of campus facilities and the surrounding community using Crime Prevention Through Environmental Design (CPTED) principles. Everything from landscaping to lighting is examined to maximize proven safety principles. When new buildings are being planned, or older buildings are to be remodeled, safety and security are incorporated into the design phase. In addition, during the Fall semester, lighting surveys are completed with representatives of the Student Government Association, Police Services, Physical Plant, Campus Planning, and Residence Life.

The University has installed over 700 web-based cameras across the institution. These units allow for “real time” monitoring as necessary and provide invaluable data for investigators following a crime, an accident, or a natural disaster.

SECURITY AWARENESS

Police Services, in conjunction with the Division of Student Affairs, sponsors ongoing programming on crime prevention and safety awareness for students, faculty, and staff. Programming includes skits, videos, self-defense presentations, and discussions presented to various student organizations and groups, resident students, and new students during orientation and freshmen ACAD classes. Police Services, along with Human Resources, addresses faculty and staff in employee orientation, Human Resources sponsored training, and training through the individual work stations and departments. Several brochures are available on the web at <http://www.memphis.edu/police/safety/brochures.php>, and others, such as the Student Handbook, are printed and distributed through various outlets. All students are encouraged to read and understand the Code of Student Rights and Responsibilities, <http://www.memphis.edu/studentconduct/pdfs/csrr.pdf>. These efforts encourage all students, faculty, staff, visitors and guests to adopt safe behaviors and foster a sense of personal responsibility for safety.



ALCOHOL AND ILLEGAL DRUGS

In accordance with local, state and federal law, the University of Memphis students and employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of controlled substances (illicit drugs) and/or alcohol on the University Campus or on property owned or controlled by the University or as part of any of the University's activities.

All students and employees are subject to applicable laws related to this matter, and any violation of this policy will result in disciplinary action up to and including expulsion or termination of employment with the University and referral for prosecution or mandatory participation in a drug or alcohol abuse assistance or rehabilitation program (<http://policies.memphis.edu/UM1563.htm>). In addition, possession of drugs or alcohol in the Residence Halls may result in cancellation of the housing contract and forfeiture of any fees. A variety of resources are available to students who wish to obtain assistance or information concerning use/abuse of drugs and/or alcohol. The University encourages the use of confidential resources such as the Psychological Counseling Unit (students only), 901-678-2068; Employee Assistance Program (employees only), 1-800-308-4934; and Alcoholics Anonymous, 901-454-1414.

PREVENTING AND RESPONDING TO SEX OFFENSES

Prevention and Education

The University of Memphis is a community of scholars founded on mutual respect and is committed to providing a living, learning and working environment that is free from sexual misconduct and harassment. Such behavior can impair or limit the educational and occupational opportunities of members of the University community and have no place in any academic environment. The University's Sexual Misconduct and Domestic Violence Policy (<http://umwa.memphis.edu/umpolicies/UM1786.htm>) applies to all University of Memphis students, and defines unacceptable behavior, identifies resources for persons who have been the victims of sexual misconduct, and describes the University's prevention and education efforts.

The University of Memphis will promptly investigate all complaints of sexual misconduct, or harassment and take necessary steps to remedy such situations. A student found to have violated this policy is subject to disciplinary action, up to and including expulsion from the institution. Sexual Misconduct is defined in the University's Policy as dating violence, domestic violence, stalking, and sexual assault.

In furtherance of its commitment to preventing sexual misconduct within the University community, the University of Memphis will engage in comprehensive educational programming to prevent sexual misconduct and increase awareness.



More information about the University's programs can be found at the Office for Institutional Equity, <http://www.memphis.edu/oie/>.

Reporting Sexual Misconduct

The University is committed to providing a variety of accessible means to encourage all complainants to report all incidents of sexual misconduct. If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. If medical attention is sought, do not shower, change clothes or disturb the scene of the attack. Go to the emergency room or call the Shelby County Rape Crisis Center (901-222-4350), which is also online at <http://www.shelbycountyttn.gov/index.aspx?NID=737>. The University Police strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. University personnel will assist victims in notifying the below listed authorities if the victim so requests. Victims also have the option to decline to notify law enforcement.

Any individual can report a crime of sexual misconduct to the University Police (Phone Number: 901-678-3848; Emergency Line: 901-678-3848; Jackson Campus: 731-425-1942) or the Memphis Police (9-1-1). A police report can be filed at any time, though evidence is likely to be stronger the sooner a report is filed after the incident. If a victim chooses not to make a complaint regarding an incident, they should nevertheless consider speaking with the University Police or other law enforcement to preserve evidence in the event they later decide to file charges. Filing a police report does not necessarily mean that further legal action must be taken. Also, please be aware that filing a police report is distinct from making a complaint through the University of Memphis discipline process.



In addition to filing a report with the University Police or Memphis Police, any victim of sexual misconduct is encouraged to file a complaint with the University's Title IX Coordinator. To file a complaint and initiate a University investigation of alleged violation(s) of the Sexual Misconduct policy, contact any of the offices listed below. Each is able to explain the discipline process and the procedures the University will use to resolve your complaint.

Office of the Vice President of Student Affairs, (901) 678-2114

Office of the Dean of Students, (901) 678-2187

Office of Student Conduct, (901) 678-2298

Office of Institutional Equity (Title IX Coordinator), (901) 678-2713

University of Memphis Police Services, (901) 678-3848

Regardless of whether a complainant elects to pursue a criminal complaint, the University will assist complainants of sexual misconduct and will provide each complainant with an explanation of her/his rights as a member of the University community. The University does not publish the name of crime victims nor maintain identifiable information regarding victims in the Daily Crime Log or in the release of timely warnings. Individuals at the Shelby County Rape Crisis Center (901-222-4350), WRAP in Jackson (731-668-0411), the Office of Student Conduct (901-678-2298), Police Services (901-678-4357), or the Counseling Center counselors (901-678-2068) can talk with you about your decision to report the crime, help you find the resources you need, and respond to requests to change your academic or living arrangement because of the assault.

Confidentiality

The University encourages victims of sexual misconduct to talk to somebody about what happened so they can get the support they need and so that the University can respond appropriately. Though the University will keep reports as confidential as possible, it cannot guarantee the confidentiality of every report or complaint. The University will weigh any request for confidentiality against its obligation to provide a safe, non-discriminatory environment for all students, including the victim. The provisions below detail the confidentiality options available to individuals.

The following resources hold statutorily protected confidentiality that prohibits the release of an individual's information without that individual's express consent (except under limited circumstances that pose an imminent danger to the individual or to others.):

- Reports to professional licensed counselors (including the University's Counseling Center) or to professional medical healthcare providers (including the University's Student Health Center) are confidential to the extent allowed by law.
- Counselors and doctors will maintain confidentiality of any such reports unless required by law or court order to disclose information. For example, Tennessee's mandatory reporting law related to abuse of minors, imminent harm to others, or subpoenas for testimony may require disclosure of all information received. Counselors and doctors affiliated with the University of Memphis may assist the complainant in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. In some cases, providing requested assistance might require the counselor or doctor to reveal identifying information to other individuals. Written permission from the complainant to reveal the minimum information necessary to arrange requested assistance will be obtained prior to disclosure.



Accommodations

The University will take any reasonable measures to provide victims of sexual misconduct assistance in changing academic, living, transportation, and working situations if so requested and reasonably available. Such measures may include:

- Restrictions on contact between the complainant and the respondent;
- Exclusion from areas of campus;
- Providing an escort to ensure that the complainant can move safely between classes, meeting and activities;
- Ensuring that the complainant and respondent do not attend the same classes or other necessary appearances;
- Moving the complainant or respondent to a different residence hall;
- Providing counseling services;
- Providing medical services;
- Providing academic support services such as tutoring;
- Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record;

Student respondents may be placed on Interim Suspension under the appropriate circumstances pending the outcome of the investigation. [See University procedures involving Interim Suspension at: <http://www.memphis.edu/studentconduct/studenthandbook.htm>]; and

- In appropriate circumstances and consistent with University Human Resource policies, employee respondents may be placed on administrative leave pending the outcome of the matter.

University and Community Resources for Victims of Sex Offenses

University Resources

- Office of the Dean of Students
 - o 901.678.2187
 - <http://www.memphis.edu/studentlife/>
 - o University of Memphis Counseling Center
 - o 901.678.2068
 - <http://www.memphis.edu/counseling/>
 - o Office of Student Conduct
 - o 901.678.2298
 - <http://www.memphis.edu/studentconduct/>
 - o University of Memphis Police Services
 - o 901.678.4357
 - <http://www.memphis.edu/police/>



- o Student Health Center
- o 901.678.2287
<http://saweb.memphis.edu/health/>
- o University of Memphis Psychological Services Center
- o 901.678.2147
<http://www.memphis.edu/psychology/psc/index.php>
- Office for Institutional Equity and Title IX Coordinator
<http://www.memphis.edu/oie>
901.678.2713

Community Resources

- Shelby County Rape Crisis Center
- o 901.222.4350
<https://www.shelbycountyttn.gov/index.aspx?NID=737>
- o Memphis Police Department
- o 901.545.2677
<http://www.memphispolice.org>
- o Family Safety Center
- o 901.222.4400
<http://www.familysafetycenter.org>
- o Memphis Crisis Center
- o 901.274.7477
http://memphiscrisiscenter.org/?page_id=602

Disciplinary Proceedings

University disciplinary proceedings, as well as special guidance for cases involving sexual misconduct, are detailed in the Sexual Misconduct and Domestic Violence Policy. The Policy provides, in part, that the accused and the victim will each be allowed to have an advisor, of their choosing, present during any proceeding at which their presence is required such as meetings with staff, investigations, or hearings. The advisor's role in any meeting or hearing is limited to quietly conferring with the complainant or respondent through written correspondence or whisper. Both the victim and the accused will be notified in writing of the results of the investigation, the institutional hearing, and any disciplinary matters, unless the complainant or respondent requests not to be informed of this information. A student found guilty of violating the University's Sexual Misconduct Policy could be criminally prosecuted and may be suspended or expelled from the University for the first offense.



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

The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested

SEX OFFENDER REGISTRY

The Campus Sex Crimes Prevention Act ("CSCPA") of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies (Tennessee Bureau of Investigation) to provide the University of Memphis with a list of registered sex offenders who have indicated that they are either enrolled, employed, or carrying on a vocation at the University.

The University is required to inform the campus community that a TBI registration list of sex offenders will be maintained and available at the dispatch office of Police Services and will be available for viewing 24 hours a day, every day (weekends and holidays included). The Police Services Dispatch office is located in the Zach Curlin Parking Garage and can be reached at 901-678-3848. In addition, the Tennessee sex offender registry can be accessed at <https://www.tn.gov/tbi/section/tennessee-sex-offender-registry>.

The CSCPA further amends the Family Education Rights and Privacy Act of 1974 ("FERPA") to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

MISSING STUDENT NOTIFICATION PROCEDURES

Overview

The purpose of this policy is to establish policies and procedures, in compliance with Higher Education Act of 2008, for the University of Memphis community regarding the reporting, investigation, and required emergency notification of any residential student of the University who, based on the facts and circumstances known to the University, has been determined to be missing for 24 hours or more.

This policy only applies to residential students. For the purpose of this policy, a residential student is a currently enrolled student who resides in University-owned, on-campus student housing under a housing contract.

All reports on students suspected to be missing for 24 hours or more should be directed to Police Services at 901-678-4357. It is the responsibility of all members of the academic community, including students, faculty, and staff, to report to Police Services when they believe that a student is missing.



Notification of this policy will be made directly to all students residing in on-campus housing annually and be available in conjunction with the “Annual Campus Security and Fire Safety Report” that provides information in compliance with the Clery Act.

Identification of Emergency Contacts

All University students applying for on-campus housing will have the option, in addition to providing an emergency contact, of identifying one or more individuals to be contacted by the University within 24 hours of a determination that the student is missing in accordance with this policy. The missing person contact information will be registered confidentially, and will not be disclosed externally except to authorized campus officials, including University police, and law enforcement agencies in furtherance of a missing person investigation.

If a residential student is under 18 years of age and not an emancipated minor, the University is required to notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any other contact person designated by the student.

All missing person contact information will be maintained by Residence Life and Dining Services (“Residence Life”). Students can submit revised missing person contact information at any time by notifying Residence Life at reslife@memphis.edu or 901-678-5219.

Procedures for Reporting Missing Students

Students, employees, staff, or any other members of the University community who have reason to believe that a residential student is missing should immediately notify the University Police at 901-678-4357. The University Police will generate a missing person report and initiate an investigation.

Individuals may report a residential student missing at any time; there is no requirement for the individual to wait until he or she believes the residential student has been missing for 24 hours.

Investigating a Missing Student Report

Upon receipt of a report of a possible missing residential student, Police Services will immediately initiate a missing person investigation. A residential student is determined to be missing when the University police have verified that the reported information is credible and the circumstances warrant declaring the student missing.

Should the University police determine that a residential student has been missing for 24 hours or more, Residence Life will be notified to verify the student's appropriate missing person contact information. Police Services will then notify the following individuals no later than 24 hours after the student is determined to be missing:

1. If the student is 18 years or older, Police Services will notify the student's missing person contact, if one has been provided, and the Memphis Police Department, Jackson Police Department, or other appropriate law enforcement agencies.



2. If the student is under 18 years old and emancipated, Police Services will notify the student's missing person contact, if one has been provided, and the Memphis Police Department, Jackson Police Department, or other appropriate law enforcement agencies.
3. If the student is under 18 years of age and not emancipated, Police Services will notify the student's custodial parent or guardian and any other designated contact person, as well as the Memphis Police Department, Jackson Police Department, or other appropriate law enforcement agencies.

If the student is not a residential student, Police Services will make a determination if additional action is needed.

Nothing in this policy restricts the University from making notifications earlier than noted above if deemed appropriate under the circumstances. Nothing in this policy restricts the University from contacting other individuals if deemed necessary to prevent harm to a student or others, necessary to the investigation, or otherwise appropriate under the circumstances.

Regardless of whether the student who has identified a missing person contact is above the age of 18, or is an emancipated minor, Police Services will inform the Memphis Police Department, the Jackson Police department, or other appropriate law enforcement agencies within 24 hours of the determination that the student is missing. The law enforcement agency, however, will not be notified if the law enforcement agency was the entity that made the determination that the student was missing.

The determination of whether a student is emancipated will be based on the information available at the time the contact is required.



ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act requires all academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and fire related statistics related to student housing. The University of Memphis complies with all fire regulations per the Tennessee State Fire Marshal's Office. All fires should be reported to Police Services at 901-678-4357 or at Lambuth call 731-425-1942. A log is maintained at Police Services of all fires and can be viewed during normal business hours (Monday through Friday 8:00 a.m. to 4:30 p.m.).

FIRE SAFETY EQUIPMENT

Richardson Towers, Rawls Hall, Smith Hall, Mynders Hall, South Hall, and the LLC (Living Learning Center) have sprinkler systems with monitored smoke detection systems that report to a central alarm panel.

The townhouses on the western end the Carpenter Complex (sorority row) also have sprinklers and monitored smoke detection. The townhouses on the north side of Carpenter (along Poplar Avenue) have localized smoke detection only. The remainder of Carpenter Complex has localized smoke detection and centrally monitored pull stations in each apartment.

Park Avenue student family housing has localized smoke detection.

At Lambuth, Carney Johnston Hall has sprinklers and monitored smoke detectors.

EDUCATION, TRAINING AND DRILLS

Employee Safety and Health (ESH) schedules fire drills and evacuations twice a semester at student housing facilities. Residence Life staff receives training on fires and evacuation from ESH. This training includes the use of a fire extinguisher simulator. In addition, Physical Plant offers Community Emergency Response Training (CERT) to students and employees, which includes fire safety and training with the fire extinguisher simulator.

FIRE ALARM EVACUATION PROCEDURE

When the fire alarm is heard, leave the building via the nearest exit and travel a safe distance from the building. **DO NOT USE ELEVATORS! EVERY ALARM SHOULD BE TREATED AS A POTENTIAL FIRE!**

Assist all persons with impaired mobility to the nearest illuminated exit or stairwell to await rescue by trained personnel. Faculty and Staff should notify Police Services of any known student or visitor with impaired mobility who is unable to independently exit the building.



Department Chairs and Directors of Activities are responsible for having a plan to account for employees and to notify Police Services of those missing who may be trapped in the building.

State and local regulations require all occupants to leave the building if a fire alarm occurs. Before a fire occurs, there are some simple steps you can follow that will aid your survival. Find the nearest exit and also an alternate exit, should the primary one be blocked. Ensure that the path out is clear of any obstructions and that all doors leading out of the building can be opened. Find the nearest fire extinguisher and learn how to use it if necessary.

IN THE EVENT OF A FIRE:

1. Rescue any person in immediate danger.
2. Sound the fire alarm. Pull stations are near each exit on each floor.
3. Call Police Services at 901-678-4357 or 911. They will initiate a conference call with you and the Memphis Fire Department. Stay on the phone until the Fire Department and Police Services obtain all information. At Lambuth, call 731-425-1942 or 911.
4. When the fire alarm sounds, evacuate the building immediately using the nearest exit. As you exit, close as many doors as possible between you and the fire. Move a safe distance away from the building (at least 50 feet).
5. Before opening any door, feel it with the back of your hand. If it is hot, do not open it! If it is not hot, open cautiously, bracing yourself against it to slam it shut if you feel a rush of heat.
6. If the closest exit is blocked, go to an alternative exit. If all doors are blocked, exit through a ground floor window, but watch for broken glass.

IF YOU BECOME TRAPPED BY THE FIRE:

1. Stay calm; fire fighters are on the way.
2. Move as far away from the fire as you can, closing every door between you and the fire.
3. Hang or wave an object from a window or outside the door to attract the attention of rescuers.
4. If smoke enters under the door or around vents, stuff the opening with towels, drapes, or anything available. Soak them with water if possible.
5. Crack open the window at the top to let heat and smoke out and at the bottom to let in fresh air. Stay as close to the floor as possible. Crawl if necessary.

IF YOU DECIDE TO FIGHT THE FIRE:

1. Do not let the fire get between you and the exit.
2. Avoid breathing smoke or fire gases.
3. Use the proper fire extinguisher. **Do not use water on an electrical fire.**
 - Pull the pin.
 - Aim the nozzle at the base of the fire.
 - Squeeze the handle.
 - Sweep from side to side.Leave the area if the fire increases in intensity.



SMOKING AND FIRE SAFETY HOUSING POLICIES

Smoking is prohibited on campus with limited exceptions (<http://policies.memphis.edu/UM1783.htm>). There is no smoking in Residence Halls.

Residence Life has several policies, <http://www.memphis.edu/reslife/pdfs/brochanges.pdf>, that are related to fire safety in all of the residence halls on main campus including:

- Size and power requirements of refrigerators and microwave ovens are limited.
- Heat producing cooking appliances other than a microwave or coffeemaker are prohibited.
- Halogen lamps are prohibited.
- All appliances must be UL approved.
- Vehicles with an internal combustion engine are not allowed inside a residence facility.
- Portable air conditioners are prohibited.
- Residents may not possess or use any device which produces an open flame or noxious odor, including candles, incense, potpourri, kerosene lamp or smoking substances.
- Normal extension cords are discouraged and residents are asked to use power strips with built in circuit breakers.
- Tampering with or disabling fire alarm mechanisms, smoke detectors, fire extinguishers, or other safety equipment is prohibited.

(See also <http://www.memphis.edu/reslife/gsfhousingapplication.php> for Student Family Housing information).

Residence Life has the right to enter and inspect a residence at any time for fire or health hazards, maintenance requirements, and to determine compliance with University regulations.

FUTURE IMPROVEMENTS

The University of Memphis continues to upgrade and improve fire systems in its buildings and will continue to enhance existing systems or install new systems as necessary. In addition, policies and procedures will continue to be reviewed for safety improvements and situational or legal (fire code) changes.



Residence Hall Fire Safety Statistics

	2012	2013	2014
Mynders	0	0	0
Rawls	0	1	0
Smith	0	0	0
LLC	1	0	0
RTN	0	0	0
RTS	1	0	0
South	0	0	0
Carpenter Complex	2	0	1
Student Family Housing	2	0	0
Totals	6	1	1

2012 Four fires were cooking related, one was electrical (microwave), and one was caused by machinery/industrial during repairs (welder)

2013 One was electrical in nature , involving a stove

2014 One was cooking related, involving a stove

Total damages were approx. \$300 in 2014.

No injuries were reported in any of the three years.

There were no fires reported at Lambuth in the residence hall.