



Annual Security Report 2016

**For the Department of Education
In Compliance with the Clery Act**

Prepared and Posted on September 27, 2016

One component of the mission of Middle Tennessee School of Anesthesia is to ensure the safety of the members of the school community and the security of the facility. The school policies, as well as the state laws, are enforced along with educating the campus community on safety and security issues.

It is the goal of the Middle Tennessee School of Anesthesia to provide a safe and secure environment where academic inquiry may flourish in harmony with social interaction and personal growth.

Crime Reporting

Middle Tennessee School of Anesthesia does not have a campus police department or security office. The Metropolitan Nashville Police Department should be called in the event of an incident of a criminal nature. Crimes in progress and other emergency situations in on MTSA's campus can be reported directly to the Metro police at 615-862-8600 or 911 and then notify one of the Campus Security Authorities listed below.

| | |
|------------------|--------------|
| Chris Hulin | 615-732-7841 |
| Maria Overstreet | 615-732-7893 |
| Sam Minten | 615-732-7675 |

*After hours call 615-499-MTSA (6872)

When a crime has been reported, the Campus Security Authority and/or the Administrator on Call will determine if a timely warning should be provided to the campus community. If so, the warning will go out by email or page messages depending on the sensitivity of time. If a crime is reported to a Campus Security Authority, that person is obligated by law to report the incident to the proper authorities.

Each year, in early fall, the Admissions Coordinator will collect and submit the crime statistics from the Annual Security Report to the Secretary of Education. The statistics are collected from the campus security authorities and the Metro Nashville Police Department. These statistics are reported on-line according to the directives of the United States Department of Education.

A printed copy of the current Annual Security Report is available for review upon request in the Admissions office. Notification of the report and its availability is given to every student, employee and every prospective student or employee.

Clery Act records will be retained for a minimum of four calendar years.

Emergency Response Plan

The following Emergency Response Plan (ERP) for the Middle Tennessee School of Anesthesia (MTSA) is a plan that enables the School to appropriately respond to various types of emergency.

The ERP is an all inclusive approach to various crises that might occur on our campus. The plan describes how the School will respond to emergencies that would suddenly and significantly affect our campus. The plan includes the following key elements:

- procedures to respond to, mitigate and recover from emergencies,
- a communication protocol to ensure that accurate and up-to-date information is provided to students, staff and faculty on a timely basis,
- the chain of command in an emergency on the campus;
- defined roles and responsibilities for those assigned to respond in an emergency; and
- instructions on evacuation from the School buildings based on the type of emergency event

We have informed local organizations of our plan and capabilities to ensure a coordinated response. This plan has been distributed to those individuals in the School who are responsible for responding in an emergency.

This Emergency Response Plan contains the following four stages:

1. Discovery
2. Communication
3. Action
4. Recovery

While we all hope that we will not be faced with the need to implement these plans, it is necessary and appropriate to be fully prepared. If you have any questions or concerns, please contact Chris Hulin, President (chris.hulin@mtsa.edu), Maria Overstreet, Dean (m.overstreet@mtsa.edu) or Sam Minten, Vice-President of Finance & Administration (sam@mtsa.edu).

Emergencies Covered:

This plan is flexible and allows MTSA to respond to many types of emergency situations. The decision to respond and the level of response is determined by the President, the Administrator on Call and/or the President's Council.

Person to Contact in the Event of a Disaster:

The President of the School is the first MTSA President or the Administrator on Call., followed by the Administrator on Call if the President is unreachable. The contact number during business hours is **615-868-6503** and the number for the Administrator on Call after business hours is **615-499-MTSA (6872)**. The President will make the decision to inform the remaining members of the President's Council, if necessary.

Involved Personnel:

Personnel involved in the Emergency Response Plan are the President and the Administrator on Call which is a rotating member of the President's Council. The President's Council is made up of the President, Dean, Program Administrator, Vice President for Advancement, Director of IE and Learning Resources, Director of Collaborative Learning, Vice President for Finance and the Director of Student Financial Aid. Building coordinators have been identified for the campus' three buildings. The coordinator for Building A is the technology assistant or designee. The coordinator for Building B is the operations assistant or designee. The coordinator for Building C is the administrative assistant.

DISCOVERY

Duties and Responsibilities of Involved Personnel:

The President or the Administrator on Call must make the decision to enact the emergency response plan. Building coordinators will make every effort to ensure that the building has been evacuated. The Administrator on Call or a member of President's Council is responsible for communication of emergency and action to be taken.

Communication:

Communication of the emergency and actions to be taken will be made by the Administrator on Call or a member of President's Council utilizing the MTSA Voice Communications System, utilizing Blackboard Connect, pager notification and e-mail to all faculty, staff and students. Verbal communication of the emergency and actions to be taken will be given by the Administrator on Call or a member of President's Council to the building and class coordinators.

ACTION

Method of Appraisal of Situation:

The Administrator on Call or a member of President's Council will become fully aware of the circumstances in person, if possible, evaluate the situation, and then deem whether the Emergency Response Plan should be put into action. **The single criteria used to activate the emergency response plan shall be protecting students, faculty, and staff from harm that might occur on the campus.**

Evacuation Centers (Listed in Priority Order):

- The Madison Campus Seventh-day Adventist Church
- Assigned Clinical Site (if on duty or on call)

Internal/External Medical Services:

Due to the fact that every student is a registered nurse in training and has multiple years of experience in intensive care nursing, MTSA has made our clinical affiliate rotation sites aware that students on call or on duty are available to bring relief during times of natural disaster or emergency. MTSA has a first-aid area to administer limited medical service in the event of an emergency on campus. Any high priority medical assistance will be administered by the local hospital's emergency response team.

Recovery from Emergency Response Plan:

The Administrator on Call, a member of President's Council or their designee will be responsible to determine if the "all clear" should be issued post-emergency. This communication will be given to all students, faculty and staff utilizing the MTSA Voice Communications System, pager notification and e-mail. A verbal notification will be given to the building and class coordinators by the Administrator on Call, a member of the President's Council or their designee. A return to normal on-campus activities should only take place when the "all clear" is given.

Appropriate personnel and resources will be utilized to return the School and its related activities back to a normal and usual routine as soon as it is safe and practical.

Fire Plan

In the event of a fire please follow the emergency exits as posted in the building.

If you discover a fire or see a flame or smoke please follow the **RACE** procedures:

R = Remove all persons in immediate danger to safety.

A = Activate manual pull station AND call or have someone call 911.

C = Close doors and fire shutters to prevent the spread of smoke and fire.

E = Extinguish the fire.

R: **Remove all persons in immediate danger to safety.**

Floor Plans & Evacuation Maps

Floor plans are strategically located throughout both buildings and can be useful in planning for evacuation. The floor plan depicts evacuation routes, the nearest exits and the location of fire extinguishers.

Emergency Assembly Point (EAP)

In the event of an emergency that requires evacuation, all students, faculty and staff will have a designated EAP outside of the building. Visitors are not required to go to the EAP, but must evacuate along with all students, faculty, staff and others participating. The building coordinator will be the last person out as they sweep the building.

The primary evacuation points are the Madison Campus Church parking lot, the Skyline Madison Campus parking lot closest to the school or the parking lots on either end of Building C.

A: **Activate manual fire alarm pull station and dial 911.**

Fire alarm pull stations activate the building fire alarm system and are located throughout the campus. Pull stations are usually located at or near an exit and staff should know where each pull station is located in their immediate work area.

Although activation of manual fire alarm pull stations will activate the building fire alarm and alert the alarm monitoring service, Simplex Grinnell, it is important to call or have someone call 911 and provide all pertinent information to include: your name, location, type of fire and your observations of the situation. Stay on the line until released by the emergency dispatcher.

C: **Close all doors to prevent the spread of smoke and fire.**

The first step in defending against the threat of fire and smoke is containment. The school is designed and constructed using fire compartments. Fire walls and fire doors are designed and constructed with a specific fire resistance rating to limit the spread of fire and restrict the spread of smoke. Closing all doors is crucial to prevent the spread of fire and smoke.

E: Extinguish the fire.

Fire extinguishers have been installed throughout the school. Any employee may use the fire extinguisher to reduce or extinguish a fire. The acronym, **PASS**, defines the proper procedure:

P = Pull the pin breaking the plastic seal;

A = Aim at the base of the fire;

S = Squeeze the handles together; and

S = Sweep from side to side

Active Shooter

If a shooter is outside the building:

- Turn off all the lights and close and lock the doors and windows (close window blinds)
- If possible to do so safely, get all persons on the floor, away from the windows, and out of the line of fire and sight.
- Move to a core area of the building and remain until the “all clear” is given by the MTSA President or the Administrator on Call.
- If the faculty, staff or students do not recognize the voice that is giving the all clear they should not change status as the voice may be false and designed to give false assurances.

If the shooter is inside the building:

- If it is possible to flee the area safely and avoid danger, do so
- If possible contact 911 with your location using your cell phone, or any available phone
- If flight is impossible lock all doors and windows, securing yourself on the floor or under a desk and out of the line of sight and fire
- Get all persons on the floor and out of the line of sight and fire
- Wait for the all clear instruction to be given by the MTSA President or the Administrator on Call.

If the shooter comes into your class or office:

- There is NO ONE PROCEDURE that authorities recommend in this situation
- If possible, attempt to get the word out to other staff and if possible dial 911
- USE COMMON SENSE! If hiding or flight is impossible, negotiation may be the only counter measure
- Attempting to overcome the subject with force is A LAST RESORT that should only be initiated in the most extreme circumstances
- Remember, there may be more than one active shooter
- Wait for the all clear signal from the proper authorities
- If flight is possible, **do not** go to the normal gathering site for other drills. Run as far and as fast as you can away from the target building.

Tornado

BASIC INSTRUCTIONS IF A TORNADO IS IN THE AREA

Go to an interior hallway or closet on the lowest floor and away from windows.

Taking cover INSIDE A BUILDING:

- Flying debris is the greatest danger in tornadoes.
- Avoid windows.
- Go to a basement, lowest floor, small center room (bathroom or closet), under a stairwell, or in an interior hallway or room with no windows. Go to the center of that room. Stay away from corners as they tend to attract debris.
- Crouch as low as possible to the floor, facing down. Cover your head with your hands
- Get under sturdy protection (heavy table)
- Know where very heavy objects rest on the floor above and do not go under them. They may fall down through a weakened floor.

Taking cover IN A VEHICLE:

- If the tornado is visible, far away, and the traffic is light you may be able to drive out of its path by moving at right angles to the tornado.
- If not, park the car as quickly and safely as possible, out of the traffic lanes. Get out of the car and seek shelter in a sturdy building.
- If in open country, run to low ground, away from any cars, and lie flat, face down, protecting the back of your head with your arms.
- AVOID seeking shelter under bridges, which can create deadly traffic hazards while offering little protection against flying debris.

Taking cover IN THE OPEN OUTDOORS:

- IF possible seek shelter in a sturdy building.
- If not, lie flat and face down on low ground, protecting the back of your head with your arms.
- Get as far away from trees and cars as you can as they may be blown onto you in a tornado.

DO NOT...

- ...use elevators; you could be trapped in them if the power is lost.
- ...stay in large open rooms like gyms and auditoriums.
- ...stay around glass such as windows or skylights.
- ...stay in mobile homes, even if they are tied down.

AFTER A TORNADO:

- Wait for emergency personnel to arrive
- Carefully render aid to those who are injured.
- Stay away from power lines and water with wires in them; they may still be carrying electricity!
- Watch your step to avoid broken glass, nails and other sharp objects. Stay out of heavily damaged buildings; they could collapse at any time.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks.
- Remain calm and alert for information and instructions from emergency crews or local officials.

Key Terms:

Tornado WATCH: Atmospheric conditions are favorable for tornados to possibly occur. Issued for 4-8 hours and covers a large portion of the state.

Tornado WARNING: A tornado has been SPOTTED in the area and IMMEDIATE action should be taken. Move away from windows and outside walls. Duration is one hour unless otherwise cancelled.

Earthquake

If Indoors:

- Seek refuge in a doorway or under a desk or table.
- Stay away from windows, shelves and heavy equipment.
- Do not exit buildings until the initial quake has subsided. If the fire alarm is sounded or if you are directed to leave the building by the MTSA President or the Administrator on Call, walk quickly to the nearest safe exit.
- Once outside, move to an open area as far as you can from other buildings. Be prepared for aftershocks.
- Do not reenter buildings until authorized to do so by the MTSA President or the Administrator on Call.

If Outdoors

- Move quickly away from buildings, utility poles and other structures. Always avoid power lines as they may still carry electricity.
- If in an automobile, stop in the safest place available, preferably away from power poles and trees. Stay in the vehicle for the safety it offers.

SUSPICIOUS PACKAGES

PUBLIC AWARENESS

Public awareness of mail bombs has increased at all levels, including in campus mailrooms and offices. The most important thing to remember when finding a suspicious package or letter is **not to touch the item**. You should clear the area immediately and notify the MTSA President or the Administrator on Call.

To apply proper safety procedures, it is important to know the type of mail normally received and look for the following:

- Mail bombs come in letters, books, and packages of various sizes, shapes, and colors;
- Letter texture may feel ridged, look uneven or lopsided, or feel bulkier than normal;
- Excessive amounts of postage may be present—often far more than needed;
- The sender is unknown or there is no return address;
- Handwritten notes appear, such as, “rush,” “personal,” or “private;”
- The addressee normally does not receive mail at the office;
- Cut or pasted homemade labels are used for lettering;
- The letter or package may emit an odor, have oily stains, or appear to have been disassembled and re-glued;
- Distorted or foreign writing is present;
- Resistance or even pressure is felt when trying to remove contents from the package;
- Several combinations of tape are used to secure the package;
- Contents of the parcel may slosh or sound like liquid; some packages may emit noises, such as ticking;
- The package or letter shows a city or state in the postmark that does not match the return address;
- The package or letter is marked Foreign Mail, Air Mail and Special Delivery;
- The package has protruding wires or aluminum foil;
- The package or letter has incorrect titles, or a title but no name; or misspellings of common words are present.

In addition to physical characteristics, consideration should also be given to the listed factors to help determine the likelihood of a threat:

- Is there a common sense explanation to the letter?
- Have all reasonable explanations been exhausted?

If you are unable to allay your suspicions, call the non-emergency police line at **615.880.3111**, or **911** for emergency situations.

HANDLING THE PACKAGE OR LETTER

If the suspicious letter or package is unopened:

- Do not open the package. Do not shake or empty the contents of any suspicious envelope or package. Immediately report the incident to the MTSA President or the Administrator on Call.
- Have everyone vacate the immediate area and close any door, or section off the area, to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder or other chemicals to your face.
- List all individuals who handled, or were within close proximity to, the suspicious letter or package.

If the suspicious letter or package is opened:

- **Do not panic**. Immediately report the incident to the MTSA President or the Administrator on Call. Follow any instructions given to you by this person.

- Do not try to clean up the substance. Cover the spilled contents immediately with anything (e.g., clothing, paper, trash can), and do not remove this cover.
- Have everyone vacate the room and close any door, or section off the area, to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any of the substance to your face.
- Remove heavily contaminated clothing as soon as possible, and place in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectants on your skin.
- List all individuals who handled, or were within close proximity to, the suspicious letter or package, especially those who had actual contact with the substance.

Bomb Threat Plan

INTRODUCTION:

A bomb is any device capable of producing damage to material, and injury or death to personnel, when detonated. A bomb may be "incendiary," causing fire-producing heat and little explosion; "explosive," causing damage by fragmentation, heat, and blast wave; or "dirty," causing a release of radiological material.

Homemade bombs are commonly referred to as improvised explosive devices (IED) and can vary in size, shape, and material. Homemade car bombs are commonly referred to as vehicle-borne improvised explosive devices (VBIED) and occur when IEDs are placed inside a vehicle. Both terms are utilized throughout this plan to replace the term "bomb" when appropriate.

In most cases, bomb threats are designed to disrupt the normal business operations of the institution. Additionally, true terrorists are interested in killing or maiming as many people as possible and, therefore, will not typically make phone calls prior to the bomb going off.

All bomb threats will be taken seriously. The President or Administrator on Call will determine the appropriate course of action. Not all bomb threats are legitimate, and evacuation is not always required.

This plan has been created as a precautionary measure and predefined plan to deal with bomb threats and suspicious devices or packages. This plan is designed to have the MTSA President or the Administrator on Call, faculty, staff, students, and visitors work as a team to ensure a safe environment.

RECEIVING BOMB THREATS

TYPES OF BOMB THREATS

A bomb threat may be received in a number of ways. A threat may be received by telephone, written message, e-mail, face-to-face interaction, social media, or suspicious package delivery by mail or messenger, the first being the most frequently used method.

When receiving a threat, pay careful attention to any pertinent details. The person making a warning or threatening call could reveal enough information about himself or herself so that the recipient could later identify them.

PHONED THREATS

If you receive a phoned-in threat:

- Start a recording device, if one is available, or note the caller I.D. number, if available.
- Signal another staff member to call **911** and then monitor the conversation, if possible.
- Transcribe the threat.
- Fill out as much of the Bomb Threat Card as possible, including responses to detailed questions.
- When the caller hangs up, **DO NOT** hang up your line.
- Complete any unanswered questions on the Bomb Threat Card.
- Be available after the call for the Police and the Crisis Response Team to interview you.

WRITTEN THREATS

If you receive a written threat:

- Handle the item as little as possible.
- Notify the MTSA President or the Administrator on Call.

- Note where the item was found, the date and time you found the item, any situations or conditions surrounding the discovery, and any other person who may have seen the threat.

E-MAILED THREAT

If you receive an e-mailed threat:

- Notify the MTSA President or the Administrator on Call.
- Print, photograph, or copy down the message. Include the header of the e-mail.
- Save the e-mail, if you know how to do so.
- Leave the e-mail open until assistance arrives.

VERBAL THREAT

If you receive a verbal threat:

- Project calmness; move and speak slowly, quietly and confidently.
- Notify the MTSA President or the Administrator on Call. as soon as you can safely do so.
- Note the description of the person who made the threat:
 1. Name, if you know him or her, or if he or she gave you one;
 2. Vocal distinguishers;
 3. Sex;
 4. Type and color of clothing;
 5. Body size and height;
 6. Hair, eye and skin color; or
 7. Distinguishing features.

Write down the threat exactly as it was communicated to you:

- Exact wording;
- Who made the threat;
- The date and time of the threat; and
- Where the person who made the threat is now, if known.

Note the direction in which the person who made the threat leaves, and report to the MTSA President or the Administrator on Call.

SOCIAL MEDIA

Due to the overwhelming use of social media as primary means of communication, bomb threats may be made by utilizing social media applications such as Facebook or Twitter. If you see a threat made through social media:

- **Report it to 911.**
- Note the name of the person making the threat and the application they used to make it.
- Record the exact wording of the threat as it was posted.
- Take a screen shot of the computer if possible to provide to the Police.

RUMOR

If you overhear a rumor about an IED, a bomb threat, or incident, write down exactly what you heard, from whom you heard it, and then report the rumor to the MTSA President or the Administrator on Call.

EVACUATION

BUILDING EVACUATIONS

The building, upon receipt of threat, may need to be evacuated in a calm and orderly manner. Emergency personnel and designated Building Coordinators will facilitate evacuation. Emergency personnel will notify individuals when reentry to the building can be made. There is no specified time limit for when students, faculty and staff will be permitted back into the isolated area. This will depend solely upon the information received and the results of the investigation by public safety authorities.

THINGS THAT SHOULD NOT BE DONE

Any one of the following events could trigger an explosive device:

- **DO NOT** handle any IED, or suspected IED, or suspicious packages.
- **DO NOT** allow any faculty, staff, students or visitors access to, or near, the proximity of the IED.
- **DO NOT** move the IED or enclose it to minimize effects of an explosion.
- **DO NOT** use cellular telephones.
- **DO NOT** pull the fire alarms to evacuate any buildings, unless specifically directed to do so by emergency personnel. This may trigger the IED.
- If an IED is inside a container, **DO NOT** open the container.

THINGS THAT SHOULD BE DONE

Student rosters should be kept current and a copy placed at exits of each building. It is possible that the individual who made the threat is a student, and a current list would assist law enforcement.

- Any and all media inquiries should go through **Jim Closser at 615.732.7674 or cell phone at 615.478.1551.**
- The MTSA populous will be notified via MTSA Voice Communications System, Blackboard Connect, pager notification and e-mail alert in the event such notification is necessary.

BOMB THREAT CALL CHECKLIST

When a bomb threat has been received:

- Listen – Believe the messenger
- Be calm and courteous
- Do not interrupt the caller
- Obtain as much information as you can
- Initiate call trace action (where possible) AND notify your responsible authority by pre-arranged signal while the caller is on the line
- **DO NOT** hang up when the call ends

USE THIS BOMB THREAT CALL CHECKLIST TO RECORD DETAILS OF THE THREAT:

Date: _____

Time of call: _____ a.m. or p.m.

Voice on the phone:

Male Female Adult Child

When will it go off:

Where is it located?

What type of bomb is it?

What type of explosive is it?

Why are you doing this?

Who are you?

Where are you now?

What is your address?

Exact wording of the threat:

SPEECH – check all that are applicable:

| | | | |
|---|-------------------------------------|---|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Loud | <input type="checkbox"/> Nasal | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Laughter | <input type="checkbox"/> Stutter | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Crying | <input type="checkbox"/> Lisp | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Normal | <input type="checkbox"/> Raspy | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Distinct | <input type="checkbox"/> Deep | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Slurred | <input type="checkbox"/> Ragged | <input type="checkbox"/> * Familiar |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Irrational | |
| <input type="checkbox"/> Well-spoken/Educated | | <input type="checkbox"/> Taped or message read by threat-maker? | |

***If voice is familiar**, whom does it sound like? _____

BACKGROUND SOUNDS – check all that applicable:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Music | <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Local |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> House Noises | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Motor | <input type="checkbox"/> Clear | <input type="checkbox"/> Booth |
| <input type="checkbox"/> P.A. System | <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Static | <input type="checkbox"/> TV/Radio |

Confidential and/or Sensitive Reporting

It is the policy of the Middle Tennessee School of Anesthesia to provide prompt, sensitive and confidential service to all members of the campus community who may require assistance. To report a crime or incident that you do not want reported to the Metro Police Department, you should contact:

Julie Vega 615-866-4776 pastorjulie@madisoncampus.org

Due to the nature of her duties, this individual must treat all crimes reported to her as confidential but must report any crime listed in the Clery Act to the Admission's office that is responsible for Clery Act reporting. The report is written to ensure the anonymity of the alleged victim while taking steps to ensure the future safety of the campus community. With this information, MTSA can keep an accurate record of the number of incidents involving students, determine if there is a common method or assailant, and alert the MTSA community to potential danger.

Annual Security Report

The Admissions Coordinator will compile the statistical information and policy disclosures for the Annual Security Report in response to the Clery Act. This report will also include a description of policies and procedures relating to student, faculty and staff safety in areas of crime prevention, alcohol and drug abuse, sexual assault, dating violence, domestic violence and stalking. It will be on file in the admissions office for review by any potential student or employee. Crimes reported to the Department of Education are classified by the description provided in the Clery Act (see Appendix A).

Building Access

The MTSA buildings marked "A", "B" and "P.T. Magan" are the private property of Middle Tennessee School of Anesthesia. These buildings, including both administrative and academic facilities, are opened for business at designated times.

MTSA grants access to its buildings during normal business hours to all employees, students and visitors. Current students are issued key cards that grant them access to Buildings A, B & the P.T. Magan building, Sunday through Thursday, 5:00am – 11:59pm and Friday 5:00am – 4:00pm. Administrative offices are open Monday – Thursday, 8:00am – 6:00pm. Lost key cards are the responsibility of the student and a fine must be paid if it is replaced.

Security Considerations Used in the Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Malfunctioning lights and other unsafe physical conditions are reported to the Director of Operations for correction.

Timely Warnings

It is the responsibility of the Campus Security Authority and/or the Administrator on Call to decide if a Timely Warning should be issued to the campus community regarding a crime. If issued, warnings will be sent via MTSA Voice Communications System, Blackboard Connect, pager notification and e-mail alert to all faculty, staff and students.

Awareness and Preventive Programs

Crime prevention, fire safety, safety and wellness programs will be presented during student orientation and information is available throughout the school year. Although MTSA works hard to ensure the safety of all individuals within its community, students and employees must take responsibility for their personal belongings and their own personal safety. Common sense precautions are the most effective means of maintaining personal safety. Safety drills will be conducted periodically.

Sexual Assault

MTSA is a Christian school committed to upholding standards which promote respect and human dignity. Sexual crimes, in any form, severely violate the trust and respect essential to the preservation of a Christian environment and directly threaten the safety and well-being of community members. MTSA will not tolerate acts of sexual violence committed by or against any member of the community. If a sexual assault is reported or committed, MTSA assures a swift response to an accusation while providing assistance to the alleged victim of such an offense. Steps will be taken to keep the parties involved as separated as possible (i.e. different clinical sites).

A list of registered sex offenders may be found by going to www.tbi.state.tn.us and clicking on Sex Offender Registry. MTSA performs a background check for all incoming students. This background check identifies any registered criminal history, which also includes tracking of convicted sex offenders.

When there is a reasonable cause to believe that state laws and campus regulations prohibiting sexual assault and “unwanted sexual contact” have been violated, the school will assist and fully support individuals who wish to pursue filing a criminal report through the local police. The school will also support individuals who wish to pursue disciplinary action through the Progressions Committee or President’s Council.

Because the right to privacy is a particularly sensitive issue in dealing with incidents of a sexual nature, procedures have been designed specifically to maintain the highest possible level of confidentiality. MTSA strongly believes that it is important, whenever possible, for victims to be active in the decision-making process and thus recover some sense of control in their lives.

MTSA, in compliance with the Violence Against Women Reauthorization Act, educates the students, faculty and staff of the dangers of violent acts. Information is included in the student, faculty and staff handbook as well as periodic email blasts describing violence against women,

domestic violence, dating violence and stalking. Definitions for these crimes are listed in Appendix A.

The following information will aid a victim of sexual assault or unwanted sexual contact, in dealing with the effects of rape or sexual abuse. Provided are the procedures to report the assault and to receive counseling and medical treatment that will be important in the victim's recovery.

1. The victim should take care of him/herself by obtaining medical and psychological care
2. Consider reporting the incident to campus and/or local police authorities
3. MTSA can assist the victim of a sexual offense, if assistance is requested, by notifying the police

Reporting Procedures

This publication contains information about on-campus and off-campus resources. This information is made available to provide MTSA's community members with specific information about resources that are available in the event they become the victim of a crime.

A student or employee who has been a victim of sexual assault or unwanted sexual contact is encouraged to report the incident by:

- Contacting the Metro Nashville Police Department at 615-862-8600 or 911
- Contacting the school's Title IX Coordinator, Maria Overstreet, 615-732-7893 or email m.overstreet@mtsa.edu
- Reporting the incident to one of the Campus Security Authorities

Evidence Protection

- A victim of rape or sexual assault should adhere to the following suggestions:
 - Try to preserve all physical evidence.
 - Do not wash, use the toilet, bathe, shower or change clothing if it can be avoided.
 - If clothes are changed, place all clothing worn at the time of the attack in a paper, not plastic, bag.
- Get medical attention as soon as possible to make sure there are not any physical injuries and to collect important evidence that will assist with prosecution.

Rights of the Victim

Anyone who is a victim in a crime of violence or a non-forcible sex offense shall have the following rights:

- Decide whether she/he wants to press charges.
- The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding by the President's Council or Progressions Committee
- Victim may file a "No Contact Order" at the Metro Nashville Police Department prohibiting the accused or his/her friends from contacting the victim

- The clinical schedule may be changed, if reasonably available, so that the accuser and accused are not at the same clinical site if those changes are requested by the victim.
- Be notified immediately of the outcome of any President's Council or Progressions Committee's decisions at the same time and in the same format (writing) as the accused. If the alleged victim is deceased as a result of the crime or offense, MTSA will provide the results of the disciplinary proceeding to the victim's next of kin, if so requested.

Rights of the Accused

Anyone accused of sexual assault has the following rights:

- Be presumed innocent
- Have an equal representation accompany them through any disciplinary proceeding. All participants will be bound by the rules of confidentiality governing the meeting.
- Be notified immediately of the outcome of any President's Council or Progressions Committee's decisions at the same time and in the same format (writing) as the victim.

Sanctions

Violations of MTSA's policy on sexual assault will be subject to various sanctions including, but not limited to the following: extension of program, suspension or dismissal from school. Both the accused and the accuser will be informed of any campus disciplinary procedure or decision in writing.

Policy on Alcohol and Drug Use

Middle Tennessee School of Anesthesia endorses the Drug-Free Schools and Communities Act Amendment of 1989, and, in compliance with that Act, presents the following position statement:

MTSA prohibits the possession, use, or distribution of illegal drugs and alcohol on the campus proper, or on the campus of any affiliate site. MTSA contracts with an outside company to perform drug screening of students throughout the 28-month program of study, as needed. Since many drugs alter one's alertness, and mental alertness is crucial during the provision of anesthesia, students may be screened for drugs at any time they are committed to either clinical or classroom assignments. Students should be aware that if they are found to test positive for substances such as opioids or benzodiazepines, even if those substances have been prescribed by a healthcare provider, they may be subject to disciplinary action, at the discretion of the Progressions Committee. Therefore, students are advised to report any alertness-altering prescribed substance use (i.e. opioids for chronic pain) to the Dean or Program Administrator.

Various federal and state statutes make it unlawful to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, and whether any other crimes were committed in connection with the use of the controlled substance. Possible sanctions include incarceration, up to and including life imprisonment, and imposition of substantial monetary fines.

MTSA does not perform drug/alcohol counseling, treatment, or rehabilitation programs for employees or students. Upon request or in appropriate situations, the School may refer the person to a private counselor, center, or program for assistance with such needs.

Middle Tennessee School of Anesthesia will impose sanctions against individuals who are determined to have violated rules prohibiting the use, possession, or distribution of illegal drugs or alcohol.

Sanctions for students using or possessing illegal drugs or alcohol include disciplinary probation, and in appropriate cases, suspension or dismissal from MTSA. Referral for substance abuse treatment and/or criminal prosecution may be made in appropriate cases. Individuals involved in the sale or distribution of illegal drugs will be suspended from MTSA and referred to the appropriate authorities for criminal prosecution.

All employees and students agree, as a condition of hire, contract or admission respectively, to abide by this policy. Sanctions against employees for use or possession of illegal drugs or alcohol in the work place include termination of employment. Additionally, employees are required to notify the institution of any drug convictions resulting from a violation in the work place, no later than five days after conviction.

Additionally, all staff and students are required (faculty are requested) to abstain from the purchase and/or consumption of alcohol when representing MTSA or when sponsored in full or in part by MTSA at professional meetings, conferences, or any other activity interfacing with or relating to the public or professional peers.

Actions and conduct not in harmony with the Christian philosophy of the School include:

- ◆ Reporting for duty at any hospital, any class, or professional meeting while under the influence of alcohol or any mood or ability-altering drug or controlled substance.
- ◆ The use of drugs or controlled substances, including those prescribed by a physician that would impair judgment or function during the performance of clinical rotations. If circumstantial evidence renders a student suspect of using or abusing prescription drugs or controlled substances, such student may be asked to have urine, blood, or hair analyses to document the record of the investigation. The School also reserves the right to perform routine or random analysis, at any time and without prior notice to rule out substance abuse.
- ◆ The use of **any** illegal drug or controlled substance.
- ◆ The use of tobacco in any form on the premises of MTSA, or any clinical affiliate, other than in properly designated smoking areas.

- ◆ The use or **demonstrated effect** of any alcoholic beverage on the premises of MTSA or any clinical affiliate.
- ◆ Participation in or conviction of any criminal activity. This includes theft or pilferage of hospital or school supplies, equipment, or drugs.
- ◆ Refusal or failure to respond to a request from MTSA to report to a School administrative office or other location.

Tennessee Laws Regarding Alcohol

- ◆ The legal drinking age in Tennessee is 21. In other words, you must be 21 years or older to legally purchase or consume any alcoholic beverage in the state.
- ◆ In Tennessee, you are considered legally drunk and unable to drive when your blood alcohol concentration is .08%.
- ◆ Beer (and other malt beverages like Smirnoff Ice or wine coolers) are the only alcohol products available in grocery or convenience stores. Wine and liquor can only be purchased in a liquor store or by the drink in a bar or restaurant.
- ◆ Even with a valid handgun carry permit, an individual may not carry a gun into an establishment where alcohol is served by the drink.

Drug or Alcohol Abuse Programs (Examples from local area, but not all inclusive)

| | |
|---|--------------|
| Tennessee Professional Assistance Program | 615-250-6111 |
| Cumberland Heights Treatment Center | 615-356-2700 |

Counseling

| | | |
|-----------------------|--------------|----------------------|
| Latonia Schmidt, LMFT | 615-788-5589 | lschmidtmt@gmail.com |
|-----------------------|--------------|----------------------|

Crime Statistics

The Annual Security Report statistics for each of the three most recent calendar years concerning specified types of crimes and incidents that are reported to local police agencies or to a campus security authority and that occurred on campus must be reported to the Department of Education to comply with the Clery Act. The crimes that must be included may be found in Appendix A following this report.

Hate Crimes

With regard to each of the crimes described above, and any other crime involving bodily injury, e.g. simple assault, reported to local police agencies or to a campus security authority, each campus must report, by category of prejudice, each such crime that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.

Notice and Distribution

The Annual Security Report in accordance with the Clery Act will be distributed electronically to all current students and employees by October 1 of each year. A printed copy will be available in the Office of the Dean for review by prospective students and employees. It is also available online at <http://mtsa.edu/about/compliance/>.

Crime Data for Middle Tennessee School of Anesthesia

| Criminal Offenses On Campus | 2013 | 2014 | 2015 | | Criminal Offenses Public Property | 2013 | 2014 | 2015 |
|---|-------------|-------------|-------------|--|---|-------------|-------------|-------------|
| Murder/Non-negligent manslaughter | 0 | 0 | 0 | | Murder/Non-negligent manslaughter | 0 | 0 | 0 |
| Negligent manslaughter | 0 | 0 | 0 | | Negligent manslaughter | 0 | 0 | 0 |
| Sex offenses - Forcible | 0 | 0 | 0 | | Sex offenses - Forcible | 0 | 0 | 0 |
| Sex offenses - Non-forcible (include only incest and statutory rape) | 0 | 0 | 0 | | Sex offenses - Non-forcible (include only incest and statutory rape) | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | | Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | | Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | | Burglary | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 | | Motor vehicle theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | | Arson | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 | | Liquor Law Violations | 0 | 0 | 0 |
| Drug Law Violations | 0 | 0 | 0 | | Drug Law Violations | 0 | 0 | 0 |
| Weapons Law Violations | 0 | 0 | 0 | | Weapons Law Violations | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | | Domestic Violence | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | | Stalking | 0 | 0 | 0 |

Referrals for Campus Disciplinary Action

| | 2013 | 2014 | 2015 |
|------------------------|-------------|-------------|-------------|
| Liquor Law Violations | 0 | 0 | 0 |
| Drug Law Violations | 0 | 0 | 0 |
| Weapons Law Violations | 0 | 0 | 0 |

VAWA Crimes

| | 2013 | 2014 | 2015 |
|-------------------|-------------|-------------|-------------|
| Domestic Violence | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 |

Hate Crimes

There were no hate crimes reported in 2013, 2014, or 2015.

Unfounded Crimes

There were no unfounded crimes reported in 2013, 2014, or 2015.

Definitions of Campus

Campus Property – for the purposes of this report, is property owned or controlled by Middle Tennessee School of Anesthesia within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes. MTSA does not have student housing or own any off campus buildings.

Public Property – is all property not owned or controlled by the institution, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to, and accessible from the campus.

Appendix A - Defining and Classifying Crimes

Criminal Homicide: may be classified as murder, manslaughter, or criminally negligent homicide. A person commits criminal homicide if he intentionally, knowingly, recklessly or with criminal negligence causes the death of another person. Homicides that are neither justifiable nor excusable are considered crimes.

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

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

Sex Offenses: Sex offense definitions from the FBI's National Incident-Based Reporting System (NIBRS) Edition of the Uniform Crime Reporting (UCR) are used.

Domestic Violence: Felony or misdemeanor crime committed by: a current or former spouse or intimate partner of the victim, or a person with whom the victim shares a child in common, or a person who has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or another 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.

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; and where the existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship; type of relationship; and frequency of the interaction between the person involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for his or her safety or the safety of others; or suffer substantial emotional distress.

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 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 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 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.

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 that 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.

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.

Robbery: The taking or attempt to take anything of value 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; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempt theft of a motor vehicle. Classified as a 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, personal property of another, etc.

Weapon Law Violation: 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; using, manufacturing, silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Law 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, methadones); and dangerous nonnarcotic drugs (barbiturates, benzedrine).

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