

# **Harding School of Theology**

**Memphis, TN**

## **Annual Security & Fire Safety Report 2021**

Harding School of Theology® (HST®), located at 1000 Cherry Road in Memphis, TN, is committed to providing a safe, congenial and secure environment for our students, faculty, staff and guests. With the support of all members of our campus community, there is a continuing effort to keep the campus safe and secure. Because a truly safe campus can only be achieved through the cooperation of all students, faculty and staff, we hope that you will join our effort to ensure that this endeavor is effective.

### **Security personnel on duty**

HST does not maintain an official security department; however, HST has contracted with Interactive Tech Force (a security services provider) to provide regular patrols on our campus.

### **Reporting crimes, fires, or any type of emergency**

Students and visitors should immediately report criminal activity or any type of emergency on campus to their professor or other staff member. They will then contact the appropriate emergency services agency via 911. They will also contact Cecil Tomlinson, Director of Maintenance for the School of Theology at 901-432-7728 or 901-483-7101 (cell). During business hours the Vice President's Office should be called at 901-432-7745.

### **Emergency Response and Evacuation Procedures**

#### **Purpose**

This crisis communication plan provides policies and procedures for the coordination of communications within Harding School of Theology, and between Harding School of Theology, the media, and the public in the event of an emergency. This plan is not intended to change the way emergencies are initially reported. All emergencies at HST should be reported immediately to a professor or other staff member.

In addition to addressing media relations and communications issues, this plan includes procedures for the rapid identification of potentially harmful situations and the methods for responding to those situations quickly and effectively. The goal of this plan is to ensure that campus officials and communicators are familiar with those procedures and their roles in the event of a crisis.

#### **Procedures**

**Assessment-** The individual who encounters the potential crisis should immediately report the situation to their professor or other staff member. The professor or staff member will then determine whether an immediate communications response is necessary and, if so, will contact the Director Maintenance, Cecil Tomlinson, at 901-432-

7728 or 901-483-7101 (cell). Cecil Tomlinson will then contact the HST Vice President's office. If the Vice President's office determines that the Harding University Communications and Marketing department should be contacted to formulate media response, those to be contacted are:

- a. Candice Moore, Assistant Vice President for University Communications and Marketing or;
- b. Katie Clement, Manager of News Services

## **Response**

If the Searcy main campus Communications and Marketing Department is contacted in regard to the crisis, the Assistant Vice President for University Communications and Marketing, or her designee, should develop a plan of action including some, or all of the following after consulting with the main campus Public Safety Department and/or the Emergency Management Committee to assess the nature and scope of the situation:

- 1. Designate a spokesperson.** In most cases the spokesperson should be the Assistant Vice President for University Communications and Marketing or her designee. The person possessing the most direct knowledge of the crisis may be designated the spokesperson by the Assistant Vice President for University Communications and Marketing or the President of the University.
  - a. In cases of a significant crisis, the President of the University or the highest-ranking university official may take the lead in conveying the administration's response to the crisis, showing that the university has control of the situation, calming public concern, and setting an example for the entire community.
  - b. Public information spokespersons (those dealing most directly with day-to-day media inquiries) may also include the Assistant Vice President for University Communications and Marketing, Candice Moore, or the Manager of News Services, Katie Clement. Communications spokesperson(s) from specific areas may also be designated (i.e., Jim Martin, Vice President, Harding School of Theology).
- 2. Draft a fact sheet.** The fact sheet should contain a summary statement of the situation including all known details to be released to the media. This information should be made available to (and approved by) the President or the President's designee. This fact sheet should be analyzed with respect to the public's need for information and concerns for privacy and security.
- 3. Notify key constituencies.** Determine key constituencies that should be informed of the crisis. It is important to keep administration, faculty, staff, and students informed of appropriate details and actions taken by the university during an emergency. Effective communications will help quell rumors, maintain morale, and ensure continued orderly operations of the university. Among the groups that should be considered for communication in a crisis situation are:
  - a. Emergency service providers
  - b. Administration, faculty, and staff

- c. Students
- d. Board of Trustees
- e. Parents/Spouses of students
- f. General public
- g. Mass media
- h. Alumni
- i. Government entities

Initial notification about any significant emergency or dangerous situation involving immediate threat to the health or safety of students or employees occurring on campus will be conducted by professors and/or staff members communicating in person with any classes taking place within the building at the time of the emergency. A broader notification may also be made via the internet on the campus Pipeline system and via the Harding University Everbridge Notification System. This notification to the general Harding community will be made without delay, taking into account the safety of the community, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Emergency notification through the Harding University Everbridge Emergency Notification System will be conducted by Cecil Tomlinson, Jim Martin, or key members of the Main Campus Emergency Management Committee in conjunction with the Communications and Marketing Office. Members who have been authorized and designated to send out emergency messages to the HST community are:

Cecil Tomlinson, Director of Maintenance, HST  
Matthew Carter, Director of Admissions, HST  
Jim Martin, Vice President, HST  
Lora Fleener, Manager of Student Support and Communications  
Craig Russell, Director of Public Safety  
Kevin Davis, Assistant Director of Public Safety  
Candice Moore, Assistant Vice President for University Communications and Marketing  
Katie Clement, Manager of News Services

Examples of significant emergencies or dangerous situations include, but are not limited to, the following:

- a. Fire
- b. Pandemic or serious illness
- c. Severe weather such as a tornado
- d. Earthquake
- e. Hazardous materials incident (ex. Gas leak)
- f. Active Shooter
- g. Terrorist Incident
- h. Bomb Threat
- i. Civil unrest or rioting
- j. Explosion

Other situations in which the Everbridge notification system will be used include:

- a. Power outage
- b. School cancelation or delay

The emergency notification will include information about the emergency situation as well as instructions to follow. Procedures to follow during an emergency situation include:

- a. Depending upon the nature of the emergency, students and employees will either be directed to evacuate to a safe area or to shelter in place. Evacuation areas have been established for each building on campus, and building managers will ensure that everyone in the building is made aware of the evacuation assembly points for accountability
- b. Academic buildings and residence halls will be secured by university personnel as needed
- c. University personnel will establish a safe perimeter around the emergency area and will inform students and employees of where they can safely evacuate to.
- d. University personnel will work in conjunction with local emergency response agencies to safely respond to and mitigate the emergency situation.
- e. University personnel will communicate with the campus community to provide initial and follow-up information regarding the emergency and steps to follow.
- f. Actions taken by the university will be in accordance with the Harding University Emergency Management Plan.

**4. Assign appropriate people to communicate** the facts of the situation (contained in the fact sheet) and the university's intended response.

- a. **Emergency Service Providers-** should be notified by a representative from the HST campus
- b. **Campus Administrators, Faculty, and Staff-** Information to administrators other than those selected to serve on the Emergency Management Committee or in the Emergency Operations Center should be provided via the Everbridge Emergency Notification System, facsimile, electronic mail, campus mail, voice mail, postings on the [www.harding.edu](http://www.harding.edu) web site and/or mass meetings.
- c. **Students-** Notices to students may be submitted through the Everbridge Emergency Notification System, through mass electronic mail, postings on the [www.harding.edu](http://www.harding.edu) web site, and/or through mass meetings if needed. Mass meetings can be set up at the HST campus or on Harding's Main Campus in the Benson Auditorium, the Administration Auditorium or the Heritage Auditorium. The Assistant Vice President for University Communications and Marketing will be responsible for disseminating this information with the assistance of the Vice President of HST.
- d. **Board of Trustees-** May be reached by telephone or facsimile. Phone lists are maintained by Cindy Hunter, Executive Assistant to the President. The

President of the University or his designee will be responsible for communicating with this group.

- e. **Parents or Spouses of Students-** Parents or spouses may access information via Harding’s web site at [www.harding.edu](http://www.harding.edu) , through Harding University’s information phone line at 501-279-INFO (279-4636), and additional information lines that may be established depending on the need.
- f. **General Public-** The general public may access information much the same way as parents at [www.harding.edu](http://www.harding.edu) or by calling 501-279-INFO. If needed and appropriate, community meetings may be set up at the HST campus or on Harding’s Main Campus in the Benson Auditorium, the Administration Auditorium or the Heritage Auditorium. The Emergency Operations Center will make the determination about holding public meetings.
- g. **Mass Media-** The Manager of News Services, , may prepare news releases for distribution. All media inquiries should be directed to the Manager of News Services.
- h. **Alumni-** Alumni may access information in the much the same way as parents and the general public at [www.harding.edu](http://www.harding.edu) or by calling (501) 279-INFO. In addition to these outlets for information, the Director of Alumni and Parent Relations, Heather Kemper, will post information to the Alumni Digest (an electronic digest to which many alumni subscribe).
- i. **Government Entities-** If government entities (Mayor’s, County Judges, Governor’s Office, etc.) need to be informed, the Emergency Operations Center, under the direction of the President of the University, will determine the time and means by which these notifications will be made.

### **Testing Procedures**

Testing is a crucial component of any Emergency Management Plan to ensure the functionality of the plan and to identify and correct any deficiencies. Harding University conducts testing to ensure the continuity of the Emergency Management Plan.

As part of the Emergency Management Plan testing process, at least one annual test of the Harding University Everbridge Emergency Notification System will be conducted at the HST Campus. This test will include a live evacuation of one of the buildings in conjunction with emergency information being disseminated via the Everbridge Emergency Notification System.

The most recent test of emergency procedures was conducted on August 4, 2021. It was an unannounced drill that simulated a fire.

### **Threat Assessment Team**

Harding University is committed to providing an environment that both supports students and challenges them to realize their full potential. Ensuring the physical and emotional safety for all students, faculty and staff is of utmost importance in promoting an atmosphere that encourages learning and productive employment. Behavior or the threat

of behavior that presents a danger to self or others in the campus community will be addressed by the appropriate university personnel.

The Threat Assessment and Behavior Intervention Team is an advisory group of administrators who may assist one another in the identifying, assessing and monitoring of high risk behaviors exhibited by members of the campus community and individuals from outside the university who could pose a threat to the campus community. The team may assist in determining whether an individual is a threat to self or others and make recommendations to the appropriate university personnel for action that may be taken. The Threat Assessment and Behavior Intervention Team has six regularly scheduled meetings per year to review or discuss policies and procedures related to threatening behavior, make recommendations to the appropriate university personnel, discuss past, present or potential future threats to the Harding community and discuss legal developments regarding university threat assessment and management. The team also meets as needed to address specific concerns to the University as those concerns arise. Team members are:

Zach Neal (Co-chair) – Assistant Vice President Student Life  
Craig Russell (Co-Chair) – Director Public Safety  
David Collins – Executive Vice President  
Mary Darden – Director Student Health Services  
Lew Moore – Director Counseling Center  
David Ross – Assistant Vice President Human Resources  
Marty Spears – Provost

All members of the university community are encouraged to be alert to the possibility of violent acts on the part of students, employees, visitors or others. Information regarding violence, the threat of violence or other behavior of concern should be immediately reported to campus officials. Reports will be handled in a confidential manner to the extent possible. Concerns may be reported to any member of the team. For an immediate threat or emergency call Public Safety at (501) 279-5000.

### **Institutional response to reports of criminal activity or emergencies**

After receiving a report of an emergency or criminal activity, the Director of Maintenance or Interactive Tech Force will respond in the following ways, depending on the nature of the report:

- 1.** In the case of an emergency that presents some kind of physical danger, the Director of Maintenance or Interactive Tech Force will
  - a) first, request assistance from appropriate professionals such as the local police, fire department or ambulance services;
  - b) second, provide assistance to those affected by the emergency;

**2.** In the case of a serious criminal offense that requires immediate assistance from local law enforcement professionals, the Director of Maintenance or Interactive Tech Force will

- a) first, request assistance from local law enforcement professionals;
- b) second (Interactive Tech Force only), send an officer to investigate the nature of the offense
- c) third, Interactive Tech Force Officers will write a detailed report regarding the incident

**3.** In the case of criminal offenses that do not require immediate assistance from local law enforcement professionals, the Director of Maintenance or Interactive Tech Force will

- a) first, send an officer to investigate if the incident is still in progress; (Interactive Tech Force only)
- b) second, report the incident to the HST Dean for disposition within the student disciplinary process;
- c) third, write a report describing the incident and distribute that report to appropriate University officials.

**4.** In the case of criminal offenses that occur on campus, but are disposed of by local law enforcement officials, the Director of Maintenance will

- a) regularly check with city and county police officials for any arrests made for crimes that occur on campus;
- b) send reports of any such crime to the HST Dean for disposition within the student disciplinary process;

### **Missing Student Notification**

Each student living in an on-campus housing facility will register a confidential contact person to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers, only for the purpose of a missing student investigation, may have access to this information. Regardless of whether the student has registered a contact person to be notified, if they are determined to be missing for a period of 24 hours, local law enforcement agencies will be notified unless the local law enforcement agency was the entity that made the determination that the student was missing.

To report a missing student, Bethany Moore, Admissions Administrative Assistant and Housing Coordinator, should be contacted either by phone at 901-761-1356 or in person in the E.H. Ijams Administration Building (Mansion). Residents can also report missing

students directly to the Vice President's Office. All missing student reports will be subsequently forwarded to the Director of Maintenance, Cecil Tomlinson.

All official missing student reports must be made to the Director of Maintenance, who in turn, will contact local law enforcement agencies.

Within 24 hours (sooner when possible), missing student reports will be forwarded by the Director of Maintenance to the Office of the Vice President of HST. The Vice President will assist the Director of Maintenance and local law enforcement personnel in attempts to locate the missing student. The Vice President or his designee will contact emergency contact points listed on the student's Emergency Contact Form, including the student's parent/legal guardian or spouse if given permission by the student, in an attempt to locate the missing student.

The President of the university and other university administrators, including the Executive Vice President and the Vice President for Finance, will be notified of any student who has been missing 24 hours by the Vice President of HST. The Office of Communications and Marketing will be responsible for issuing all official press statements in regard to the missing student. The Director of Maintenance and the Vice President of HST will work closely with local law enforcement personnel until the matter is resolved.

### **Enforcement Authority of Interactive Security**

Interactive Tech Force has been given the authority to enforce minor infractions of HST policy; major infractions will be reported to the appropriate authorities. Interactive Security arrest powers are limited as pursuant to Tennessee law.

### **Relationship with state and local police agencies**

HST has an excellent working relationship with local law enforcement officials and agencies. The Director of Maintenance is responsible for notifying and coordinating joint efforts between HST and local law enforcement officials. Local police are notified by the Director of Maintenance whenever there is a serious crime on campus that requires the assistance of local police.

The Memphis Police Department is responsible for investigating all crimes that occur on HST property.

### **HST encourages the accurate and prompt reporting of all crimes on campus**

Students, faculty and staff are all encouraged to promptly report all crimes that occur on campus immediately to the Director of Maintenance and/or appropriate police agencies when the victim of the crime elects to or is unable to make such a report. Students, faculty and staff are made aware of this need through the HST website and through the Student Handbook.



Pastoral and professional counselors, if and when they deem it appropriate, are encouraged to inform the persons they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

### **Access to educational buildings**

Harding School of Theology's classroom and support buildings are open during scheduled hours that vary depending on University needs. Each building is checked and locked by student personnel when the building is scheduled to be closed.

### **Security Considerations Used in the Maintenance of Campus Facilities**

The Director of Maintenance ensures that safety remains a priority in the regular maintenance of campus facilities.

### **Off-Campus Student Organizations**

HST has no recognized off-campus organizations.

### **Drug and Alcohol Use Policy (Section 120(a)-(d) Higher Education Act [Drug-Free Schools and Community Act of 1989])**

#### **HARDING IS A DRUG-FREE SCHOOL - IT'S THE LAW**

Harding's policy states that drug and alcohol possession or use is not tolerated. Harding has chosen to take a strong stand against the use of controlled substances because of the significant risks that students assume when deciding to use them. Many of these substances are physically or psychologically addicting; the composition of "street" drugs can never be determined by the user and is often dangerous; strictly enforced laws and policies can lead to serious consequences for even the experimenter or occasional user. The negative personal consequences that can happen to a student far outweigh any brief exhilaration or escape. The university strongly believes that any use of controlled substances is contrary to the mission of Harding University. Students seeking information or personal assistance for substance abuse can receive counseling and referral to community resources in the Counseling Center.

The Drug-Free Schools and Communities Act requires the institution to outlaw the possession, use, or distribution of illegal drugs and alcohol by students and school employees on school property or during school activities. It also requires us to explain the risks that drug and alcohol use may cause to an individual's health.

#### ***Drugs and alcohol can:***

- Distort what an individual sees, hears and feels.
- Makes an individual feel they are doing their best when their actual performance is poor.
- Cause crime at school.
- Interfere with how an individual's brain uses information.
- Gives an individual a criminal record.

***Marijuana use can:***

- Cut mental powers.
- Slow physical reflexes.
- Affect space and distance judgment.
- Make an individual forgetful.
- Damage lungs, reproductive organs, and brain.

***Cocaine use can:***

- Cause a heart attack.
- Cause emotional problems, mood swings, or lack of dependability.
- Cause an individual to make poor judgments.
- Cause crime.
- Be addictive.

***Heroin use can:***

- Cause total disinterest in anything except drugs.
- Cause crime.
- Spread disease.
- Result in overdose, coma, or death.
- Cause school and family problems.

***Hallucinogen use can:***

- Cause distortion.
- Cause sudden, bizarre behavior changes.
- Cause loss of concentration and memory.
- Cause permanent loss of brain function.

***Alcohol use can:***

- Cause loss of concentration, coordination, and judgment.
- Cause inability to deal with problems.
- Increase aggressive behavior.
- Cause difficulty in learning and remembering.
- Permanently damage liver, heart, and brain.

***Amphetamines use can:***

- Make an individual panic or behave wildly.
- Be addictive.
- Cause brain damage.

***Sedative use can:***

- Slow down mental processes and reflexes.
- Cause kidney and liver damage.
- Be addictive.

***Inhalants can harm an individual's:***

- Vision.
- Memory.
- Thinking.
- Coordination.
- Breathing.

***Steroid use can:***

- Damage the heart, liver, and reproductive system.
- Cause depression.
- Lead to heart attacks and strokes.

***Tobacco use can:***

- Cause smelly hands, hair, and clothes.

- Cause wrinkles.
- Cause bad breath and stained teeth.
- Cause cancer.
- Cause heart and lung disease.

Federal and state laws prohibit the possession, use, or distribution of illicit drugs. In addition, the state of Arkansas has laws that pertain to alcohol use and possession. A list of federal penalties and sanctions for illegal trafficking and possession of a controlled substance may be viewed at <https://www.dea.gov/druginfo/ftp3.shtml>. A list of Arkansas state penalties and sanctions regarding controlled substance are provided through the “Arkansas Law” link at

<http://www.arkleg.state.ar.us/assembly/2015/2016F/Pages/Home.aspx>. A brief overview of federal and state sanctions is available in the Office of Student Life.

Anyone suspected of possessing, selling or using alcohol or illegal drugs is reported to the Office of the Dean of HST. If the Dean determines that alcohol or illegal drug use in fact took place, that student may be suspended from school.

**In addition to University disciplinary action the Federal Government has also imposed the following actions:**

A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title (1998 Higher Education Amendments of 1998) during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:

The possession of a controlled substance

Ineligibility period is:

First offense.....1 year

Second offense.....2 years

Third offense.....Indefinite

The sale of a controlled substance

Ineligibility period is:

First offense.....2 years

Second offense.....Indefinite

**Enforcement of State and Local Underage Drinking and Drug Laws**

Any student suspected of underage drinking or the possession, use or sale of illegal drugs will be turned over to the Dean of HST for disposition. If the Dean makes the determination that the student was in fact involved in any of the above listed activities, the Dean will dispose of the case either through the University judicial process or by turning the case over to local law enforcement officials for prosecution. In either event, the violation will be reported to the Director of Maintenance to be released within two

days in the daily crime log and will be included in the annual security report if the violation occurred on campus.

### **Timely Reports to the Campus Community Concerning Reports of Crimes**

All students, faculty and staff are instructed to immediately report any criminal activity that occurs on campus to the Vice President. After reviewing the facts concerning the reported crime, the Vice President will make a determination whether or not the crime is considered to be a serious and ongoing threat to other students and employees. If the Vice President determines that the crime does present a serious and ongoing threat to other students or employees, a warning may be distributed to the campus community by e-mail, chapel announcements, or any other means that the administration feels would be effective. If the threat is considered to be an immediate threat, warnings will be given by using the University Everbridge Emergency Notification System

### **Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

In accordance with the Clery Act and the Violence Against Women Act, when a student or employee reports to Harding University that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the following information, services, and resources are available.

### **Prevention Programs: Harding University's commitment to providing a safe campus**

Harding University offers a mandatory online training program to new students and employees designed to promote awareness of dating violence, domestic violence, sexual assault, and stalking. The training program also informs and educates victims about procedures that will be followed and the rights afforded to them. Information in this online training program is available to students and employee on Canvas via Pipeline.

The Department of Public Safety offers Rape Aggression Defense classes at least twice a year. The classes are designed to enhance students' and employees' safety and to increase awareness in how to avoid potentially dangerous situations.

The Department of Public Safety also offers training for Behavioral Intervention at least once a year. This class is designed (1) to promote awareness of dating violence, domestic violence, sexual assault, and stalking and (2) to provide information and guidance on how to safely intervene when confronted with these or similar occurrences.

Harding has also conducted programs in chapel designed to bring awareness to campus about sexual violence issues.

Brochures regarding sexual violence prevention are available in the Department of Public Safety, Office of Student Life, and the Counseling Center.

### **Immunity**

Students who believe they are victims of dating violence, domestic violence, sexual assault, or stalking may obtain redress through University procedures. Complainants and

witnesses who report or participate in an investigation of dating violence, domestic violence, sexual assault, or stalking will not be subject to disciplinary sanctions, such as suspension or probation, for violations of the code of conduct that occurred at or near the time of the incident.

## **Definitions**

**Dating Violence-** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

**Domestic Violence-** A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim
- By a person with whom the victim shares a child in common
- By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

**Sexual Assault-** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR Program

**Rape-** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim

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

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

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

**Stalking-** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress

**Course of conduct-** Two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property

**Substantial Emotional Distress-** Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling

**Consent-** A concurrence of wills. The ability of the victim to give consent must be a professional determination by the law enforcement agency.

- Consent is an active agreement, it cannot be coerced

## **Procedures for Victims of Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

### **Procedures for Victims**

The following procedures apply to acts of dating violence, domestic violence, sexual assault, and/or stalking:

1. After acts of violence, assault, and stalking, it is crucial to preserve evidence. In the event of a sexual assault, a victim, to preserve evidence, should not bathe or change clothes until he or she has contacted the Department of Public Safety or public law enforcement authorities.
2. The incident may be reported to the Department of Public Safety in person or by calling 501-279-5000. The victim's RA, RLC, or immediate supervisor (if an employee) can also assist in contacting the Department of Public Safety.
3. A victim may:
  - a. Personally notify appropriate law enforcement authorities. (Contact Searcy Police Department for incidents occurring within the city limits.)
  - b. Be assisted by Harding University officials in contacting local authorities, if a victim asks. A victim reporting the crime may press charges immediately, at a later date, or not at all. The filing of criminal or civil charges against the alleged offender may not preclude disciplinary actions by Harding University if University students or employees are involved in the incident.
  - c. Decline to notify law enforcement authorities.
4. Harding University will assist persons who have obtained orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by criminal, civil or tribal courts. The Department of Public Safety will assist in notifying the Searcy Police Department for enforcement of such lawful orders.
5. Claims made against a student should be filed with the Office of Student Life in Student Center 218 or in the Public Safety Office in Heritage Building Room 106

on the main campus. Claims made against a faculty or staff member should be filed with the Office of Human Resources in the Ezell Building, room 130.

### **Confidentiality of Victims and Other Parties**

As defined in 42 U.S.C. 13925(a)(20), Harding University will remove identifying information about victims from records made available to the public.

Harding University will keep as confidential any accommodations or protective measures provided to a victim, to the extent that maintaining such confidentiality would not impair Harding's ability to provide the accommodations or protective measures.

### **Existing Assistance and Services Available to Victims**

Harding University provides annual written notification to students and employees regarding services available to victims of violence, assault, and stalking through (1) the Annual Security Report and (2) through an online training program. The services include:

**Counseling/ Mental Health Assistance:** Victims of sexual assault may feel the need for personal counseling. Free counseling services are provided on campus by licensed professional counselors. Harding University officials may assist in arranging off-campus counseling services when preferred. Cost of off-campus counseling services is the responsibility of the student or employee. Mental health issues that require inpatient treatment may be treated by the Unity Health Compass Unit located at 1200 S. Main Street in Searcy (501-278-3100).

#### **Health:**

Locally, the Shelby County Crime Victims Center (1750 Madison, Suite 102) provides examinations, medical prophylaxis, and expert testimony from trained forensic nurses. Ph 901-222-4350.

24 Hour Emergency Care in Memphis is provided by St. Francis Hospital located at 5959 Park Avenue, Memphis, TN 38119. Ph 901-765-2180.

**Victim Advocacy:** Services offered through the Shelby County Crime Victims Center are confidential and free of charge. They will assist with filing for the TN Criminal Injuries Fund, as well as accompany victims to court as needed.

The Memphis Police Department Domestic Violence Unit can assist with emergency shelter referrals and obtaining Orders of Protection. Ph 901-636-3741.

**Legal Assistance:** Legal assistance is available through the Community Legal Center located at 910 Vance Street, Memphis, TN 38126. Ph 901-543-3395.

**Visa and Immigration Assistance:** Visa and immigration assistance, as well as assistance with filing VAWA petitions, is available through the Catholic Charities Immigration Services located at 1325 Jefferson Avenue, Memphis, TN. The phone number is 901-379-7620.

**Financial Aid:** The Harding University Office of Financial Aid can provide victims with financial aid-related services and information, such as how to apply for a leave of absence or about options for addressing concerns about loan repayment terms and conditions.

### **Accommodations for Victims**

Harding School of Theology will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations. Such requests will be met within reason if the victim requests them regardless of whether the victim chooses to report the crime to law enforcement authorities.

### **Student Proceedings<sup>1</sup>**

Complaints will receive a prompt and equitable response. The right to confidentiality of all members of the academic community will be respected, insofar as is possible.

The Office of Student Life will conduct an investigation. If, as a result of the investigation, it is determined that disciplinary procedures are warranted by a preponderance of the evidence, the accused will be advised of what disciplinary actions will be taken. “Preponderance of the evidence” means “more likely than not.”

The accuser and the accused may be accompanied by an advisor of their choice to any related meeting or proceeding. The advisor is not allowed to present information or speak during the formal proceedings.

A proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

### **Student Notification**

Results of the investigation will be made available in a timely manner to both parties. After any disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking, the accuser and the accused will be simultaneously informed in writing of the specific charge(s) being made, the penalty imposed, and the right to an appeal before the Student Life Committee, consistent with existing procedures. Both parties will be notified simultaneously in the event any changes are made to the final result.

Proceedings are conducted by officials trained to deal with issues related to dating violence, domestic violence, sexual assault, and stalking, and to conduct an investigation/hearing process that protects all persons involved and promotes accountability.

### **Student Appeal Process**

1. The accuser or accused will have 24 hours after notification to file a written

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<sup>1</sup> The proceedings, notification, and appeals process will be slightly different for a formal Title IX complaint



- request for an appeal with the Office of Student Life.
2. An appeal will be scheduled in front of the Student Life Committee. A quorum for the committee shall consist of six or more members.
  3. Students who do not appear within 15 minutes of their scheduled appeal will forfeit their right to appeal.
  4. The appeal will be conducted in a fair and reasonable manner.
  5. The appeal will be audio recorded.
  6. The appeal will be open to the appealing party, an advisor by choice of the appealing party, and representatives of the Office of Student Life. Advisors are not permitted to present information or speak during the appeal. Only witnesses, with relevant evidence to present, may testify from each side. All witnesses are required to affirm the truth of their testimonies.
  7. Presentation of evidence will be as follows:
    - a. Evidence that supports the decision made by the Office of Student Life
    - b. Evidence of innocence or mitigation by the appealing party
    - c. Rebuttal evidence by both parties
    - d. Closing statement by both parties
  8. The non-appealing accuser or accused will have equal opportunity to present relevant witnesses and other evidence to the Student Life Committee. Cross-examination between accused and accuser is not allowed.
  9. Following the appeal, the Student Life Committee, by majority vote, will decide on the case. The accuser and the accused will be simultaneously notified in writing of the decision. The decision of the Student Life Committee will be final.

### **Student Disciplinary Sanctions**

Any or all of the following may be imposed for a given infraction.

- Warning: a written or verbal reprimand.
- Disciplinary Probation: probation for a specific period of time. It may carry with it other conditions to be met (e.g., restriction of participation in extracurricular activities, restriction from holding student office, restriction from joining student organizations, etc.)
- Special Action: designed to enhance the educational intent of the disciplinary process. Examples include: change in University housing and restriction of residential privileges, payment of damages, extracurricular activity restrictions, community service, educational sanctions, and counseling referrals.
- Suspension: a bar from attending the University for a specific period of time. Suspension carries with it the following conditions:
  - Suspended students must remain off campus during the period of the suspension.
  - Suspended students may not live or board in University facilities.
- Expulsion: a permanent bar from attending the University.

### **Protective Measures**

In addition to reporting incidents, students who believe they are victims of dating violence, domestic violence, sexual assault, or stalking may:

- a. take advantage of free training and education programs offered by the Department of Public Safety;
- b. request options for and assistance with changing academic, living, transportation,

- and working situations when reasonably available;
- c. request that Harding University issue a letter of “no contact” against another student;
- d. contact the University Counseling Center for an appointment with a professional counselor.

### **Victim Rights**

When a student or employee reports to Harding School of Theology that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, Harding School of Theology will provide the student or employee a written explanation of the student’s or employee’s rights and options as described in the sections above.

### **FERPA Statement**

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

### **Campus Crime Log**

The Director of Maintenance maintains a daily log in written form in which all crimes that are reported to the Director of Maintenance are recorded. The nature, date, time, and general location of the crime and the disposition of the complaint, if known is recorded in the log entry. Log entries are made available to the public within 2 business days of the initial report being made to the Director of Maintenance with the following exceptions:

1. If disclosure would jeopardize the confidentiality of the victim.
2. If disclosure is prohibited by law.

Disclosure of such information may be delayed under the following circumstances:

1. If there is clear and convincing evidence that disclosure would jeopardize an ongoing criminal investigation or the safety of an individual.
2. If there is clear and convincing evidence that disclosure would cause a suspect to flee or evade detection.
3. If there is clear and convincing evidence that disclosure would result in the destruction of evidence.

### **Campus Crime Statistics**

The Federal Government requires institutions of higher education to compile and report statistics concerning certain types of crime every year. University policy dictates that all crimes on campus be reported to the Director of Maintenance, and this policy is advertised in numerous ways throughout the year including the HST web site and the Student Handbook. Crimes reported to the Director of Maintenance are entered and coded in a database that is used to track and compile crime statistics. The Director of

Maintenance also checks with the Memphis Police Department for crimes on or near campus as well as other crimes that might affect HST students or campus. Crimes reported by Memphis Police to campus that meet the Clery Act's requirements for inclusion in the annual security report are also included in the annual statistics.

Statistics must be compiled and reported for the following categories:

**Campus Crimes:** Crimes that occur in or on any property or building that is owned or controlled by the university within the same reasonably contiguous geographic area of the university and is used in direct support of, or in a manner related to, the university's educational purposes including residence halls. Campus also includes property within the same reasonably contiguous geographic area of the university that is owned by the university but controlled by others, but is used by students and supports institutional purposes. (Food or retail vendors are examples.)

**Non-campus Crimes:** Crimes that occur in or on any property or building (other than branch campuses) owned or controlled by the university that is used in direct support of, or in relation to, the university's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the university.

**Public Property Crimes:** Crimes that occur on public property that is within the same reasonably contiguous geographic area of the institution, such as sidewalks, streets and thoroughfares, parking facilities, etc... and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

**Crimes of Prejudice:** Crimes that fall within the categories required to be reported in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

2020		On Campus		On Campus	Non Campus	Public Property
Criminal Offenses	On Student	Campus	Campus (Total)			
	Housing	Other				
	Criminal Homicide					
Murder/Non-Negligent Manslaughter	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	
Sex Offenses						
Rape	0	0	0	0	0	
Fondling	0	0	0	0	0	
Incest	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	
Robbery	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	
Burglary	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	
Arson	0	0	0	0	0	

  

2019		On Campus		On Campus	Non Campus	Public Property
Criminal Offenses	On Student	Campus	Campus (Total)			
	Housing	Other				
	Criminal Homicide					
Murder/Non-Negligent Manslaughter	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	
Sex Offenses						
Rape	0	0	0	0	0	
Fondling	0	0	0	0	0	
Incest	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	
Robbery	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	
Burglary	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	
Arson	0	0	0	0	0	

2018 Criminal Offenses	On Campus		On Campus	Non Campus	Public Property
	Student		(Total)		
	Housing	Other			
<b>Criminal Homicide</b>					
Murder/Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
<b>Sex Offenses</b>					
Rape	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

2020				On	Non	Public
Arrests and Judicial Referrals				Campus	Campus	Property
				Student		
				Housing	Other	(Total)
Arrests						
Liquor Law Violations	0	0		0	0	0
Drug Law Violations	0	0		0	0	0
Illegal Weapons Possession	0	0		0	0	0
<b>Judicial Referrals</b>						
Liquor Law Violations	0	0		0	0	0
Drug Law Violations	0	0		0	0	0
Illegal Weapons Possession	0	0		0	0	0

  

2019				On	Non	Public
Arrests and Judicial Referrals				Campus	Campus	Property
				Student		
				Housing	Other	(Total)
Arrests						
Liquor Law Violations	0	0		0	0	0
Drug Law Violations	0	0		0	0	0
Illegal Weapons Possession	0	0		0	0	0
<b>Judicial Referrals</b>						
Liquor Law Violations	0	0		0	0	0
Drug Law Violations	0	0		0	0	0
Illegal Weapons Possession	0	0		0	0	0

  

2018				On	Non	Public
Arrests and Judicial Referrals				Campus	Campus	Property
				Student		
				Housing	Other	(Total)
Arrests						
Liquor Law Violations	0	0		0	0	0
Drug Law Violations	0	0		0	0	0
Illegal Weapons Possession	0	0		0	0	0
<b>Judicial Referrals</b>						
Liquor Law Violations	0	0		0	0	0
Drug Law Violations	0	0		0	0	0
Illegal Weapons Possession	0	0		0	0	0

## 2020 On Campus (Hate Crimes)

Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual	Ethnicity	National Origin	Disability
					Oriental			
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property (Except Arson)	0	0	0	0	0	0	0	0

## 2019 On Campus (Hate Crimes)

Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual	Ethnicity	National Origin	Disability
					Oriental			
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property (Except Arson)	0	0	0	0	0	0	0	0

## 2018 On Campus (Hate Crimes)

Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property (Except Arson)	0	0	0	0	0	0	0	0



## 2020 Non Campus (Hate Crimes)

Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual	Ethnicity	National Origin	Disability
					Oriental			
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property (Except Arson)	0	0	0	0	0	0	0	0

## 2019 Non Campus (Hate Crimes)

Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual	Ethnicity	National Origin	Disability
					Oriental			
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property (Except Arson)	0	0	0	0	0	0	0	0

## 2018 Non Campus (Hate Crimes)

Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property (Except Arson)	0	0	0	0	0	0	0	0

## 2020 Public Property (Hate Crimes)

Clery Act Reportable Offenses	Gender		Religion	Sexual	Ethnicity	National	
	Race	Identity		Orientati		Origin	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property (Except Arson)	0	0	0	0	0	0	0

## 2019 Public Property (Hate Crimes)

Clery Act Reportable Offenses	Gender		Religion	Sexual	Ethnicity	National	
	Race	Identity		Orientati		Origin	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property (Except Arson)	0	0	0	0	0	0	0

## 2018 Public Property (Hate Crimes)

Clery Act Reportable Offenses	Race	Gender	Gender		Religion	Sexual Orientation		National	
			Identity	Other		on	Ethnicity	Origin	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property (Except Arson)	0	0	0	0	0	0	0	0	0

2020 Sexual Violence	On Campus		On Campus (Total)	Non Campus	Public Property
	Student				
	Housing	Other			
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

2019 Sexual Violence	On Campus		On Campus (Total)	Non Campus	Public Property
	Student				
	Housing	Other			
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

2018 Sexual Violence	On Campus		On Campus (Total)	Non Campus	Public Property
	Student				
	Housing	Other			
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

## **Everyday Safety Tips**

Harding School of Theology encourages everyone on campus to be responsible for their own security. Remembering the following simple instructions may help protect yourself and your property:

1. Lock your door to your apartment.
2. Lock your car.
3. Refrain from leaving valuables unattended in public areas.

**The purpose of this report** is to make members and potential members of the HST community aware of what we at HST are doing to make our community one of the safest places available to work, learn, and visit. We truly believe that a safe environment stems largely from the Christian environment that all of us work so hard to maintain. We hope that this information is helpful and informative, but most of all we hope that this information prompts each member of our community to do their part to help insure that HST remains a safe place for those dedicated students, faculty and staff to continue the work of preparing Christian young people to have a positive impact on our world.

## **Fire Safety Report**

### **Reporting Fires on Campus**

Students, faculty, staff and visitors should immediately report fires or fire alarms on campus to the Director of Maintenance at 901-761-1350 or 901-483-7101 (cell) or by calling 911 to alert local fire emergency responders.

### **Fire Safety Systems for On-Campus Housing**

#### **Smoke Detectors**

Independent battery or 120-volt smoke detectors have been installed in each apartment. The Maintenance Department completes periodic room checks to make certain that units are working properly.

Residents of each apartment are responsible for keeping their smoke detectors operational. Smoke detectors are designed to operate on a single battery for 1 year. The smoke detector can be monitored by viewing the indicator light which blinks once every 2 minutes. An annoying beep, indicating the battery needs to be replaced, will sound if the battery is defective or loses power. The resident may have the battery replaced by contacting maintenance. NOTE: Smoke detector batteries will only be replaced with an exchange of an existing battery.

#### **Fire Equipment**

Fire extinguishers are located in each kitchen area of the apartments and are designed to fight small fires. Tampering with fire extinguishers, sprinkler heads, or other equipment or misusing them for purposes other than fighting a fire is prohibited.

#### **Future Improvements**

Improvements to the fire safety systems will be evaluated periodically to continue to meet local regulations and requirements.

#### **Campus Housing Facilities**

The following is a list of all on-campus residence housing facilities.

<b>Name of Building</b>	<b>Address</b>	<b>Smoke Detectors</b>	<b>Fire Alarm System</b>	<b>Fire Extinguishers</b>	<b>Sprinkler Systems</b>
Benson Apt.	1000 Cherry Rd.	Yes	No	Yes	No
Brewer Apt.	1000 Cherry Rd.	Yes	No	Yes	No
Harding Apt.	1000 Cherry Rd.	Yes	No	Yes	No

#### **Fire Safety Policies and Procedures**

## Open Flames and Hazardous Heat Sources

Due to significant risk of fire and inability to contain scents in a given room, items with an open flame or hazardous heat source (including candles, incense, candle warmers, potpourri pots, smoking, space heaters, halogen lamps etc.) are prohibited in the apartments.

## Fire Evacuation

Law requires all persons to evacuate a building as promptly as possible when a fire alarm is activated. All apartment residents should exit the apartment and proceed to the grassy area north of the apartment buildings.

## Fire Safety Education

Each apartment on campus conducts at least one mandatory fire alarm drill per school year. Students are provided instructions during student chapel on how to safely evacuate the building whenever a fire alarm sounds.

<b>Fire Statistics</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Total Number of Fire Drills conducted	4	3	3	3	3
Number of Fire(s)	0	0	0	0	0
Cause of Fire(s)	N/A	N/A	N/A	N/A	N/A
Number of Injuries related to fire(s)	N/A	N/A	N/A	N/A	N/A
Number of deaths related to fire(s)	N/A	N/A	N/A	N/A	N/A
Value of property damage related to the fire(s)	N/A	N/A	N/A	N/A	N/A

## Campus Fire Log

The Director of Maintenance maintains a daily fire log in written form in which all fires that are reported to the Director of Maintenance are recorded. The nature of the fire, date, time, and general location of the fire is recorded in the log entry. Log entries are made available to the public within 2 (two) business days of the initial report being made to the Director of Maintenance.