

Annual Security Report 2018

In Compliance with the Clery Act

September 2018

315 Hospital Drive, Madison, TN 37115

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Middle Tennessee School of Anesthesia 2018 Annual Security Report

Introduction

This document is required and is in compliance with *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* to disclose campus crime statistics and security information. Middle Tennessee School of Anesthesia (MTSA) is dedicated to providing a safe and secure environment where academic inquiry may flourish in harmony with social interaction and personal growth. The school policies, as well as the state laws, are enforced while educating the campus community on safety and security issues. The data in this report covers the calendar year January 1, 2017 through December 31, 2017 along with statistical information for the two previous calendar years. All members of the campus community, which include all employees and students, are encouraged to use this report as a guide for safe practices on and off campus.

Annual Security Report and Disclosure of Crime Statistics Policy

MTSA Policy 3.3.113

Annually, MTSA collects and submits the crime statistics into the Annual Security Report and to the U.S. Secretary of Education to comply with the Clery Act. The Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus and on public property immediately adjacent to the campus. The Clery crime statistics are collected from the Campus Security Authorities and the Metro Nashville Police Department. The report also includes policies and procedures concerning campus security, sexual assault, and other matters. A paper or electronic copy of the Annual Security Report may be obtained by contacting the Office of the Dean or by checking online at www.mtsa.edu. This report is also distributed to the campus community via email annually by October 1st.

Building Access and Security of Facilities

The MTSA buildings (“A”, “B” and “P.T. Magan”) are the private property of Middle Tennessee School of Anesthesia. These buildings, both administrative and academic facilities, are open for business 8:00am – 6:00 pm, Monday through Thursday. MTSA grants access to its buildings during normal business hours to all employees, students and visitors. Current employees and 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.

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The security of MTSA buildings are regularly checked and maintained by the MTSA Coordinator of Plant Operations. Malfunctioning lights, doors and other unsafe physical conditions are to be reported to the Coordinator of Plant Operations for correction. MTSA has no ownership in or maintain on or off-campus housing for students.

Off Campus Student Organization Disclosure

MTSA does not officially recognize student organizations with non-campus locations. Monitoring of crimes off-campus is handled by the agency of jurisdiction where a crime takes place.

Crime Reporting

Statement Concerning Law Enforcement

Middle Tennessee School of Anesthesia does not employ campus police and has not issued any type of written agreement with law enforcement agencies. The Metropolitan Nashville Police Department should be called in the event of an incident of a criminal nature.

Metro Police Department, Madison precinct
400 Myatt Drive
Madison, TN
Emergencies **dial 911**
Non-emergencies dial **615-862-8600**

Crimes in progress and other emergency situations 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.

Campus Security Authorities (CSA)

Chris Hulin, President	615-732-7841	chris.hulin@mtsa.edu
Maria Overstreet, Dean/Title IV Coordinator	615-732-7893	m.overstreet@mtsa.edu
Sam Minten, VP, Finance and Administration	615-732-7675	sam@mtsa.edu

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

MTSA Campus Security Authorities (CSA) are identified annually and receive annual compliance training. CSA's are federally mandated crime reporters. The CSA's role is to document and report crime information, no matter how minor the incident may seem. They are not responsible for investigating crimes. If anyone in the campus community is the victim of a crime, with their permission, a CSA, or Pastoral Counselor can file a report on the details of the incident without revealing the victim's identity. The MTSA Safety Officer or designee will keep record of incidents involving the campus community to determine if a pattern of crime exists and can alert the campus community if there is potential risk. Also, reports can be provided without any personally-identifiable information and the reporting person can remain anonymous for purposes of this report. No personal information is included in the School's Annual Security Report.

Procedures for Crime Reporting

Under the Clery Act, a crime is "reported" when a campus crime has been brought to the attention of a Campus Security Authority by a victim, witness, other third party or even the offender. It doesn't matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the institution. If a CSA receives a report, he or she must include it as a crime report.

MTSA's Administration strongly encourages prompt and accurate reporting of all campus crimes to a Campus Security Authority and/or appropriate law enforcement agencies when a victim of such crimes elects to or is unable to make such a report. All MTSA personnel are available to assist in contacting a CSA or law enforcement. If a crime is reported to a Campus Security Authority, that person is obligated by law to report the incident to the proper authorities.

If you are a victim of or a witness to a non-violent crime, report the following information:

- the nature of the incident
- the location of the incident
- the description of the person(s) involved
- the description of the property involved

If you are a victim of or a witness to a violent crime

- Secure yourself in a safe location
- Call 911 and make a complete report to authorities when they arrive
- Notify a member of the MTSA staff, or Campus Security Authority as soon as possible after the incident

Collecting and Disclosing Crime Statistics

The MTSA Administrative Safety Officer will coordinate the collection of crime statistics from the Campus Security Authorities and the Metro Nashville Police Department. The statistics are prepared and submitted to the U.S. Secretary of Education each year, by October 1, according to the directives of the United States Department of Education.

Statistics are based on incidences reported on location at:

Middle Tennessee School of Anesthesia
312 and 315 Hospital Drive
Madison, Tennessee 37115

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 wish reported to the Metro Police Department, you may contact the School's Pastoral Counselor:

Ken Wetmore 509-481-8457 ken.wetmore@mtsa.edu

Pastoral counselors, when acting as such, are not considered CSA's, under the Clery Act, and are not required to report crimes for inclusion into the annual disclosure of crime statistics. A pastoral counselor is defined as a person who is associated with a religious order, provides confidential counseling and is functioning within that scope within the institution. However, if deemed appropriate, the pastoral counselor can inform the persons they are counseling of procedures to report crimes for inclusion into the annual crime statistics. The report will be written to ensure the anonymity of the alleged victim while taking steps to ensure the future safety of the campus community.

Issuing Timely Warnings

MTSA is committed to alerting the campus community of Clery Act and non-Clery Act crimes committed within the School's geographic area that represent a serious or continuing threat, and in a manner that is timely and that will aid in the prevention of similar crimes. The intent of a timely warning is to enable people to protect themselves and take appropriate precautions. Timely warnings are to be issued as soon as pertinent information is available.

To keep MTSA safe, all are asked to assist in reporting criminal activity immediately. It will be important that the President and/or School Administrators receive information quickly. It is the responsibility of the President or Administrator on Call to initiate the timely warning. Before initiating the warning, several factors will be considered: 1) the nature of the crime, 2) the continuing risk to the MTSA community, and 3) the potential impact on various law enforcement operations. If an event is ongoing or is a continuing threat to our campus community, the MTSA Administrator will be dedicated to maintaining communication with the local Metro Police Department about circumstances that may warrant the issuance of a timely warning. The warning will contain information about the event and promote safety. If issued, warnings will be sent through MTSA's emergency notification software, sending alerts to all current faculty, staff and students.

FERPA regulations (34 CFR 99.36) allow generally protected personal identifiable information to be released without permission if required for the health and safety of others. The only reason notification will not be immediately issued for a confirmed emergency or dangerous situation is if doing so will hinder efforts to assist a victim, contain the emergency, respond to the emergency or otherwise mitigate the emergency.

Emergency Notification

An Emergency Notification, from MTSA, will be immediately issued for confirmed emergencies that are occurring or ongoing which post an imminent threat to the health or safety of the campus community. Issuing an emergency notification involves understanding the situation and then developing, coordinating and disseminating information to the campus community effectively under all hazardous conditions (i.e. a fire, bomb threat, infections disease outbreak, weather emergency). The President or Administrator on Call will, without delay, and taking into account the safety of the campus community, determine the content of the notification and initiate the notification, 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. MTSA Administrator will determine the audience(s) at risk, how the audience(s) should be informed, and the information that should be communicated. There will be continuing assessments of an ongoing event; and as a situation threatens to involve more of the campus community, a wider scope of notifications may be warranted, Emergency notifications will be disseminated utilizing MTSA's Emergency Management software which sends alerts to the current campus community.

Emergency Response Plan

The Emergency Response Plan (ERP) for MTSA enables the School to appropriately respond to various types of emergencies.

The ERP is an all-inclusive approach to various crisis 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 notification 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 evacuating from the School buildings based on the type of emergency event,
- testing the emergency response and/or evacuation procedures at least annually, which will include announced or unannounced drills.

Emergencies Covered

This plan is flexible and allows MTSA to respond to many types of emergency situations. (*See Appendix C:Emergency Procedures*). The decision to respond and the level of response is determined by the President or the Administrator on Call.

While we all hope that we will not be faced with the need to implement the Emergency Response Plan, 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/Title IX Coordinator (m.overstreet@mtsa.edu), or Sam Minten, Vice-President of Finance & Administration (sam@mtsa.edu).

Training and Drills

Emergency preparedness is crucial. MTSA's emergency plan requires training and exercises to outline and define responsibilities and to identify and improve weaknesses. MTSA uses the exercises to provide guidance for the on-going development of the plan. The School will conduct its tests of emergency responses and evacuation procedures either through table top exercises or drills at least annually. A debriefing meeting will take place following the drills to assess and evaluate the plan and capabilities of the School. Fire alarms are tested during the year. Tests or drills may be announced or unannounced. First aid kits are located in the Dean's office.

Person to Contact in the Event of an Emergency

To protect the campus community, any criminal activity or emergency threat should be reported in a timely manner. The MTSA President is presumed the first point of contact, followed by the Administrator on Call, should there be a threat to the health or safety of the campus community. 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)**. All school personnel are available to assist in contacting the appropriate Administrator or the local authorities in the event of an emergency.

Emergency Procedures

Building Evacuation

It is critical, during certain emergencies, that the campus community evacuate the buildings. These would include fire, structural failure, terrorist incidents, earthquakes and bomb threats. An emergency evacuation, is an urgent immediate escape away from an area that contains an imminent threat or ongoing hazard.

Evacuation Procedures

- 1) After being notified to evacuate, stop all work activities. Close, but do not lock, office and classroom doors as you exit (locked doors can hamper rescue operations).
- 2) Be aware of, and make use of, designated primary and alternate evacuation routes. Use the nearest door or stairway if available. All staff members need to be aware of at least two exit routes in their main building in the event one is compromised (*see Appendix D: Evacuation Maps*).
- 3) **DO NOT USE ELEVATORS** for evacuation, and exit the buildings without rushing or crowding.

- 4) Faculty, staff and building coordinators are responsible for evacuating students, visitors and anyone needing assistance to a safe established meeting area.
- 5) Do not re-enter the buildings until an “all-clear” notification is given by official announcement.

Fire Procedures

- Remain calm and close office/classroom doors as you exit
- Move quickly to nearest exit
- Do not use elevators
- Follow directions given by emergency personnel or building coordinator
- Move to the prearranged meeting area
- Do not re-enter building until authorized by response authorities or until an “all-clear” official announcement

See Appendix C: Emergency Procedures

Lockdown, Shelter in Place

In some emergency situations, it may be necessary to seek shelter indoors, rather than evacuate, for safety reasons. Sheltering-in-place procedures are internationally recognized as standard practices of providing shelter rather than risking direct exposure to a hazardous condition, these procedures include, a hazardous materials incident, a terrorist attack, and tornado. Evacuation may not be the best course of action. Building monitors will take the lead in sheltering individuals in their building. It will be important that everyone remain alert and calm and wait for the incident to pass. An “all clear” notification will be given when the event is over, from the School or response authorities.



Tornado Procedures

- Move quickly to safe, designated interior area without windows, and avoid glassed areas
- Move to lowest level of the building
- Close doors and windows
- Protect yourself by going into a “drop and tuck” position

Hazardous Materials Release

- Move from hazardous site and preferably indoors
- Close all windows and doors, sealing the best you can, using towels, clothes, paper
- Use paper mask, wet handkerchief or paper towel over nose and mouth for temporary respiratory protection

Awareness and Preventive Programs

Crime prevention, fire safety, safety and wellness programs will be presented during student orientation and 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.

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 dating violence, domestic violence, sexual assault, or stalking committed by or against any member of the community. If any acts of dating violence, domestic violence, sexual assault, or stalking are reported or committed, MTSA assures a swift response to an accusation while providing assistance to the alleged victim of such an offense. Definitions for these crimes, consent, and bystander intervention are listed in *Appendix B* as defined by the *Clery Act*. 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 <https://www.tn.gov/tbi/general-information/tennessee-sex-offender-registry.html> and clicking on Sex Offender Registry. MTSA performs a background check for all incoming students and prior to the commencement of the second year. 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, 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.

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 below 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 the Title IX Coordinator and/or local police authorities
3. MTSA can assist the victim of a sexual offense, if assistance is requested, by notifying the police.
4. The victim also has the right to decline notification of authorities.

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. MTSA will comply with a student's request for assistance.

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

- 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 titleIXcoordinator@mtsa.edu.
- Reporting the incident to one of the Campus Security Authorities to aid in the notification of law enforcement if chosen by the victim.
- The victim also has the right to decline notification of 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 Alleged 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
- Accuser may file a "No Contact Order" at the Metro Nashville Police Department prohibiting the accused or his/her friends from contacting the accuser.
- Schedules 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 accuser.
- 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 alleged victim's next of kin, if so requested.
- MTSA does not issue orders of protection and will follow the jurisdiction of criminal or civil court systems by complying with orders of protection, restraining orders, or similar lawful orders.
- MTSA will protect the confidentiality of the accuser and other necessary parties in recordkeeping, including Clery Act reporting and disclosing, and provide protective measures to the accuser through accommodations when necessary.
 - Protected information includes: first and last name; physical or home address; contact information including email address; social security number, driver's license, or nursing license number; and any other information that would serve to identify an individual.

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 accuser.
- Both the accuser and the accused will be provided with the same opportunities to be accompanied by an advisor of their choice if requested for the notification of authorities or for support, guidance, or advice.

Bystander Intervention

Bystander intervention is a safe and positive option that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. It includes the recognition of situations that could potentiate harm, understanding institutional structures and cultural conditions, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Risk reduction can decrease perpetration and bystander inaction, increase empowerment for victims to promote safety, and help individuals and communities address conditions that facilitate violence. Risk reduction discourages victim blaming. Information on risk reduction is provided during orientation and through ongoing prevention and awareness campaigns.

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.

Student Drug & Alcohol Policy

MTSA Policy 5.1.111

MTSA prohibits the possession, use, or distribution of illegal drugs and alcohol on the MTSA campus, the Madison Campus SDA Church campus, Tristar Skyline Madison Campus, or on the campus of any affiliate site.

Since many drugs alter one's alertness, and mental alertness is crucial during the provision of anesthesia, students may be screened for drugs and alcohol at any time they are committed to either clinical or classroom assignments. MTSA contracts with an outside company to perform drug/alcohol screening of students throughout the program of study, as needed.

Students should be aware that if they are found to test positive for substances such as alcohol, opioids, or benzodiazepines, even if those substances have been prescribed by a healthcare provider, they will be subject to disciplinary action, at the discretion of the Program Administrator and the Progressions Committee. Therefore, students are required to report any alertness-altering prescribed substance use (i.e. treatment for anxiety and learning disabilities) to the Program Administrator.

- Increased likelihood of accidents
- Impaired judgement

- Possible respiratory paralysis
- Death

Heavy use of alcohol can lead to the following problems:

- Damage to brain cells
- Increased risk of cirrhosis, ulcers, heart disease, heart attack
- Increased risk of cancers of the liver, mouth, throat, and stomach
- Hallucinations
- Personality disorders

Health risks associated with the use of illegal drugs include the following:

- Increased susceptibility to disease due to less efficient immune system
- Increased likelihood of accidents
- Personality disorders
- Addiction
- Anemia
- Poor coordination
- Death

Resources

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

Local Resources for Help in Davidson County	
Metro Police Non-Emergency	615-862-8600
Nashville Poison Control	615-936-2034
National Domestic Violence Hotline	800-799-7233
RAINN National Rape Crisis Hotline	800-656-4673
TN Crisis Services & Suicide Prevention	855-274-7471
National Suicide Prevention Lifeline	800-273-8255
Cumberland Height Alcohol & Drug Treatment Center	800-646-9998 / 615-356-2700
Tennessee Professional Assistant Program	615-726-4001

Legal Sanctions Under State and Federal Law

The following is a summary of Tennessee and federal sanctions for the unlawful use of illicit drugs and alcohol. While the summary is a good faith effort to provide information, MTSA does not guarantee that it is an error-free or exhaustive accounting

Under federal law, a civil penalty of up to \$100,000 and imprisonment of up to one year may be imposed for simple possession of certain specified controlled substances. Possession of crack cocaine may lead to civil penalties of up to \$250,000 and imprisonment of up to twenty years. Also, possession of a controlled substance can result in the denial of federal benefits, such as student loans, grants, contracts and professional and commercial licenses, and the forfeiture of personal property and real estate used to transport, conceal or facilitate such possession. In addition, possession of a controlled substance can lead to ineligibility to receive or purchase a firearm.

Under federal law, it is unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, dispense, deliver or sell controlled substances. The penalty imposed depends upon many factors that include the type and amount of controlled substance involved; the number or prior offenses, if any; whether death or serious bodily harm resulted from the use of such substance; and whether any other crimes were committed in connection with the use of the controlled substance. Even a first-time violation can result in life imprisonment; a fine of up to \$4,000,000 per individual; supervised release; or any combination of these penalties. These sanctions are doubled when the offense involves either: (1) distribution or possession at or near a school or university campus, or (2) distribution to persons under 21 years of age. Repeat offenders may face greater penalties.

Under Tennessee law, it is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of their employment) or consume alcoholic beverages, including wine or beer. It is unlawful for any adult to buy alcoholic beverages for or furnish them for any purpose to anyone under 21 years of age. These offenses are classified Class A Misdemeanors punishable by imprisonment for not more than eleven months and twenty-nine days or a fine of not more than \$2,500 or both. The offense of public intoxication is a Class A Misdemeanor punishable by imprisonment of not more than thirty days or a fine of not more than \$50 or both.

Under Tennessee law, the offense of possession or casual exchange of a controlled substance (such as marijuana) is punishable as a Class A Misdemeanor (eleven months, twenty-nine days and/or a fine of \$2,500). For the third and subsequent offense of possession of ½ oz. or less of marijuana, punishment is one to six years of imprisonment and a \$3,000 fine. If there is an exchange from a person over 21 years of age to a person under 21 and the older person is at least two years older than the younger and the older person knows that the younger person is under 21, then the offense is classified as a felony. Possession of more than ½ oz. of marijuana under circumstances where intent to resell may be implicit is punishable by one to six years of imprisonment and a \$5,000 fine for the first offense. Maximum Tennessee penalties for possession, manufacture or distribution of substantial quantities of a controlled substance range from fifteen to sixty years of imprisonment and up to a \$500,000 fine. The State of Tennessee may, under certain circumstances, impound a vehicle used to transport or conceal controlled substances.

MTSA Standards of Conduct

MTSA Policy 5.1.114

It is the philosophy of MTSA to uphold Christian ideals and values. While it is MTSA's policy to freely accept students regardless of religious persuasion, MTSA's philosophy is that students, faculty and staff are public representatives of MTSA, and are expected to avoid any conduct that would conflict with its Christian values.

Actions and conduct not in harmony with the Christian standards of MTSA include, but are not limited to, the following, and commission of any of these actions will result in disciplinary action that may include dismissal from the program. Students who witness or have personal knowledge of any participation in the following activities have a responsibility to report such infractions to MTSA administration. Dismissal from the School or any lesser penalty as determined by the Program Director and the Progressions Committee may result from participation in any of the following activities:

1. Furnishing false information to the School with the intent to deceive;
2. Knowingly providing false information or testimony during the investigation of, or hearing on a disciplinary matter;
3. Refusal or failure to respond to a request from MTSA to report to a School administrative office or other location;
4. Vandalism, malicious destruction, damage, or misuse of private or public property, including library or computer center material;
5. Forgery, alteration, destruction, or misuse of School documents, records, or identification;
6. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other School activities, including any authorized activities on School property; In no event shall this rule be construed to prevent speech protected by the First Amendment to the United States Constitution;
7. Unauthorized use of or entry to School facilities and/or unauthorized possession of keys to School facilities;
8. Disorderly conduct or lewd, indecent, or obscene conduct on School-owned property or at any other institution affiliated with the School, or at School-sponsored functions;
9. Physical abuse of any person, or other conduct which threatens or endangers the health or safety of any person (i.e., this includes attending class or clinical under the influence of drugs or alcohol) whether such conduct occurs on or off School property;
10. Participation of students in group activities on or adjacent to the campus, which causes damage to public or private property, causes injuries to persons, or interferes with the orderly functioning of the School or the normal flow of traffic;
11. Violation of written School policies or regulations as stipulated herein or as published and/or announced by authorized School personnel;
12. Falsely reporting the presence of an unlawful explosive or incendiary device with the intent to mislead, deceive, or disrupt the operation of the School or a scheduled event sponsored by the School;
13. The use of tobacco in any form on the premises of MTSA, or any clinical affiliate, other than in properly designated smoking areas;

14. Possession, while on School-owned property, or of any other institution affiliated with the School, of any weapon such as, but not limited to, rifles, shotguns, ammunition, handguns, air guns, including explosives, such as firecrackers, unless authorized in writing by the School administration;
15. Unauthorized use or misuse of MTSA's computing facilities to include logging on an account without the knowledge and permission of the owner; changing, deleting, or adding to the programs, files and/or data without authorization of the owner; theft of program data or machine resources; attempts to thwart security of the computer system, including hardware and software;
16. Use of technological/electronic device(s) in the classroom. Students are allowed to use iPads or laptop computers in the classroom before class begins. However, the only use for iPads or laptops during any class will be for taking notes specifically related to the current class in session. No other activities utilizing any technological/electronic device(s), including but not limited to computers, iPads, PDAs, cell phones, or scanners, such as (but not limited to) web-surfing, Medatrac case record completion, game-playing, or text-messaging will not be allowed during any class. The only exception to this is if web-based research is part of the curriculum for a given class, and this is specifically stated by the instructor. Some (but not all) instructors may allow calculators to be used during quizzes/tests/exams. If they do, students are only permitted to use calculators provided by MTSA at that time, which have no communication or data storage capability (i.e. no cell phone or PDA calculators).
17. Participation in or conviction of theft, wrongful appropriation (i.e., theft with intent to temporarily deprive the owner of possession), unauthorized possession, or sale or damage to School property or any organization affiliated with the School or of another member of the School community (i.e., faculty, staff, student, or campus visitor);
18. Any act of arson, falsely reporting a fire or other emergency, falsely setting off a fire alarm, tampering with or removing from its proper location fire extinguishers, hoses, or any other fire emergency equipment, except when done with real need for such equipment;
19. An attempt to commit or to be accessory to the commission of any act in violation of other Standards of Conduct;
20. Commission of an act or an attempt to commit an act on School property or involving members of the School community (i.e., faculty, staff, student or campus visitor) in an act that would be in violation of state or federal law;
21. Violation of local, state, or federal law, whether on or off campus, when it appears that the student has acted in a way that adversely affects or seriously interferes with the School's normal educational function, or that injures or endangers the welfare of any member of the School or its affiliate community. Such violations include, but are not limited to, violation of state or federal drug laws, commission of or attempt or threat to commit rape, murder, felonious assault, arson, or any other felonious crime against person or property. Any violation results in an arrest; the School must be notified within 24 hours.
22. Unprofessional conduct, or any conduct or action that could bring dishonor or discredit on MTSA or would reflect unfavorably on its reputation as a Christian institution

23. The use of any illegal drug;

24. The use addicting drugs and/or alcohol, which would impair judgment or function, including those prescribed by a physician, since mental alertness is crucial during the provision of anesthesia. Each student should notify MTSA of any medications he is using which may impair judgment or function. Additionally, whenever specimen samples are collected for drug testing, the student must notify the collection personnel of any medications in use currently. Student anesthetists administer narcotics daily and must not be lax in signing out drugs, administering them properly, or properly disposing of unused portions. If circumstantial evidence renders students suspect of drug abuse, they may be asked to have urine, blood, or hair analyses to document their non-use of drugs. MTSA reserves the right, and students should expect, that a routine or random analysis for drugs may be requested at any time and without prior notice, to rule out substance abuse;

25. Reporting for duty at any hospital or for any class or professional meeting while under the influence of drugs, alcohol, or ANY mood altering substance;

26. Unlawful use, manufacture, possession, distribution, or dispensing of drugs and/or alcohol on School-owned property or of any other institution affiliated with the School

27. No student should start or initial a general or regional anesthetic without proper supervision of a licensed anesthesia personnel.

Discrimination / Harassment Policy

MTSA Policy 3.2.303

Discrimination/Harassment will not be tolerated. Employees and students at MTSA shall be provided a work and learning environment free of discrimination/harassment per the MTSA Nondiscriminatory Policy. It shall be a violation of this policy for any employee or any student to discriminate against or harass an employee or student through disparaging conduct or communication that is inherently discriminatory. The basis of these complaints may arise, but not be limited to, the following provisions of law:

- Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.;
- Title VII of the Code of Federal Regulations; 29 CFR §1604.11;
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.;
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.;
- Claims of sexual harassment under Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.

The following situations are examples of when employees and students should report possible discrimination / harassment to the Title IX Coordinator:

- Unreasonably interferes with the individual's work or performance;
- Feels intimidated, hostility or an offensive work environment;
- Explicit or implicit term threats to terms of employment or academic success;
- Encounters submission to or rejection of sexual conduct will be used as a basis for decisions affecting the harassed employee or student.

Alleged victims of sexual, racial, ethnic, sexual orientation, or religious discrimination/ harassment shall report these incidents immediately if they believe their rights as guaranteed by the State or Federal Constitution, State or Federal laws or School policies have been violated. This report should be made in writing to the Title IX Coordinator, except when the Title IX Coordinator is the offending party. If the Title IX Coordinator is the offending party, the report shall be made to the President of MTSA. All allegations of discrimination/harassment shall be reported in writing to and fully investigated by the office of the Title IX Coordinator or the President, as appropriate.

Reports should be addressed to:

Title IX Coordinator
Middle Tennessee School of Anesthesia
P.O. Box 417
Madison, TN 37116
titleIXcoordinator@mtsa.edu

An oral complaint may be submitted; however, such complaint shall be reduced to writing to insure a more complete investigation. The complaint should include the following:

- ◆ Identity of the alleged victim and person accused;
- ◆ Location, date, time and circumstances surrounding the alleged incident;
- ◆ Description of what happened;
- ◆ Identity of witnesses (if any); and
- ◆ Any other evidence available.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including removal from the School.

There will be no retaliation against any such person who reports discrimination/harassment or participates in an investigation. However, any employee/student who refuses to cooperate or who gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report shall itself be treated as a violation of this policy and shall result in severe repercussions to the maker of the report.

Investigation Procedures

The privacy and anonymity of all parties and witnesses to complaints will be respected. The complaint and identity of the complaining party shall not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complaining party. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations, legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed. This will occur only in appropriate circumstances and only to individuals deemed necessary to possess such knowledge.

The Title IX Coordinator, or a designated complaint manager appointed by them, shall address the complaint of discrimination/harassment promptly and equitably. The person conducting the complaint investigation shall file a written report within ten (10) MTSA business days with the Title IX Coordinator.

After receipt of the report from the person conducting the investigation, the Title IX Coordinator of MTSA, or the President, as appropriate, shall render a written decision within ten (10) MTSA business days

Student Counseling Policy

MTSA Policy 5.1.105

In accordance with MTSA's mission and core values, MTSA believes students should strive to achieve a healthy & balanced life. MTSA also believes that at times counseling may be needed to help students readjust to the stressful environment and changing lives of graduate school. MTSA has established a plan of action to assist students maintain this balance.

Should the need arise for counseling services for students, MTSA will provide referral to a counseling service and will fund the initial three (3) assessment/counseling sessions. The Director of Student Services maintains a list of current approved providers for counseling. Students can be referred for counseling by Administration, Faculty, Mentor or student's self-referral to the Director of Student Services.

MTSA cannot mandate a student receive the counseling service.

MTSA offers counseling for financial issues, referral can be made through the Director of Financial Aid.

Crime Statistics for Middle Tennessee School of Anesthesia

The crime data tables below display crime data over the past three calendar years for on-campus and public property within and immediately adjacent to the campus (*Appendix A*). Statistics for all Clery Act crimes must be disclosed by the type of crime that was committed the year in which the crime was reported (January – December) and the geographic location where the crime occurred. The crimes that must be included may be found in *Appendix B*.

Criminal Offenses

On Campus	2015	2016	2017		Public Property	2015	2016	2017
Murder/Non-negligent manslaughter	0	0	0		Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0		Negligent manslaughter	0	0	0
Rape	0	0	0		Rape	0	0	0
Fondling	0	0	0		Fondling	0	0	0
Incest	0	0	0		Incest	0	0	0
Statutory Rape	0	0	0		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

VAWA Offenses

On Campus	2015	2016	2017		Public Property	2015	2016	2017
Domestic Violence	0	0	0		Domestic Violence	0	0	0
Dating Violence	0	0	0		Dating Violence	0	0	0
Stalking	0	0	0		Stalking	0	0	0

Arrests

On Campus	2015	2016	2017		Public Property	2015	2016	2017
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

Referrals for Disciplinary Action

On Campus	2015	2016	2017		Public Property	2015	2016	2017
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

Hate Crimes

The *Clery Act* requires reporting incidents where the offender's bias against a person or property motivates them to commit the crime. This includes bias against race, gender, identity, relation, sexual orientation, disability, or ethnicity/national origin.

There were no hate crimes reported in 2015, 2016, or 2017.

Unfounded Crimes

A crime is considered unfounded for *Clery Act* purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

There were no unfounded crimes reported in 2015, 2016, or 2017.

Appendix A - 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.

Clery Act - Geography of Campus

MTSA’s campus encompasses the following addresses:

312 Hospital Drive, Madison TN 37115

315 Hospital Drive, Madison TN 37115

MTSA does not have any additional campuses or own/control any property off-campus.



Appendix B - Glossary

The definitions for *Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations* are from the [Summary Reporting System \(SRS\) User Manual](#) from the FBI's UCR Program.

The definitions of *Fondling, Incest and Statutory Rape* are from the FBI's [National Incident-Based Reporting System \(NIBRS\) Data Collection Guidelines](#) edition of the UCR.

Hate Crimes are classified according to the FBI's [Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual](#).

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.

Sexual Assault: any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity

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

Bystander Intervention: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Consent: As defined by local jurisdiction in reference to sexual activity.

Domestic Violence: a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. Felony or misdemeanor 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—a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Note: The use of electronic communication (e-mail, social media, internet, etc) as a tool for stalking is called **cyberstalking**.

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

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.

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, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Weapons 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.

Hate Crime— A committed criminal offense that is motivated, in whole or in part, by the offender's bias(es) against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity; also known as Bias Crime.

Note: Even if the offender was mistaken in his or her perception that the victim was a member of the group he or she was acting against, the offense is still a hate/bias crime because the offender was motivated by bias against the group.

Appendix C – Emergency Procedures

Severe Weather/Tornado

Indoors:

- Move quickly to a safe interior area without windows (hallways, base-ments, restrooms)
- Move to the lowest level of the building
- Close doors as you exit
- Stay away from windows, doors and exterior walls
- Do not go outdoors

Outdoors:

- Get inside, if possible
- Stay away from trees, power lines, utility poles and other hazards
- Curl up in ditch or low-lying area, stay low to the ground; Use your arms to protect head and neck

Fire

- Remain calm
- Activate nearest fire alarm and call 911
- Evacuate the building. Go to designated emergency assembly area
- Do not use elevators
- Do not re-enter building until authorized by emergency personnel

Bomb Threat

- Upon receiving a phoned-in threat, start recording. Transcribe the threat, write down as much as you can about the call.
- When the caller hangs up, do not hang up your line
- Project calmness, move and speak slowly and confidentially
- If the threat is in-person, note the person and any distinguishing
- Features, voice, body size height, hair, eye & skin color

Suspicious Person

- Do not physically confront the person

- Do not let anyone into a locked building, room, or office
- Do not block the person's access to an exit
- Call 911 or 615.862.8600
- Provide as much information as possible about the person

Suspicious Object

- Do not touch or disturb object.
- Do not use a cell phone
- Move away from the object and call 911 on a landline phone
- Notify your instructor or supervisor
- Be prepared to evacuate the budding

Hazardous Materials Release

- If an emergency exists, or if anyone is in danger, move away from the site of the hazard to a safe location and call 911.
- Follow the instructions of emergency personnel
- Alert others to stay clear of the area
- Notify emergency personnel if you have been exposed or have information about the release

**EMERGENCY:
CALL 911 or
615.862.8600**

Shooter/Intruder/Hostage

RUN: If there IS an accessible escape path, attempt to evacuate the premises.

- Have an escape route and plan in mind
- Leave your belongings behind
- Help others escape, if possible

- Prevent others from entering an area where the active shooter may be
- Call 911 when you are safe
- Follow police instructions

HIDE: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

- Remain calm and quiet
- Dial 911, if possible.
- Lock/barricade doors when possible. Turn off lights
- Silence your cell phone and/or pager.
- Hide behind large items

FIGHT: As a last *resort*, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter

- Act as aggressively as possible
- Throw items and improvise weapons
- Yell and make loud noises
- Commit to your actions.

Earthquake

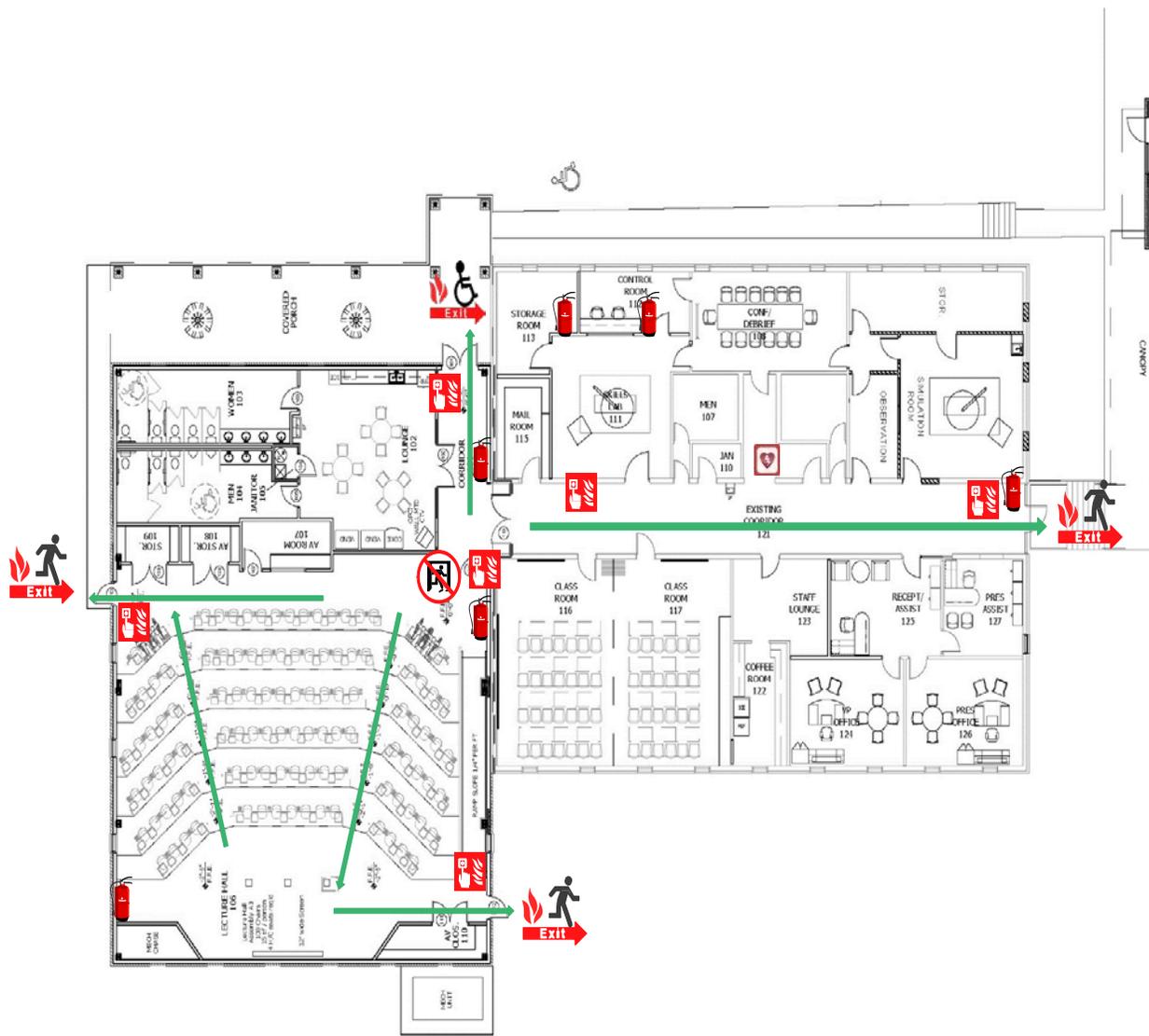
Indoors:

- Drop to the ground, on hands & knees, stay close to the floor
- Cover head & neck with arms
- Stay away from glass windows & doors and anything that could fall
- Hold on to something sturdy so you can move with it until shaking stops

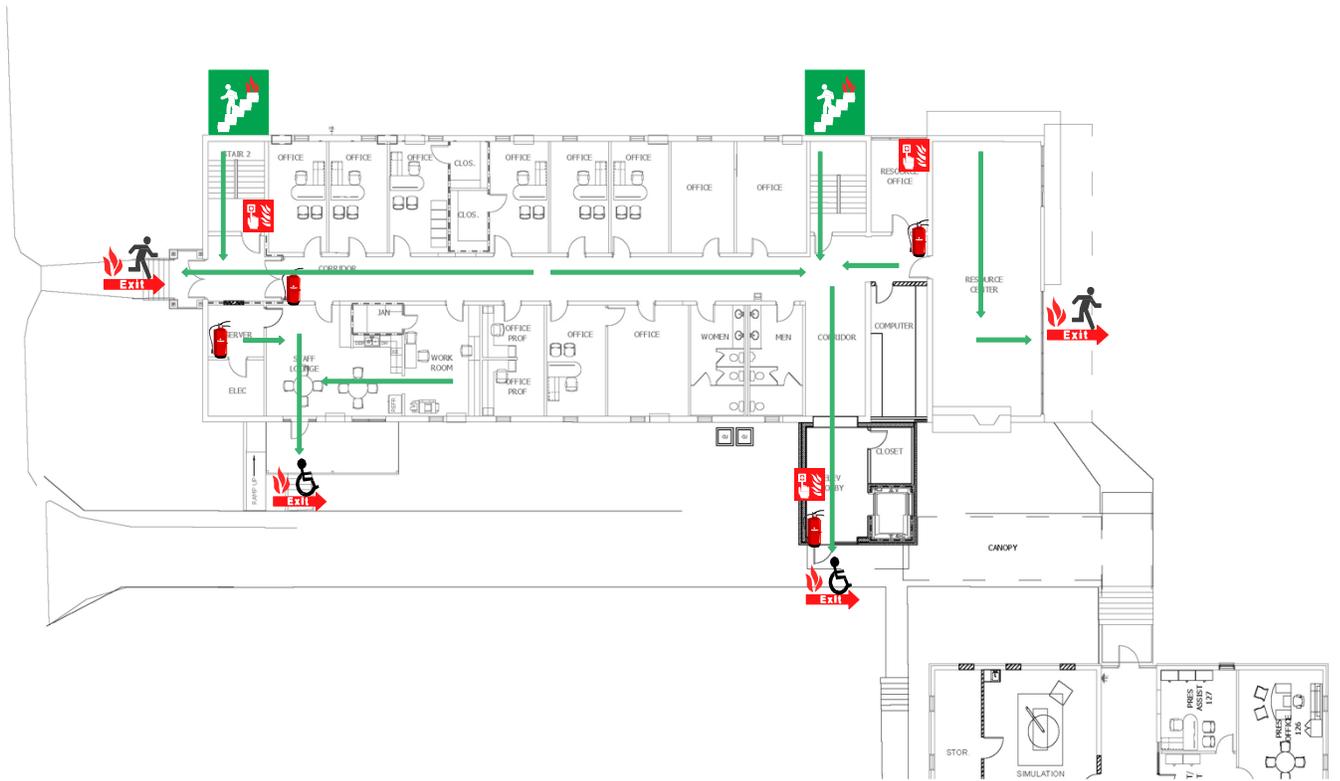
Outdoors:

- Follow directions given by a n y emergency personnel.
- Move away from buildings, streetlights, utility wires. Drop, Cover and Hold on
- Stay in place until shaking stops
- Avoid roads, bridges, ramps that may have been damaged

Appendix D – MTSA Floor Plans / Evacuation Maps

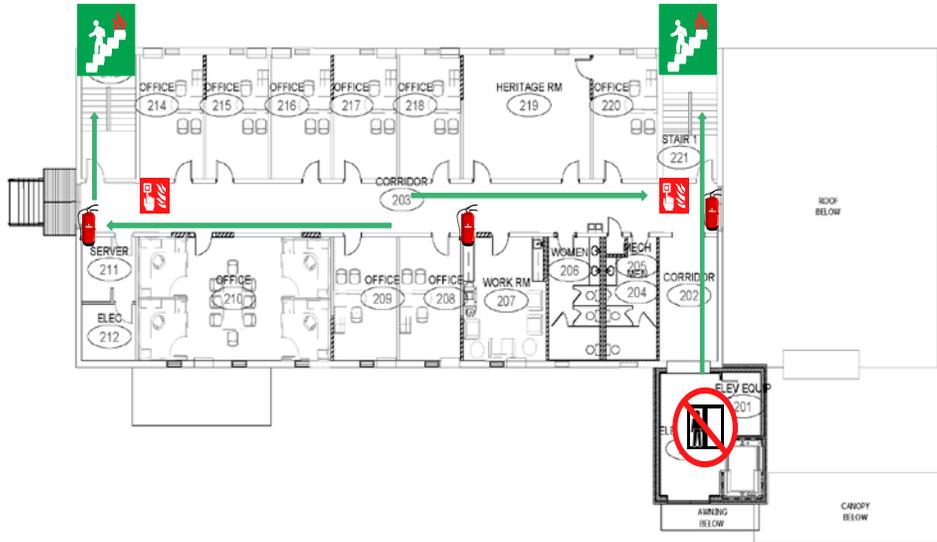


BUILDING A
SCALE: 11 x 17 = $\frac{1}{16}$ " = 1' - 0"



BUILDING B - 1ST FLOOR

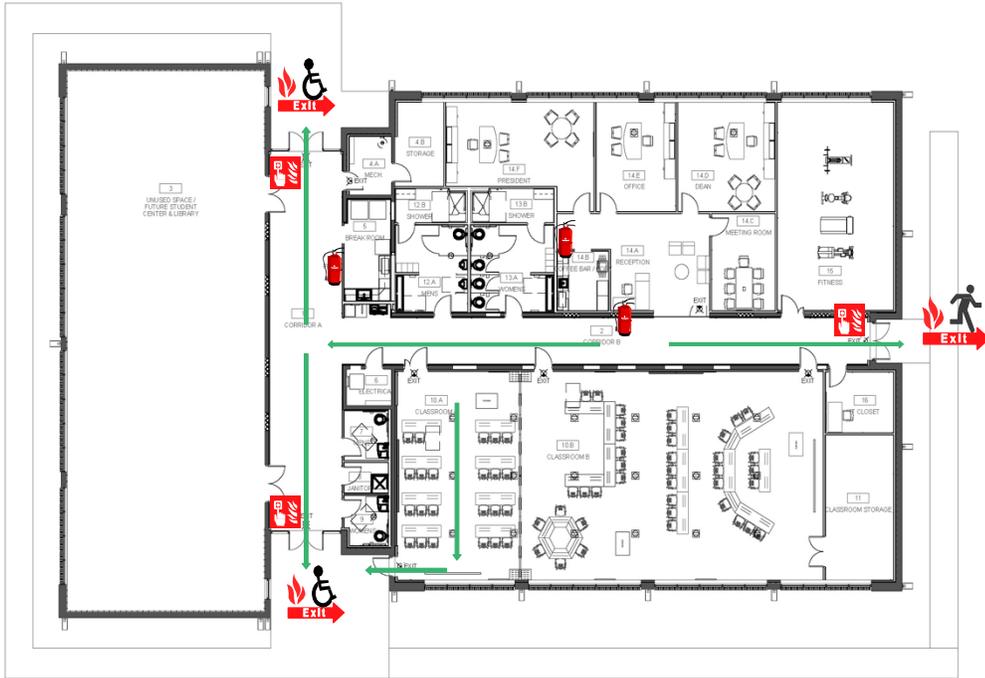
SCALE: $11 \times 17 = \frac{1}{16}'' = 1' - 0''$



BUILDING B - 2ND FLOOR

SCALE: 11 x 17 = $\frac{1}{16}$ " = 1' - 0"

SCALE: 11 x 17 = $\frac{1}{16}$ " = 1' - 0"



MAGAN BUILDING

SCALE: 11 x 17 = $\frac{1}{16}$ " = 1' - 0"