



VANDERBILT

# 2015 Annual Security and Fire Safety Report

In compliance with federal and state guidelines  
[police.vanderbilt.edu](http://police.vanderbilt.edu)



# The Vanderbilt University Police Department

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AUGUST WASHINGTON,  
ASSOCIATE VICE CHANCELLOR  
AND CHIEF OF POLICE

The nationally and internationally accredited Vanderbilt University Police Department (VUPD) comes under the charge of the Office of the Vice Chancellor for Administration. VUPD provides comprehensive law enforcement and security services to all components of Vanderbilt University including the academic campus, Vanderbilt University Medical Center, Vanderbilt Health at 100 Oaks, and a variety of university-owned facilities throughout the Davidson County area. Commissioned and non-commissioned officers staff the department. Commissioned officers are empowered to enforce laws and make arrests through the authority of the Metropolitan Government of Nashville and Davidson County. Vanderbilt commissioned officers have the same authority as

Metropolitan Nashville police officers while on property owned by Vanderbilt, on adjacent public streets and sidewalks, and in nearby neighborhoods and are commissioned as Special Police Officers by the Metropolitan Nashville Police Department (MNPD). Non-commissioned Community Service Officers are empowered as unarmed security guards through the Tennessee Private Protective Services Agency. When a Vanderbilt student is involved in an off-campus offense, police officers may assist at the request of local, state, or federal law enforcement. Metro Nashville police routinely work and communicate with campus officers on any serious incidents that occur on campus. While Metro Nashville police have primary jurisdiction in all areas off campus, Vanderbilt officers can and do respond to incidents that occur in close proximity to campus.

All of Vanderbilt's commissioned officers have successfully completed law enforcement training at a state-certified police academy. In addition, all officers are required to attend annual in-service as well as on-the-job training.

Vanderbilt takes campus security very seriously and is committed in our efforts to maintain a safe, secure environment for our students, faculty, staff, and visitors. Your personal safety is a priority at Vanderbilt. Maintaining a safe campus requires a dedicated partnership between the members of the Vanderbilt community and the Vanderbilt University Police Department.

**Security is everyone's responsibility.** We need your cooperation and assistance to keep Vanderbilt a safe place to live, work, and learn.

In compliance with federal law, including the provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, Executive Order 11246, the Uniformed Services Employment and Reemployment Rights Act, as amended, and the Genetic Information Nondiscrimination Act of 2008, Vanderbilt University does not discriminate against individuals on the basis of their race, sex, religion, color, national or ethnic origin, age, disability, military service, or genetic information in its administration of educational policies, programs, or activities; admissions policies; scholarship and loan programs; athletic or other university-administered programs; or employment. In addition, the university does not discriminate against individuals on the basis of their sexual orientation, gender identity, or gender expression consistent with the university's nondiscrimination policy. Inquiries or complaints should be directed to the Equal Opportunity, Affirmative Action, and Disability Services Department, Baker Building, PMB 401809, 2301 Vanderbilt Place, Nashville, TN 37240-1809. Telephone (615) 322-4705 (V/TDD); Fax (615) 343-4969.

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# Reporting Crimes and Other Emergencies

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All victims and witnesses are encouraged to promptly and accurately report crimes, missing students, and emergencies to VUPD. For non-emergency situations, call (615) 322-2745. In an emergency situation, dialing 911 from any Vanderbilt telephone or (615) 421-1911 from a cell phone, will contact the Vanderbilt University Police Department Communications Center. Additionally, emergency telephones are located throughout the university and Medical Center. Each phone has an emergency button that automatically dials the VUPD Communications Center. An open line on any emergency phone will activate a priority response from VUPD. A trained communication officer will then direct the appropriate response to your emergency. Direct radio and phone communications with Nashville police, fire, and emergency medical services ensures that officers can initiate and direct additional emergency responders to the area.

Additionally, **SafeVU**, a free mobile safety application designed for IOS and Android smartphones, was launched in the fall of 2015. SafeVU users can use their cell phones to contact the Vanderbilt University Police Department directly.

## With SafeVU you can:

- Contact VUPD for emergency services with two easy taps
- Submit non-emergency reports to VUPD with text, photos, or videos
- Submit information to VUPD anonymously
- Assign contacts to monitor your safety at your request
- Access information about Vandy Vans
- View VUPD emergency guides

For more information about the SafeVU app, contact the Vanderbilt University Police Department at [vupd@vanderbilt.edu](mailto:vupd@vanderbilt.edu) or visit [police.vanderbilt.edu](http://police.vanderbilt.edu).

## EMERGENCY RESPONSE AND CONFIRMATION

The Vanderbilt University Police Department is designated as the first responder to all emergencies at Vanderbilt University. VUPD will respond and make a determination if an incident poses an imminent threat or danger to the Vanderbilt community. This initial determination will be made by the highest-ranking on-scene officer.

### Emergency Notifications

In the event VUPD determines an emergency poses an imminent danger to the Vanderbilt community, and it is confirmed by the Vanderbilt University Chief of Police or designee, the department will issue an emergency notification.

The AlertVU system is a powerful communication tool to alert students, faculty, and staff, which serves as the primary tool for university-wide emergency notifications. The system is designed to deliver a

blanket message to every subscriber and every registered device via emails, phone calls, and text messages. Activation procedures for the AlertVU emergency notification system are maintained in a separate and secure document. Because of the sensitive nature of the activation procedures document, it is confidential.

A full-scale test of the AlertVU system was most recently conducted on September 10, 2015. Testing procedures were announced prior to activation, and a test message was sent to all devices registered in the system by students, faculty, and staff, as well as all computers in university offices.

### AlertVU Message Content

VUPD will determine the content of all AlertVU messages based on the nature, severity, and duration of each emergency. The AlertVU system contains pre-approved messages by university officials that are eligible for immediate activation, including messages for tornados, shootings, and bomb threats. Updates relevant to community safety will be distributed as information becomes available.

## CRISIS COMMUNICATION TO THE VANDERBILT COMMUNITY

In addition to Alert VU, Vanderbilt University has worked diligently to identify additional communication tools to deliver larger and more complex emergency messages to the Vanderbilt community. A desktop alert system was introduced in the spring of 2013 and continues to expand. This system displays emergency information on connected computers even without email access. Outdoor sirens, PA systems in VUMC, VCH, and other buildings may also be used depending on the situation. For emergencies that do not affect the entire community, VUPD may use some or all of the methods above as appropriate. Vanderbilt University News and Communications will serve as the primary news source during all emergencies at Vanderbilt. News and Communications has several additional communication tools ready and available to deliver detailed and complex emergency information. Some of those tools are:

- Vanderbilt University homepage
- Vanderbilt banner at top of websites across university updated with emergency information
- Emergency blog (in event of homepage failure): [emergency.vanderbilt.edu/alertvu/](http://emergency.vanderbilt.edu/alertvu/)
- Email
- Social media, including Twitter and Facebook

For more information about Vanderbilt's emergency guides and response plans, visit [emergency.vanderbilt.edu](http://emergency.vanderbilt.edu)

Following a review of the campus emergency plans in February and August 2014, Vanderbilt University conducted a table-top exercise of the campus evacuation plan on October 17, 2014. The drill attendees

included both internal campus and external stakeholders; representatives from the Metro Nashville Police Department, Metro Nashville Fire Department, and Nashville Office of Emergency Management were in attendance. The table-top drill scenario evaluated the campus evacuation plan, lockdown procedures, campus response, and recovery operations.

## **CRIME RESPONSE**

Reporting crimes directly to VUPD allows the department to investigate the crime, implement necessary additional preventive measures, and often prevent others from being victimized. Victims of crime on campus are strongly encouraged to report all crimes directly to VUPD to ensure inclusion in the Daily Crime Log and Annual Crime Statistics. This also ensures that timely warnings to the community, known as security notices, are distributed when appropriate. Security notices, as well as other publicly available information published in the Crime Log and the annual disclosure of crime statistics, will not include personally identifiable information of victims or witnesses.

Vanderbilt University Police Department procedures require that calls involving crimes against persons and life/safety issues, such as fire or injury, receive priority response from the department. Property crimes in progress and other criminal acts with a high potential for violence also necessitate a rapid response. Requests for officers to file reports on criminal acts not actually in progress or general assistance requests are taken in the order received.

VUPD responds to crime at Vanderbilt in much the same way as any other urban law enforcement agency would respond. A criminal incident is documented with a report, which is then filed with the Metropolitan Nashville Police Department. Metro police reports are public records under state law. The Vanderbilt University Police Department cannot hold reports of crime in confidence. Vanderbilt University Police Department officers preserve and collect evidence from criminal incidents occurring at the university. Crimes against persons, including sexual assaults, may be jointly investigated and reviewed by VUPD and MNP. Tennessee Code Annotated § 49-7-129 and a Memorandum of Understanding between the two agencies determines primary jurisdiction.

Members of the community can stay informed about criminal incidents at Vanderbilt University by reading the Daily Crime Log or Security Notices distributed to members of the Vanderbilt community as part of an ongoing effort to keep the community informed and to raise awareness of significant unsolved crimes that occur at or near the university.

Security Notices are issued in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). This act requires that a timely warning be issued when one of the below incidents occurs on or near Vanderbilt facilities or property, and there is reason to believe that there is a continued threat to students and/or employees:

- Murder
- Sex offense
- Robbery

- Aggravated assault
- Burglary
- Motor vehicle theft
- Manslaughter
- Arson
- Stalking, Domestic or Dating Violence or
- When repeated offenses warrant public notice, such as multiple unsolved thefts with the same possible suspect(s) or established pattern(s).

The department may also issue a Security Notice for any crime when there is a compelling need to get information to the Vanderbilt community. A Security Notice will contain as much of the following information as possible :

- Date, time, location (general or specific)
- Summarized event description
- Suspect description and/or vehicle description
- Any special instructions that may be needed

A Security Notice will be issued as soon as possible after the specific event. If the incident is a delayed report (more than 24 hours) by the victim, then the time and date the victim reported the incident will also be included in the notice. The Security Notice will not contain information that may hinder an ongoing police investigation and will not identify the victim by name or address. A general location, such as dormitory or fraternity, may be given instead of a specific location to ensure the privacy of the victim.

Security Notices are distributed to the Vanderbilt community at risk. Notices are usually distributed via email, but fliers, posters, or other media may be used as appropriate in addition to or instead of email. Notices are also posted on the VUPD website at [police.vanderbilt.edu](http://police.vanderbilt.edu).

The Vanderbilt University Police Department also maintains a Daily Crime Log in compliance with the Clery Act and the Tennessee College and University Security Information Act. Persons may view the log at the VUPD office located at 111 28th Avenue South, during normal business hours, or online at [police.vanderbilt.edu/crimeinfo/dailylog.php](http://police.vanderbilt.edu/crimeinfo/dailylog.php). As noted above, personally identifiable information regarding victims or witnesses will not be published in the crime log.

## **MISSING STUDENT NOTIFICATION POLICY**

All potential missing student reports must be referred to VUPD for investigation. In compliance with the Higher Education Opportunity Act of 2008, Vanderbilt University provides each student residing on campus the opportunity to designate a confidential contact to be notified by the university in the event that the university, through its established procedures, determines that a student is missing. If you believe a student has been missing for more than 24 hours, please immediately contact VUPD or staff in the Office of Housing and Residential Education.

Although not required, Vanderbilt makes the missing student notification procedure available to all students. This confidential contact is in addition to any other emergency contact that the student may identify, although both the “confidential” contact and the “emergency” contacts may be the same person or persons. The confidential contact will be registered confidentially, and only authorized campus officials will have access to this information. This information will be disclosed to no one outside law enforcement. In the case of non-emancipated students under the age of eighteen, the HEOA requires that a custodial parent or guardian be notified; however, an additional, confidential contact may also be specified. Students may designate both emergency contacts and confidential contacts by logging into YES (Your Enrollment Services) at [yes.vanderbilt.edu](https://yes.vanderbilt.edu), and selecting the appropriate process. For more information, see [vanderbilt.edu/student\\_handbook/university-policies-and-regulations/#missing-student-notification-policy](https://vanderbilt.edu/student_handbook/university-policies-and-regulations/#missing-student-notification-policy).

Once the Vanderbilt University Police Department has determined that a student is missing, the Dean of Students or one of the dean’s designees will notify the confidential contact (and a custodial parent or guardian in the case of unemancipated minors) within 24 hours. Vanderbilt University will also notify appropriate external law enforcement agencies and others at the university, as appropriate, about the missing student, within the same 24-hour period.

## Sexual Assault, Domestic Violence, Dating Violence, and Stalking—Prevention and Response

Vanderbilt prohibits and seeks to eliminate all forms of sexual misconduct, including sexual assault, and other forms of power-based personal violence. If you are a victim of sexual misconduct, including sexual assault or any other form of power-based personal violence (which includes domestic violence, dating violence, and stalking) at Vanderbilt, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Vanderbilt University Police Department advocates that a victim of sexual assault report the incident in a timely manner by calling 911 or (615) 322-2745. Vanderbilt faculty and staff will assist victims with notification of VUPD if the student requests their assistance. Time is a critical factor for evidence collection and preservation. Filing a police report with a Vanderbilt officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (Ideally, a victim of sexual assault or power-based personal violence should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual misconduct crisis intervention, including sexual assault and other forms of power-based personal violence.

- The university will arrange for appropriate interim measures (academic, residential, or otherwise) for a student who has filed a complaint alleging a violation of the Sexual Misconduct and Other Forms of Power-Based Personal Violence Policy and will take any other interim actions that are appropriate to ensure the safety and security of the campus community. It is not necessary to file a police report to receive interim measures, counseling, or support services. The process for requesting any of these services is listed below.
- The university also will arrange for appropriate interim measures relating to violations of the Campus SaVE Act Policy for Faculty, Staff, House Staff, Postdoctoral Fellows or Trainees and will take any other interim actions that are appropriate to ensure the safety and security of the campus community. It is not necessary to file a police report to receive interim measures, counseling, or support services. Specific interim measures are described below.

## IMMEDIATE ASSISTANCE

Any member of the Vanderbilt community who has experienced sexual misconduct or power-based personal violence may seek immediate assistance from one or more of the following resources. As indicated below and discussed in the “Confidential Resources” section below, some of these resources are confidential, and some are subject to mandatory reporting requirements. The level of confidentiality offered is shown next to each of the listed on-campus resources.

### Law Enforcement

#### On Campus

- Vanderbilt University Police Department (VUPD): (615) 322-2745  
Emergency: 911 or (615) 421-1911  
*(Not confidential—required to notify Metro Nashville Police and EAD in most circumstances)*

#### In the Community

- Metro Nashville Police Department (MNP): (615) 862-7400  
Emergency: 911

### Medical Service Providers

#### On Campus

- Vanderbilt University Medical Center Emergency Services: (615) 322-0160  
*(Required to notify law enforcement when violent crime victims present for treatment of injuries)*
- For Students:
  - Student Health Center: (615) 322-2427  
*(Required to notify law enforcement when violent crime victims present for treatment of serious injuries —not required to notify EAD)*
  - Psychological and Counseling Center: (615) 322-2571  
*(Confidential—not required to notify EAD or law enforcement in most cases)*

• **For Faculty and Staff:**

- Work/Life Connections—Employee Assistance Program: (615) 936-1327  
*(Confidential—not required to notify EAD or law enforcement in most cases)*
- Faculty and Physician Wellness Program: (615) 936-1327  
*(Confidential—not required to notify EAD or law enforcement in most cases)*
- Nurse Wellness Program: (615) 936-1327  
*(Confidential—not required to notify EAD or law enforcement in most cases)*
- Occupational Health Clinic: (615) 936-0955  
*(Required to notify law enforcement when violent crime victims present for treatment of serious injuries —not required to notify EAD)*

**In the Community**

- St. Thomas Midtown Hospital Emergency Department: (615) 284-5555
- Nashville General Hospital at Meharry Emergency Department: (615) 341-4000
- TriStar Centennial Medical Center Emergency Department: (615) 342-1000

**Resources and Support**

**On Campus**

- Project Safe Support Line (24/7/365): (615) 322-SAFE (7233)  
*(Not confidential—required to notify EAD of reports)*

**In the Community**

- Sexual Assault Center Hotline: 1-800-879-1999
- YWCA Crisis and Information Line: (615) 242-1199

VUPD and MNPDP are available for emergency response, facilitating medical transport, investigating incidents of a criminal nature, referrals, and preserving evidence. VUPD can also provide a support person for crime victims. VUPD is required to report potential violations of this policy to the Title IX Coordinator and to report incidents of sexual assault and other criminal acts of a serious nature to MNPDP. VUPD will assist victims in notifying law enforcement authorities, if the victim so chooses. A victim may decline to notify such authorities. The Project Safe Center will also accompany victims who choose to report an incident to the police.

The medical service providers listed above are available for treatment of injuries, preventive treatment for sexually transmitted diseases, other health services, and consultations. A Sexual Assault Nurse Examiner (SANE) is available to come to the Vanderbilt University Medical Center Emergency Department upon request. Medical treatment and a forensic examination may aid in the preservation of relevant evidence. Tennessee law requires all medical personnel to report to law enforcement when a victim seeks treatment for injuries related

to a violent crime, including sexual assault. Medical personnel are also required to report to law enforcement and/or Child Protective Services when a minor presents for treatment for any injury or condition that reasonably indicates it was caused by violence or abuse, including physical or sexual abuse. Medical personnel are also required to report to law enforcement and/or Adult Protective Services when certain vulnerable adults present and there is reasonable belief that they are victims of adult abuse, neglect, or exploitation.

Students can request that a Victim Resource Specialist from the Project Safe Center meet the student at a medical service provider, law enforcement agency, or other location for assistance or consultation. A Victim Resource Specialist is available 24 hours a day, 7 days a week, 365 days a year. Project Safe, Work/Life Connections—Employee Assistance Program, the Faculty and Physician Wellness Program, the Nurse Wellness Program, and the community resources listed above are also available to assist members of the Vanderbilt community.

**Immediate Priority—Preserving Evidence:** To help preserve evidence, victims are encouraged to not change clothes or bedding, take a shower, douche, or clean up until police have had a chance to gather evidence. Evidence may still be available even if a victim has changed clothes or cleaned up/showered. Leave any clothes or bedding unfolded and undisturbed, if possible. If clothing or bedding must be moved, try to keep each item separate to prevent transfer of body fluids or other trace evidence. Do not delete or destroy any video or text messages, messages through other social media outlets (e.g., Facebook, Twitter, Instagram, Tinder, Grindr, etc.), emails, voicemails, written notes, or any other documents that may be relevant.

**Anonymous and Third-Party Reporting:** The university encourages victims of sexual misconduct or power-based personal violence to talk to someone. The university provides several resources for anonymous reporting for victims who do not wish to be identified. All anonymous reports received through these reporting resources regarding crimes occurring on campus are included in the annual disclosure of crime statistics. Vanderbilt has established a hotline for anonymous reporting through The Network, an independently operated compliance hotline that may be used to report incidents of apparent wrongdoing on campus. This hotline is available 24 hours a day, 7 days a week, at (866) 783-2287 or at [tnwgrc.com/Vanderbilt](http://tnwgrc.com/Vanderbilt). Anonymous reports may also be made to the Project Safe Center at (615) 322-7233. Students also may report anonymously to the Community Standards hotline at (615) 343-7867. NOTE: These resources, aside from Project Safe, should not be used for immediate assistance.

Vanderbilt encourages third parties to report incidents of sexual misconduct and power-based personal violence to EAD, VUPD, or MNPDP. Third parties may also report incidents to any responsible employee or through the anonymous reporting resources. The university may not be able to move forward with third-party reports if the victim does not wish to cooperate with an investigation. After providing a report, third parties are not entitled to information about the university's investigation and response due to privacy concerns and applicable federal and state laws. Statistical information regarding all reports received by law enforcement, EAD, and other responsible parties are included in the

annual disclosure of crime statistics; personally identifiable information will be kept confidential and will not be published in the crime log or annual crime statistics.

Vanderbilt encourages anyone who witnesses, experiences, or has information about possible sexual misconduct or power-based personal violence to take reasonable actions to prevent or stop such actions. This may include reporting the behavior (in accordance with the reporting options outlined above), directly intervening when it is safe and reasonable to do so, contacting law enforcement, or other means. A person who has been subjected to sexual misconduct or power-based personal violence need not confront the other party.

## CONFIDENTIAL RESOURCES

Some resources are confidential. Confidential resources include licensed professional counselors/mental health providers, such as those at the Psychological and Counseling Center and the Work/Life Connections—Employee Assistance Program, pastoral counselors acting in that capacity, and medical professionals acting in a patient care role, such as those at the Student Health Center, the Vanderbilt University Medical Center Emergency Department, or other clinics or hospitals. These resources do not report any information about an incident to the Title IX Coordinator without a victim's permission. Off-campus counselors and health care providers will also generally maintain confidentiality and not share information with the university unless the victim requests the disclosure and signs a consent or waiver form. However, all of these resources may have reporting obligations under state or federal law. For example, health care providers and certain other individuals are required to notify law enforcement when a victim seeks treatment for injuries related to a violent crime, including sexual assault. Similarly, all persons are required to notify law enforcement when they receive a report of sexual abuse of a minor. Incidents that are not reported to the Title IX Coordinator or any other non-confidential resource are not included in the annual disclosure of crime statistics.

## ONGOING ASSISTANCE

The following resources are available for ongoing assistance, regardless of whether the victim chooses to make a complaint or report to EAD or law enforcement or to participate in an investigation. Please note that some of these resources are subject to mandatory reporting requirements. The level of confidentiality offered is shown next to each of the listed on-campus resources.

### Counseling

#### • For Students

- Psychological and Counseling Center: (615) 322-2571  
*(Confidential—not required to notify EAD or law enforcement in most cases)*
- Office of the University Chaplain and Religious Life: (615) 322-2457  
*(Confidential—not required to notify EAD or law enforcement when acting as clergy)*

#### • For Faculty and Staff

- Work/Life Connections—Employee Assistance Program: (615) 936-1327  
*(Confidential—not required to notify EAD or law enforcement in most cases)*
- Faculty and Physician Wellness Program: (615) 936-1327  
*(Confidential—not required to notify EAD or law enforcement in most cases)*
- Nurse Wellness Program: (615) 936-1327  
*(Confidential—not required to notify EAD or law enforcement in most cases)*

### Support

- VUPD: (615) 322-2745  
*(Not confidential—required to notify EAD and law enforcement of many reports)*
- For Students  
*(All of the below resources are not confidential—required to notify EAD of reports)*
  - Project Safe Center Hotline: ((615) 322-7233; Office: (615) 875-0660
  - Office of Housing and Residential Education: (615) 322-2591
  - Office of the Dean of Students: (615) 322-6400
  - Margaret Cuninggim Women's Center: (615) 322-4843
  - Office of LGBTQI Life: (615) 322-3330
- For Faculty and Staff
  - See resources listed above.

## **INTERIM MEASURES, ACCOMMODATIONS, AND SANCTIONS**

Vanderbilt will implement appropriate interim measures on its own initiative or in response to a request from a complainant (the alleged victim of sexual misconduct or power-based personal violence) or respondent (the alleged perpetrator of sexual misconduct or power-based personal violence). The Title IX Coordinator will coordinate the provision of interim measures.

Interim measures for students may include, but are not limited to:

- access to on-campus counseling services and assistance in setting up an initial appointment;
- “directives to desist” (also known as stay-away orders or no-contact directives) issued by Student Accountability;
- rescheduling of academic exams and assignments;
- providing alternative course completion options;
- changing class schedules, including the ability to transfer course sections or withdraw from a course without penalty;
- changing work schedules, job assignments, or job locations for university employment;
- changing residence hall assignments;
- providing an escort to ensure safe movement between classes and activities;
- providing academic support services, such as tutoring;
- limiting or barring an individual’s or organization’s access to certain Vanderbilt-owned facilities or activities;
- interim residential expulsion of the respondent;
- interim suspension of the respondent;
- student-requested leaves of absence.

Interim measures for faculty and staff may include, but are not limited to:

- access to on-campus counseling services and assistance in setting up an initial appointment;
- changing work schedules, job assignments, or job locations;
- limiting or barring an individual’s or organization’s access to certain Vanderbilt-owned facilities or activities;
- providing an escort to ensure safe movement on campus;
- administrative leave;
- Vanderbilt-imposed leave or physical separation from individuals or locations

Complainants may also seek orders of protection, restraining orders, or other similar orders issued by a court of law and may be assisted in doing so by VUPD.

## **PROTECTION OF MINORS ON CAMPUS**

Vanderbilt University is dedicated to the welfare and safety of minors who visit Vanderbilt’s campus, who participate in Vanderbilt’s programs, or who are entrusted to Vanderbilt’s care. Every member of the university community (not limited to individuals who interact with minors) is required by law to report known or suspected instances of the abuse of, neglect of, or inappropriate interactions with minors. Members making a report in good faith are protected from criminal and civil liability for making the report. Everyone is required by Tennessee law to report any type of suspected abuse, neglect, or inadequate care, in addition to suspected child sexual abuse.

Two reports, one external and one internal, must be made:

- **External Report**—Tennessee law requires every person who suspects sexual or physical abuse or neglect of a minor to report it. Failure to report is a Class A misdemeanor. The required report may be made to the State of Tennessee Child Abuse Hotline at (877) 237-0004, online at [reportabuse.state.tn.us/](http://reportabuse.state.tn.us/) or to a Tennessee sheriff’s office or police department, including VUPD at (615) 322-2745. If the situation is a life-threatening emergency, contact 911.
- **Internal Report**—Every member of the university community has a further obligation to immediately report to Vanderbilt University known or suspected abuse or neglect of a minor on campus or in a Vanderbilt program. The preferred method is to contact the Director, Protection of Minors, in the Office of Risk and Insurance Management at (615) 936-0660. Alternatively, known or suspected abuse or neglect of a minor on campus or in a Vanderbilt program shall be reported to the Vanderbilt confidential reporting hotline at (866) 783-2287 or the hotline website at [tnwgrc.com/Vanderbilt](http://tnwgrc.com/Vanderbilt).



## DEFINITIONS

Jeanne Clery Act Definitions		Tennessee Incident-Based Reporting Definitions	
Sexual Assault/ Offense	Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.		
Rape	The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.	Rape	<p><b>TIBRS definition:</b> Carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.</p> <p><b>Tennessee Code definition:</b> Rape is unlawful sexual penetration of a victim by the defendant or of the defendant by a victim under any of the following circumstances:</p> <ol style="list-style-type: none"> <li>(1) Force or coercion;</li> <li>(2) The sexual penetration is accomplished without the consent of the victim and the defendant knows or has reason to know at the time that the victim did not consent;</li> <li>(3) The defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless; or</li> <li>(4) The sexual penetration is accomplished by fraud.</li> </ol>
		Sodomy	Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
		Sexual Assault with an Object	Use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
Fondling	The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.	Fondling	Touching of the private body parts of another person for the purpose of sexual gratification or any other reason, without the consent of the victim because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
Incest	Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.	Incest	Consensual sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
Statutory Rape	Sexual intercourse with a person who is under the age of consent.	Statutory Rape	Consensual sexual intercourse with a person who is under the statutory age of consent.

Clery Term	Any incident meeting these definitions is considered a crime for the purposes of Clery Act reporting even if no Tennessee law was violated.	Tennessee Law Definitions
Domestic Violence	A felony or misdemeanor crime of violence committed: By a current or former spouse or intimate partner of the victim; By a person with whom the victim shares a child in common; By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; By a person similarly situated to a spouse of the victim under the domestic violence laws of the jurisdiction in which the crime of violence occurred, or; By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.	<p><b>Domestic assault:</b> Any assault committed against a "domestic abuse victim," which includes:</p> <ol style="list-style-type: none"> <li>(1) Adults or minors who are current or former spouses;</li> <li>(2) Adults or minors who live together or who have lived together;</li> <li>(3) Adults or minors who are dating or who have dated or who have or had a sexual relationship, but does not include fraternization between two (2) individuals in a business or social context;</li> <li>(4) Adults or minors related by blood or adoption;</li> <li>(5) Adults or minors who are related or were formerly related by marriage; or</li> <li>(6) Adult or minor children of a person in a relationship that is described in (1)-(5).</li> </ol>

Continued next page

Clery Term	Any incident meeting these definitions is considered a crime for the purposes of Clery Act reporting even if no Tennessee law was violated.	Tennessee Law Definitions
Dating Violence	<p>Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.</p> <p>For the purpose of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.</p>	Tennessee does not have a specific statute pertaining to dating violence that does not meet the definition of domestic violence above.
Stalking	Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: Fear for the person's safety or the safety of others; or Suffer substantial emotional distress. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.	<p>A willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.</p> <p>"Harassment" means conduct directed toward a victim that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable person to suffer emotional distress, and that actually causes the victim to suffer emotional distress.</p> <p>"Unconsented contact" includes, but is not limited to, any of the following:</p> <p>(A) Following or appearing within the sight of that person;</p> <p>(B) Approaching or confronting that person in a public place or on private property;</p> <p>(C) Appearing at that person's workplace or residence;</p> <p>(D) Entering onto or remaining on property owned, leased, or occupied by that person;</p> <p>(E) Contacting that person by telephone;</p> <p>(F) Sending mail or electronic communications to that person; or</p> <p>(G) Placing an object on, or delivering an object to, property owned, leased, or occupied by that person.</p>
Course of Conduct	Two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.	A pattern of conduct composed of a series of two or more separate noncontinuous acts evidencing a continuity of purpose.
Substantial Emotional Distress	Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.	"Emotional distress" means significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.

**Institutional Definitions**

*Force* includes physical force (such as pushing, hitting, pinning down), threats (direct or indirect expressions of intent to inflict harm to self or others), intimidation (implied or indirect threats), and/or other forms of coercion.

*To coerce* is to attempt to cause another person to act or think in a certain way by use of force, pressure, threats, or intimidation; to compel is to coerce.

*Intoxication* refers to a state of stupefaction, exhilaration, or euphoria resulting from the ingestion of alcohol or other chemical substances. Evidence of intoxication may include, but is not limited to, one or more of the following:

- slurred speech
- bloodshot eyes
- the smell of alcohol on the breath
- shaky equilibrium

- vomiting
- outrageous or unusual behavior
- unconsciousness
- elevated blood alcohol level

Depending on the level of a person's intoxication, they may or may not be able to give effective consent. Determinations regarding whether a person's level of intoxication affects their ability to give effective consent will be made on a case-by-case basis.

*Blacking out* is an amnesia-like state that may be brought on by drugs, heavy drinking, or intoxication; blacking out is not necessarily incompatible with the ability to engage in simple or even complex behavior. Afterwards, the person has no recollection of all or part of the events that occurred during the blackout. There is a distinction between passing out (falling asleep or becoming unconscious) due to drug or alcohol use and blacking out in that a person in a blackout remains conscious and operative.

*Incapacitation* includes the inability to make a rational, reasonable decision. One who is incapacitated cannot give effective consent. Incapacitation can result from the voluntary or involuntary taking of GHB, Rohypnol, Burundang, Ketamine, or other sedatives or “date-rape” drugs, the use of other drugs, or excessive use of alcohol. Evidence of incapacitation may include, but is not limited to, one or more of the following:

- slurred speech
- bloodshot eyes
- the smell of alcohol on the breath
- shaky equilibrium
- vomiting
- outrageous or unusual behavior
- unconsciousness
- elevated blood alcohol level
- blacking out

A person wishing to engage in sexual activity with another must specifically determine the capacity of that potential sexual partner to provide “effective consent,” as explained below.

Blacking out, incapacitation, and intoxication do not provide a valid explanation or excuse for engaging in any form of sexual misconduct or power-based personal violence.

*Effective Consent* is consent that is informed and freely and actively given. Effective consent requires mutually understandable words or actions indicating a willingness to engage in mutually agreed-upon sexual activity.

- The person who wishes to engage in sexual activity with another bears the burden of specifically obtaining effective consent. If effective consent is in question or ambiguous, then the person who wishes to engage in sexual activity must clarify or explicitly ask for permission.
- Effective consent must be maintained by both parties throughout the sexual interaction.
- Effective consent to sexual activity may be revoked at any time, at which point sexual activity must cease immediately.
- A person who is the object of sexual misconduct is not required to resist physically or otherwise in order to convey or demonstrate a lack of effective consent.
- Effective consent means communicating “yes” by word or action; the absence of saying or indicating “no” does not equate to effective consent.
- Previous sexual relationships of the complainant and the respondent with others are generally irrelevant to the existence of effective consent, but a previous and/or current sexual relationship between the complainant and the respondent may or may not be relevant to demonstrating or establishing, depending on the facts and circumstances, whether effective consent was sought or obtained.
- Effective consent expires. Effective consent lasts for a reasonable time, depending on the circumstances.

Thus, effective consent on one occasion, whether on the same day or another day, may not carry over to another sexual interaction.

- Effective consent is never implied by attire, nor can it be inferred from the buying of dinner, the spending of money on a date, being invited or accepting an invitation to a person’s residence, or engaging in kissing or other foreplay.
- Because effective consent must be informed, an individual may not engage in sexual activity with another person if the individual knows the person is incapacitated, or a reasonable person would know that the person is incapacitated.
- Because effective consent can never be provided by an incapacitated person, effective consent is deemed withdrawn when an individual becomes incapacitated at any point during sexual activity.
- Agreement or acquiescence obtained through the use of fraud or force (actual or implied), whether that force be physical force, threats, intimidation, or other forms of coercion, is not effective consent.

A person’s age may be a factor in determining the ability to give effective consent. The existence of a cognitive disability or other condition that significantly limits their ability to understand the nature of an action for which effective consent is requested may be a factor in determining the ability to give effective consent. Depending on the facts and circumstances, intent may or may not be required for a finding of sexual misconduct. For example, engaging in intercourse without obtaining effective consent constitutes a violation of the policy regardless of intent. On the other hand, intent may be an appropriate consideration in some complaints (such as when one person brushes up against another person in a crowded room).

## **REPORTS AND INVESTIGATIONS**

Vanderbilt is committed to providing a prompt, fair, and impartial investigation and resolution for all students and employees. All persons conducting investigations, making determinations, or imposing sanctions will be free from any conflict of interest or bias for or against the complainant or respondent. Both parties will be provided timely notice of all meetings at which they have the right to be present. For additional information concerning the investigation and disciplinary process for students, please review the Sexual Misconduct and Other Forms of Power-Based Personal Violence Policy here: [vanderbilt.edu/student\\_handbook/sexual-misconduct/](http://vanderbilt.edu/student_handbook/sexual-misconduct/). For additional information concerning the investigation and disciplinary process for faculty, staff, house staff, or postdoctoral fellows or trainees relating to allegations that do not involve students, please review the Campus SaVE Act Policy for Faculty, Staff, House Staff, Postdoctoral Fellows or Trainees here: [vanderbilt.edu/ead/saveact.html](http://vanderbilt.edu/ead/saveact.html). In addition, for employees, also please review the Anti-Harassment policy here: [hr.vanderbilt.edu/policies/anti-harassment.php](http://hr.vanderbilt.edu/policies/anti-harassment.php). For generally applicable faculty disciplinary procedures see: [vanderbilt.edu/faculty-manual/part-iv-disciplinary-actions-and-grievances/ch1-disciplinary-actions/](http://vanderbilt.edu/faculty-manual/part-iv-disciplinary-actions-and-grievances/ch1-disciplinary-actions/).

## Reporting an Incident

Vanderbilt takes reports of sexual misconduct and power-based personal violence seriously. How the university responds depends upon a variety of factors, including the wishes of the victim, the facts and circumstances of the specific incident, to whom it was reported, and the university's obligations under applicable federal and state laws. When an individual reports a potential incident of sexual misconduct or power-based personal violence, the university community can provide a number of written resources regarding the individual's rights and options. This information also is available on the website of the Project Safe Center at [vanderbilt.edu/projectsafe/](http://vanderbilt.edu/projectsafe/).

Whether or not a report is made to police, the university recommends that complaints of sexual misconduct, including sexual assault, and other forms of power-based personal violence be made to Equal Opportunity, Affirmative Action, and Disability Services (EAD). If a person chooses to make an initial complaint to any other responsible employee of the university, that person will refer the matter to EAD. A responsible employee is a Vanderbilt employee who has the authority to address sexual misconduct, who has the duty to report incidents of sexual misconduct, or who a member of the university community could reasonably believe has such authority or duty. Please refer to the Sexual Misconduct and Other Forms of Power-Based Personal Violence Policy for a non-exhaustive list of the university's responsible employees. Responsible employees are not confidential resources and are required to report all violations to EAD. A complaint includes any report of conduct that may constitute sexual misconduct or other power-based personal violence.

EAD has responsibility for investigating reports of sexual misconduct or power-based personal violence. The EAD staff is trained annually and on an ongoing basis on issues related to sexual misconduct and other forms of power-based personal violence, and in conducting investigations in a manner that protects the well-being and safety of the complainant, the respondent, and the university community. Retaliation against any person who files a complaint, participates in an investigation, encourages the filing of a complaint, or opposes sexual misconduct, including sexual assault, and other forms of power-based personal violence is prohibited.

Complaints may be filed at any time, but the university encourages community members to report violations as soon as possible after the incident. If EAD determines that the complaint should be filed with another department, EAD will direct the complainant to the appropriate department. EAD will also investigate incidents that have been reported to other University officials and referred to EAD.

To file a complaint pertaining to the sexual misconduct policy, please contact Anita Jenious, the university's Title IX Coordinator and Director of EAD. Call EAD at (615) 322-4705, visit the office, or write.

*Email Address:*  
[eadinformation@vanderbilt.edu](mailto:eadinformation@vanderbilt.edu)

*Campus Address:*  
Baker Building, Suite 808  
Located at:  
110 21st Avenue South  
Nashville, TN 37203

*Mailing Address:*  
PMB 401809  
2301 Vanderbilt Place  
Nashville, TN 37240-1809

Complainants making a complaint to EAD should provide as much of the following information as possible: what happened, where, and when; names of all parties involved, including witnesses (if any); supporting documentation (if any); and contact information. Everyone is encouraged to report sexual misconduct or power-based personal violence even if some or all information is unavailable or cannot be provided.

If a complainant calls or visits EAD, a staff person will explain the role of EAD, the options for reporting an incident, and the available resources for assistance, including interim measures that may be appropriate. In addition, EAD will explain how any request for confidentiality will be evaluated and how confidentiality may limit the university's ability to investigate the incident. See "Confidentiality" section below.

EAD investigates reports that it receives. Please refer to the Sexual Misconduct and Other Forms of Power-Based Personal Violence Policy (for students) or the Campus SaVE Act Policy for Faculty, Staff, House Staff, Postdoctoral Fellows or Trainees for more detail on requests for confidentiality and investigations. The EAD investigator will confer with the appropriate offices (Student Accountability, OHARE, the appropriate dean's office, Human Resources, and other offices or departments, as necessary) as to any appropriate interim measures.

If the Director of EAD/Title IX Coordinator determines that an investigation should be conducted and the complainant and/or respondent chooses not to participate, EAD will move forward and make its determination based upon the information available to it.

Reports also may be filed with either VUPD or MNPD. VUPD and MNPD are neither private nor confidential resources.

Vanderbilt University Police Department  
2800 Vanderbilt Place  
Nashville, TN 37212  
(615) 322-2745  
Emergency—911 or (615) 42(1-1911)

Metro Nashville Police Department Headquarters  
200 James Robertson Parkway  
Nashville, TN 37201  
(615) 862-7400  
Emergency – 911  
*police.nashville.gov*

Civil or criminal proceedings are separate and distinct from internal university proceedings, and they may or may not run parallel to one another. The filing of a police report or the pendency of civil or criminal proceedings does not preclude EAD or any other department of Vanderbilt University from proceeding with its investigation and determination. The investigation and determination may be delayed until the police have finished gathering evidence, but generally will not wait for the conclusion of any criminal proceeding. The university may be required by law to provide information in civil or criminal proceedings. Vanderbilt encourages its students, faculty, and staff to report crimes to law enforcement.

When VUPD receives information concerning criminal acts that VUPD determines to be of a serious nature, including sexual assault, it will contact MNPD. Typically, VUPD and MNPD detectives work together to assist victims. In most sexual assault cases, VUPD will provide assistance and MNPD will be the primary investigating agency. For other sexual misconduct cases, VUPD may conduct the investigation and keep MNPD informed. Regardless of who conducts the primary investigation, VUPD may be contacted at any time.

### **Retaliation**

Retaliation against a person who files a complaint, participates in an investigation, encourages one to file a complaint, or opposes sexual discrimination, sexual misconduct, sexual harassment, and power-based personal violence is prohibited. In addition, interference in any manner with an investigation is prohibited.

### **Advisers**

Both the complainant and the respondent will be permitted to ask an adviser of their choosing to accompany them to their meetings related to the disposition of the complaint. The adviser for either party may confer privately with that party, but the adviser may not speak on behalf of the complainant or respondent or otherwise participate in any meeting. An adviser's failure to comply with these guidelines may result in the termination of the meeting or the adviser no longer being permitted to be present. University personnel employed in the offices responsible for the disciplinary proceedings described in this policy, along with those in the chain of command above them, personnel employed by the Office of the General Counsel, and others whose participation could create a conflict of interest with their University duties are not eligible to serve as advisers. If there is a question or concern about a possible adviser, please consult with EAD.

### **Confidentiality**

The confidentiality of complainants and witnesses will be maintained as much as practicable. The University keeps Information regarding the interim measures it provides confidential unless such confidentiality impairs its ability to provide those accommodations or protective measures. The University provides both confidential and non-confidential resources. See the section on "Immediate Assistance" above, which explicitly identifies for complainants and witnesses those resources that are confidential and those that are not. The implications of reporting to a non-confidential resource also are discussed in the "Confidential Resources" section above.

In weighing a request that a complainant's name not be disclosed to the respondent or that no investigatory or disciplinary action be taken, the Title IX Coordinator will consider a variety of factors, including, but not limited to, the complainant's desire for confidentiality, information concerning any previous allegations involving the respondent, the likelihood of repeated offenses, evidence that the alleged misconduct is part of a pattern of misconduct, and the university's ability to ensure that the alleged misconduct does not contribute to the creation of a hostile environment for any students.

All requests for confidentiality by the complainant will be evaluated by the Title IX Coordinator, taking into consideration the factors listed above. If the complainant's request for confidentiality is granted, or the complainant does not provide identifying information, or chooses not to participate in an investigation, Vanderbilt's ability to investigate the incident and address the matter may be limited. In such situations, the university will, as appropriate, take steps to mitigate the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged offender or revealing the identity of the complainant. Such actions include, but are not limited to, increased monitoring, supervision, or security at locations or activities where the alleged misconduct occurred; providing training and education for students and employees; and revising and publicizing the university's policies on sexual misconduct.

If the Title IX Coordinator determines that EAD should proceed with a formal investigation, EAD will inform the complainant. The University will also implement appropriate interim measures.

If a complainant initially requests that no investigation occur, and EAD determines it will not proceed, the complainant is not precluded from later requesting that a full investigation be conducted, and fully participating in that investigation. In addition, if a complainant initially requests that no investigation occur, and EAD determines it will proceed after weighing the factors listed above, the complainant is not precluded from later providing information and participating in the investigation that is conducted.

### **Standard of Proof**

Vanderbilt uses the preponderance of the evidence standard of proof to determine responsibility for violations of the Sexual Misconduct and Power-Based Personal Violence Policy and the Campus SaVE Act Policy for Faculty, Staff, House Staff, Postdoctoral Fellows or Trainees. This standard looks at whether it is "more likely than not" that the policy was violated.

## Determinations

At the conclusion of the investigation and prior to making a determination, EAD will prepare a preliminary investigative report. The preliminary investigative report will contain a summary of the information and documents EAD considers relevant. The complainant and respondent will each have the opportunity to review a copy of the preliminary investigative report. To the extent possible under the circumstances of each case, other evidence such as video, will be shared with both parties. The names and other identifying information of other students will be redacted from the preliminary investigative report as required by the Family Educational Rights and Privacy Act (FERPA), except to the extent that doing so would interfere with the purpose of Title IX to eliminate sex-based discrimination. Both the complainant and respondent will have the opportunity to submit written comments on the preliminary investigative report. Any such comments, which shall be no longer than five (5) double-spaced pages with one (1) inch margins and twelve (12) point font, must be submitted either by hand delivery to EAD, 110 21st Avenue South, Suite 808, or by email attachment to the EAD investigator by no later than 5pm on the fifth (5th) calendar day following the date the complainant and respondent receive the preliminary investigative report. In cases in which a victim is deceased, the victim's next of kin will be provided the same rights to notification, including notifications relating to sanctions and appeals.

After considering any comments received from the complainant or respondent, and advising them of any additional evidence as appropriate, EAD will issue a final investigative report that sets forth EAD's final determination, based on the preponderance of the evidence, whether the respondent engaged in sexual misconduct in violation of the Sexual Misconduct and Power-Based Personal Violence Policy or the Campus SaVE Act Policy for Faculty, Staff, House Staff, Postdoctoral Fellows or Trainees. The final investigative report will contain a summary of the information and documents on which the final determination is based and will address, to the extent EAD considers appropriate, any comments received from the complainant or respondent. The comments from the complainant and respondent will also be attached as an exhibit. EAD will provide its final investigative report simultaneously to the complainant and the respondent. In cases involving students, the names and other identifying information of other students will be redacted from the final investigative report as required by FERPA, except to the extent that doing so would interfere with the purpose of Title IX to eliminate sex-based discrimination. When the respondent is determined to have engaged in the conduct for which the respondent was charged, the final investigative report will also be forwarded to the appropriate person for sanctioning, referral, or follow-up (Director of Student Accountability for students, Dean of the appropriate School for faculty, appropriate supervisor/manager and Human Resources consultant for staff, etc.). EAD will also forward a summary of any evidence it received concerning possible violations of other policies to the office or department responsible for enforcement of such policies.

## Timelines

In cases involving students, the university endeavors to complete the investigative process within 60 calendar days from the time the Title IX Coordinator determines that an investigation will go forward. The typical timeline for investigations not involving students will be 90 calendar days. The many variables and factors that can arise in such cases may provide good cause for taking additional time in certain cases. The complainant and the respondent will be notified simultaneously, in writing, if the investigation process cannot be completed within the applicable timeline, and they will be provided with a revised timeline.

## Directives to Desist for Students

Given the nature of cases involving sexual misconduct and other forms of power-based personal violence, a student may request use of a "directive to desist," also known as a no-contact directive or stay-away order. For more detailed information about interim measures, please refer to the "Interim Measures, Accommodations, and Sanctions" section above. Directives to desist often require that the complainant and respondent have no contact with each other during the course of the investigation and/or thereafter. The university may also employ such directives and implement other interim measures on its own initiative, as appropriate. Additional information about directives to desist, including how to request one, may be found in Chapter 3 of the *Student Handbook* under the section, "Threat, Harassment, Intimidation: Directives to Desist." [vanderbilt.edu/student\\_handbook/student-conduct/#threat-harassment-intimidation-directives-to-desist](http://vanderbilt.edu/student_handbook/student-conduct/#threat-harassment-intimidation-directives-to-desist).

Students may also seek orders of protection, restraining orders, or other similar orders issued by a court of law and may be assisted in doing so by representatives from University offices, including, for example, the Project Safe Center, the Office of Housing and Residential Education, and VUPD.

## Limited Disciplinary Immunity for Complainants and Witnesses

Individuals with information about sexual misconduct or other power-based personal violence may hesitate to come forward out of fear that their own violations of University policy would be revealed. Students are advised that the university does not condone infractions of policy, but the university will generally extend immunity for possession or use of alcohol or drugs and any resulting intoxication to victims and potential witnesses in order to facilitate reporting and resolution of sexual misconduct or other power-based personal violence complaints. Students may be referred for an alcohol or drug assessment and counseling.

## SANCTIONING AND APPEALS IN CASES INVOLVING STUDENTS

For more information, see the Sexual Misconduct and Other Forms of Power-Based Personal Violence Policy: [vanderbilt.edu/student\\_handbook/sexual-misconduct/#additional-information-for-students](http://vanderbilt.edu/student_handbook/sexual-misconduct/#additional-information-for-students).

## Sanctioning of Student Respondents

Where the respondent is a student and EAD has determined that the Sexual Misconduct and Other Forms of Power-Based Personal Violence Policy has been violated by the respondent, the Director of Student Accountability (or designee) will review EAD's final investigative report and render an appropriate sanction. If, upon reviewing the materials, the Director of Student Accountability requires clarification or additional information from EAD before rendering a decision as to sanction, the director may request such clarification or additional information from EAD. The sanctioning determination will be made based on the information contained in the EAD investigative report, with particular regard for the nature of the incident and the respondent's reported cooperation and candor, and the respondent's disciplinary history, if any.

The Director of Student Accountability will notify the complainant and the respondent simultaneously and in writing of the sanction imposed. The Director of Student Accountability is trained annually and on an ongoing basis on issues related to sexual misconduct, including sexual assault, and other power-based personal violence.

- The guidelines for sanctions of student respondents in sexual misconduct, including sexual assault, and other forms of power-based personal violence cases are set forth below. See also the "Sanctions" section of Chapter 3 of the *Student Handbook*. [vanderbilt.edu/student\\_handbook/student-conduct/#sanctions](http://vanderbilt.edu/student_handbook/student-conduct/#sanctions). The range of sanctions for any student found responsible for **Non-Consensual Sexual Intercourse** is suspension to expulsion, depending on all of the relevant facts and circumstances.
- Sanctions for **Non-Consensual Sexual Contact, Sexual Harassment, Sexual Harassment–Hostile Environment, Sexual Exploitation, Stalking, Dating Violence, Domestic Violence, Retaliation, or the other delineated forms of sexual misconduct**, will range from disciplinary probation to expulsion, depending on all of the relevant facts and circumstances.
- Inappropriate behavior that does not violate the Sexual Misconduct policy or otherwise create a hostile environment may be addressed under other applicable policies, including the *Student Handbook*.
- In some cases of sexual misconduct or power-based personal violence, participation in an evaluation and/or treatment program by an approved counseling service may be required as a part of a corrective action plan that accompanies a sanction. Such participation may also be a condition for readmission to the university or a condition for remaining in the university. In addition to this condition, in cases of suspension, the Director of Student Accountability may set other conditions for readmission to Vanderbilt.
- Unless the Director of Student Accountability decides that an interim sanction should be imposed immediately in order to protect the safety and security of the complainant or the university community, sanctions will be effective when the appeal period expires or the appeal is decided, whichever is later.

## Appeals by Students

Student parties have the right to appeal the determination by EAD and the sanction (if any) rendered by the Director of Student Accountability. Student parties will be notified of this right and the procedures for appeal simultaneously in writing. The complainant and respondent will also be notified simultaneously of any change to the results that occurs prior to the time such results become final.

Student appeals will be decided by a panel of three Appellate Officers for Sexual Misconduct and Power-Based Personal Violence (Appellate Officers). Appellate Officers will be faculty and/or academic administrators appointed by the chancellor (or the chancellor's designee) for two-or-three year terms, who will receive annual training on issues involved in sexual misconduct, including sexual assault, and other forms of power-based personal violence. Assignment to cases will be on a rotating basis. Any appeal of a finding of violation of another University policy (and/or sanction for that violation) which arises out of or is related to an alleged violation of this policy will be decided under the process set forth in the Sexual Misconduct policy by the Appellate Officers.

A petition for appeal, signed by the petitioning student, must be submitted in writing to the Appellate Officers, either by hand delivery to 310 Sarratt, or by email attachment to [appeals@vanderbilt.edu](mailto:appeals@vanderbilt.edu), by no later than 5:00 p.m. on the tenth (10th) calendar day following the date the complainant is notified of the determination by EAD (when the respondent is found not to have violated the policy), or following the date the complainant and respondent are notified of the sanction.

Requests for extensions must be submitted prior to the expiration of the ten-day period. The petition must be no longer than ten (10) double-spaced pages with one (1) inch margins and twelve (12) point font. The petition must include the following: a statement of the grounds for appeal, supporting explanation, and copies of, or reference to, all information not previously submitted to EAD that the petitioner wishes the Appellate Officers to consider. Except for new information as defined below, no documents or other evidence will be considered on appeal unless previously submitted to EAD.

### Grounds for Appeal

The four grounds for appeal are as follows:

- *Procedural irregularities sufficient to affect the determination by EAD and/or the sanction imposed by of the Director of Student Accountability.*
  - Deviation from policies or procedures governing investigations and proceedings that render the actions fundamentally unfair constitutes a sufficient basis to reverse, modify, or remand the determination and/or the sanction imposed. Procedural irregularities that are found to have had no adverse effect on the process are not a basis for upsetting the determination and/or sanction imposed.

- *Insufficient information to support the determination by EAD.*
  - The Appellate Officers may not alter EAD's determination unless it is clearly erroneous and cannot be reasonably supported by the information considered. The Appellate Officers may not substitute their judgment for the judgment of EAD if there is a reasonable basis for EAD's determination, since EAD had the opportunity to hear the witnesses and to assess their credibility and demeanor.
- *New information that was not reasonably available for presentation to EAD, the introduction of which could reasonably be expected to affect EAD's determination.*
  - All available information, including testimony of witnesses, is expected to be presented to EAD. A student who seeks to introduce new information has the burden of demonstrating that the information was not reasonably available for presentation and that the introduction of such new information can be reasonably expected to affect EAD's determination. If the student has satisfied this burden, the case may be remanded to EAD with instructions to reconsider the case in light of the new information.
- *Harshness of the sanction imposed by the Director of Student Accountability sufficient to show an abuse of discretion.*
  - Although deference should be given to the sanctions imposed, the Appellate Officers may find that there has been an error in judgment sufficient to show an abuse of discretion. Abuse of discretion does not necessarily imply an intentional wrong or bad faith, but simply the failure to exercise reasonable judgment under the circumstances.

Additional information regarding grounds for appeal and the appeals process is available at [vanderbilt.edu/student\\_handbook/sexual-misconduct/#additional-information-for-students](http://vanderbilt.edu/student_handbook/sexual-misconduct/#additional-information-for-students).

### **Consideration of Petition and Determination of Appeal**

- One of the three Appellate Officers will be designated by the panel as the Chair of the panel.
- When the Appellate Officers receive a petition, the Chair notifies all persons who were sent formal notification of EAD's determination and the sanction (if any) that a petition for appeal has been filed.
- Upon notification that an appeal has been filed, EAD and/or the Director of Student Accountability will provide to the Appellate Officers the final investigative report and other information reviewed and relied upon in making their determinations.
- As part of the notification, the Chair forwards a copy of the petition to EAD's Title IX Coordinator and Director and the Director of Student Accountability as well as the non-petitioning student. EAD and/or the Director of Student Accountability may submit written comments within ten (10) calendar days of receiving it. The non-petitioning student may also submit a response within the same time period. The written comments

and response are subject to the same length and formatting limitations as the petition. Requests for extensions by EAD and/or the Director of Student Accountability as well as the non-petitioning student must be submitted prior to the expiration of the ten-day period.

- Upon receiving any written comments or response from EAD, the Director of Student Accountability, and/or the non-petitioning student, the Chair sends the written comments and response to the petitioner, offering the petitioner an opportunity to reply. Replies must be submitted within five (5) calendar days and are limited to five (5) pages with the same formatting limitations. Requests for extensions by the petitioner must be submitted prior to the expiration of the five-day period.
- The Appellate Officers then proceed to consideration of the appeal. The Appellate Officers' consideration of the appeal must be based only on the original records created by or provided to EAD and/or the Director of Student Accountability and the petition, any new information in the petition that was not reasonably available for presentation to EAD and the introduction of which could reasonably be expected to affect EAD's determination that the Appellate Officers determine should be considered, any written comments/response, and the reply.
- The Appellate Officers decide by majority vote whether to affirm, modify, or reverse the determination by EAD and/or the sanction imposed by the Director of Student Accountability or to remand the case to EAD and/or the Director of Student Accountability with instructions.
  - In cases where there has been a procedural error on the part of EAD and/or the Director of Student Accountability, the Appellate Officers remand the case with instructions.
  - In cases where the Appellate Officers deem that new evidence should be considered, the Appellate Officers remand the case to EAD with instructions.
- The Chair notifies the complainant, the respondent, EAD, and the Director of Student Accountability of the Appellate Officers' decision and the reasons for their decision.
- Appeals are decided based on the version of this policy in effect as of the date of the alleged sexual misconduct or power-based personal violence.
- If the Appellate Officers have a question about the meaning or application of a University policy or procedure, the Appellate Officers may consult with the Dean of Students or designee and/or the Office of the General Counsel. At no time may Appellate Officers substitute their opinions or values for university policy.
- An Appellate Officer may not consider an appeal if the Appellate Officer has a conflict of interest. Each Appellate Officer is responsible for determining whether or not a conflict of interest exists and may consult with the Dean of Students or designee or the Office of the General Counsel, if necessary. If a conflict does exist, the case is assigned to the next panelist in the rotation.



The Appellate Officers will simultaneously notify the parties, EAD, and the Director of Student Accountability of their decision and the reasons for their decision.

## **PROCESS FOR CASES NOT INVOLVING STUDENTS**

For more information, see the Campus SaVE Act Policy for Faculty, Staff, House Staff, Postdoctoral Fellows or Trainees. [vanderbilt.edu/ead/saveact.html](http://vanderbilt.edu/ead/saveact.html).

Upon a determination by the Director of EAD/Title IX Coordinator that an investigation will be conducted involving a respondent who is faculty or staff, the EAD investigator may provide a copy of the complaint, any additional statements or information provided by the complainant, and any other information gathered during the course of the filing of an incident or police report to the appropriate dean's office or Human Resources, respectively, for a determination of whether interim disciplinary action or other interim measures should be considered or implemented.

At the conclusion of the investigation, EAD will determine, based on the preponderance of the evidence, whether the alleged acts occurred and violated the Campus SaVE Act Policy for Faculty, Staff, House Staff, Postdoctoral Fellows or Trainees. EAD will provide its determination, including the basis for the determination, in writing to the complainant and the respondent simultaneously, including any available appeal procedures for that decision. When the respondent is determined not to have violated the policy, the matter will be closed. When the respondent is determined to have violated the policy, the determination will also be forwarded to the appropriate person, as indicated below. Vanderbilt has several categories of employees, and the range of possible sanctions is set out in the disciplinary processes for each category, with the maximum sanction in each case being termination of employment.

### **Faculty**

If EAD determines that a member of the faculty violated this policy, EAD will notify the appropriate dean or official of the school in which the faculty member holds his or her primary appointment. If, after reviewing the information from or consulting with EAD, the dean for the appropriate school or the Provost's Office determines that the disciplinary process should be initiated, the dean will follow the process for violations of the faculty standards of conduct set out in the Faculty Manual at Chapter 1, Section B, Paragraph 8. See [vanderbilt.edu/faculty-manual/part-iv-disciplinary-actions-and-grievances/ch1-disciplinary-actions/](http://vanderbilt.edu/faculty-manual/part-iv-disciplinary-actions-and-grievances/ch1-disciplinary-actions/). Appeals will be handled pursuant to University Grievance Committee procedures. See [vanderbilt.edu/faculty-manual/part-iv-disciplinary-actions-and-grievances/ch2-faculty-grievances/](http://vanderbilt.edu/faculty-manual/part-iv-disciplinary-actions-and-grievances/ch2-faculty-grievances/).

### **Staff**

If EAD determines that a staff member violated this policy, EAD will notify the department with which the staff member is affiliated and Human Resources. After reviewing the determination and in consultation with Human Resources, the department will follow the

process for violations of Human Resources policies, including review of any disciplinary actions. See [hr.vanderbilt.edu/policies/index.php](http://hr.vanderbilt.edu/policies/index.php).

### **House Staff**

If EAD determines that a house staff member violated this policy, EAD will notify the Program Director and the Office of Graduate Medical Education. After reviewing the determination and in consultation with the Office of Graduate Medical Education, the Program Director will follow the process set out in the House Staff Manual, including review of any corrective actions. See [mc.vanderbilt.edu/documents/gme/files/HManual.pdf](http://mc.vanderbilt.edu/documents/gme/files/HManual.pdf).

### **Postdoctoral Fellows and Trainees**

If EAD determines that a postdoctoral fellow or trainee violated this policy, EAD will notify the BRET Office of Postdoctoral Affairs (VUMC) and/or the Office of the Vice Provost for Research (VU). After reviewing the determination and in consultation with the appropriate office, the process for similar conduct violations will be followed.

## **SUPPORT FOR VICTIMS AND SURVIVORS OF CRIME**

Victims and survivors of crime at Vanderbilt can expect to receive compassion and support from a variety of resources on campus.

### **VUPD Community Relations and Crime Prevention**

VUPD provides referrals and support for students, staff, and visitors who are victims of crime at Vanderbilt. When appropriate, staff will accompany a victim to the hospital or to court, assist in obtaining protective orders or warrants, coordinate with the District Attorney's Office, and guide the victim through the criminal justice system. Referrals are also made to campus and community support programs. Phone contact is (615) 322-2745. More detailed information is available online at [police.vanderbilt.edu/services/vicservices/index.php](http://police.vanderbilt.edu/services/vicservices/index.php).

### **Project Safe Center**

The Project Safe Center for Sexual Misconduct Prevention and Response provides information, support, referrals, and education about power-based personal violence (including sexual harassment, sexual assault, dating violence, domestic violence, and stalking), as well as consent, healthy relationships, and healthy sexuality to the Vanderbilt University community. Project Safe administers the university's Green Dot Bystander Intervention training and the online sexual assault prevention educational module required of all incoming students. Project Safe serves as a central resource for those affected by power-based personal violence and can assist with navigating the university's complaint process and resource and support network (including the Psychological and Counseling Center, Student Health, the Equal Employment, Affirmative Action, and Disability Services Department, and the Vanderbilt University Police Department) as well as external support and law enforcement resources. Visit [vanderbilt.edu/projectsafe](http://vanderbilt.edu/projectsafe).

### **Psychological and Counseling Center (PCC)**

The PCC provides mental health services to Vanderbilt undergraduate, graduate, and professional students, regardless of insurance status. The staff of therapists and medical providers specializes in mental health care of the university population. The PCC has a team of providers designated to support students dealing with sexual assault or other forms of power-based personal violence on a confidential basis. This trauma team consists of both therapists and medical providers; they meet on a regular basis for professional development and provide weekly consultation to all staff regarding issues related to trauma. Members of the trauma team attend national meetings that provide education on care for individuals experiencing power-based personal violence.

The PCC provides a range of services for students. Individuals experiencing acute trauma may access services immediately by requesting an appointment with a member of the *Acute Care Team (ACT)*. This team provides confidential support and information specifically focused on self-care and coping skills. PCC also provides *individual therapy* as well as *group therapies* designed to guide students in management of the range of emotions generated by power-based personal violence. The PCC has process groups designed to help students explore their identities and relationships, as well as a group called "Seeking Safety" designed to be a safe space to learn skills to help students cope more effectively with the impact of distressing life events.

Resources at the PCC are confidential; students have the opportunity to work with our staff to understand the options for support provided by campus partners. If seeking immediate support due to an acute traumatic event the student should call and ask specifically for an appointment with the ACT team; the student can request to be seen by either a female or a male therapist without explanation of why they are making that request. Phone contact is (615) 322-2571 or online at [medschool.vanderbilt.edu/pcc/](https://medschool.vanderbilt.edu/pcc/).

### **Work/Life Connections–Employee Assistance Program (EAP)**

Vanderbilt's EAP provides confidential psychological support and counseling services for Vanderbilt staff and their spouses or domestic partners. Support and assistance are available for domestic violence; stress and emotional challenges; depression, grief, and loss; family and marital conflicts, relationships, interpersonal concerns and divorce; alcohol and substance abuse; critical incident stress; and career concerns, management consultation, and coaching. Besides the EAP for staff, there are two other specialty programs to serve the unique needs of the faculty, physicians, and nurses. Phone contact is (615) 936-1327 or visit [healthandwellness.vanderbilt.edu/work-life/](https://healthandwellness.vanderbilt.edu/work-life/).

### **Faculty and Physician Wellness Program**

The Faculty and Physician Wellness Program is available to provide psychological support to the Vanderbilt faculty of all ten university schools, as well as house staff, spouses, and same-sex domestic partners.

### **Nurse Wellness Program**

The components of the Nurse Wellness Program include counseling, workplace outreach, and the promotion of wellness activities. The Nurse Wellness Program is available to our Vanderbilt nurses including registered nurses, advanced practice nurses, graduate nurses, licensed practical nurses, and their spouses or domestic partners. Nurses who are on faculty would be served by the Faculty and Physician Wellness Program.

### **Zerfoss Student Health Center**

Student Health provides primary health care services to Vanderbilt undergraduate and graduate students, regardless of insurance coverage. Student Health is staffed by physicians and nurse practitioners who specialize in college health and are attuned to the unique health care needs of a student population. Student Health staff are trained to take care of sexual assault, domestic or partnership violence, and harassment victims in clinic on a confidential basis. All staff are required to attend 30 (nurses and nurse practitioners) or 50 (physicians) hours of continuing education classes; sexual violence-related topics are included in this education approximately one to three times per year. These classes address not only the medical aspects of sexual assault (e.g., proper treatment for sexually transmitted diseases), but also related psychological and social issues (e.g., panic attacks, date rape). Several staff members also attend the annual conferences of the American College Health Association and the Southern College Health Association, both of which include educational programs on sexual violence and harassment.

The care provided by Student Health is multi-faceted and includes, free of charge, an office visit with a clinician, pregnancy testing, HIV and STD testing and treatment, and referrals to other campus partners, including PCC and Project Safe. In addition, if a student seeks treatment for an injury, STD, or pregnancy testing that could be related to violence in a relationship, the health care professional who treats the student provides one-on-one counseling and education as appropriate for that student. Furthermore, Student Health partners with the Vanderbilt University Medical Center to ensure that neither financial concerns nor fear of disclosure to parents is ever an impediment to seeking after-hours or emergency care. This initiative addressed a reported impediment to students' seeking medical treatment, i.e., that students' privacy concerns prevented them from seeking treatment. To alleviate this concern, the Vanderbilt University Medical Center's Emergency Department uses a special billing explanation for sexual assault patients and does not process such cases for insurance billing; instead, the Emergency Department has made arrangements for the charges to go to Student Health.

### **Office of Student Accountability, Community Standards, and Academic Integrity**

The Office of Student Accountability assists in upholding the Sexual Misconduct policy through the student disciplinary process. The office also assists with interim measures, such as stay-away orders. Phone contact is (615) 322-7868; online [vanderbilt.edu/studentaccountability/](https://vanderbilt.edu/studentaccountability/); email [studentaccountability@vanderbilt.edu](mailto:studentaccountability@vanderbilt.edu).

## **Green Dot**

The Green Dot program, offered by the Project Safe Center, is a bystander intervention training program designed to reduce and prevent power-based personal violence, including stalking, sexual violence, intimate partner violence, and bullying. It provides a way for bystanders to become part of the solution through focusing on their role in violence prevention. Visit [vanderbilt.edu/greendot](http://vanderbilt.edu/greendot) to learn more.

## **AFTER HOURS TRANSPORTATION AND WALKING ESCORTS**

### **Vandy Vans**

The Vandy Vans shuttle bus system, administered by VUPD, provides pick-up and drop-off service at designated points on campus which are marked with signs. The service operates from 5:00 p.m. to 5:00 a.m. during the fall and spring semesters. Riders can request a walking escort from the van stop to their final destinations. Students can check the location and seating availability of Vandy Vans using their computers or cell phones, and they can even set up text message alerts to let them know when the vans are arriving at their stops. Additional information about Vandy Vans and routes is available online at [police.vanderbilt.edu/services/vandyvans.php](http://police.vanderbilt.edu/services/vandyvans.php) or [vandyvans.com/](http://vandyvans.com/).

### **VUMC Shuttle Service**

The VUMC shuttle service operates to and from the Medical Center, designated Medical Center parking areas, and 100 Oaks clinics on business days. The VUMC shuttle service is not available on weekends. For VUMC shuttle information, call (615) 936-1215.

Please be patient on ballgame nights and at other times when traffic is congested. Your shuttle's arrival may be delayed at those times. When leaving a shuttle bus, try to walk in groups. If you are alone, and your destination is only a few feet away, ask the driver to pause and watch you walk to your vehicle.

### **Walking Escort Service**

As a supplement to the Medical Center Shuttle Service and Vandy Vans, VUPD provides walking escorts for students, faculty, and staff on campus during hours of darkness. A walking escort may be requested by dialing (615) 421-8888 or (615) 322-2745.

### **Commodore Cab**

Local cab companies (Diamond, Allied, and Nashville) are equipped with card readers that allow students to swipe their Commodore Cards in lieu of paying cash for cab rides. This system also allows students to split the fare with up to three people. Vehicles participating in the program are marked with a "Commodore Cab" decal. Funds can be added to a student's Commodore Card by billing his or her student account or by adding cash in the Commodore Card Office. This is the same account used for laundry, bookstore purchases, etc.

## **CRIME PREVENTION AND SAFETY AWARENESS EDUCATION**

Crime prevention and personal safety awareness programs are available from several resources at Vanderbilt. The following departments and organizations sponsor prevention services and provide advice and educational programs. Many of these programs are described in greater detail below:

- Vanderbilt University Police Department
- Project Safe Center for Sexual Misconduct Prevention and Response
- Equal Opportunity, Affirmative Action, and Disability Services (EAD)
- Office of Housing and Residential Education
- Psychological and Counseling Center
- Work/Life Connections—Employee Assistance Program (EAP), including the Faculty and Physician Wellness Program and the Nurse Wellness Program
- Human Resources—Employee Relations
- Zerfoss Student Health Center
- International Student and Scholar Services

Upon request, VUPD provides talks, information, and/or programs on:

- Rape and Sexual Assault Risk Reduction
- Domestic Violence Education
- Personal Safety (includes personal self-defense instruction, and classroom and workplace violence topics)
- Victim Assistance and Advocacy
- Alcohol and Drug Awareness/Legal Consequences
- Travel Safety
- Property Protection (includes information on fraud, identity theft, and larceny)
- Operation ID (a program to register laptops, tablets, and bicycles)

Student organizations and associations routinely sponsor programs and speakers on personal safety and awareness.

## **STUDENT EDUCATION AND PREVENTION**

Vanderbilt provides orientation to incoming students with information intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, stalking, and other forms of power-based personal violence before it occurs through the changing of social norms and other approaches. The information comprises definitions and a clear statement that the university prohibits such acts. Additionally, training and materials are provided defining consent, options for bystander intervention, information for risk reduction, and our policies and procedures for responding to these incidents. Ongoing prevention and awareness campaigns are offered throughout the year.

## Student Programs

All Vanderbilt freshmen participate in “CommonVU,” a week-long orientation that includes advising sessions, community-building activities, and academic programming. CommonVU also marks the beginning of Vanderbilt Visions, the central community-building educational program of the freshman living and learning community, The Ingram Commons. Vanderbilt Visions aims to form strong connections and support networks among classmates from the various houses that make up The Ingram Commons as a part of the process of transitioning freshmen into successful college students. Through Vanderbilt Visions, each freshman is assigned to one of ninety-two small Visions groups of seventeen to nineteen students, each led by faculty and student “VUceptors.” Each Vanderbilt Visions group must attend the “True Life” program during CommonVU. True Life is a student-produced program focusing on experiences of Vanderbilt students outside the classroom. Topics covered in True Life include personal safety, community safety, health, and responsibility and include information related to sexual misconduct. Based on the actual experiences of Vanderbilt students, True Life skits are aimed at addressing a variety of issues that new students are likely to confront during their freshman year, such as alcohol, drugs, and/or sexual violence. After watching the True Life skits, Vanderbilt freshmen discuss the skits with their Vanderbilt Visions groups.

All new undergraduate students (first years and transfers) must also complete the following modules: Haven, AlcoholEdu, Fire Safety, Campus Safety, and Protection of Minors 101. Vanderbilt also requires graduate and professional students to complete the Haven module. Haven—Understanding Sexual Assault is an interactive online

module that educates students about the types of power-based personal violence, prevention strategies, including bystander intervention, and relevant laws, policies, warning signs, and campus resources.

Project Safe provides comprehensive year-round violence prevention programming to undergraduate students, graduate and professional students, faculty, and staff to raise awareness and help prevent sexual harassment, sexual assault, stalking, and dating and domestic violence. Project Safe offers programs on recognizing signs of violence and abuse, risk reduction, bystander intervention, supporting survivors, social media/online privacy and safety, understanding consent, establishing boundaries, and relationship communication.

In addition, the Project Safe Center offers several Green Dot bystander intervention trainings to students, faculty, and staff each month throughout the year. During the 2014/15 academic year, all housing Residential Advisers and all new members of Interfraternity Council chapters completed the six-hour Green Dot training. Green Dot is a bystander intervention program coordinated by the Project Safe Center at Vanderbilt University. Anyone in the Vanderbilt community may participate in bystander intervention training offered by the Project Safe Center staff and members of the university’s Green Dot committee.

In addition, the following chart provides examples of the types of programs presented during the 2014/2015 academic year to help prevent and raise awareness of sexual misconduct, dating and domestic violence, stalking, and other forms of power-based personal violence. VUPD also offered RAD self-defense training at least once each month, other than in August and December.

Month	Program	Presented by
August	Training on awareness and prevention of sexual misconduct and other power-based personal violence for Resident Advisers and VUceptors	The Project Safe Center, the Office of Student Accountability, Community Standards, and Academic Integrity, Psychological and Counseling Center, and Equal Opportunity, Affirmative Action, and Disability Services (EAD).
	Greek Leaders Retreat	Project Safe Center
September	Safe Zone Workshop	K. C. Potter Center, Office of LGBTQI Life
	Don’t Blame it on the Alcohol: Alcohol and Sex Education Program	Office of Wellness and Alcohol Education, and the Margaret Cuninggim Women’s Center
	Dinner at the Dean’s Residence: Lights on the Lawn (sexual violence awareness)	Project Safe Center and Dean of The Ingram Commons
	Establishing Effective Consent	Project Safe Center and Office of Housing and Residential Education (OHARE)

<b>Month</b>	<b>Program</b>	<b>Presented by</b>
<b>October</b>	Vandy Sex Ed Peer Educator Sexual Assault Prevention/ Survivor Advocacy Panel	Project Safe Center and Vandy Sex Ed.
	Coffee and Consent	Project Safe Center and OHARE
	Gillexual Healing (interactive program about sexual health and preventing sexual violence)	OHARE
	Student Leaders Summit	Project Safe Center
	Visions Evening with the Chancellor (presentation to first year students regarding prevention of sexual assault and power- based personal violence)	Project Safe Center and Dean of The Ingram Commons
<b>November</b>	It's On Us pledge signing	Vanderbilt Student Government, Dean of Students, and Project Safe Center
	Coffee Hour and Crawford Contemplations discussion of campus sexual assault issues	OHARE
	Love and Other Drugs: Alcohol Education, Sexual Health, and Consent	Office of Wellness Programs and Alcohol Education and Project Safe Center
<b>December</b>	Green Dot Committee Holiday Happy Hour	Green Dot Committee and Project Safe Center
	Safe Zone Workshop	K. C. Potter Center, Office of LGBTQI Life
<b>January</b>	Stalking Awareness Month: Know it, Name it, Stop it.	Project Safe Center
	Greek Leaders Roundup	Project Safe Center, the Office of Greek Life, and the Office of Student Accountability, Community Standards, and Academic Integrity
	VU Theatre Presents: <i>After The End</i> (documentary regarding sexual assaults on college campuses)	Vanderbilt University Theatre and Project Safe Center
	Safe Zone Workshop	K. C. Potter Center, Office of LGBTQI Life
	Stalking Awareness Month: Responding to Stalking for Faculty and Staff	Project Safe Center
	Let's Talk About Sex	OHARE
<b>February</b>	Ubuntu Talk: An Open Dialogue About Sexual Assault	The Ingram Commons and OHARE
	Safe Zone Workshop	K. C. Potter Center, Office of LGBTQI Life
	Safe Spring Break Kits programs and tabling (information on sexual health and sexual assault awareness)	Office of Wellness Programs and Alcohol Education
	We End Violence (programs on Masculinity and Popular culture for campus and male student athletes)	Project Safe Center and Department of Athletics
	Warren and Moore Hot Topics: Gray Area of Sexual Assault	Project Safe Center and OHARE
	NPHC Wellness Trivia (Alcohol, Consent, Sexual Health)	Project Safe Center and the National PanHellenic Council
<b>March</b>	Love and Other Drugs: Sex Ed and Healthy Relationships Week	Project Safe Center and the Office of Wellness Programs and Alcohol Education
	Safe Zone Workshop	K. C. Potter Center, Office of LGBTQI Life
	Sexual Assault Awareness Month tables on Sarratt Promenade	Project Safe Center
<b>April</b>	Sexual Assault Awareness Month tables on Sarratt Promenade	Project Safe Center
	It's On Us pledge signing	Vanderbilt Student Government. Project Safe Center, and Dean of Students
	Supporting Survivors Workshop	Project Safe Center and the Psychological and Counseling Center
	Party with Consent	Dean of Students
	Spectrum: Light, Truth and Courage Lantern Procession (com- mitment to prevent sexual violence)	Project Safe, Take Back the Night, and Dean of Students
<b>May</b>	Training on awareness and prevention of sexual miscon- duct and other power-based personal violence for Summer Resident Advisers	Project Safe Center and Office of Student Accountability

## Faculty and Staff Programs

Vanderbilt's non-discrimination policy makes clear that Vanderbilt is subject to Title IX and other applicable federal non-discrimination laws and that the university does not tolerate discrimination on the basis of gender expression. All Vanderbilt employees are informed of the university's non-discrimination policy, which also is included in the *Faculty Manual*. Policies are discussed during new employee orientation, and the new employees are informed of their responsibility to know the policies. Vanderbilt ensures that faculty and staff also have access to relevant trainings and knowledge about the various resources available for students relating to sexual misconduct issues. For example, Project Safe distributes laminated contact cards as a quick reference in case a student asks for help. Furthermore, Vanderbilt's Office of Wellness Programs and Alcohol Education maintains a *Students in Distress* reference guide for faculty and staff, which highlights signals of distress, explains how to intervene and make referrals, lists available resources for students, and provides online training modules, including the interactive Kognito At Risk program. Training for faculty and staff also focuses on increasing awareness about Title IX reporting obligations and how to provide information regarding confidential resources, interim accommodations, and the complaint process, in the event they receive a report of sexual misconduct.

Vanderbilt provides numerous programs that address sexual misconduct and power-based personal violence issues, including the related issue of drug and alcohol abuse. Vanderbilt's programs include Haven (the sexual assault prevention online module), the Escalation Workshop, and Green Dot training. A number of individual departments and offices, including EAD and the Project Safe Center, as well as student organizations provide regular and ongoing programming on these important issues. See the section above on "Student Programs" for more information.

Vanderbilt also provides regular and ongoing training to faculty and staff, beginning at the start of their association with the university, including:

- The university provides training on nondiscrimination laws and policies, including those covering sexual misconduct and power-based personal violence, as an essential part of new faculty and staff orientation.
- The Office of Wellness Programs and Alcohol Education maintains a *Students in Distress* reference guide for faculty and staff.
- The Project Safe Center, the Psychological and Counseling Center (PCC), and the Office of Wellness Programs and Alcohol Education facilitate training on responding to students in distress.
- EAD provides an *Alphabet Soup* seminar for managers and supervisors with hiring responsibilities on subjects including discrimination, harassment and retaliation.
- EAD provides in-person training as well as an online module for faculty members entitled *Golden Opportunity, Golden Obligation* regarding Title IX, sexual misconduct, and reporting obligations.

- EAD, the Office of Student Accountability, Community Standards, and Academic Integrity (Student Accountability), and the Project Safe Center also provide other training to faculty, staff, and students on sexual misconduct and power-based personal violence and the university's policies that address these issues.

Vanderbilt has developed an orientation training module for new staff members. The orientation training and materials for new employees contain definitions for rape, acquaintance rape, sexual assault, domestic violence, dating violence, stalking, and other forms of power-based personal violence and contain a clear statement that the university prohibits such acts. Additionally, the enhanced training and materials define consent and describe options for bystander intervention, information for risk reduction, and our policies and procedures for responding to these incidents.

## RISK REDUCTION

The victim is not to blame for criminal behavior. The following are offered only as potential strategies to reduce one's risk of harm:

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid dark or isolated areas. It is more difficult to get help if no one is around.
- Familiarize yourself with the blue light emergency phone locations around campus.
- Walk with confidence and purpose. Even if you don't know where you are going, act like you do.
- Walk and jog in groups.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Know that you do not have to stop to talk to strangers.
- If you are being followed, go to the nearest area of safety.
- Try not to load yourself down with packages or bags, as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you attend social gatherings, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.

- If you can't find traveling companions, use the escort service on campus, no matter how short the distance.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself.
- At parties, don't drink from punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement or medical assistance immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- Have a code word to use with your friends or family, so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.
- Be true to yourself. You should not feel obligated to do anything that you do not want to do. "I don't want to" is always a good enough reason. Only do what feels right to you and what you are comfortable with.

## HOW TO BE AN ACTIVE BYSTANDER

Bystanders may play a critical role in the prevention of violence. Bystanders are individuals who witness an act of violence or a situation posing the risk of violence and who may be in a position to intervene in an effective manner to preserve the health and safety of all those involved. Vanderbilt University strives to promote a culture of care and community accountability in which bystanders are actively engaged in the prevention of violence without causing further harm. Bystanders may not always know what to do even if they want to help. Information regarding safe and appropriate bystander intervention may be found on the Vanderbilt University Green Dot website: [vanderbilt.edu/greendot](http://vanderbilt.edu/greendot). Green Dot is a bystander intervention

program coordinated by the Project Safe Center at Vanderbilt University. Anyone in the Vanderbilt community may participate in bystander intervention training offered by the Project Safe Center staff and members of the university's Green Dot committee. A Vanderbilt community member may be an active bystander by:

- Participating in a Green Dot training in order to learn more about how to recognize high-risk situations and learn how to safely and appropriately intervene as a bystander.
- Watching out for friends, employees, colleagues, and students and, when observing a situation that could be high-risk or seeing a person who may need assistance, asking if they are okay.
- Speaking up and voicing disagreement when overhearing someone's plans to take sexual advantage of another person.
- Being a sympathetic listener if someone discloses that they have experienced any form of power-based personal violence, advising them if you have reporting obligations required by law and/or university policy, and helping to connect them with support resources. A one-sheet of the university's reporting options and on-campus resources may be found on the Project Safe Center website [vanderbilt.edu/projectsafe](http://vanderbilt.edu/projectsafe).
- If it seems safe, considering confronting a person directly when they are observed attempting to isolate another person who is intoxicated or may be resisting romantic or sexual advances. Examples of this technique would be to say to the couple, "We are finding her friends and they will take her home." Or to say to the intoxicated person, "I am not letting a stranger take you home." Or to say to the other party, "Hey, you can't take her/him upstairs; it's not going to look good."
- If you are not comfortable directly confronting a person, distraction techniques may be effective to interrupt the flow of potential violence. Once the bystander identifies a high-risk situation, he or she acts to distract either party. Some examples would be to ask one of the people to help you find a lost item, interrupt to ask for directions, spill a drink, or start talking to the couple and don't leave, so the victim cannot be isolated. An easy technique for female bystanders is to invite the woman to go to the bathroom with her. Once she is away from the other person, check in and ask if she is afraid or needs help.
- When a bystander doesn't feel safe to approach the situation alone, she or he can involve others. An example of this would be to say to one's friends, "I am concerned for that person. Can you find her friends and get them to check on the situation, while I stay here and watch?" Another way would be to ask a bouncer at a bar to look into the situation. You could also ask the host to intervene. For example, "I am worried for that girl, who is so drunk. Could you let that guy know that upstairs is off limits?"

# Campus and Medical Center Physical Security

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## ADMINISTRATIVE AND CLASSROOM FACILITIES

The administrator of each department is responsible for physical security and determining access rights and hours. In general, classroom buildings are locked after the last class in the building ends, and administrative buildings are locked after normal business hours.

## MEDICAL CENTER FACILITIES

After-hours entrance to Medical Center buildings is restricted to designated points.

## RESIDENCE HALLS

The Office of Housing and Residential Education works closely with the Vanderbilt University Police Department, Plant Operations, Buildings and Grounds, Campus Planning, and other departments to maintain and enhance the physical security of the residence halls. Throughout the academic year, the office sponsors educational programming for residents about residence hall security and safety. Student housing for undergraduates consists of single, double, and triple rooms, apartments, suites, and lodges.

First-year students are housed at The Martha Rivers Ingram Commons, separate from other students.

The residence hall system is divided into seven administrative areas. Each area consists of a cluster of residence halls and has a central information desk. Branscomb Hall information desk is staffed 24 hours a day, 7 days a week, during the academic year (including breaks). Hank Ingram House information desk is staffed 24 hours a day, 7 days a week, during the academic year, but is closed during breaks. Each of the areas has a desk which operates from 8:00 a.m. until midnight. Information desk attendants respond to a variety of situations and have been trained in university resources, customer service skills, and the operation of door and fire alarm panels.

AlliedBarton personnel provide additional security in the residence halls. All residence halls (except Chaffin and Mayfield) have AlliedBarton personnel at the main entrance from midnight until 8:00 a.m., Monday–Wednesday, and from 8:00 p.m. until 8:00 a.m., Thursday–Sunday, throughout the academic year (including breaks) and in residence halls used during the summer. AlliedBarton personnel check to ensure anyone who enters has a Vanderbilt identification card. In addition, they log the names of guests who enter the residence halls. Between midnight and 6:00 a.m., they conduct rounds through the interiors of the residence halls. Mayfield and Chaffin are apartments without a single entry point, so, during those same hours, AlliedBarton patrols the exterior of those apartments. In addition, all residential areas have Vanderbilt Police Community Service Officers monitoring the exterior areas.

Each residential area has a minimum of one live-in professional staff member on call 24/7 and a large, live-in, paraprofessional staff. All residence halls are equipped with smoke detectors and sprinkler

systems. All residence halls are accessed via electronic key card. Electronic access is restricted to residents or authorized users of a residential area or building at all times. In some buildings, combination locks or electronic access devices further restrict access to corridors. Residents are expected to escort their guests, especially non-student guests. Solicitation in halls is prohibited without authorization. Generally, persons who are not guests of residents are not permitted in residence halls.

Cameras have been installed at all entry/exit points and in common areas. Most residence hall exit doors will trigger an audible alarm if they are opened during darkness. Keys to individual student rooms are unmarked to prevent unauthorized use in case they are lost. All operable windows have securing mechanisms.

Broken windows or locks should be reported immediately to the Resident Adviser, to the Area Maintenance Supervisor, or online at [apphost2.its.vanderbilt.edu/studentbiz/MaintReq/](http://apphost2.its.vanderbilt.edu/studentbiz/MaintReq/).

Exterior doors that have been propped open should be closed and reported immediately to the Resident Adviser or during normal business hours to the Area Maintenance Supervisor.

Tampering with or disabling security devices and smoke detectors may lead to disciplinary action.

Residence halls are closed during breaks. Students who need housing over breaks may register for housing and be permitted to remain in their halls.

Vanderbilt University operates no off-campus housing nor does the university recognize any student organizations that own or control off-campus property; however, many graduate students and some undergraduate students live in neighborhoods surrounding Vanderbilt.

## MAINTENANCE OF CAMPUS FACILITIES

Facilities and landscaping are maintained in a manner that minimizes unsafe conditions. VUPD regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to the appropriate department for correction. VUPD conducts an annual Campus Lighting Assessment Tour. Students, staff, and members of Student Housing, Campus Planning, and Plant Operations are invited to participate. These tours assess popular pedestrian travel routes on campus and identify areas where additional lighting or physical improvements may enhance the overall safety and security of the area.

Members of the Vanderbilt community are encouraged to report potentially unsafe or hazardous conditions to VUPD, Campus Plant Operations, or VUMC Plant Services at any time throughout the year:

- VUPD: (615) 322-2745 or online at [police.vanderbilt.edu/services/lightingform.php/](http://police.vanderbilt.edu/services/lightingform.php/)
- Campus Plant Operations: (615) 343-9675 or online at [vanderbilt.edu/plantops/content.php?page=request](http://vanderbilt.edu/plantops/content.php?page=request) (This form requires a VUnet ID and password to complete.)
- VUMC Plant Services: (615) 322-2041



## IDENTIFICATION CARDS

All students, faculty, and staff members at Vanderbilt University are issued Commodore Cards. All faculty and staff must be active in Human Resources before receiving a card. A valid photo ID (e.g., a driver's license) is also required. VUMC employees and temporary staff receive cards in the round wing of Medical Center North, room S-2311. University Central employees receive cards in room 184 of Sarratt Student Center. Cards may be used to gain access to certain locations and may be used to make purchases from university facilities.

Lost or stolen Commodore Cards should be reported immediately to the Commodore Card Office by telephone at (615) 322-2273 during regular business hours. Students may also report lost or found cards online at [vanderbilt.edu/cardservices/](http://vanderbilt.edu/cardservices/). If a student loses his or her card

when the Commodore Card Office is closed, the student may get a temporary access card valid for his or her campus residence at the Branscomb Reeves Desk. Lost or stolen VUMC ID cards should be reported to the VUMC Card Office at (615) 936-3350 during regular business hours. Any stolen card should also be reported immediately to the Vanderbilt University Police Department.

## OTHER PHYSICAL SECURITY MEASURES

Closed circuit television (CCTV) cameras are in place at various locations around the Vanderbilt campus. VUPD works with university departments to determine locations and coordinate monitoring upon request. Recorded images may be used as evidence in criminal and/or university investigations.

## Alcohol and Illegal Drugs on Campus

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Vanderbilt University is deeply concerned about the health and welfare of its students. University policies and regulations in general—and alcohol and controlled substances policies in particular—reflect that concern. The purpose of university policies and the purpose of articulating them in great detail is to enable students to make informed and, it is hoped, intelligent choices, as well as to enable them to understand the consequences of making unhealthy choices. In compliance with the federal Drug-Free Schools and Campuses regulations, Vanderbilt has adopted a policy that includes the expectation that students will comply with federal, state, and local laws, including those relating to alcoholic beverages, narcotics, and other drugs.

The university prohibits the unlawful possession, use, distribution, or facilitation of the distribution of alcohol and controlled substances by students, faculty, and staff, on its property, or as part of any university-sponsored activity. The prohibition extends to off-campus activities that are officially sponsored by Vanderbilt, its schools, departments, or organizations. In addition, the prohibition extends to off-campus professional or organizational activities, including attendance at conferences, when participation is sponsored by the university, or when the participating student, faculty member, or staff member is representing the university. Finally, the prohibition extends to "private" events off campus where the university may have an interest (e.g., if a student were to provide alcohol to underage students at an off-campus location).

In addition, the improper use of prescription drugs is a serious problem on college campuses. For this reason, it is a violation of university policy for a student to be in possession of, or use, another person's prescription medication or for a student to distribute medications to one person that have been prescribed for another.

To underscore the seriousness with which it takes the issue of health and welfare of its constituent populations, the university will impose sanctions on students, faculty, and staff—up to and including expulsion or termination of employment, and possible referral for prosecution—for violation of the alcohol and controlled substances policy. Conditions of continued employment or enrollment may include the

completion of an appropriate rehabilitation program and/or active participation in a recovery program.

The minimum sanction for simple purchase, possession, or consumption of alcohol in violation of university policy is an educational conference for the first offense. The completion of an appropriate assessment will also be required.

The presumptive sanction for first-offense intoxication is disciplinary probation. Standard indicators of drinking to the level of intoxication may include lack of balance, loss of coordination, confusion, slurred speech, bloodshot eyes, odor of intoxicant, etc.

The minimum sanction for driving under the influence of alcohol or other drugs is disciplinary probation and loss of campus driving and parking privileges.

Unlawful provision, distribution, or sale of alcohol by a student in violation of university policy will result in serious disciplinary action, which may include suspension or expulsion for the first offense, and may also result in criminal prosecution. The presumptive sanction for a student who illegally distributes alcohol to an underage student will be disciplinary probation for the first offense. Persons who unlawfully furnish alcoholic beverages to students who are not of legal drinking age may also be held responsible for personal injuries or property damages resulting from misconduct committed by underage, intoxicated students.

Distribution or facilitation of distribution of illegal drugs (including unlawful distribution of prescription medication) may result in suspension or expulsion for a first offense; unlawful distribution includes incidents in which no money is exchanged. In addition, the possession of controlled substances or alcohol in such quantities as to create a presumption of possession with the intent to distribute on or off campus is a serious violation that may result in immediate suspension or expulsion. Evidence that a student has distributed drugs is grounds for interim suspension from the university and/or expulsion from university housing pending the findings of accountability proceedings. Students found to have distributed drugs to others may also be held

responsible for personal injuries or property damages resulting from misconduct committed by the students under the influence of the distributed substances.

The presumptive sanction for a third violation of alcohol or controlled substances policies is suspension.

Violations involving behavior that injures persons, that damages property, or that injures or damages the community at-large, will increase the presumptive strength of the sanction given.

Because violations of alcohol and drug policies can be a threat to a student's health, welfare, and even life, enhancements may be added to any official sanction as additional means of helping students and organizations understand the potential consequences of policy violations.

Such enhancements may include the following:

- Alcohol Use Disorders Identification Test (AUDIT)
- Cannabis Use Disorders Identification Test (CUDIT)
- evaluation through BASICS or by an alcohol and drug counselor
- participation in an individualized treatment plan to address substance use and/or co-occurring disorders when indicated by the results of the evaluation
- required attendance at alcohol or drug education seminars
- implementation of an alcohol or drug educational program for peers
- work service (such details might include picking up litter from campus lawns, cleaning lobbies, restrooms, and stairwells of campus residences, etc.)
- completion of educational programs or on-line tutorials
- drug testing
- research or reflection essays
- restitution
- letters of apology.

Tennessee alcohol and drug laws are detailed in the *Student Handbook* including penalties for violations. Additional resources can be found at: [vanderbilt.edu/student\\_handbook/alcoholic-beverage-and-controlled-substances-policies/](http://vanderbilt.edu/student_handbook/alcoholic-beverage-and-controlled-substances-policies/).

## **WEAPONS**

Tennessee law and university policy prohibit anyone other than on-duty commissioned police officers from carrying weapons on campus. Students who plan to use weapons in legal recreational activities may store them for safekeeping at the Vanderbilt University Police Department located at 111 28th Avenue South. For complete information including the required forms, visit [police.vanderbilt.edu](http://police.vanderbilt.edu).

## **CRIMINAL CONVICTIONS**

Being convicted of a crime outside the workplace may render a staff member unsuitable for continued employment at the university. Vanderbilt reserves the right to terminate employment if an individual is convicted of a crime, even if the crime did not occur on Vanderbilt time or premises. If an employee is convicted of a crime, the employee is required to notify his or her immediate supervisor within five days of the conviction. Failure to report a conviction, or being convicted of a crime that makes a person unsuitable for continued employment, may be grounds for termination of employment. Criminal convictions prior to employment at Vanderbilt will not necessarily bar employment. Falsification of application materials, however, including failure to disclose convictions or guilty pleas for any violation of the law is grounds for termination of employment at any time after the falsification is discovered.

## **SEXUAL OFFENDER REGISTRATION**

The Tennessee Bureau of Investigation (TBI) maintains the TBI Sexual Offender Registry, a central information and registration system of sexual offenders located in Tennessee. Information concerning registered sexual offenders can be obtained from the TBI Sexual Offender Registry by calling (888) 837-4170 between 8:30 a.m. and 4:30 p.m., CST, Monday through Friday (excluding holidays) or by visiting the TBI website at [tn.gov/tbi/section/tennessee-sex-offender-registry](http://tn.gov/tbi/section/tennessee-sex-offender-registry).

# Reference Phone Numbers

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## ON-CAMPUS RESOURCES

When dialing from an on-campus phone, use the last five digits in the phone number. Remember to dial area code (615) when using a cell phone.

### Vanderbilt University Police Department

**Emergency** • (615) 421-1911 or 911  
(all medical, fire, life/safety issues)

**Non-emergency** • (615) 322-2745

**Community Relations** • (615) 322-2558

**Walking Escorts** • (615) 421-8888 or (615) 322-2745

**Lost and Found** • (615) 343-5371

### Medical

**VUMC Emergency Room** • (615) 322-3391

**Student Health** • (615) 322-2427 (for student non-emergency illness and injury, counseling services)

**Occupational Health Clinic** • (615) 936-0955  
(work-related injuries or exposures)

**Poison Center Hotline** • (615) 936-2034

### Environmental/Safety Hazards

**Environmental Health and Safety/Safety Officer** • (615) 322-2057

**Plant Operations** (Campus, request for services, 24 hours)  
• (615) 344-9675

**Plant Services** (Medical Center, request for repairs, 24 hours)  
• (615) 322-2041

**Information Technology Services** (telephone repair)  
• (615) 421-1611

### Counseling/Support/Information

**Psychological and Counseling Center** • (615) 322-2571  
(counseling services and referrals for students)

**Work/Life Connections—EAP** • (615) 936-1327 (counseling, referrals, violence in the workplace issues)

**Faculty and Physician Wellness Program** • (615) 936-1327  
(counseling, referrals, violence in the workplace issues)

**Nurse Wellness Program** • (615) 936-1327 (counseling, referrals, violence in the workplace issues)

**Office of Wellness Programs and Alcohol Education**  
• (615) 343-4740

**Project Safe Center for Sexual Misconduct Prevention and Response** • (615) 322-SAFE (7233); (615) 875-0660

**Office of Housing and Residential Education** • (615) 322-2591  
(for referrals and support services; after hours, contact a Program or Area Coordinator) On-call PC/AC • (615) 566-1010

### Office of the University Chaplain and Religious Life

• (615) 322-2457 (available after hours for crisis counseling through voice mail forwarding)

### Human Resources/Employee Relations • (615) 322-7259

(conflict resolution issues between staff members or between staff and supervisors)

### Equal Opportunity, Affirmative Action, and Disability Services Department

• (615) 322-4705 (issues involving sexual harassment, sexual assault, sexual violence and other power-based violence, racial bias, discrimination, equal access)

### Parking and VUMC Shuttles

University Traffic and Parking • (615) 322-2554

Medical Center Parking Office • (615) 936-0686

VUMC Shuttle Services • (615) 936-0686

## OFF-CAMPUS RESOURCES

When calling from an on-campus phone, dial “9” to get an outside line. Remember to dial area code (615).

### Metropolitan Nashville Police Department (MNPD) • (615) 862-8600

(“911” call dialed from on campus will be routed through the Vanderbilt University Police Department dispatcher, who will notify Metro Police, if needed)

**Crime Stoppers** • (615) 742-7463 (to give an anonymous tip on a crime)

**MNPD Sex Crimes Unit** • (615) 862-7540

**MNPD Domestic Violence Division** • (615) 880-3000

**MNPD Victim Intervention** • (615) 862-7773

**District Attorney’s Office Victim/Witness Division** • (615) 862-5500  
(legal process questions)

**Family and Children’s Service Crisis Line** • (615) 244-7444  
(24-hour assistance)

**Sexual Assault Center of Nashville, Crisis and Support Line**  
• (800) 879-1999 (24-hour assistance)

**YWCA Domestic Violence Center, Crisis and Information Line**  
• (615) 242-1199 (24-hour assistance)

# Crime Statistics

## (In compliance with the Tennessee College and University Security Act)

The following chart provides Vanderbilt's statistics for Group A and Group B offenses. Incidents reported to the Vanderbilt University Police Department are entered into a computer database and reported to the Tennessee Bureau of Investigation's Statistical Unit on a monthly basis. To access the statistical information online, go to [tn.gov/tbi/article/tncrimeonline1](http://tn.gov/tbi/article/tncrimeonline1).

### CRIME STATISTICS BY YEAR AND LOCATION

The information below provides context for the crime statistics reported as part of compliance with the Clery Act. Any identifying information about victims of sexual misconduct, including sexual assault, and other forms of power-based personal violence are excluded from these statistics, to the extent permissible by law.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the university community obtained from campus officials with significant responsibility for student and campus activities and security. The following sources provided data for this report: Vanderbilt University Police Department, the Metropolitan

TBI Crime Statistics Offense	2012		2013		2014	
	Offenses	Rate per 1000	Offenses	Rate per 1000	Offenses	Rate per 1000
Homicide Offenses (Total)	0	0.0	0	0.0	0	0.0
Murder	0	0.0	0	0.0	0	0.0
Negligent Manslaughter	0	0.0	0	0.0	0	0.0
Kidnapping/Abduction	2	0.1	1	0.0	3	0.1
Sex Offenses (Forcible) (Total)	18	0.5	18	0.5	22	0.6
Forcible Rape	8	0.2	9	0.2	13	0.3
Forcible Sodomy	2	0.1	4	0.1	0	0.0
Sexual Assault W/Object	1	0.0	0	0.0	2	0.1
Forcible Fondling	7	0.2	5	0.1	7	0.2
Robbery	4	0.1	5	0.1	1	0.0
Assault Offenses (Total)	165	4.5	142	3.7	125	3.2
Aggravated Assault	16	0.4	14	0.4	11	0.3
Simple Assault	100	2.8	84	2.2	68	1.8
Intimidation	46	1.3	39	1.0	37	1.0
Stalking	3	0.1	1	0.0	9	0.2
Arson	1	0.0	0	0.0	1	0.0
Extortion/Blackmail	1	0.0	0	0.0	0	0.0
Burglary	12	0.3	18	0.5	9	0.2
Larceny/Theft Offenses (Total)	514	14.1	340	8.8	390	10.0
Theft-Pocket-picking	1	0.0	2	0.1	2	0.1
Theft-Purse Snatching	0	0.0	0	0.0	0	0.0
Theft-Shoplifting	31	0.9	24	0.6	36	0.9
Theft from Building	285	7.8	190	4.9	245	6.3
Theft from Coin Machine	0	0.0	3	0.1	0	0.0
Theft from Motor Vehicle	65	1.8	40	1.0	34	0.9
Theft of Motor Vehicle Parts	16	0.4	18	0.5	7	0.2
Theft-All Other Larceny	116	3.2	63	1.6	66	1.7
Motor Vehicle Theft	1	0.0	5	0.1	6	0.2
Counterfeiting/Forgery	16	0.4	9	0.2	6	0.2
Fraud Offenses (Total)	31	0.9	37	1.0	35	0.9
Fraud-False Pretenses	13	0.4	25	0.6	23	0.6

TBI Crime Statistics Offense	2012		2013		2014	
	Offenses	Rate per 1000	Offenses	Rate per 1000	Offenses	Rate per 1000
Fraud–Credit Card/ATM	4	0.1	6	0.2	4	0.1
Fraud–Impersonation	14	0.4	5	0.1	7	0.2
Fraud–Welfare	0	0.0	0	0.0	0	0.0
Fraud–Wire	0	0.0	1	0.0	1	0.0
Embezzlement	4	0.1	8	0.2	9	0.2
Stolen Property Offenses	1	0.0	0	0.0	0	0.0
Destruction/Damage/Vandalism	91	2.5	70	1.8	87	2.2
Drug Narcotic Violations (Total)	100	2.8	144	3.7	119	3.1
Drug/Narcotic Violations	60	1.7	116	3.0	92	2.4
Drug/Narcotic Equipment Violations	40	1.1	28	0.7	27	0.7
Sex Offenses (Non-Forcible) (Total)	0	0.0	0	0.0	0	0.0
Incest	0	0.0	0	0.0	0	0.0
Statutory Rape	0	0.0	0	0.0	0	0.0
Pornography/Obscene Material	0	0.0	0	0.0	0	0.0
Gambling Offenses	0	0.0	0	0.0	0	0.0
Prostitution Offenses	0	0.0	0	0.0	0	0.0
Bribery	0	0.0	0	0.0	0	0.0
Human Trafficking Offenses	0	0.0	0	0.0	0	0.0
Weapon Law Violations	4	0.1	4	0.1	2	0.1
Bad Checks	0	0.0	0	0.0	0	0.0
Curfew/Vagrancy	0	0.0	0	0.0	0	0.0
Disorderly Conduct	18	0.5	9	0.2	10	0.3
DUI	7	0.2	1	0.0	8	0.2
Drunkenness	109	3.0	67	1.7	62	1.6
Family–Non Violent	0	0.0	1	0.0	1	0.0
Liquor Law Violations	62	1.7	10	0.3	33	0.9
Peeping Tom	0	0.0	0	0.0	0	0.0
Trespass	44	1.2	43	1.1	60	1.5
All Other Offenses	17	0.5	8	0.2	8	0.2

Nashville Police Department, the Title IX Coordinator and Director of EAD, the Associate Provost and Dean of Students, and the Assistant Vice Chancellor for Student Athletics, Recreation, and Wellness.

Crime statistics are reported annually to the Vanderbilt community via the *Annual Security Report*, published by VUPD. Vanderbilt University then submits the annual crime statistics published in this booklet to the Department of Education (DOE). The statistical information received by DOE is available to the public through their website at [ope.ed.gov/security/](http://ope.ed.gov/security/).

Current students and employees are provided notice on an annual basis of the availability of this report on the Vanderbilt University website and in booklet format. The notice states:

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Tennessee College and University Security Information Act, Vanderbilt University publishes an annual report to provide information on security-related services offered by the university. The *Annual Security Report* contains information related to university-wide security and safety, including related policies, procedures, and criminal statistics. The *Annual Security Report* can be found at the Vanderbilt University Police Department website at [police.vanderbilt.edu/](http://police.vanderbilt.edu/), or a copy may be obtained from the Vanderbilt University Police Department at 111 28th Avenue South, Nashville, Tennessee 37212. The report will be available after September 30, 2015.

## **SPECIFIC INFORMATION ABOUT CLASSIFYING CRIME STATISTICS**

The statistics in this brochure are published in accordance with the standards and guidelines used by the *FBI Uniform Crime Reporting (UCR) Handbook* and relevant federal law (the Clery Act). The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses, aggravated assault, domestic violence, dating violence, and stalking. For example, if an aggravated assault occurs, and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart. The number reflected in the statistics for the following crime categories includes one offense per distinct operation: robbery, burglary, larceny, vandalism, and arson. In cases of motor vehicle theft, each vehicle stolen is counted separately.

When counting multiple offenses, a hierarchy rule must be used. Only the most serious offense is counted when more than one offense is committed during a single incident. The hierarchy rule beginning with the most serious offense is as follows:

1. Murder and Non-negligent Manslaughter
2. Negligent Manslaughter
3. Sex Offenses
4. Robbery
5. Aggravated Assault
6. Burglary
7. Motor Vehicle Theft
8. Arrests (Liquor, Drug, and Weapon Violations)
9. Referrals for Disciplinary Action (Liquor, Drug, and Weapon Violations)

Exceptions to applying the hierarchy rule include the following:

- In incidents that include both a sexual offense and murder, both offenses are counted.
- Arson incidents are counted regardless of the offense committed during the incident. The most serious offense is counted along with the arson.
- When classifying hate crimes, any offense in the incident that is motivated by bias is counted.

The university provides several resources for anonymous reporting for victims or witnesses who do not wish to be identified. All anonymous reports made in good faith regarding crimes occurring on campus or Vanderbilt controlled property are included in the annual disclosure of crime statistics. In addition to the anonymous reporting option on the SafeVU app, Vanderbilt has established a hotline for anonymous reporting through The Network, an independently-operated compliance hotline that may be used to report incidents of apparent wrongdoing on campus. This hotline is available 24 hours a day, 7 days a week, at (866) 783-2287 or at [tnwgrc.com/Vanderbilt](http://tnwgrc.com/Vanderbilt). Anonymous reports regarding sexual misconduct or other forms of power-based personal violence may also be made to the Project Safe Center at

(615) 322-7233. Students also may have the ability to report anonymously to the Community Standards hotline at (615) 343-7867.

These resources, aside from Project Safe, should not be used for immediate assistance.

## **HATE CRIMES**

The Clery Act requires reporting of incidents where the offender's bias against a person or property motivates them in whole or in part to commit the crime. This includes bias against race, gender, religion, national origin, sexual orientation, gender identity, disability, or ethnicity. Incidents which fall under the Clery crimes above and thefts, simple assaults, intimidations, or vandalism must be reported.

During 2012, no hate crimes were reported on Vanderbilt property.

In 2013, a simple assault, partially motivated by religious bias, was reported in a residence hall. The assault occurred during an altercation between acquaintances.

During 2014, an act of vandalism, motivated by sexual orientation bias, was reported at the Medical Center. The unlocked locker of a female employee was vandalized and photos of the employee's girlfriend and son were vandalized.

## **VANDERBILT PROGRAMS OUTSIDE NASHVILLE**

Vanderbilt conducts programs during the summer in Washington, D.C., and locations outside of Tennessee or the United States. In some instances, Vanderbilt may lease classroom and living space for the students participating in these programs, and security is provided by the leasing entity and local police authorities. Specific questions about security at program facilities and housing should be raised with the sponsoring department and the faculty member or administrator in charge of the program. All victims are encouraged to report crimes to local police, the department or school sponsoring the program, and the Vanderbilt faculty or administrator in charge of the program. Vanderbilt received no reports of crime occurring at property leased in connection with its summer programs in Washington or abroad during 2012. In 2013, there was one referral for an alcohol offense which occurred at the Washington, D.C., location. In 2014, Vanderbilt received a report that an unaffiliated person was sexually assaulted by another unaffiliated person on property belonging to Vanderbilt that is part of an archaeological dig in Guatemala. All of these crimes are included in the crime statistics chart under the non-campus property geographical category.

## **REPORTS OF CRIMES THAT HAVE BEEN UNFOUNDED**

In 2014, a total of eight crime reports were unfounded by law enforcement. A reported crime may be unfounded only if sworn or commissioned law enforcement personnel have fully investigated the reported crime and made a formal determination that the report is false or baseless. These reports are not included in either the Clery or TIBRS crime statistics.

Category	Location	2012	2013	2014	2014			
		Total	Total	Total	Central Campus	Medical Center	100 Oaks	Other Jurisdiction
Murder / Non-negligent Manslaughter	On-campus	0	0	0	0	0	N/A	N/A
	Student Housing	0	0	0	0	N/A	N/A	N/A
	Non-campus	0	0	0	N/A	N/A	0	0
	Public Property	0	0	0	0	0	N/A	N/A
Negligent Manslaughter	On-campus	0	0	0	0	0	N/A	N/A
	Student Housing	0	0	0	0	N/A	N/A	N/A
	Non-campus	0	0	0	N/A	N/A	0	0
	Public Property	0	0	0	0	0	N/A	N/A
Sex Offenses (Rape, Sodomy, Sexual Assault w/ Object, Fondling)	On-campus	13	17	N/A <sup>1</sup>	N/A	N/A	N/A	N/A
	Student Housing	7	6	N/A	N/A	N/A	N/A	N/A
	Non-campus	0	1	N/A	N/A	N/A	N/A	N/A
	Public Property	1	0	N/A	N/A	N/A	N/A	N/A
Rape <sup>1</sup> (Rape, Sodomy, Sexual Assault w/ Object)	On-campus	N/A	N/A	17	16	1	N/A	N/A
	Student Housing	N/A	N/A	15	15	N/A	N/A	N/A
	Non-campus	N/A	N/A	2	N/A	N/A	0	2
	Public Property	N/A	N/A	0	0	0	N/A	N/A
Fondling <sup>1</sup>	On-campus	N/A	N/A	6	5	1	N/A	N/A
	Student Housing	N/A	N/A	2	2	N/A	N/A	N/A
	Non-campus	N/A	N/A	0	N/A	N/A	0	0
	Public Property	N/A	N/A	0	0	0	N/A	N/A
Sex Offenses - Non- forcible	On-campus	0	0	0	0	0	N/A	N/A
	Student Housing	0	0	0	0	N/A	N/A	N/A
	Non-campus	0	0	0	N/A	N/A	0	0
	Public Property	0	0	0	0	0	N/A	N/A
Robbery	On-campus	4	5	1	0	1	N/A	N/A
	Student Housing	0	0	0	0	N/A	N/A	N/A
	Non-campus	0	1	0	N/A	N/A	0	0
	Public Property	0	2	0	0	0	N/A	N/A
Aggravated Assault	On-campus	7	9	10 <sup>2</sup>	1	9	N/A	N/A
	Student Housing	0	0	0	0	N/A	N/A	N/A
	Non-campus	1	0	0	N/A	N/A	0	0
	Public Property	0	3	1	1	0	N/A	N/A
Burglary	On-campus	13	10	5	3	2	N/A	N/A
	Student Housing	3	4	0	0	N/A	N/A	N/A
	Non-campus	2	0	0	N/A	N/A	0	0
	Public Property	0	0	0	0	0	N/A	N/A
Motor Vehicle Theft	On-campus	0	5	4	2	2	N/A	N/A
	Student Housing	0	0	0	0	N/A	N/A	N/A
	Non-campus	0	0	1	N/A	N/A	1	0
	Public Property	0	0	1	1	0	N/A	N/A
Arson	On-campus	1	0	1	0	1	N/A	N/A
	Student Housing	0	0	0	0	N/A	N/A	N/A
	Non-campus	1	0	0	N/A	N/A	0	0
	Public Property	0	0	0	0	0	N/A	N/A

Category	Location	2012	2013	2014	2014			
		Total	Total	Total	Central Campus	Medical Center	100 Oaks	Other Jurisdiction
Liquor Law Violations: Arrests	On-campus	13	2	9	9	0	N/A	N/A
	Student Housing	0	2	5	5	N/A	N/A	N/A
	Non-campus	0	0	0	N/A	N/A	0	0
	Public Property	1	0	0	0	0	N/A	N/A
Liquor Law Violations: Referrals	On-campus	359	349	451	451	0	N/A	N/A
	Student Housing	291	297	412	412	N/A	N/A	N/A
	Non-campus	0	1	0	N/A	N/A	0	0
	Public Property	5	1	0	0	0	N/A	N/A
Drug Related Violations: Arrests	On-campus	19	13	18	6	12	N/A	N/A
	Student Housing	4	0	0	0	N/A	N/A	N/A
	Non-campus	0	2	0	N/A	N/A	0	0
	Public Property	3	5	9	8	1	N/A	N/A
Drug Related Violations: Referrals	On-campus	101	175	101	101	0	N/A	N/A
	Student Housing	89	153	97	97	N/A	N/A	N/A
	Non-campus	0	0	0	N/A	N/A	0	0
	Public Property	0	0	0	0	0	N/A	N/A
Weapon Law Violations: Arrests	On-campus	0	2	0	0	0	N/A	N/A
	Student Housing	0	0	0	0	N/A	N/A	N/A
	Non-campus	1	0	0	N/A	N/A	0	0
	Public Property	0	0	0	0	0	N/A	N/A
Weapon Law Violations: Referrals	On-campus	0	0	0	0	0	N/A	N/A
	Student Housing	0	0	0	0	N/A	N/A	N/A
	Non-campus	0	0	0	N/A	N/A	0	0
	Public Property	0	0	0	0	0	N/A	N/A
Domestic Violence	On-campus	N/A	26	11	0	11	N/A	N/A
	Student Housing	N/A	0	0	0	N/A	N/A	N/A
	Non-campus	N/A	1	0	N/A	N/A	0	0
	Public Property	N/A	0	0	0	0	N/A	N/A
Dating Violence	On-campus	N/A	6	16	10	6	N/A	N/A
	Student Housing	N/A	1	7	7	N/A	N/A	N/A
	Non-campus	N/A	1	1	N/A	N/A	1	0
	Public Property	N/A	0	0	0	0	N/A	N/A
Stalking	On-campus	N/A	12	24	18	6	N/A	N/A
	Student Housing	N/A	2	9	9	N/A	N/A	N/A
	Non-campus	N/A	0	0	N/A	N/A	0	0
	Public Property	N/A	0	0	0	0	N/A	N/A

<sup>1</sup>In compliance with the July 2015 revisions to the Department of Education regulations governing the reporting of campus crime statistics, crimes reported in 2012 and 2013 as "Sex Offenses" must now be reported in the two categories of "Rape" (including sodomy and sexual assault with an object) and "Forcible Fondling."

<sup>2</sup>Five of the ten reported Aggravated Assaults arise from a single incident in which a single patient at a Vanderbilt Hospital assaulted five employees or police officers. Also note that two incidents are also counted as domestic violence arrests.



# Fire Safety

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In compliance with the Jeanne Clery Campus Safety and Security Act, as amended by the Higher Education Opportunity Act of 2008, this Fire Safety report summarizes the Vanderbilt University Campus Fire Safety Program. This report includes information on fire prevention policies and practices, fire safety educational and training initiatives, an overview of fire protection equipment in the residence halls, emergency evacuation procedures, and residence hall fire safety statistics.

The Vanderbilt University Campus Fire Safety Program is managed by the Vanderbilt University Police Department Emergency Preparedness Unit. This Unit maintains all campus fire-related statistical data and works to ensure campus facilities and operations are within with the Metro Nashville Fire Department rules and regulations.

All fires on campus should be reported immediately to VUPD. Small fires within residence halls that have already been extinguished may be reported to the Office of Housing and Residential Education, which will report the fire to the Emergency Preparedness Unit for recordkeeping purposes.

## RESIDENCE HALL FIRE SAFETY SYSTEMS

All Vanderbilt residence halls and Greek houses are protected by fire detection and automatic sprinkler systems. The fire detection system is designed to alert building occupants in the event of a fire and is activated by smoke detectors, sprinkler water flow, or manual pull station activation. Additionally, all fire detection systems are monitored by Plant Operations Building Systems Control (BSC), which is staffed 24 hours a day, 7 days a week. BSC will notify first responders including the Vanderbilt University Police Department and the Metro Nashville Fire Department (MNFD). Each residence hall has an adequate complement of dry chemical fire extinguishers located in common areas, multi-room suites, and mechanical and storage areas.

## STUDENT FIRE SAFETY REGULATIONS

Vanderbilt University is a smoke-free campus. Smoking is prohibited in all buildings on campus, including university residence halls and Greek chapter houses, and on the grounds of the campus with the exception of designated outdoor smoking areas. Additional smoking policy information can be found in the *Student Handbook*. [vanderbilt.edu/student\\_handbook/university-policies-and-regulations/#smoke-free-campus](http://vanderbilt.edu/student_handbook/university-policies-and-regulations/#smoke-free-campus).

**Residents must abide by the fire safety regulations outlined in the *Student Handbook* (see [vanderbilt.edu/student\\_handbook/residential-life/#general-residence-life-policies](http://vanderbilt.edu/student_handbook/residential-life/#general-residence-life-policies)):**

- Combustible materials may not be stored on the premises.
- Cardboard boxes may not be used for storage of items in storage areas.
- The Metropolitan Nashville–Davidson County Fire Code prohibits the use and storage of grills within ten (10) feet of any combustible materials on any balcony or patio of a multifamily dwelling.

Use or storage of grills is prohibited on any balcony or patio, or in any residential facility.

- Motorcycles, mopeds, and other internal combustion machines may not be kept in university housing.
- Bicycles may not be stored in hallways, stairwells, or other common areas because they may block emergency egress. Bicycles may be stored in student rooms.
- Candles, other devices that produce open flames, oil lamps, and incense, are prohibited in the residence halls, and subject to confiscation, whether or not they are lit at the time they are discovered. Exceptions for registered events sponsored by university departments may be made at the discretion of the Senior Director for Housing Operations, or the director's designee.
- Walkways, stairs, and corridors must be kept clear at all times for emergency egress. Student property may not be stored in these areas.
- Heat producing appliances (coffee makers, heating pads, slow-cookers, etc.) must be attended when turned on.
- Flammable materials (e.g., sheets, blankets, bandanas, scarves), may not be used to cover or obstruct light sources, heating/cooling sources, or fire-safety fixtures.
- The university's smoke-free campus policy limits smoking to designated outdoor areas. Extinguishing or disposing of smoking materials by any means other than the urns provided is prohibited.
- Access to windows and doors must be kept clear for emergency egress.
- Emergency exits may be used by residents or guests only for emergency exit or exit during drills. Other use is prohibited.
- Failure to evacuate a building when a fire alarm sounds is prohibited.
- Additionally, the following are prohibited and will likely result in corrective action through the university's accountability process, which action may include possible suspension from the university or a prorated damage charge among the residents of a particular area if the responsible person(s) cannot be identified (see *Collective Damage*):
  - Tampering with door alarms, fire extinguishers, sprinkler heads, water flow or other control valves and other fire-safety equipment
  - Tampering with smoke detectors, emergency phones, building access systems, elevator systems, surveillance cameras or other safety and security equipment
  - Tube lights and string lights, except that string lights may be used under the following conditions: Such lights may be used only in individual rooms and not in common areas. The lights must be UL approved and in good condition. No more than three strands of such lights may be strung together, and they must be plugged directly into an outlet or into a surge protector that is plugged directly into an outlet.

- Items suspended from the ceilings, sprinkler heads, overhead piping, or on or near water pipes
- Use or possession of fireworks
- Disabling fire alarm systems
- Arson/igniting fires
- Tampering with or damaging fire-exit lights, signs, horns, strobes or other notification devices
- Tampering with or obstructing emergency-exit doors

## **FIRE SAFETY RULES FOR ELECTRICAL APPLIANCES**

### **Approved Appliances**

Electric-powered appliances such as radios, sound systems, TVs, electric blankets, clocks, lamps, and coffee makers with enclosed heating elements are permitted in residence hall rooms. All appliances used in campus residences must be in good condition, with special attention given to seals, electrical cords, and plugs. Only power strips with circuit breakers may be used as extension cords.

Additional approved electrical appliances include:

- Microwave ovens (800-watt maximum and interior capacity of one cubic foot)
- Refrigerators (4-foot capacity)

*The residential staff may require that any appliance be placed in storage if the manner in which the appliance is used causes interruption of service or endangers the health, safety, or well-being of the residential community.*

### **Restricted Appliances**

Electric powered appliances with exposed heating elements and grills (either outdoor or indoor use, including "George Foreman" grills and similar devices) are prohibited. Appliances that draw a large amount of current from each circuit, such as hot plates, air conditioners, and electric heaters are prohibited. Additional restricted electrical appliances include:

- Halogen lamps or halogen light sources
- Washing machines
- Dryers
- Water-heating elements

*The Senior Director of Housing, Facilities Operation, and Management reserves the option of revoking authorization for the use of any appliance in individual buildings or throughout the residential campus.*

## **FIRE SAFETY RULES FOR FURNISHINGS**

Student-owned furniture brought into campus residences and Greek houses must meet the hospitality/contract-grade furniture fire-safety specifications of either the National Fire Protection Association (NFPA) 260 or the California Technical Bulletin 117, section E. Furniture that complies with either standard will be appropriately tagged by the manufacturer.

## **RESIDENTIAL FIRE SAFETY EDUCATION AND TRAINING**

### **Residential Staff Training**

Prior to the beginning of each fall semester, the Vanderbilt University Police Department Emergency Preparedness Unit provides fire safety training for all Residential Advisers (RAs). Topics covered include RA fire safety responsibilities, fire safety rules, evacuation procedures, fire drills, and extinguisher training.

### **Student Resident Training**

The following instructions are posted in every student's residence room on campus:

#### **FIRE EVACUATION**

When you hear a fire alarm or see smoke and fire:

- Exit the building immediately using the nearest exit.
- **Never** use an elevator as an exit during a fire.
- Feel each door as you approach. Never open a hot door.
- If the hallway or stairwell is smoky, seek another path or await rescue in your room.
- Once outside, proceed to the Area Rally Point. Never re-enter the building.

At the start of each fall semester, RA's are instructed to review the Evacuation Fire Safety Fact Sheet with residents of their floor during the first Residence Hall Meeting.

At the start of each fall semester, the Vanderbilt University Police Department Emergency Preparedness Unit provides fire safety training for all Greek House Officers. This training covers fire prevention, fire-safe party décor, and evacuation safety.

### **Fire Drills**

Fire drills are conducted each fall semester in every Vanderbilt residence hall. The drills are planned and coordinated by the Vanderbilt University Police Department Emergency Preparedness Unit, with input and assistance from the Senior Director of Residential Education, his associate directors and the area coordinators for each residential area. The area coordinators have RAs check all residence rooms to assure that all residents have responded and make observations of conditions affecting the drill. BSC staff members activate the alarms and then check operating condition of fire alarm annunciators (audible and visual alarms) in each residence hall being drilled. In the fall of 2014, fire drills were conducted in all residence halls at Vanderbilt University.

Greek Houses with only six or seven residents are not required to conduct fire drills under local codes. However, we do offer to conduct a drill for Greek Houses when requested.

## 2014 FIRE INCIDENT SUMMARY

During 2014, one fire occurred in Vanderbilt University housing, causing no damage or injuries. For further information see the chart below:

Date	Residence Hall	Room/Floors	Description	Injuries	Deaths	Total Damage
11/13/2014	Chaffin Apartments	Room 122F	While attempting to re-heat a pizza, a pizza box was accidentally set on fire from being placed in an oven. The fire was immediately extinguished and no damage occurred to the oven or the building.	0	0	\$0
<b>Totals</b>						
				0	0	\$0

## 2012-2014 FIRE STATISTICS

The following chart summarizes all fires occurring in residence halls or Greek houses from 2012 through 2014. Within that time period, there

were a total of eight fires, none of which caused any injuries. Only two of the fires resulted in significant damage to property, in both cases primarily caused by water damage from the sprinkler system.

Incident Date	Location	Narrative	Injuries	Deaths	Total Damage
	Currey Hall 103 21st Ave. S (razed 2012)				
	Dyer Hall 105 21st Ave. S (razed 2012)				
	Hemingway Hall 101 21st Ave. S (razed 2012)				
	Kissam Hall 2109 West End Ave. (razed 2012)				
	Mims Hall 2105 West End Ave. (razed 2012)				
	Reinke Hall 2101 West End Ave. (razed 2012)				
	Vanderbilt Hall 2211 West End Ave.				
	Barnard Hall 2211 West End Ave.				
04/03/2013	Cole Hall 2304 Vanderbilt Place	The resident had a candle burning in the room that ignited a curtain, blinds, and a chair.	0	0	\$157
	Mc Gill Hall 310 West Side Row				
	McTyeire Hall 414 24th Ave. S.				
	Tolman Hall 320 West Side Row				
	Tower 1 2321 West End Ave				
	Tower 2 2321 West End Ave				
	Tower 3 2401 West End Ave				
02/14/2013	Tower 4 2401 West End Ave	This incident was caused by the disposal of smoking refuse.	0	0	\$0
	Lupton House 2401 Vanderbilt Place				
04/26/2013	Scales House 311 24th Ave S	Two residents were packing up their belongings, when the packing paper was ignited by a candle they had burning in the room. This fire produced smoke causing the smoke detector to activate prior to being able to extinguish the fire.	0	0	\$0

Incident Date	Location	Narrative	Injuries	Deaths	Total Damage
	Stapleton House 315 24th Ave S				
	Vaughn House 313 24th Ave. S				
	Chaffin Place A 1406A 25th Ave. S				
	Chaffin Place B 1406B 25th Ave. S				
09/01/2012	Chaffin Place C 1406C 25th Ave. S	Food in the oven caught fire.	0	0	\$0
	Chaffin Place D 1406D 25th Ave. S				
	Chaffin Place E 1406E 25th Ave. S				
11/13/2014	Chaffin Place F 1406F 25th Ave. S	While attempting to re-heat a pizza, a pizza box was accidentally set on fire from being placed in an oven. The fire was immediately extinguished and no damage occurred to the oven or the building.	0	0	\$0
10/05/2013	Lewis House 1410 25th Ave. S	A resident was cooking with oil and left it unattended for a short while. When the resident returned, it was in flames. The sprinkler system activated to contain and extinguish the fire. Multiple floors and rooms received water damage.	0	0	\$36,587.24
	Mayfield Place A 1412A 25th Ave. S				
	Mayfield Place B 1412B 25th Ave. S				
	Mayfield Place C 1412C 25th Ave. S				
	Mayfield Place D 1412D 25th Ave. S				
	Mayfield Place E 1412E 25th Ave. S				
	Morgan House 1408 25th Ave. S				
	Blakemore House 2818 Vanderbilt Place				
	Crawford House 1910 South Dr.				
	East House 1920 South Dr.				
	Hank Ingram House 1401 18th Ave. S				
05/22/2013	Gillette House 1900 Horton Ave.	A visitor of the resident lit a candle. The candle ignited a backpack which further spread to bedding, rug, and a curtain-like sheet hanging on the side of the bed. The fire produced enough heat to activate one of the two sprinkler heads in the room and extinguished the fire. Water significantly impacted the majority of the residence hall.	0	0	\$99,875.00
	Memorial House 1910 Horton Ave.				
	Murray House 1501 18th Ave. S				
	North Hall 1300 21st Ave S				

<b>Incident Date</b>	<b>Location</b>	<b>Narrative</b>	<b>Injuries</b>	<b>Deaths</b>	<b>Total Damage</b>
04/19/2012	Stambaugh House 1405 18th Ave. S	A student lit a roll of toilet paper and then decided to place it in an empty trash can to extinguish it. A professor removed the trash can from the building because of the smoky smell. The roll reignited in the can on the patio and was extinguished by the Area Maintenance Supervisor.	0	0	\$50
	Sutherland House 1900 South Dr.				
	West House 1400 21st Ave. S				
	Delbruck Hall 105 21st Ave. S				
	Elliston Hall 105 21st Ave. S				
	Rice Hall 2101 West End Ave.				
	Smith Hall 2101 West End Ave.				
	Alpha Epsilon Pi 209 24th Ave. S				
	Alpha Tau Omega 2422 Kensington Pl.				
	Beta Theta Pi 210 24th Ave. S				
	Delta Kappa Epsilon 101 24th Ave. S				
	Kappa Alpha 201 24th Ave. S				
	Kappa Sigma 213 24th Ave. S				
	Lambda Chi Alpha 2411 Kensington Place				
	NPHC Fraternities 308 West Side Row				
	Phi Delta Theta 200 25th Ave. S				
	Phi Kappa Psi 103 24th Ave. S				
	Pi Beta Phi 2408 Kensington Place				
	Sigma Alpha Epsilon 2500 Kensington Place				
	Sigma Chi 2420 Vanderbilt Place				
	Sigma Nu 2412 Kensington Place				
	Zeta Beta Tau 2419 Kensington Place				
	Alpha Chi Omega 2414 Vanderbilt Place				
	Alpha Delta Pi 2410 Vanderbilt Place				
	Alpha Omicron Pi 2415 Kensington Place				
	Chi Omega 2416 Vanderbilt Place				
	Delta Delta Delta 120 24th Ave. S				

<b>Incident Date</b>	<b>Location</b>	<b>Narrative</b>	<b>Injuries</b>	<b>Deaths</b>	<b>Total Damage</b>
	New Occ. Unknown (Delta Gamma) 304 West Side Row				
	Kappa Alpha Theta 204 24th Ave. S				
	Kappa Delta 203 24th Ave. S				
	Kappa Kappa Gamma 2416 Kensington Place				
	NPHC Sorority 300 West Side Row				
	Zeta Tau Alpha 118 24th Ave. S				