

**CAMPUS SECURITY REPORT  
2018**

Reporting Period January 1, 2017 to December 31, 2017

TCAT-McMinnville

241 Vo- tech Dr.  
McMinnville, TN 37110

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The following is the annual Campus Security Report for TCAT-McMinnville/TCAT McMinnville's Instructional Service Center Manchester for the year 2017. The Office of Vice-president prepares this report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. The report can also be accessed on the TCAT's web page at [www.tcatmcminnville.edu](http://www.tcatmcminnville.edu). This report contains security policies, procedures, and guidelines. Crime statistics for the period of 2015-2017 are included in the report. These statistics are based on incidents reported at Main (only) campus location. You may request a paper copy from the Office of Vice-president on the TCAT- McMinnville campus located at 241 Vo-Tech Dr., McMinnville, TN 37110.

### **Crime Statistics: Statement Concerning Law Enforcement (All Campuses)**

The TCAT does not have security personnel and is not authorized as a law enforcement agency. Instead, the institution utilizes local law enforcement agencies as deemed necessary in the event that criminal activity occurs or is suspected. The following is a list of TCAT campuses along with the law enforcement agency with jurisdiction over each one:

- The main campus is located in the City of McMinnville, and is under the jurisdiction of McMinnville City Police Department, 211 W. Colville St., McMinnville, TN 37110, Phone: 931-473-3808.
- Warren Co. Sheriff Department, 108 Security Cir., McMinnville, TN 37110, Phone: 931-473-7863
- Instructional Service Center Manchester and is under the jurisdiction of Manchester City Police Department, 911 Jack Welch Dr., Manchester, TN 37355, Phone: 931-728-2991
- Coffee Co. Sheriff Department, 300 Hillsboro Blvd #9, Manchester, TN 37355, Phone: 931-728-3591

### **Crime Statistics [34 CFR §668.46(b)(1)] (All Campuses)**

The TCAT has published the crime statistics described in 34 CFR 668.46(c) for the last three reporting periods for all campuses on its website at [www.tcatmcminnville.edu](http://www.tcatmcminnville.edu). Additionally, copies of the crime statistics for the reporting period covered under this report have been included as Appendix A-B of this report.

## **How to Report Criminal Offenses [34 CFR §668.46(b)(2)] (All Campuses)**

To report an emergency, always dial 911. To report a crime to the local law enforcement agency, contact the numbers listed below depending on your campus location. Any suspicious activity or person seen in the parking lots or loitering around vehicles and inside buildings should be reported to the [insert appropriate office or person].

### **Law Enforcement Agency Contacts by Campus Location:**

McMinnville Campus: McMinnville City Police, 931-473-3808 or Warren Co. Sherriff Dept., 931-473-7863

Instructional Service Center Manchester: Manchester City Police, 931-728-2991 or Coffee Co. Sheriff Dept., 931-728-3591

### **Campus Security Authorities:**

In addition to reporting crimes to local law enforcement, a crime may be reported to any institutional campus security authority (CSA). The CSAs for the TCAT are listed below:

Warren Laux, President, [warren.laux@tcatmcminnville.edu](mailto:warren.laux@tcatmcminnville.edu), (931) 473-5587 Ext 225

Marvin Lusk, Vice-president, [marvin.lusk@tcatmcminnville.edu](mailto:marvin.lusk@tcatmcminnville.edu), (931) 473-5587 Ext 285

Tennille Davenport, Student Services, [tennille.davenport@tcatmcminnville.edu](mailto:tennille.davenport@tcatmcminnville.edu), (931) 473-5587 Ext 235

### **Timely Warnings [34 CFR §668.46(b)(2)(i)] (All Campuses)**

In the event that a situation arises, either on or off campus, that, in the judgment of the TCAT Director or campus management constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the campus intercom, e-mail/ computer systems.

Anyone with information warranting a timely warning should report the circumstances to Warren Laux, 473-5587, Ext 225; Marvin Lusk, 473-5587, Ext 285; Tennille Davenport, 473-5587 Ext 235

### **Preparation of Disclosure of Crime Statistics [34 CFR §668.46(b)(2)(ii)] (All Campuses)**

The Vice-president prepared this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at [www.tcatmcminnville.edu](http://www.tcatmcminnville.edu) The report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites. Campus crime, arrest, and referral statistics include those reported to the campus officials and local law enforcement agencies. Upon completion of the Annual Security Report, an e-mail notification is made to all enrolled students, faculty and staff that provide the website to access this report. Copies of the report may also be obtained at The Vice-president Office located in Room 100D Administration Office or by calling (931) 473-5587 Ext 285

### **Voluntary Confidential Reporting of Crimes [34 CFR §668.46(b)(2)(iii)] (All Campuses)**

The TCAT McMinnville does not have procedures for voluntary, confidential reporting of crime statistics, except in cases of sexual misconduct. Violations of the law will be referred to law enforcement agencies and, when appropriate, to the appropriate disciplinary committee for review. When a potentially dangerous threat to the college community arises, timely reports or warnings will be issued. All reports will be investigated.

TCAT McMinnville encourages anyone who is the victim or witness or has knowledge of any crime to promptly report the incident. The confidentiality of persons reporting criminal activity can be requested and will be respected when possible but cannot be ensured pending the nature of the crime reported.

### **Security and Access [34 CFR §668.46(b)(3)] (All Campuses)**

During business hours, the college will be open to students, parents, employees, contractors, guests and invitees. During non-business hours access to all college facilities is by key, if issued. Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the person responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules.

Safety and security have been considered in the landscape and lighting of the campus. Any maintenance needs are reported to Vice-president, Marvin Lusk]. Any identified security concern will be evaluated by Marvin Lusk, who serves as facilities manager. These evaluations examine security issues such as landscaping, locks, alarms, lighting, and communications.

### **Campus Law Enforcement Authority [34 CFR §668.46(b)(4)(i)] (All Campuses)**

TCAT McMinnville staff members do not possess arrest power. Criminal incidents are referred to the local law enforcement agencies that have jurisdiction on the campuses. The TCAT personnel maintain a highly professional working relationship with the local law enforcement agencies in the communities of each campus location. All crime victims and witnesses are strongly encouraged to report the crime to a CSA and the appropriate police agency immediately. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

### **Memorandum of Understanding (MOU) with Local Law Enforcement [34 CFR §668.46(b)(4)(i)] (All Campuses)**

The TCATM staff at each campus location maintains a close working relationship with their local law enforcement agencies. There is a written memorandum of understanding between the TCAT-McMinnville and law enforcement agencies in the Vice-president's Office

## **Encouragement of Accurate and Prompt Crime Reporting [34 CFR §668.46(b)(4)(ii)] (All Campuses)**

The campus community (students, faculty and staff) are to report any criminal behavior or suspected criminal acts promptly to administration (President, Vice-president, Coordinator of Student Services), or any designated CSA for investigation. In the event an emergency is occurring, call 911 to obtain immediate assistance from local law enforcement agencies, and then contact Campus Administration. It is a Core objective of TCATM to maintain a safe environment for the entire population and public visitors. To ensure this, each person must take the proper reporting of criminal activity seriously and act promptly.

All incident reports are forwarded to the Administration Office for review and potential action. Local law enforcement will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to student services and/or human resources.

If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the law enforcement agency can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the TCATM can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the institution's annual crimes statistics.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Campus Administration, TCAT CSA's, or City or County Police Department in a timely manner. Your promptness in reporting a crime increases the chance of the suspect being apprehended and preventing future criminal activity.

## **Security Awareness Programs for Students and Employees [34 CFR §668.46(b)(5)] (All Campuses)**

**During orientation the Office of Student Services inform students of safety and security procedures including but not limited to:**

- General Safety and Security Considerations;
- Emergency Procedures;
- Sexual Misconduct Procedures;
- Alcohol and Drugs

TCAT-M conducts annual emergency drills for all employees and students.

For employees, safety and security are reviewed annually by the safety committee chaired by the Vice-president

## **Programs Designed to Inform Students and Employees About Prevention of Crime [34 CFR §668.46(b)(6)] (All Campuses)**

The coordinator of Student Services, during orientation, informs students that TCAT-M has no campus police or contracted security service. Students are asked to take a common approach to security by not leaving items visible in their vehicles and lock their vehicles while on campus. Currently, all programs except half-time industrial Maintenance are held during the daytime hours.

Crime prevention techniques are available to potential students through the orientation process and are shared with all students, faculty and etc. as part of our Crime Prevention Awareness reminders in conjunction with this annual report.

## **Monitoring Off-campus Student Organizations [34 CFR §668.46(b)(7)] (All Campuses)**

The TCAT does not have officially recognized student organizations with off-campus locations.

## **Alcohol and Illegal Drugs [34 CFR §668.46(b)(8) & (b)(9)] (All Campuses)**

TCAT-M students and employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use of or being under the influence of illicit drugs and/or alcohol on any TCAT campus, property owned or controlled by the TCAT, or as part of any TCAT activity.

### **A. Penalties for Violation**

1. Legal Sanctions under Federal, State or Local Law



Various federal, state, and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver or sell, controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved; the number of prior offenses, if any; whether death or serious bodily injury resulted from the use of such substance; and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to \$4,000,000, supervised release, any combination of the above or all three. These sanctions are doubled when the offense involves either: (1) distribution or possession at or near a school or college campus; or (2) distribution to persons less than 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two (2) years the minor's senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. 39-17-417. (21 U.S.C. 801, et. Seq.; T.C.A. 39-12-417) It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his or her employment), or consume alcoholic beverages, wine or beer, such offenses being classified as Class A misdemeanors punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than \$2,500, or both. (T.C.A. 1-3-113 and T.C.A. 57-5-301) It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21), such offense being classified a Class A misdemeanor. (T.C.A. 39-15-404) The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days or a fine of not more than \$50, or both. (T.C.A. S39-17-310)\

## 2. Students

In addition to penalties students may be subject to under local, state or federal law, students violating this policy will be subject to disciplinary action, including, but not necessarily limited to:

- a. Probation
- b. Suspension
- c. Expulsion from school

## 2. Employees

In addition to penalties employees may be subject to under local, state or federal law, employees violating this policy will be subject to disciplinary action, including but not limited to:

- a. Probation
- b. Suspension
- c. Demotion
- d. Termination

As a condition of employment, employees, including student employees, must abide by the terms of this policy and must notify their supervisor of any criminal drug statute or alcohol abuse conviction for a violation occurring in the workplace no later than five days after such conviction.

### C. Dissemination of Policy

#### 1. Employees

- a. The human resources office will provide new employees with a copy of this policy, as part of the new employees' orientation. All employees are given an Employee Handbook which is reviewed annually by the HR person, President or designee. Any changes or deletions will be distributed to all employees by paper or email.
- b. New employees will sign orientation forms acknowledging that the policy was disseminated as part of their orientation.
- c. The human resources office will send e-mail copies of this policy annually to all employees with e-mail access. Supervisors of employees without e-mail access will distribute paper copies to those employees.

#### 2. Students

- a. A copy of this policy will be included in the TCAT-M "Student Handbook" and on the college's web page. Any changes, additions or modifications to the Student Handbook will be distributed to the students by paper
- b. The student services and enrollment management office will provide new students with a copy of this policy, as part of the new students' orientation.

### D. Violations

#### 1. Supervisor Notification of Human Resources

Any supervisor becoming aware of an employee violation of this policy, whether by virtue of notification by an employee of a conviction or by other means, will immediately notify the President or Vice-president.

#### 2. Employees Funded by Federal Grants

The President or Vice-president will notify the appropriate sponsor or granting agency within ten days after the college receives actual notice of an employee conviction.

## **Policy Statement Addressing Substance Abuse Education [34 CFR §668.46(b)(10)]**

### **A. General**

#### Drug and Alcohol Awareness

The TCAT is committed to raising the awareness of students and employees of the health risks associated with the use of illicit drugs and the abuse of alcohol.

A synopsis of those health risks is presented below.

### **B. Alcohol**

Alcoholism is a complex, progressive disease that interferes with health, social and economic functioning. Untreated alcoholism results in physical incapacity, permanent mental damage and/or premature death. Alcohol is involved in one-third of all suicides, one-half of all traffic accidents and one-fourth of all other accidents and is involved in over 50% of all arrests. Alcohol is the third leading cause of birth defects involving mental retardation. Use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Drinking is implicated in cancer, heart disease, gastrointestinal disease and other illnesses. Alcoholism has been estimated to reduce life expectancy by twelve years. Alcohol Beverage can damage all body organs, leading to liver, heart and digestive problems, circulatory system interference, change in personality, reproductive problems and central nervous system disorder such as poor vision, loss of coordination, memory loss, loss of sensation, mental and physical disturbances and permanent brain damage. The physical and psychological changes that occur as a result of addiction to alcohol can pave the way for addiction to pharmacologically similar drugs.

### **C. Illicit Drugs**

The use of illicit drugs results in many of the health risks that are involved with alcohol use. Illicit drug use increases the risk of mental deterioration, death from overdose, physical and mental dependence or addiction, hepatitis and skin infections from needle use, psychotic reactions, inducement to take stronger drugs, brain damage, danger of flashback phenomenon, hallucinations, unconsciousness, deep depression, distortion of time and space, permanent damage to lungs, brain, kidneys and liver, death from suffocation or choking, anemia, amnesia, AIDS and other infections. If used excessively, the use of alcohol and drugs singly or in certain combinations may cause death.

### **D. Counseling, Treatment and Rehabilitation Programs**

The Vice-president or Coordinator of Student Services will assist students and/or employees by providing information concerning treatment resources in the surrounding area and assisting individuals in making initial contact with treatment

providers. Regular employees may also use the Employee Assistance Program (EAP) by calling 1(615)-849-8486 or 1(615)356-8486 (TDD) or on the web at [Here4TN.com](http://Here4TN.com). Information concerning the EAP is available in the Human Resource Office, 100E, Administration Bldg.

## **Sexual Misconduct [34 CFR §668.46(b)(11)] (All Campuses)**

Sexual misconduct is a form of sex discrimination prohibited by Title IX. The TCAT is committed to eliminating any and all acts of sexual misconduct and discrimination on its campuses. As set forth in this policy, sexual misconduct includes dating violence, domestic violence, stalking, and sexual assault. The TCAT strictly prohibits these offenses.

### **Definitions**

**Consent**—an informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by an individual who is asleep; unconscious; or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or, is under duress, threat, coercion, or force. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.

**Dating Violence**—violence against a person when the accuser and accused are dating, or who have dated, or who have or had a sexual relationship. “Dating” and “dated” do not include fraternization between two (2) individuals solely in a business or non-romantic social context. Violence includes, but is not necessarily limited to:

1. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
2. Placing the accuser in fear of physical harm;
3. Physical restraint;
4. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
5. Placing a victim in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser – **TCA § 36-3-601(5)(c)**

**Domestic Violence Victim**—violence against a person when the accuser and accused:

1. Are current or former spouses’
2. Live together or have lived together;
3. Are related by blood or adoption;
4. Are related or were formally related by marriage; or,
5. Are adult or minor children of a person in a relationship described above.

**Domestic Violence** – includes, but is not necessarily limited to:

1. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
2. Placing the accuser in fear of physical harm;
3. Physical restraint;
4. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
5. Placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser – **TCA § 36-3-601**

**Sexual Assault**—the nonconsensual sexual contact with the accuser by the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact is accomplished without consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent.

**Sexual Misconduct**—for the purposes of this policy, “sexual misconduct” is defined as dating violence, domestic violence, stalking, and sexual assault.

**Stalking**—a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

#### **Sexual Misconduct Educational Programs And Campaigns [34 CFR §668.46(b)(11)(i)]**

The TCAT will engage in comprehensive educational programming to prevent sexual misconduct. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students, staff, and faculty that:

1. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
2. Defines what behavior constitutes domestic violence, dating violence, sexual assault and stalking;
3. Defines what behavior and actions constitute consent to sexual activity;
4. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault and stalking against a person other than the bystander;
5. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks; and
6. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

## **Procedures Victims Should Follow If A Sex Offense Occurs [34 CFR §668.46(b)(11)(ii)]**

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The TCAT 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. An assault can be reported directly 9-1-1 or to a local law enforcement agency. If the victim wishes to make a confidential notification, the victim should follow the procedure outlined below for confidentially reporting sexual misconduct. The victim may be assisted by campus authorities in notifying local law enforcement. The victim should contact the Coordinator of Student Services, Tennille Davenport or the Title IX Coordinator, Marvin Lusk for assistance.

A victim has the right to decline to notify local law enforcement. However, filing a police report with a local law enforcement agency will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- ensure the victim has access to confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a victim of sexual misconduct presents to the TCAT, the institution will provide written information about the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. The TCAT will also provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims, both on our campus and in the community. The TCAT will further provide written notification to victims about options for, and available assistance in, changing academic, transportation, and working situations. The TCAT must make such accommodations if the victim requests them and they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

Protection from abuse orders may be available through [TNCOURTS.gov](https://www.tncourts.gov), with forms found at: [www.tncourts.gov/programs/self-help-center/forms/order-protection-forms](https://www.tncourts.gov/programs/self-help-center/forms/order-protection-forms), and additional information related to such orders may be found at [www.tncoalition.org/resources/legal-resources.html](https://www.tncoalition.org/resources/legal-resources.html).

Regardless of whether an offense occurred on or off campus, the TCAT will provide a student or employee a written explanation of their rights and options when a student or employee reports to the institution that they have been a victim of dating violence, domestic violence, sexual assault, or stalking.

### **Reporting Sexual Misconduct [34 CFR §668.46(b)(11)(ii)]**

The TCAT encourages victims of sexual violence to talk to somebody about what happened so they can get the support they need and so the TCAT can respond appropriately. Though reports will be kept as confidential as possible, the TCAT cannot guarantee the confidentiality of every report or complaint. The following provisions detail the confidentiality options available to individuals.

#### **A. Reporting Confidentially**

If a victim chooses to report an incident of sexual misconduct in a confidential manner, the victim can report the incident to the following person who is a licensed counselor and is required by Tennessee State law to maintain confidentiality of a victim:

LaWanna Slatten,  
Cheer Mental Health  
120 Omni Drive, McMinnville, TN37110  
(931)473-9649

#### **B. Filing an Institutional Complaint**

Reports of acts of sexual misconduct to any other employee of the TCAT must be reported to the Title IX Coordinator, and the TCAT will take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

1. The TCAT shall not share information with law enforcement without the complainant's consent or unless the victim has also reported the incident to law enforcement.
2. Before a complainant reveals any information to an employee, the employee must ensure that the complainant understands the employee's reporting obligations.
3. If the complainant wants to maintain confidentiality, the employee must direct the victim to confidential resources as detailed in Section A above.
4. If the complainant wants to tell an employee what happened but also maintain confidentiality, the employee must advise the complainant that the TCATM will consider the request, but cannot guarantee that it will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the employee will also inform the Coordinator of the complainant's request for confidentiality.
5. In addition to all other employees on campus, an institutional complaint can be

filed directly with either or both of the following:

Title IX Coordinator:

Marvin Lusk, Vice-president  
241 Vo-Tech Dr., McMinnville, TN 37110, RM 100D, Administration BLDG,  
(931)473-5587

Or

Coordinator of Student Services  
Tennille Davenport  
241 Vo-Tech Dr., McMinnville, TN 37110, RM 106C, Administration BLDG,  
(931)473-5587

**C. Filing a Criminal Complaint**

Contact local law enforcement where the assault occurred. The local law enforcement agency will determine the subsequent steps. The TCAT-McMinnville Title IX Coordinator or the Coordinator of Student services can assist in the reporting process.

**D. Filing an Anonymous Complaint**

Filing an anonymous report will assist the institution with compiling statistical information that can call attention to the number of incidents that occur at the TCATM. If the survivor's identity is not known, no subsequent appropriate services will be made available. The suspect will not be notified that a report was filed if no name is revealed. The report will be sent to the Vice-president, Marvin Lusk for Clery report] for recording and tracking of incidents on and around the TCAT.

To file an anonymous report, use one of the following ways:

Call (931) 473-5587 (Ext 225 the President, (Ext 285) Vice-president or (Ext 234) Coordinator of Student Services

Send by mail to:

Title IX Coordinator  
241 Vo-Tech Dr.  
McMinnville, TN 37110

**E.** The TCAT will, to the extent possible, complete publicly available record-keeping, including Clery reporting, without identifying information about the victim.

**F.** The TCAT will, to the extent possible, maintain as confidential any accommodations or



protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

### **Investigation Requirements And Procedures [34 CFR §668.46(b)(11)(ii)]**

- B.** All proceedings will include a prompt, fair, and impartial investigation and result. The College will provide the respondent and complainant equitable rights during the investigative process.
- C.** All complaints of sexual misconduct shall be presented to the Title IX Coordinator or designee for investigation and appropriate disposition, subject to the confidentiality policy.
- D.** Mediation between the complainant and respondent will never be considered an appropriate resolution in sexual misconduct cases.
- E.** Initiating an investigation
  - 1.** Immediately upon receipt of a complaint, the Title IX Coordinator shall communicate with the complainant to identify and implement any reasonable interim measures necessary. Absent good cause, within three (3) business days of receipt of a report of sexual misconduct the Title IX Coordinator or designee shall attempt to get a written statement from the complainant that includes information related to the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any. The complainant should complete a complaint form and submit a detailed written report of the alleged incident.
  - 2.** When the complainant chooses not to provide or sign a written complaint, the Title IX Coordinator or designee will investigate to the extent possible and take appropriate action.
  - 3.** In addition to immediate interim measures, the Title IX Coordinator shall consider what, if any, interim measures may be necessary during the pendency of the investigation.
  - 4.** Complaints made anonymously or by a third party will be investigated to the extent possible.
  - 5.** After consultation with TBR General Counsel, if the Title IX Coordinator determines that the complaint contains an allegation of sexual misconduct, the Title IX Coordinator shall follow the procedures set forth in this policy to investigate and adjudicate the complaint.
  - 6.** The Title IX Coordinator may appoint a qualified, sufficiently trained person to investigate the allegations made in the complaint.
  - 7.** Only one person shall be identified as the investigator for a complaint, though the investigator may have a second person present during interviews to take notes.

8. Investigations shall be conducted by officials who do not have a conflict of interest or bias for or against the complainant or respondent.
9. If the complainant or respondent believes the assigned investigator has a conflict of interest, that party must submit a written explanation of the reason for that belief to the TCATM President. The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew or should have known the facts that would give rise to the alleged conflict of interest. The provost will determine if the facts warrant the appointment of a different investigator and respond to the party in writing within three (3) business days, absent good cause. The decision of the provost shall be final.

F. What the investigation should and should not entail

1. Once the investigator receives the complaint, the investigator shall notify the victim (Complainant) in writing of his/her rights and request a meeting.
2. The investigator shall also notify the accused (Respondent) in writing of the complaint and his/her rights and request a meeting with the respondent.
3. The investigator shall notify the complainant, respondent and all individuals interviewed during the investigation that retaliation is strictly prohibited and may be grounds for disciplinary action. In addition, the investigator shall advise all interviewees that they should contact the investigator immediately if they believe they are being retaliated against.
4. The investigation shall include interviews with both the complainant and respondent, unless either declines an in-person interview.
5. The complainant and respondent shall be provided with the same opportunities to have others present during any interview, including the opportunity to be accompanied by the advisor of their choice to any related meeting or proceeding.
6. The TCAT will not limit the choice of advisor for either the complainant or respondent.
7. The investigation shall include interviews with relevant witnesses identified by the complainant and respondent or any other potential, relevant witness made known to the investigator via other means.
8. The investigation shall include the gathering and reviewing of any documentary, electronic, physical, or other type of relevant evidence.
9. The investigator is expected to request a list of relevant witnesses and evidence from complainant and respondent and take such into consideration.
10. The investigator shall not consider any evidence about the complainant's prior sexual conduct with anyone other than the respondent. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

**Outcome Of Investigation And Determination Of Appropriate Action**

- A. Upon completion of the investigation, the investigator shall prepare a written report that includes the allegations made by the complainant, the response of the respondent, corroborating or non-corroborating statements of the witnesses, review of other evidence obtained, conclusions that may be drawn from the evidence gathered, and recommendations about the disposition of the matter.
- B. It is the responsibility of the investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given to information received during the course of the investigation.
- C. The report shall be delivered to a designated "decision maker." The President of the College
- D. After review of the report the decision maker shall make a determination based on a preponderance of the evidence presented as to whether or not a violation of this policy occurred.
- E. The decision maker's determination shall be communicated in writing simultaneously to the complainant and respondent, along with notice to the parties of their right to request an institutional hearing on the determination that a policy violation did or did not occur.

### **Timeframe For Conducting The Investigation**

- A. Every reasonable effort shall be made to conclude the investigation and resolve the complaint within sixty (60) calendar days following receipt of the complaint. Within this sixty (60) day timeframe, absent good cause, it is expected that the investigator will conclude the investigation, that the investigator will present a report to the, and that the investigator will notify the parties in writing of decision maker's determination.
- B. If the investigator or decision maker determines that additional time is needed, both parties shall be notified in writing of the delay, the anticipated date that the investigation will be concluded, and the reasons for such delay.
- C. If either party determines that additional time is needed, that party shall request such in writing to either the investigator (if the decision maker has not yet made a determination). The written request for additional time shall include the reasons for the requested delay and the number of additional days needed.
- D. The investigator shall make every reasonable effort to respond to the request for additional time within two (2) business days following receipt of the request and shall notify both parties in written as to whether or not the request is granted.

### **Institutional Hearing [34 CFR §668.46(b)(11)(vi)]**

- A.** Either party may request an institutional hearing on the determination that a policy violation did or did not occur by providing written notice of the request to the investigator within ten (10) business days of receipt of the decision makers' decision.
- B.** If a request is not received within ten (10) days, the decision maker's determination is final.
- C.** The hearing may be held before either a hearing officer or hearing committee. The Director shall determine whether to proceed with a hearing officer or hearing committee and shall appoint individuals to serve in those capacities.
- D.** If the complainant or respondent believes the hearing officer has or the hearing committee member(s) have a conflict of interest, that party must submit a written explanation of the reason for that belief to the appropriate decision maker. The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew or should have known the facts that would give rise to the alleged conflict of interest. The decision maker will determine if the facts warrant the appointment of a different investigator and respond to the party in writing within three (3) business days, absent good cause. The decision of the decision maker shall be final.
- E.** If such a hearing is requested, every reasonable effort shall be made to conclude the hearing and resolve the appeal, including any appeal to the Director, within thirty (30) days following the TCAT's receipt of the party's request for a hearing
- F.** The parties to the hearing may not engage in formal discovery.
- G.** Each party is entitled to have an advisor of choice available; however, the advisor may not participate in the proceeding other than to render advice to the party.
- H.** The TCAT will not limit the choice of advisor for either the complainant or respondent.
- I.** The complainant and respondent shall be timely notified of all meetings relevant to the proceeding.
- J.** The hearing officer or chair of the hearing committee shall control the procedures of the hearing with due consideration given to the parties' requests related to procedures such as, but not limited to, limitations on cross-examinations, recesses so the parties may consult with their advisors, and scheduling of hearings.
- K.** The hearing officer or hearing committee shall use a preponderance of the evidence standard when reaching a decision.

- L. Absent good cause, within five (5) business days of the close of evidence, the hearing officer or committee shall issue a written determination as to whether or not a violation of this policy occurred and the justification for this decision.
- M. Each party shall be simultaneously notified of the hearing officer or committee's decision in writing, which shall include notice of their rights to appeal the hearing officer's or committee's determination to the President.

### **Appeal Of Hearing Decision**

- A. If either party chooses to appeal the hearing officer's/committee's decision, the party shall notify the investigator in writing of the decision to appeal within five (5) business days of receipt of the hearing officer's/committee's determination.
- B. If a written request for appeal is not received within five (5) days, the decision of the hearing officer/committee is final.
- C. The appealing party(ies) must explain why it is believed the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the determination in the case.
- D. The Director will issue a written response to the appeal as promptly as possible. This decision will constitute the TCAT's final decision on the complaint.

### **Effect Of A Finding Of A Violation Of This Policy [34 CFR §668.46(b)(11)(vii)]**

- A. If a final decision has been made that a policy violation occurred, the respondent shall be referred for a determination of discipline.
- B. The Vice-president will determine appropriate discipline for a violation of this policy based on an individualized assessment of the facts/circumstances in each case.
- C. If the respondent is a student, TCAT-M will follow the procedures for disciplining student as described in Student Handbook, page 53-54:
- D. If the respondent is an employee, the TCAT will follow the procedures related to disciplining employees as described in applicable employee policies.
- E. Notwithstanding any policy to the contrary, the following additional requirements apply to disciplinary actions related to violations of this policy:
  - 1. The complainant shall receive sufficient notice of and be allowed to attend any meeting or hearing during the disciplinary process.

2. The complainant shall be allowed to have an advisor of her/his choice attend any meeting or hearing.
3. The complainant shall be allowed to testify at any hearing during the disciplinary process, even if neither party intends to call the complainant as a witness during the case-in-chief.
4. The complainant shall be allowed access, consistent with FERPA requirements, to any evidence presented during any disciplinary meeting or hearing.
5. The Title IX Coordinator or designee shall be appointed as the complainant's contact person for any questions or assistance during the disciplinary process.
6. The complainant shall receive written notice, consistent with FERPA, of the outcome of the disciplinary process.

F. If a final decision has been made that a policy violation occurred, the Title IX Coordinator or designee shall determine any remedies are required to address the campus-wide environment, taking into consideration the impact of an incident of sexual misconduct on the campus as a whole and on specific groups or areas on campus. For example, the Title IX Coordinator or designee may determine that specific training is needed for a student group whose members have been accused of sexual assault.

G. Subject to federal law, state law, and TBR policies, the following sanctions may be imposed by the institution following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking:

1. Restitution
2. Warning.
3. Reprimand.
4. Service to the institution or community.
5. Specified educational/counseling program.
6. Apology.
7. Fines.
8. Restriction upon privileges.
9. Probation.
10. Suspension.
11. Expulsion.
12. Revocation of admission, degree, or credential.
13. Interim suspension.
14. Suspension of employment.
15. Termination of employment.
16. Demotion.
17. Termination of tenure status.
18. Other sanctions as deemed appropriate by the institution.

### **Interim Measures [34 CFR §668.46(b)(11)(v)]**

In situations that require immediate action because of safety or other concerns, the TCAT will take any reasonable administrative action that is appropriate. Examples of such interim actions include, but are not limited to:

- A.** Providing an escort to ensure that the complainant can move safely between classes and activities;
- B.** Ensuring that the complainant and respondent do not attend the same classes;
- C.** Providing referrals or access to counseling services;
- D.** Providing referrals to medical services;
- E.** Providing academic support services, such as tutoring;
- F.** Issuing no contact orders; and
- G.** 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.

## **Sex Offender Registration [34 CFR §668.46(b)(12)] (All Campuses)**

In accordance to the *Campus Sex Crimes Prevention Act of 2000*, which amends the *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*, the *Jeanne Clery Act* and the *Family Educational Rights and Privacy Act of 1974*, the TCAT is providing a link to the Tennessee State Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student. Members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled, or volunteering at this institution from the TBI's website listing of sex offenders located at [http://www.tbi.state.tn.us/sex\\_ofender\\_reg/sex\\_ofender\\_reg.shtml](http://www.tbi.state.tn.us/sex_ofender_reg/sex_ofender_reg.shtml).

Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

## **Emergency Response and Evacuation Procedures [34 CFR §668.46(b)(13)]**

The TCAT-McMinnville maintains a hand copy of our Emergency Response and Evacuation Procedures in the office of Marvin Lusk, Vice-president, Room 100D, Admin. Bldg. It can also be viewed at TCATM Annual Security Report:

<http://www.tcatmcminnville.edu/sites/default/files/mcminnville/TCAT%20Clery.pdf>

### **Timely Warnings and Emergency Notifications**

**Policies for making timely warning reports to members of the campus community regarding the occurrence of Clery Act crimes:**

- A. An immediate notification will be distributed campus-wide by Student Services when it could be reasonably believed that a reported violent crime may endanger additional campus citizens, i.e., employees, students and visitors.**
  
- B. Internal Emergency Procedures**

TCATM is committed to notifying persons regarding significant types of threatening events or situations that may occur on or near its campus properties. TCATM defines emergency notification as the attempt to properly and to immediately notify affected persons of events, incidents, or situations that potentially threaten or endanger lives or significant property, and in such cases that the information contained within the notification may substantially reduce the likelihood of individuals or groups being victimized. "Properly" is defined as the reasonable



issuance of information given the capabilities of the institution and its notification systems. Immediately” is defined as the release of information as soon as verifiable or credible information can be reasonably received, understood, formatted and delivered via useable mass notification systems. This definition takes into account the fact that everything cannot happen at once: information must be received by decision-makers, a determination must be made that the information should be released, the material must be put together in an understandable manner, and the information must be released and received by viable stakeholders. “Affected persons” includes members of the campus community and visitors while on campus.

It is the intent of TCATM to immediately notify all members of its community of incidents and situations on or near campus property that have the potential to immediately threaten or endanger lives or that threaten severe bodily injury or extensive loss of property. These incidents and situations will typically be characterized as: on-going in nature in that they continue to pose a real or likely threat; they may be mitigated by the quick release of information to the campus community; or the release of information regarding the possible threats in a more immediate fashion may significantly reduce the chances of individuals or groups becoming victims.

It is the intent of TCATM to make timely warnings to all members of its community of incidents and situations that pose a potential on-going threat or risk in which the threat or risk is not likely to require immediate notification in order to greatly reduce the victimization risk to individuals or groups.

Notification for those previously described incidents that pose a grave and immediate threat to people and/or property will be made using any number of notification systems currently employed by TCATM. Currently, the notification systems utilized include email, telephones, website, radio, television and the intercom.

The decision to immediately notify the campus community will be made on a case-by-case basis by the President, Vice-president or Coordinator of Student Services. These decision-makers may also determine that a particular structure on campus, an area of campus, the entire campus or other area that contains TCATM students, staff or visitors should be immediately evacuated in order to create or maintain a safer situation for person inhabiting those areas. In these instances, authorities may require evacuated persons to temporarily refrain from remaining or entering specified areas for safety purposes. In those areas, TCATM employees, students and visitors may be informed on how to leave and where to assemble.

In making the decision about whether to activate emergency notification systems or to order an evacuation of the TCATM campus and/or property, a decision-maker should consider:

- Does the event pose a significant or likely threat to the general campus community?
- Is the threat from the event likely to still exist?

- Is there evidence that the threat has subsided or moved away, thereby no longer posing a danger or a hazard?
- Has there been a significant amount of time transpired from the time of the incident to the present that would reasonably lead one to presume that the threat or the danger is no longer in the area?
- Will notification about the incident provide persons with knowledge that, if utilized, would likely reduce or reasonably eliminate the possibility that they would be victimized by the threat?

**A statement regarding the institution's emergency response and evacuation procedures:**

**The procedures the institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus:**

The methods of communication include the intercom system, telephones, voice mail, network emails and the TCATM website.

**A description of the process the institution will use to:**

- **Confirm that there is a significant emergency or dangerous situation as described above;**
- **Determine the appropriate segment or segments of the campus community to receive a notification;**
- **Determine the content of the notification;**
- **Initiate the notification system.**

The President, Vice-president or Coordinator of Student Services typically receives information from individuals on campus regarding suspicious activity and criminal incidents. If confirmation is made that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the TCATM community, notification will be made as directed by the TCATM Emergency Response Plan.

**A statement that the institution will, without delay and taking into account the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.**

TCATM administration (President, Vice-president or Coordinator of Student Services) will, without delay and taking into account the safety of the community, determine the content of

the notification and initiate the notification system, unless issuing a notification will, in the judgment of first responders (e.g., McMinnville Police, Warren County Sheriff's Office, Warren County Ambulance Service), compromise the efforts to assist a victim, to conduct an adequate and competent criminal investigation or to contain, respond to, or otherwise mitigate the emergency.

**A list of titles of the person or persons; or, organization or organizations responsible for carrying out the actions described above:**

TCATM President, Vice-president and/or Coordinator of Student Services

The institution's procedures for disseminating emergency information to the larger community:

The Coordinator of Student Services will work with news agencies to distributed TCATM news releases concerning critical incidents.

*Local Agency Cooperation*

The Coordinator of Student Services has met with the McMinnville Chief of Police requesting police cooperation in informing the institution about situations reported to them that may warrant an emergency response. A memorandum of understanding agreement has been signed by the Chief, McMinnville Police Department, and the Director, Tennessee College of Applied Technology – McMinnville.

**The institution's procedures to test the emergency response and evacuation procedures on at least an annual basis, including:**

Emergency Evacuation Procedures

In an effort to better prepare for emergencies the entire campus participates in emergency response drills each trimester. These drills are designed to prepare building occupants for an organized evacuation in case of fire, storm, intruder or other emergencies. Details are contained in the Emergency Response Plan, which is available in each area of campus. The Emergency Response Plan utilizes a code system of notification and a checklist to follow for each code/type of emergency. The Tennessee College of Applied Technology McMinnville (TCATM) provides a safe and orderly environment for its faculty, staff and students. Even in the face of emergency, the need to maintain this environment is essential. Although it is not possible to think of every type of school disturbance that could threaten the safety of faculty, staff and students, this plan has been developed to assist TCATM personnel in major emergencies.

**Policies on responding to specific emergency situations on campus:**

**Code Blue:** Accident, Death, Serious Injury or Illness

Definition: Emergency where one may be sick or injured. Immediate concern is to aid the sick or injured student, faculty or staff member.

Signals: **Code Blue** – The phrase, **Code Blue**, indicates a medical emergency.

Steps of Action:

- Intercom activated to announce **Code Blue** and the location of the emergency.
- Call 911 if deemed necessary.
- All Allied Health personnel go to the location of the emergency to help the person in distress.
- AED is brought to emergency location by designated personnel.
- Emergency First Aid Measures are administered until EMS arrives.
- A member of administration will accompany injured/ill to emergency room.
- Student Services will contact parent(s), guardian(s) and/or family if needed.
- Complete the Preliminary Accident Report if needed.
- Inform faculty, staff, and students as needed.

### **Code Gray: Bomb or Bomb Threat**

Definition: A device, which may or may not have exploded, present within TCATM or on the premises.

Signals: Code **Gray** is announced over the intercom – The phrase, Code Gray, indicates a bomb threat, and the building should be evacuated immediately. Occupants should be moved at least 1,000 feet from the building.

Steps of Action:

- Obtain as many details as possible if a bomb threat is made. Use the checklist below.

#### **Bomb Threat Call Checklist**

- When is bomb going to explode?
- Where did you place the bomb?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Did you place the bomb?
- What is your name?
- What is your address?

## Identifying Information

- Sex of caller \_\_\_\_\_.
- Accent (if detectable) \_\_\_\_\_.
- Time of call \_\_\_\_\_.
- Did voice sound like an adult? \_\_\_\_\_.
- Child? \_\_\_\_\_.

Record as many of the caller's exact words as possible.

- Dial 911; tell the police.
- Evacuate the building to lower parking lot.
- Have local law enforcement and staff look and/or listen for unusual or suspicious noises, devices or disturbances while searching and evacuating the building.
- Do not handle suspicious packages; report suspicious items.
- Protect face and head from flying debris with arms, books, coats, etc.
- Keep face and head protected until flying debris ceases.

After the local fire and police department have inspected and cleared the buildings, the school President, Vice-president or Coordinator of Student Services will issue the all-clear to each shop or classroom. Re-entry into any building by students, faculty or staff will be authorized by school administration.

Students, faculty and staff will be given the option to return to class or leave for the day. This choice will be made by the individual. The police department will be given a list of these students/faculty/staff leaving for the remainder of the day. Any student, faculty or staff member leaving school for the day must check out through normal procedures.

## **Code None: Closing of School—Snow, Ice and Cold Weather**

Signal: None

Steps of Action:

During the school day:

- The President determines if school will be closed.
- The Executive Secretary will inform staff to have students vacate the buildings.
- The Coordinator of Student Services will inform staff of evacuations.
- The President/Vice-president will check to ensure buildings have been vacated except for essential personnel.

Before the school day:

- The President will determine if school will be closed or have a delayed opening.
- The President and Coordinator of Student Services will immediately relay closing information to all local media outlets.
- Senior staff will telephone tree to inform all affected staff.
- All staff and faculty will listen to local radio and area television stations (WRCB – Channel 3 (Chattanooga); WSMV – Channel 4; WTVF – Channel 5; WZTV – Channel 17 and on the TCATM website.
- Students/ faculty; staff may verify on school office recording at (931) 473-5587.
- Maintenance will check on buildings as weather permits.

#### Building Maintenance Responsibility

- Come in early on the first day back and check steps, stairs, sidewalks, and heat.
- Place caution signs as needed.
- Utilize salt and sand as needed.

#### **Code Red: Fire on Campus**

Definition: A fire in the building or on the premises requiring the evacuation of the building.

Signal: CODE **RED** is announced over the intercom

Steps of Action:

- Call fire department by dialing 911.
- Report fire location to administration.
- Evacuate building to lower parking lot.
- Keep fire lanes open in front of building.
- Take class lists of students with you and take attendance (faculty).
- Check restrooms and other areas for students, faculty, staff and report to Director when area is clear.

#### Phone Numbers

President: (931) 473-5587 ext. 225

Vice-president: (931) 473-5587 ext. 285

Coordinator of Student Services (931) 473-5587, ext. 235

Emergency: 911

After the McMinnville fire and police departments have inspected and cleared the buildings, the TCATM President, Vice-president or Coordinator of Student Services will issue the all-clear to each shop or classroom. Re-entry into any building by students or staff members will be authorized by the school administration. Depending on the severity and location of the fire, students or staff members may be given the option to return to class or leave for the day. The McMinnville Police Department will be given a list of these individuals leaving for the remainder of the day. Any student or staff member leaving school for the day must check out through normal procedures.

### **Code None: Hazardous Materials Incidents**

Definition: An emergency in which students, staff or faculty are exposed to bio-hazardous materials or a chemical spill.

Signal: None.

Steps of Action:

- Call the fire department by dialing 911.
- Determine whether the building should be evacuated.
- Attempt to neutralize the chemical reagent.
- Transport any personnel who had direct contact with the bio-hazardous materials or blood borne pathogens to River Park Hospital.
- Notify the President and appropriate state personnel.

Phone Numbers:

President: (931) 473-5587 ext. 225

Vice-president: (931) 473-5587 ext. 285

Coordinator of Student Services (931) 473-5587, ext. 235

Emergency: 911

### **Code **Yellow**: Aggressive Intruder, Hostage, or Terrorist**

Definition: Person, who enters TCATM, apprehends a student, staff member or visitor and threatens violence.

Signal: Code **Yellow** is announced over the intercom.

Steps of Action:

- Dial 911.
- Secure immediate area to confine problem.
- Secure building by locking appropriate doors (classrooms, offices, and entrances).
- Await assistance.

Roles:

- Maintenance: Aid in evacuation if needed.
- Faculty: Stay in classrooms, protect students, take roll, and follow instruction of police.

Phone Numbers:

- President: 473-5587, ext. 225
- Vice-president: 473-5587, ext. 285
- Coordinator of Student Services: 473-5587, ext. 235
- Emergency: 911

**Code Yellow: Intruder**

Definition: Unauthorized person(s) on the school premises.

Signals: If intruder is in the hall, staff will call administration, who will escort the stranger/intruder to the conference room. If in the classroom, send a student to administration for help. If the intruder presents threat, evacuate to a safe position away from the intruder and announce a Code Yellow on the intercom.

Steps of Action:

- Staff who spots intruder will inquire as to his/her business and will report situation to administration.
- Administration will assess the situation.
- Administration will call 911 if deemed necessary.
- Follow police instructions.

Roles:

- Faculty: Take roll, lock doors and await further instructions.
- Maintenance: Aid as necessary if evaluation is required.



#### Phone Numbers:

- President: 473-5587 ext. 225
- Vice-president: 473-5587 ext. 285
- Coordinator of Student Services: 473-5587, ext. 235
- Emergency: 911

#### **Code None: Natural Disaster, Thunderstorms, Floods, and Winter Storms**

Definition: Weather conditions are favorable for natural disasters.

#### Steps of Action:

- Regular school scheduling may be suspended.
- The first condition for making a decision to suspend TCATM operations is safety. Final decision for closing operations is made by the Director. Administration will be in contact with the U.S. Weather Bureau and others who monitor reports of existing weather hazards in order to advise the Director.
- When severe weather watches are announced, immediate emergency procedures are taken for safety on campus or dispatch of students to homes.

#### Phone Numbers:

- President: 473-5587, ext. 225
- Vice-president: 473-5587, ext. 285
- Coordinator of Student Services: 473-5587, ext. 235
- Emergency: 911

#### **Code Black: Tornado Watch or Warning**

Definitions: Tornado Watch – Conditions are favorable for a tornado or severe weather. Make staff aware, but take no action. Tornado Warning – Tornado has been sighted: take shelter immediately.

Signal: Code **Black** is announced over the intercom.

When severe weather is predicted, Student Services should monitor local media advisories. A Watch is issued to alert you that conditions are favorable for the development of severe weather and may last from two to six hours. This will be upgraded to a Warning when severe weather is impending. If a Warning is issued, it will be the responsibility of Student Services to alert all building occupants as to the approaching tornado and for them to take shelter.

#### Steps of Action:

- If caught outside, seek cover in a low area. Lie flat on the ground and protect your head with your arms. Flying debris rather than the actual storm causes most injuries.
- If indoors, follow posted procedures. These procedures are posted permanently in all buildings. Faculty should discuss evacuation plans with each class at the beginning of each trimester. Faculty should assign persons to assist special needs students in case an evacuation becomes necessary. These assignments should be made at the beginning of the trimester.

## **Tornado Warning**

In case of a tornado warning, the following have been identified as locations to be used by students, faculty and staff:

Building 1— Administration Building: Men’s and women’s restrooms; storage closets; computer server room; copy room; Student Services (hallway offices); hallway in administrative area.

Building 2— Automotive Technology: Restroom; tool room.

Building 2— Industrial Maintenance: Restroom; storage room.

Building 2— Welding: Restroom; tool room.

Building 3— Machine Tool Technology: Restroom; tool room.

Building 3— Industrial Maintenance: Restroom; closet.

Building 4— Practical Nursing: Restroom; storage room.

Building 4— Medical Assistant: Storage room; restroom.

Building 4—Electronics: Restroom; motor control room.

*Note: Do not exit a building during a tornado warning! Remain inside the building; crouch and face the inside wall, and cover your head with your hands and arms.*

Steps of Action:

- All personnel and staff should proceed to designated shelter areas.
- Students should not be permitted to leave the school during a watch or warning.
- Faculty should secure their classrooms before leaving with students.
- Faculty should keep their class rosters with them during the Warning. Faculty should verify student classroom count.
- All windows and doors should be kept closed.
- The President or Vice-president will provide the all-clear signal.

Roles:

- Administration: Maintain contact with student body and staff. Sound alarm to give order for drill. Use megaphone for crowd control, if necessary. Give all-clear signal.
- Secretary: Staff phones.
- Student Services: Monitor weather radio.
- Maintenance: Serve as weather spotter during watch. Assist to ensure staff, faculty and students are moving to designated areas.

Phone Numbers:

- President: 473-5587, ext. 225
- Vice-president: 473-5587, ext. 285
- Coordinator of Student Services: 473-5587, ext. 235
- Emergency: 911

PERSONS WITH DISABILITIES: Students with disabilities should notify their instructor in each class or your supervisor that you have a disability and will require assistance in case of an emergency. Instructors or supervisors must notify emergency personnel, either police or fire department, of any persons with disabilities in their classes or area of responsibility.

**Missing Student Notification Procedures [34 CFR §668.46(b)(14)]**

The Department of Education requires under 34 CFR §668.46(b)(14) that any institution that provides any on-campus student housing facilities must include a statement of policy regarding missing student notification procedures for students who reside in on-campus student housing facilities in its annual security report. The TCAT does not provide any on-campus student housing facilities.

Appendix A

**On Campus and Public Crime Statistics**

**Clery Crime Statistics – TCAT McMinnville Campus & Instructional  
Service Center Manchester**

Offense (Reported by Hierarchy)	Year	On- Campus	Non- Campus	Public Property	Total
Murder/ Non Negligent Manslaughter	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Negligent Manslaughter	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Sex Offenses, Non Forcible (Statutory rape, incest)	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Sex Offenses, Forcible (Rape, Fondling)	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Robbery	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Aggravated Assault	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Burglary	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Arson	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Domestic Violence	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Dating Violence	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Stalking	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Liquor Law Arrests	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Drug Law Arrests	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Weapons Law Arrests	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Liquor Law Violations Referrals	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Drug Law Violations Referrals	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Weapons Law Violation Referrals	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0

Appendix B

**Hate Crime Statistics**

**CLERY HATE CRIME STATISTICS TCAT McMINNVILLE  
&TCAT McMINNVILLE INSTRUCTIONAL CENTER  
MANCHESTER**

Offense	Year	Campus	Categories of Prejudice						
			Race Bias	Religious Bias	Ethnicity/ National Origin Bias	Gender Bias	Sexual Orientation Bias	Disability Bias	Gender Identity Bias
<b>Murder/ Non Negligent Manslaughter</b>	2017	McMinnville	0	0	0	0	0	0	0
	2016	&	0	0	0	0	0	0	0
	2015	Manchester	0	0	0	0	0	0	0
<b>Negligent Man Slaughter</b>	2017	McMinnville	0	0	0	0	0	0	0
	2016	&	0	0	0	0	0	0	0
	2015	Manchester	0	0	0	0	0	0	0
<b>Robbery</b>	2017	McMinnville	0	0	0	0	0	0	0
	2016	&	0	0	0	0	0	0	0
	2015	Manchester	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	2017	McMinnville	0	0	0	0	0	0	0
	2016	&	0	0	0	0	0	0	0
	2015	Manchester	0	0	0	0	0	0	0
<b>Burglary</b>	2017	McMinnville	0	0	0	0	0	0	0
	2016	&	0	0	0	0	0	0	0
	2015	Manchester	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	2017	McMinnville	0	0	0	0	0	0	0
	2016	&	0	0	0	0	0	0	0
	2015	Manchester	0	0	0	0	0	0	0
<b>Arson</b>	2017	McMinnville	0	0	0	0	0	0	0
	2016	&	0	0	0	0	0	0	0
	2015	Manchester	0	0	0	0	0	0	0
<b>Rape</b>	2017	McMinnville	0	0	0	0	0	0	0
	2016	&	0	0	0	0	0	0	0
	2015	Manchester	0	0	0	0	0	0	0
<b>Fondling</b>	2017	McMinnville	0	0	0	0	0	0	0
	2016	&	0	0	0	0	0	0	0
	2015	Manchester	0	0	0	0	0	0	0
<b>Statutory Rape</b>	2017	McMinnville	0	0	0	0	0	0	0
	2016	&	0	0	0	0	0	0	0
	2015	Manchester	0	0	0	0	0	0	0
<b>Larceny</b>	2017	McMinnville	0	0	0	0	0	0	0
	2016	&	0	0	0	0	0	0	0
	2015	Manchester	0	0	0	0	0	0	0
<b>Vandalism</b>	2017	McMinnville	0	0	0	0	0	0	0
	2016	&	0	0	0	0	0	0	0
	2015	Manchester	0	0	0	0	0	0	0
<b>Simple Assault</b>	2017	McMinnville	0	0	0	0	0	0	0
	2016	&	0	0	0	0	0	0	0
	2015	Manchester	0	0	0	0	0	0	0
<b>Domestic Violence</b>	2017	McMinnville	0	0	0	0	0	0	0
	2016	&	0	0	0	0	0	0	0
	2015	Manchester	0	0	0	0	0	0	0
<b>Dating Violence</b>	2017	McMinnville	0	0	0	0	0	0	0
	2016	&	0	0	0	0	0	0	0
	2015	Manchester	0	0	0	0	0	0	0

<b>Stalking</b>	2017	McMinnville	0	0	0	0	0	0	0
	2016	&	0	0	0	0	0	0	0
	2015	Manchester	0	0	0	0	0	0	0
<b>Weapons Law Violation</b>	2017	McMinnville	0	0	0	0	0	0	0
	2016	&	0	0	0	0	0	0	0
	2015	Manchester	0	0	0	0	0	0	0
<b>Drug Abuse Violation</b>	2017	McMinnville	0	0	0	0	0	0	0
	2016	&	0	0	0	0	0	0	0
	2015	Manchester	0	0	0	0	0	0	0
<b>Liquor Law Violation</b>	2017	McMinnville	0	0	0	0	0	0	0
	2016	&	0	0	0	0	0	0	0
	2015	Manchester	0	0	0	0	0	0	0
<b>Intimidation</b>	2017	McMinnville	0	0	0	0	0	0	0
	2016	&	0	0	0	0	0	0	0
	2015	Manchester	0	0	0	0	0	0	0

\*\* Instructional Service Center at Manchester began in February 2017.