FISK UNIVERSITY

2014 Annual Crime Awareness and Campus Security Clery Report
2014 Annual Fire Safety Report

Chief of Campus Safety, Mickey West
10/1/2014
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**Letter from the Chief**

Date: October 1, 2014

To: Fisk University Faculty, Staff and Students  
Subject: Fisk University - Clery Campus Crime Report for 2014

Dear Members of the Fisk University Community,

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act


The Clery Act requires higher education institutions to collect crime data, report, and disseminate this information to the campus community and to the Department of Education. The Act is intended to provide students and their families around the country, with accurate and complete information about the safety of colleges and universities in the United States.

**The Clery Act - Role of the Office of Campus Safety**

To comply with the Clery Act, Fisk University’s Office of Campus Safety is responsible for compiling and reporting specified crime statistics, violence against women, and certain referral information for the campus, on a monthly and/or annual basis, to the U.S. Department of Education (USDE), the Tennessee Bureau of Investigation (TBI), and the Metropolitan Police Department (MNPD). In addition, the Office of Campus Safety is responsible for publishing the University’s policies pertaining to crime prevention and awareness on the campus.

In addition, Fisk University’s Office of Campus Safety, partners with other universities and college departments and allied government agencies, to develop and implement a proactive and comprehensive safety program for the campus, with the objective of preventing campus crime to the fullest extent possible.

**Fisk University’s Clery Crime Statistics Data Report for 2014**

Attached is a copy of the Clery Crime Statistics Data report for 2014. The report also includes pertinent information concerning the following University protocols:

- Substance Abuse policy for faculty, staff and students
• Sexual Harassment policy
• Policy on Harassment or Discrimination
• Sexual Assault Policy
• Summary of the Fisk University Student Code of Conduct

A copy of the complete report can be obtained from the following campus locations:

• New Livingstone Hall
• Jubilee Hall
• Shane Hall
• Crosthwaite Hall
• Office of Student Engagement located in Spence Hall
• Office of Campus Safety located on the lower level of Carnegie Hall
• Office of Human Resources located on the 2nd level of Carnegie Hall
• Fisk University website

The University’s crime incident log is also available for review at the Office of Campus Safety, anytime, by Fisk faculty, staff, students or general public. Thank you for reviewing this important information. Please remember that a vital component of crime prevention is, of course, awareness of the occurrence of crime as well as the types of crimes typically reported to the Office of Campus Safety. As informed campus members, together, we can take positive measures to protect ourselves and others from becoming victims of crime so that we can maintain a safer and more secure campus community for all campus constituencies and the local community.

Sincerely,

Mickey West
Mickey West
Fisk University
MISSION STATEMENT

Fisk University produces graduates from diverse backgrounds with the integrity and intellect required for substantive contributions to society. Our curriculum is grounded in the liberal arts. Our faculty and administrators emphasize the discovery and advancement of knowledge through research in the natural and social sciences, business and the humanities. We are committed to the success of scholars and leaders with global perspective.

VISION STATEMENT

To be among the best small liberal arts institutions in America.

VALUES STATEMENT

Fisk University is committed to honor the following values:

Diversity
Excellence
Teamwork
Accountability
Integrity
Leadership
Service

CLERY DISCLOSURE

PROCEDURES AND RESPONSIBILITY FOR PREPARING THE ANNUAL REPORT TO COMPLY WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT.

The Chief of Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

This report is prepared in cooperation with the local law enforcement agencies surrounding our campus, Residential Life Staff, University Legal Counsel, Provost Office and faculty and the Judiciary Committee. Annually, the Chief of Campus Safety sends a letter to all non-security/police “Campus Security Authorities” informing them of their responsibility to report crimes to the Fisk Office of Campus Safety and/or the local police and asking for information on any crimes not reported. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Office of Campus Safety, designated campus officials (including but not limited to directors, deans, department heads, legal affairs officers, advisors to students or student organizations, Campus Security Authorities, and local law enforcement agencies. The Chief of Campus
Safety reviews all crimes reported by non-security/police campus security authorities to minimize double counting of incidents.

Fisk University will submit the Annual Campus Security Report to the U.S. Secretary of Education using a web-based instrument designed to collect campus crime data. The Annual Campus Security Report will be submitted during the August 20 to October 15, 2014 collection period. All institution’s data will be submitted to the general public at http://ope.ed.gov/security. Each year students, faculty and staff members receive an e-mail notification that the full Annual Report can be obtained from the Office of Campus Safety. Additionally, a copy is available for review in the Office of Campus Safety, President’s Office, Student Engagement, Admissions, each LLC, and Human Resources.

All perspective/new employees may obtain a copy from the office of Human Resources, located on the second floor of Carnegie Hall or by calling 615-329-8712. All perspective/students may obtain a copy from the Office of Admissions, located on the second floor of Cravath Hall or by calling 615-329-8503. Further questions about this report may be directed to the Chief of Campus Safety.

**POLICY ON REPORTING CRIME: YOUR ROLE IN SAFETY ON CAMPUS**

You can help keep the Fisk University campus a safe place for yourself and others by promptly reporting crimes or suspicious circumstances. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings, or around Living Learning Centers should be reported to the Office of Campus Safety immediately. If you witness a crime it is your responsibility to report the crime to a Campus Security Authority or the Office of Campus Safety. All Fisk students and employees are required to report incidents of theft, misuse, or abuse of Fisk University property promptly to the Office of Campus Safety. The Office of Campus Safety is located in the lower level of Carnegie Hall where a dispatcher is available/on-duty 24-hours a day and can be reached at 329-8777. You may also report crimes/criminal offenses to security officers on foot. In addition, you may report crimes/criminal offenses to the following areas:

1. Executive Vice President and Provost, Dr. Rodney Hanley
2. Dean of John Hope and Aurelia B. Franklin Library, Dr. Jessie Smith
3. Dean of School of Natural Science, Mathematics, and Business Dr. Lee Limbird
4. Dean of School of Humanities and Social Sciences Dr. Reavis L. Mitchell
5. Dean of Student Engagement Natara Garvin
6. Chief of Campus Safety, Mickey West
7. Chief Financial Officer Gary Moore

It is the Fisk University policy to investigate every report and if technical expertise or additional investigative help is needed, the Metropolitan Nashville Police (MNPD) or the Tennessee Bureau of Investigations (TBI) may be called to assist.

If a crime occurred off-campus, the Metropolitan Nashville Police Department is likely to be the primary investigative agency with Fisk Office of Campus Safety officers providing
support if requested. Fisk Office of Campus Safety Officers does not provide security service to off-campus property, to include recognized fraternity and sorority organizations nor are activities off-campus recognized by University authority. From an off-campus phone you may reach the Metropolitan Police Department (MPD) in an emergency by dialing 911. From on-campus phones and for off-campus non-emergencies you may reach the MPD by dialing 615-862-8600.

### Clery Reportable Crimes

The Clery Act requires the University to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. Although Clery doesn’t define “timely,” because the intent of a warning regarding a criminal incident(s) is to enable people to protect themselves this means that a warning should be issued as soon as the pertinent information is available. This is critical; it’s expected that even if the University doesn’t have all the facts surrounding a criminal incident or incidents, we will issue a warning. We will then follow up with additional information as it becomes available. Crimes: Criminal Homicide, including Murder, Non-negligent Manslaughter and Negligent manslaughter; Sex Offenses including Forcible and Non-forcible; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.

### Hate Crime Reporting

The University is required to report as hate crimes any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property and any other crime involving bodily injury, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability that is reported to campus security authorities or local police agencies.

### Violence Against Women

The Violence Against Women Reauthorization Act (VAWA) of 2013 requires institutions of higher education to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking reported to campus security authorities or local police agencies, and to include certain policies, procedures, and programs pertaining to these incidents in our annual security report (ASR). **Institutions are expected to make a good-faith effort to include these policies and statistics in the 2014 ASR. The final regulations will be effective July 1, 2015.**

### Voluntary Confidential Reporting:

If you are the victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider a confidential report. With your permission, the Campus Security Authority 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 University 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 disclosed in the annual crimes statistics for the institution.

**Limited Confidential Reporting:**

The Office of Campus Safety encourages anyone who is the victim or witness to any crime to promptly report the incident. Because reports are public record under state law, Campus Security Authorities cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual report disclosure of crime statistics can generally be made to other Fisk University authorities such as:

- Director of Counseling Services- Dr. Shelia Peters 329-8617
- The Office of Spiritual Life-Reverend Jason R. Curry, 329-8582

**FOR MORE INFORMATION CALL:**

- **OFFICE OF CAMPUS SAFETY - 615-329-8680**
- **METROPOLITAN POLICE DEPARTMENT - 615-862-8600**

**AUTHORITY**

Fisk University Department of Campus Safety Officers has the authority to ask persons for identification and to determine whether individuals have lawful business on the campus. Officers do not possess arrest powers. Campus Safety Officers have the authority to issue parking tickets, which must be paid to the Business Office. The Office of Campus Safety has both armed and unarmed officers providing security at assigned posts and provides assistance to local police in enforcing laws. When required all Campus Safety officers are certified by the State of Tennessee Commerce and Insurance Division and must be re-certified every two years.

Other agencies with enforcement jurisdiction on campus include the Metropolitan Police Department, the Tennessee Highway Patrol (THP), the Tennessee Bureau of Investigation, and the Tennessee Alcohol Law Enforcement Agency. The Office of Campus Safety enjoys a healthy working relationship with local law enforcement agencies who continue to provide valuable assistance to the University.

For faculty, staff, and students who reside off-campus and off-campus student organizations, the Metropolitan Police Department is the primary provider of law-enforcement services. The Office of Campus Safety provides on-campus assistance to the Metropolitan Police Department when requested.
All crimes reported to Campus Safety receive a preliminary investigation. When a suspect(s) can be identified, and officers preserve evidence to help local police investigators establish probable cause to prosecute the offender(s) in state court. With misdemeanor offenses, the offender(s) may be referred to Student Affairs for disciplinary action and/or referred to the state courts for criminal prosecution.

All felonies are investigated initially by the Office of Campus Safety to determine if a crime has been committed, gathering sufficient basic facts and then turn the case over to MPD to investigate. The local police investigator will prepare a presentation to the local District Attorney’s Office for prosecution, in cooperation with the University. The local District Attorney decides whether criminal charges will be filed and conducts the prosecution that follows. The decision to prosecute in state courts does not exclude the possibility that disciplinary action may be initiated by the University.

**SEXUAL ASSAULT/VIOLENCE AGAINST WOMEN POLICY**

This policy addresses Fisk University’s responsibilities under Title IX and the Violence Against Women Reauthorization Act of 2013. Title IX prohibits discrimination on the basis of sex (gender) in educational programs and activities and programs that receive federal assistance. Similarly, the Violence Against Women Reauthorization Act of 2013 section 304 requires that universities have procedures in place to respond to matters of sexual assault, relationship (dating) violence, domestic violence and stalking. This policy covers concerns of sexual harassment, sexual assault and sexual misconduct, relationship (dating) violence and stalking (collectively Prohibited Conduct) between all members of the campus community, regardless of whether the alleged Prohibited Conduct occurred on or off of campus. In all instances in which Prohibited Conduct is found to have occurred, the Title IX Coordinator will take appropriate steps to end such conduct, prevent its recurrence and redress its effects.

A Title IX concern can be raised by contacting Fisk University’s Title IX Coordinator: Stacey Garrett at (615) 238-6300, or sgarrett@bonelaw.com.

Fisk University strictly prohibits sexual assault, domestic violence, dating violence, stalking including, but not limited to sexual offenses, as defined by Tennessee Law. Sexual assault is defined, without limitation, as non-consensual sexual activity or contact, sexual abuse or exploitation, or sexual activity or contact with one who is incapacitated. Date rape is no less of a criminal offense than rape of a stranger. In accordance with the University’s Bylaws, harassment by any administrator, faculty, student, employee or non-employee, including vendors and visitors, is strictly prohibited and shall be subject to disciplinary action.

The disciplinary measures described in this Policy should not be construed to replace or serve as an alternative to contacting the Metropolitan Nashville Police Department.

Members of the University community, who are the victims of, or who have knowledge
of, a sexual assault occurring on University property, or occurring in the course of a University-sponsored activity, or perpetrated by a member of the University community, are urged to report the incident promptly. Fisk University will treat victims of sexual assault with the greatest concern, care, sensitivity and seriousness. Names of victims will not be released by the University to the public or media.

Victims are encouraged to report sex offenses to the Metropolitan Nashville Police Department, (615) 862-8600 (non-emergency); or, 911 (emergency). Victims are also urged to report sex offenses to the University Office of Campus Safety, (615) 329-8777. A representative of the Office of Campus Safety will come to the student victim when called, and security personnel will summon the police to campus when requested. Victims may also report to the Office of Student Engagement, University Counseling Services or a member of the residential life staff.

The Office of Student Engagement is responsible for enforcing Student Standards of Conduct. Disclosures by a victim to a campus security authority, or any other office on campus necessitates that the office contact police authorities or (2) the University Office of Campus Safety regarding the incident. University officials responding to the complaint will inform the victim, at a minimum, of the options available to him or her for criminal prosecution and civil proceedings, and inform the victim of the appropriate grievance procedure, the availability of mediation, alternative housing arrangements, academic assistance alternatives, and other pertinent information.

A victim may also report an incident(s) of sexual assault to a community resource including the Matthew Walker Comprehensive Health Center, (615) 327-9400; the Rape Crisis Center, (615) 256-8526 [crisis line] or, (615) 259-9055; or, a local hospital or health center.

It is important for victims of sexual assault to seek immediate medical attention and to preserve evidence of the assault. A medical examination, called a “Rape Test Kit”, conducted at a local hospital will help to preserve evidence of a crime. Before removing clothing, washing or showering, or altering the scene of the crime, victims are strongly encouraged to consult the police or the Office of Campus Safety to assist in the testing.

Support for students involved in sexual assault is provided through the residential life staff, the Dean of Student Engagement, University Counseling Services, and the Office of Campus Safety. Friends and supporters of victims of assault may assist by listening, giving comfort, support and protection. Information about services for victims provided by outside agencies is available through any of the offices identified above and is listed in pamphlets distributed each year.

The University reserves the right to report any suspected crime or offense to the appropriate law enforcement authorities.
Students charged with sexual assault are subject to disciplinary action as set forth in the Fisk Code of Student Conduct and the Fisk University Judicial System. Possible sanctions include warning, probation, suspension, expulsion and referral to public authorities for prosecution. Students involved may also be required to attend one or more appropriate anger management, drug or alcohol rehabilitation programs. Proceedings through the Fisk University Judicial System will not preclude the reporting and/or institution of criminal and/or civil charges against the assailant.

In circumstances where the victim or alleged perpetrator is a student at this University, the following rights are due to the student, as appropriate:

**Victim’s Human Dignity Rights**

A victim of sexual assault has the right:

1. To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this Policy or the Fisk University Judicial System.
2. To have any allegations of sexual assault treated seriously and the right to be treated with dignity.
3. To be free from any suggestion that victims are responsible for the commission of crimes against them.
4. To be free from any pressure from campus personnel to:
   - (a) Report crimes if the victim does not wish to do so.
   - (b) Report crimes as lesser offenses than the victim perceives the crimes to be.
   - (c) Refrain from reporting crimes.
   - (d) Refrain from reporting crimes to avoid unwanted personal publicity.

**Rights to On- and Off-Campus Resources**

1. To be notified of existing campus and community-based medical, counseling, mental health and student services for victims of sexual assault whether the crime formally reported to campus or civil authorities.
2. To have access to campus counseling under the same terms and conditions that applies to other students in their institution.
3. To be informed of and to be assisted in exercising:
   - (a) Any rights to confidential or anonymous testing for sexually transmitted diseases (including the human immunodeficiency virus – HIV) and/or pregnancy.
   - (b) Any rights that may be provided by law to compel and disclose the testing of sexual assault suspects for communicable diseases.
Campus Judicial Rights

1. To be afforded the same access to legal assistance as the accused.
2. To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused.
3. To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights

1. To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault was reported and/or committed.
2. To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.

Campus Intervention Rights

1. To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.
2. To be notified of the options and provided assistance in changing academic and living situations if such changes are reasonably available.

Accused’s Rights during University Proceedings

Students accused of sexual assault are entitled to the following rights in a University Judicial proceeding, in addition to any others set forth pursuant to the Fisk University Judicial System:

1. To receive written notice of complaint.
2. To receive all documents provided to the review official(s).
3. To receive at least 48 hours’ prior notice of a review date, time and place.
4. To be accompanied by an adviser from the University community.
5. To present witnesses.
6. To ask questions of witnesses.
7. To participate in the review process.
8. To an investigation provided by the Office of Student Engagement.
9. To receive written notice of findings of a review and an appeal.
10. To appeal a review outcome as provided under the Fisk University Judicial System.
CRIME PREVENTION PROGRAMS

Effective crime prevention is largely successful when community policing is employed. The Fisk University Campus Safety Department goals include: protecting life and property and providing excellent service. Campus Safety provides a variety of services for the university community. Our services include, but are not limited to:

Safety Escorts

Students as well as faculty/staff are provided with security escorts 24/7. This includes escorts to vehicles at night, and escorts for students to their residence halls. Students are encouraged to request this service whenever they feel uncomfortable traveling back and forth on campus. To request this service call 614-329-8777.

Vehicle Assists

Motorists are able to receive assistance with stranded vehicles by calling 615-329-8777. This service includes assistance with accidents, dead batteries, flat tires and lock outs.

Prevention Programs

Annually workshops/seminars are held to advise staff and students of possible dangers on campus and how to survive them. Workshops/Seminars are presented at New Student Orientation, University Housing Safety meetings, Active Shooter training, and other security related meetings. These interactive workshops/seminars are designed to increase awareness to the likelihood of incidents on campus and to advise how to better defend oneself from becoming a victim. Discussions include ways on how to prevent criminal activity such as auto theft, robbery, burglary, identity theft, fraud and sexual assaults.

POLICIES ON MISSING STUDENT NOTIFICATION

Anyone who believes a student to be missing for a period exceeding 24 hours should immediately report their concern to Fisk University Office of Campus Safety, (615) 329-8777. Reports of a missing student should be made to one of the following Fisk University officials:

- Chief of Campus Safety, (615) 329-8777
- Dean of Student Engagement, (615) 329-8597
- Director of Campus Services (615) 329-8598

Other University officials receiving a missing persons report relating to a student are required to notify the Office of Campus Safety immediately. Any report of a missing student will be fully investigated by the University under the coordination of the Chief of Campus Safety. In order to determine if a student is missing, University officials will check a student’s card access records, class attendance, student residence, and use other
methods to determine the status of a missing student. Fisk will notify appropriate local law enforcement agencies no later than 24-hours after the time a student is determined to be missing. If the student has designated an emergency contact person, the University will notify that individual as well.

Note for students under age of 21: Suzanne’s Law requires law enforcement to notify the National Crime Information Center (NCIC) when someone between the age of 18 and 21 is reported missing, as part of the national “Amber Alert” bill. This Federal law is named for Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998.

**Emergency Contact Information:**

In compliance with the Federal Higher Education Opportunity Act, federal law, 20 U.S.C § 1092j, a student may identify an individual to be contacted by the University not later than twenty-four (24) hours after the time circumstances indicate that the student may be missing. The student should notify the Emergency Contact that he or she has been designated as an Emergency Contact. For students under age eighteen (18) and not emancipated, Fisk is required to notify the custodial parent no later than twenty-four (24) hours after the time the student is determined to be missing.

All enrolled students at the University, regardless of their living circumstances, should designate an emergency contact person. Every student (resident and non-resident) has his/her own student account and may enter or change, under personal information/address, a designated emergency contact person at any time by updating their contact information. Students should update their personal information at the beginning of each academic year as a part of the check-in process to their residence hall and room, and are solely responsible for the accuracy of the information provided and updating the information when needed.

**ILLEGAL DRUGS AND ALCOHOL POLICY**

Fisk University is committed to providing students with a safe environment free of illegal drugs and alcohol misuse in keeping with the spirit and intent of the Drug-Free School and Communities Act of 1986, as amended.

Fisk strictly prohibits students and employees from unlawfully possessing, using or distributing alcohol and illicit drugs on its property or as part of any University-sponsored event, including off-campus activities that Fisk sponsors or to which it is connected. Fisk also strictly prohibits the improper use and unauthorized possession of prescription drugs. Drug paraphernalia and water pipes of all kinds are prohibited. Fisk will impose discipline, up to and including expulsion and possible referral for prosecution by a law enforcement agency, for violation of this Policy. Applicable federal, state and local laws impose severe penalties on violators. The University will not offer protection or immunity from prosecution by law enforcement agencies. Fisk may also require completion of a treatment program for continued enrollment or re-enrollment.
Drug and Alcohol abuse results in significant health problems for those who use them. Drug and alcohol use in the workplace not only contributes to lost productivity, but also causes tremendous costs related to absenteeism, accidents, health care, loss of trained personnel, and employee treatment programs. Drug and alcohol abuse causes physical and emotional dependence.

**Awareness Program**

AlcoholEdu® incorporates the latest evidence-based prevention methods to create a highly personalized user experience that inspires students to reflect on and consider changing their drinking behaviors. The program motivates behavior change by:

- Resetting unrealistic expectations about the effects of alcohol
- Linking choices about drinking to academic and personal success
- Helping students practice safer decision-making
- Engaging students to create a healthier campus community

AlcoholEdu provides a comprehensive, year-round array of prevention resources that have been tailored to meet the priorities and challenges of Fisk University.

**TENNESSEE SEX OFFENDER AND PUBLIC PROTECTION REGISTRY**

The Campus Sex Crimes Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes against Children and Sexually Violent Offender Act. The Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification, and Tracking Act of 2004 were established in T.C.A. 40-39-201 et. seq. and became effective August 1, 2004. All persons who meet the definition of sexual offender or violent sexual offender and live or work or attend school in Tennessee must register with the appropriate registering agencies as defined by law.

In Davidson County sex offenders are required to register with the Metropolitan Police Department. Tennessee Code Annotated section 40-39-206 makes some Tennessee Sexual Offender Registry information about sex offenders who committed certain enumerated offenses on or after July 1, 1997, public record, and requires that the Tennessee Bureau of Investigation (TBI) post the information on the TBI's internet home page. Information concerning these offenders can be found on their website or by calling 1-888-837-4170 from 8:00 A.M. until 4:30 P.M. CST Monday through Friday, excluding holidays.

The names of sexual offenders who committed sexual offenses before July 1, 1997, are confidential, and subject to release only if the specific sex offender is deemed to pose a threat to the community. It is the policy of the TBI that local law enforcement is best suited to make the determination as to who poses a threat in their community. Therefore, for the names of offenders on the Sexual Offender Registry prior to July 1, 1997, you should contact your local law enforcement agency (Metropolitan Police Department).
The registry may be viewed locally at the Tennessee Bureau of Investigation (TBI), the Metropolitan Police Department or accessed directly on-line at http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp

**ACCESS TO CAMPUS FACILITIES AND LIGHTING**

The Department of Campus Safety locks academic and administrative buildings at 5:00 p.m. Monday through Friday, and opens the buildings at 7:00 a.m. each day. The buildings are locked from 5:00 p.m. Friday, until 7:00 a.m. Monday. Exceptions: Special arrangements are made for monitoring by staff and faculty members who request entrance after hours and opening and closing times may vary.

Living Learning Centers (LLC) are locked 24 hours a day 7 days a week. Students receive access cards to their buildings and may enter at will. All LLC visitors and guests must be escorted at all times. Please remember: Security is breached if doors to LLC’s are propped open and can pose a serious breach in safety.

Officers conduct daily checks of exterior doors to campus buildings, but do not routinely patrol inside buildings. Generally students, faculty and staff members should not remain in academic or administrative buildings during "closed" hours, unless prior arrangements have been made with the Office of Campus Safety.

The Office of Facilities and Grounds is responsible for providing and maintaining the campus's exterior lighting and observes standard foot-candle specifications. Facilities Management personnel identify and trim trees and shrubbery that interfere with lighting. In planting and maintaining shrubbery around the buildings and near thoroughfares, our grounds crews try to preserve lines-of-sight for pedestrians and vehicular traffic. In the interest of safety please report inoperable lights or hazardous conditions to the Office of Campus Safety or to the Office of Facilities and Grounds.

**EMERGENCY MANAGEMENT PROCEDURES POLICY ON NOTIFICATION OF PUBLIC DANGER (TIMELY WARNINGS) AND THE DAILY CRIME LOG**

**Statement of Policy**

Fisk University Emergency Management Plan (EMP) is a guide to provide the University faculty, staff, and students with an emergency and crisis management system when responding to major disasters or disturbances to the campus. All personnel designated to carry out specific responsibilities are trained to know and understand the University's policies and procedures. The Emergency Preparedness Plan was created to meet the Occupational Safety and Health Administration Standard 29 CFR 1910.38: Emergency Action Plan. The University will operate on an Incident Command System (ICS) in the event of an emergency.

The EMP is designed to effectively coordinate the use of University and community resources to protect life and property both during and immediately following a major
crisis or disturbance on or near Fisk University. It shall be placed into operation whenever an emergency affecting the University cannot be controlled using daily operating procedures. All faculty and staff are informed of the EMP in the “new hire” introduction meeting. The EMP is located in the Campus Safety Office.

**Procedures to immediately notify the Campus Community**

The Mass Notification System used at the University broadcasts immediate e-mail, and/or text messages to those who participate in the program. The University will, without delay, 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, faculty, or staff occurring on the campus, to include Timely Warnings of all Clery reportable crimes.

Taking into account the safety of the community, the University will 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. After the initial notification, follow-up information may be disseminated to the community via the messaging system or by email, as needed.

**Significant Emergency Determination**

Using the Incident Command System (ICS) structure, Fisk’s Incident Commander (IC) manages response to significant emergencies on campus. The incident commander may, in some cases, eventually be relieved by another Fisk official or depending on the nature of the issue a Fire/Police Department officer. The incident commander, with assistance from other personnel, will assess possible hazards to human health and the environment, considering both the direct and indirect effects. The incident commander ensures notification to the President, Facility, Staff and students on campus and will coordinate an internal response and/or act as a liaison to external emergency responders.

The university’s incident commander, in consultation with Emergency personnel, will determine if there is a significant emergency or dangerous situation involving an immediate threat to the health and/or safety of students, employees and/or visitors.

*Follow-Up after an Everbridge Message is sent:*

**Notifications** — immediately after sending an emergency alert message, the designee who created the message shall notify the other designated offices that the message has been sent and shall describe the rationale for activating Everbridge. The purpose of this communication is to ensure that all five offices are sharing consistent information and are not sending duplicate messages.
Creation and Distribution of Emergency Messages

Designees from the University offices have the authority to approve and disseminate emergency messages.

1. Chief of Campus Safety
2. Vice President of Student Engagement and Enrollment Management
3. Vice President of Information Technology
4. Public Relations Department
5. Office of the President

Once approved, emergency messages will be distributed by a trained system administrator to subscribers of the messaging service prior to adoption. Creation of Message templates ("standard messages") will be reviewed with the Office of Communications.

Emergency Test and Evacuation Drills

The University shall participate in emergency tests or evacuation drills at least once per year to assess and evaluate emergency procedures and capabilities. The evacuation drills, table top exercises, and emergency preparedness training are done in partnership with the Fisk University Department of Campus Safety, Facilities Department, Student Engagement as well as the local Fire and Police Departments when practical. The Campus Safety Department will document each test, including the date, time, and whether it was announced or unannounced.

Timely Warning Log

The Office of Campus Safety will maintain a log of all situations warranting a timely warning and will maintain copies of the official notices for up to seven (7) years. Timely warnings will be given whenever one or more of the mandatory reporting incidents occur (Murder, Sex Offense, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Manslaughter and Arson).

Daily Crime Log

Additionally, a Daily Crime Log will be available to the public at the Office of Campus Safety. This log is published to provide the Fisk University Community with information on security-related incidents that occur on-campus or on surrounding off-campus property, in a timely manner. This log will be updated within two business days of the last reported crime to the Office of Campus Safety. However, if there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to occur from the release of such information.
CRIME, ARREST, AND VIOLATION STATISTICS

The Office of Campus Safety records statistics on reported crimes on campus, according to the methods, standards, and definitions provided by the Uniform Crime Reporting System of the Federal Bureau of Investigation. Fisk University has filed statistics with this system since 1978. The Student Disciplinary Committee records statistics on disciplinary actions and judicial referrals. The Dean of Student Engagement maintains statistics of crimes not reported to police, but reported by non-police/campus security authorities in an annual survey conducted by the Chief of Campus Safety.

To the extent that reports can be obtained from local law-enforcement agencies college crime statistics recorded since September 1996 include incidents that occurred at off-campus locations occupied by registered students/organizations or on University-owned property that is not part of the main campus.

DEFINITIONS (CRIME STATISTICS)

For the use of this report:

**On-Campus** is defined as any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

**Public Property** is defined as all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, 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.

**Residence** is defined as an on-campus residence hall and is a subset of "On-Campus" total.

**Non-Campus** is defined as any building or property owned or controlled by a student organization recognized by the institution and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

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# Violence Against Women 2011-2013

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</table>
2014 FIRE SAFETY REPORT

FIRE SAFETY, PROCEDURES, STATISTICS, REPORTS AND DOCUMENTATION

The purpose of this policy is to implement the requirements of the Higher Education Opportunity Act Fire Safety Reporting provisions, as well as to provide fire safety policy guidelines for the University Housing buildings. The policy applies to New Livingstone Hall, Crosthwaite Hall, Jubilee Hall, also known as University Housing, and those residing there. University Housing is considered an on-campus student residential facility, based on the definition contained in the relevant federal regulations.

Annual Fire Safety Report Procedures

On or before October 1 of each year, the University will publish an annual Fire Safety Report that contains, at a minimum, the following information:

- The fire statistics described in paragraph 2 of this subsection (below).

- A description of the University Housing fire safety systems.

- The number of fire drills held at University Housing during the previous calendar year.

- The University Housing policies or rules on portable electrical appliances, smoking, and open flames in that facility.

- The procedures for evacuation in the case of a fire at University Housing.

- The policies regarding fire safety education and training programs provided to the students and employees, which must describe the procedures that students and employees should follow in the case of a fire.

- For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.

- Plans for future improvements in fire safety, if any, and as determined necessary by the University.

- Fire Statistics

- The University will provide as part of the annual Fire Safety Report, as well as to the Secretary of the U.S. Department of Education, the following statistics from the three (3) most recent years for which data are available:
• The number of fires and the cause of each fire;

• The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center;

• The number of deaths related to a fire; and

• The value of property damage caused by a fire.

• The cause of each fire, if it was unintentional, intentional or undetermined under the following categories:

1. Cooking
2. Smoking materials
3. Open Flames
4. Electrical
5. Heating equipment
6. Hazardous products
7. Machinery/Industrial
8. Natural
9. Other

Fire Log

The University shall maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in University Housing. This log shall include the nature, date, time, and general location of each fire.

The University shall make an entry or an addition to an entry to the log within two (2) business days of the receipt of the information.

The University shall make the fire log, for the most recent 60-day period, open to public inspection during normal business hours. The University shall make any portion of the log older than 60 days available within two (2) business days of a request for public inspection.

The University shall make an annual report to the University Community on the fires recorded in the fire log. This will be accomplished through the annual Fire Safety Report described in paragraph 1 of this subsection (above).
Statistics

### Summary of Fires

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Fire System

All of the resident halls located on the Fisk University campus have a monitored fire alarm system which covers all common areas of the dorms, stairwells, hallways, elevators and mechanical spaces. These are a combination of heat or smoke detectors for detection of smoke while the notification is done with horns and strobe lights.

These were installed and maintained by Honeywell Inc. and are monitored 24/7 by Stanley/Convergint.

These systems are hard wired to a central annunciator located in the main lobby areas of each dorm, which also reflects on the main Honeywell computer located in the Office of Campus Safety staff area along with the contracted offsite monitoring location.

All dorm rooms have a 120 volt smoke detector that has a battery backup for local annunciation in the dorm room. These batteries are replaced at the beginning of each semester or as needed.

Fire Drills

Two Fire drills will be conducted in each Residence Hall each calendar year.

Student Housing Rules

The following policies have been established in accordance with fire and safety laws of the State of Tennessee regarding public buildings. The procedure set forth in this policy for building maintenance is applicable to all residence halls.

- Resistance coils or gas appliances of any kind such as hot plates, emersion coils, grills, skillets, toasters, toaster ovens or any appliance with an exposed heating element or heating surface are prohibited. Microwaves and hot surface appliances, such as hot plates, George Foreman Grills, space heaters, popcorn poppers, etc.,
are not allowed in student rooms. The use of UL approved portable electric hair dryers, curling irons, portable refrigerators (3.5 cubic feet, 1.5 amps), razors, radios, clocks, computers, desk lamps, irons, televisions sets, tape recorders, CD players, and stereos are permitted in student rooms.

- Extreme caution is urged when using these appliances in the room from both a safety and a sanitary aspect. Students are encouraged to use cooking appliances (with smooth heating surfaces only) in kitchens, where available. If these smooth surface appliances are used in the kitchen area, use the following precautions:

- Operate all appliances away from flammable items such as bedding, paper, clothing, aerosol cans, etc.

- Never leave cooking food unattended. Crock-pots are not allowed for this reason.

- Unplug all appliances immediately when you are done.

- Clean appliances, plates and utensils, immediately after use. With multiple people living in an area, the potential for infestation by bugs and rodents multiplies quickly when food and dirty dishes are left out.

- Care should be taken in the use of all electrical cords and sockets. Extension cords are to be used only as an extension of a single unit, not as a multiple plug adapter. All electrical cords should bear the label “Approved by Underwriter’s Laboratories.” Do not overload circuits. Multiple plug adapters are prohibited. UL approved power strips with surge protectors are permitted.

- LIGHTED CANDLES OR CANDLES WITH BURNT WICKS, INCENSE BURNERS, HALOGEN LAMPS, AND POTPOURRI BURNERS ARE NOT ALLOWED IN STUDENT ROOMS.

- The use or storage of kerosene, gasoline, naphtha, benzene, or any similar flammable material in residence halls is prohibited.

- Flammable items such as sheets, fish net, etc., should not be hung or draped from the walls or ceiling. Light fixtures are not to be covered with flammable items.

- Wastepaper baskets should be emptied frequently.

- Fisk University is a smoke-free campus. Smoking is prohibited in all buildings on-campus, including residential facilities. Additionally, smoking is prohibited during all campus ceremonies and activities sponsored under the auspices of Fisk University. Guests or visitors of our students are expected to comply with this smoking policy.

- Fire doors are to be kept closed. Fire doors serve to protect you in the event of fire but are useless when left open. Fire doors are located throughout the residence halls in the corridors, at the stairwells, and at some of the lobbies and, if properly
closed, prevent fire, smoke, and fumes from spreading throughout the building in the event of fire, thus keeping some routes clear for safe exit.

- No live Christmas trees or live greenery may be used anywhere within the buildings. Fireproof trees of vinyl/aluminum are acceptable. No strung holiday lights may be used in the residence halls.

- All decorating materials used on floors where residents live must be fireproof.

- No straw or similar flammable material may be used inside the building.

- Doors may be covered with flameproof material during the holiday season only if it is attached by tape (no tacks) on the sides, top, or bottom of the door.

- There should be nothing used at any time that will impede the flow of traffic in the halls in the event an evacuation of the building should become necessary.

- Glass inserts in the fire doors may not be covered at any time.

- Light bulbs and light fixtures must not be covered with paper, cellophane, or paint. Theater gels may be attached to desk lamps, etc., for colored lighting effects.

- All room smoke alarms are equipped with the appropriate battery. If an alarm is found missing a battery, it will be assumed that the student has removed the battery. All missing batteries may lead to a fine of up to $100.00 plus the replacement cost, all of which shall be assessed to each resident of the room. It is the responsibility of each resident to report non-working batteries to their Residence Director.

Evacuation

Students should be familiar with the exits nearest to their rooms so they can exit quickly and safely when the fire alarm sounds. When the alarm sounds students should close the room door and leave the building quickly. Students may return only upon authorization from the staff. Failure to exit a building while a fire alarm is sounding will be considered a violation of the Student Code of Conduct.

Report a fire

For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred:

Norman Rapp Director of Facilities
Mickey West Director of Campus Safety
Christopher Duke Director of Campus Services
Natara Garvin Dean of Student Engagement
Policy Statement Addressing Crime Prevention Programs for Students and Employees

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. University Campus Safety personnel facilitate programs for student, parent, faculty, and new employee orientations, student organizations, in addition to annual programs for Housing Services Resident Assistants/Directors and residents providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes. Annually the University offers Rape Aggression Defense System (RAD) training. It is a comprehensive course that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. Certified RAD instructors will teach the courses provided.

Policy Statement Addressing Preventing Sex Offenses

The University educates the student community about sexual assaults and date rape through mandatory freshman orientations each fall. The Campus Safety Department offers sexual assault education and information programs to University students and employees upon request. Literature on date rape education, risk reduction, and University response is available through the Dean of Student Engagement.

Policy Statement Addressing Security Awareness Programs for Students and Employees

During orientation in August of each year, students are informed of services offered by the Fisk University Department of Campus Safety. Slide presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees.

Periodically during the academic year Campus Safety, in cooperation with other university organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft, and vandalism, as well as educational sessions on personal safety and residence hall security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness emails, security alert posters, displays, and articles and advertisements in the Campus Safety office.

When time is of the essence, information is released to the university community through security/crime alerts.
Training Elements for Campus Security Authorities

Role of a CSA

The Clery Act is a federal law that requires the institution to identify individuals and organizations that meet the definition of a campus security authority. CSAs have an important role in complying with the law.

- Fulfill its responsibility to annually disclose Clery crime statistics, and
- To issue timely warnings for Clery crimes that pose a serious or continuing threat to the campus community.

If an individual reporting an incident needs assistance, a CSA should explain how to get help. Let a victim know that help is available even if he or she does not want an investigation conducted. The decision to act on this option is the victim’s. In the midst of an emergency situation, such as a physical assault, however, a CSA should contact the campus safety or the police or call 911, as appropriate. Provide reporting materials—Good recordkeeping can help minimize the chances of double reporting crimes. Suggested materials are:

- Descriptions, a map, or both, of the school’s Clery geography.
- A list of Clery crimes and definitions.
- Hard copy or electronic Crime Report forms for documenting criminal incidents.

Importance of Documentation

If CSAs are unsure whether an incident is a Clery crime, or even if it’s criminal in nature, they should report it.

- Provide as much information about a criminal incident as possible to aid law enforcement and to categorize the crime.
- Crime reports should include personally identifying information if available. This is important for law enforcement purposes and to avoid double counting crimes. The Clery statistical disclosures based on those reports, however, must be kept anonymous; no personally identifying information will be disclosed.
- If a victim doesn’t want the report to go any further than the CSA, the CSA should explain that he or she is required to submit the report for statistical purposes, but it can be submitted without identifying the victim.

Timely Report Submission

If a crime is reported to a CSA, but goes no further than that, the school won’t have fulfilled its obligation under the law, and the campus community might not have the
information they need to stay safe on campus. All Clery reportable Crimes submitted by CSAs will be reviewed by the Campus Safety Survey Administrator (Director, or Deputy Director of Campus Safety) in a manner that is timely and will aid in the prevention of similar crimes. CSAs must:

- Submit their crime reports in a timely manner, and
- To the Director, or Deputy Director of Campus Safety
Campus Security Authority Sex Offenses Report Form

Crime reported by: ____________________________________  Phone number: ________________________________

Classification (see definitions below): ____________________  Date Incident occurred: ________________________

Brief description of the incident:
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Check the appropriate answer to the following questions:

Did the crime occur in a building or on the street?  Building: _____  Street: _____

Did the crime occur on school owned, controlled, or leased property?  Yes: _____  No: _____

Did the crime occur at a University-sponsored activity or event?  Yes: _____  No: _____

Sex Offenses—Forcible

Any sexual act directed against another person, forcibly and/or against that person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent.

A. Forcible Rape

The carnal knowledge of a person, forcibly and/or against the person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will, or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With An Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will, or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses—Non-forcible

Unlawful, non-forcible sexual intercourse.

A. Incest

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

B. Statutory Rape

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

Sex Offenses Definitions From the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Please forward this completed form to:       Mickey West, Director of Campus Safety

mwest@fnl.edu
Campus Security Authority Crime Report Form

Crime reported by: ___________________ Phone number: ___________________

Classification: ___________________ Date incident occurred: ____________

Brief description of the incident

________________________________________________________________________

Check the appropriate answer to the following questions:

Did the crime occur in a building or on the street? Building: _____ Street: _____

Did the crime occur on school owned, controlled, or leased property? Yes: _____ No: _____

Did the crime occur at a University-sponsored activity or event? Yes: _____ No: _____

Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: the killing of another person through gross negligence.

Robbery: the taking or attempting to take anything from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as Motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding.)

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Crime definitions from the Uniform Crime Reporting Handbook.
Please forward this completed form to:

Mickey West, Director of Campus Safety
mwest@fisk.edu
1000 17th Avenue North
Nashville, TN 37208

We are also required to report statistics for bias-related (hate) crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forceful), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and/or weapons: possessing carrying, etc. (see definitions on the front page) and larceny-theft, destruction/damage/vandalism of property, intimidation, and simple assault (see definitions below).

**Larceny**: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Vandalism**: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**Intimidation**: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Simple Assault**: An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A bias-related (hate) crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate crime.

If a bias-related (hate) crime was reported to you, please fill out the top section of Page 1 and then complete the following information about the type of bias involved in the crime.

**Type of Crime (List classification as defined above)**

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**Type of Bias (circle one):**

- Race
- Religion
- Ethnicity/National Origin
- Gender
- Sexual Orientation
- Disability
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