

**BELMONT UNIVERSITY
ANNUAL SECURITY INFORMATION REPORT
2011**

INTRODUCTION

The Belmont University Office of Campus Security (OCS) recognizes the safety of Belmont students, faculty and staff as its number one priority. However, the OCS cannot accomplish this task without the cooperation of every member of the Belmont University community.

This booklet is published in order to inform those attending or employed by the university of the proper procedures that every individual must take in crime prevention and reporting. By reporting crimes accurately and promptly, members of the Belmont community are assisting their fellow community members in making informed decisions on personal safety and property protection. The annual disclosure of crime statistics is accomplished by compiling statistics of crimes reported to OCS and other persons in responsible positions across campus.

PREMISES

The Belmont University campus is private property and is so designated by signs posted at various sites around campus. Encompassing approximately 70 acres, Belmont's campus is located two miles south of downtown Nashville. Belmont has a total population of approximately 7000 students, faculty and staff. Of this number, nearly 5950 are undergraduate and graduate students, including 2200 campus residents. There are approximately 1050 employees of Belmont, which includes all full and part-time faculty.

Access to the grounds is unrestricted to students, faculty, staff, their guests, and others with legitimate reasons to be on the property. Campus residences are, however, restricted to occupants and to their authorized guests. During the summer months, campus residents are consolidated in as little residence hall space as possible.

Security patrol officers routinely patrol campus facilities. During daytime shifts, bike patrol officers have quick and easy access to campus facilities. The campus is well lighted at night, and all buildings are locked when not in use. Security officers conduct building checks on a regular basis. Student ID card access controls are in residential areas and various other buildings on campus. Emergency telephones are strategically located throughout campus. Persons deemed without legitimate reasons to be on campus are considered to be trespassers and are reported to local police for arrest if they do not leave when requested to do so.

Students, the Office of Student Affairs staff, and all other employees of Belmont are encouraged to report to Plant Operations or OCS any conditions of university facilities that, if left unaddressed, could compromise the security of the campus community.

Needed repairs are prioritized and completed according to the level of risk to personnel and property.

THE OFFICE OF CAMPUS SECURITY (OCS)

Located in the Gabhart Center, the OCS takes pride in serving the needs of Belmont University. The OCS widely publicizes to the campus that it is open 24 hours a day, seven days a week to respond immediately to emergencies and/or reports of criminal actions and to provide security to the campus. An emergency telephone number (6911) is widely published to the campus community for use in reporting any emergency situation.

In addition, security officers regularly patrol the campus.

The OCS, under the charge of the Vice President for Administration and University Counsel, includes a staff of 28 people who address the patrolling, communications, crime prevention, traffic/parking, and investigations related to the safety and security needs of the Belmont community. The staff is comprised of qualified personnel, many whom have college degrees, prior police experience, and/or military backgrounds in addition to the personal skills and talents, which aid their performance as employees of the OCS. There are 24 uniformed officers who attend in-service training, as well as regular recertification training in CPR and First Aid. All of the patrol officers have successfully completed testing for state certification as security officers. Nine officers are armed.

The Belmont community is encouraged to report all campus crimes to the OCS immediately. Belmont security officers observe and report violations of law and university policy and coordinate enforcement of those laws and policies with other campus, local, state, and federal authorities. The OCS conducts a preliminary investigation of any reported situation and refers it to the appropriate law enforcement agency when necessary or mandated. An excellent working relationship exists between the OCS and the local, state, and federal law enforcement agencies. The OCS meets regularly with other university security departments in the Middle Tennessee area. All violations of state and federal criminal law that come to the attention of the OCS are reported in a timely manner to the appropriate law enforcement agency for investigation and disposition. However, individuals desiring to do so may report incidents directly to the appropriate government agency.

The OCS distributes many publications regarding crime prevention and personal safety. Included are brochures on crime prevention, security alerts, and monthly crime statistic reports, as well as a number of other brochures and pamphlets. The statistical reports are available to members of the Belmont community regarding the occurrence of any on-campus crimes, and security alerts are sent to the campus when immediate notification of a crime is necessary.

In addition to printed materials, the OCS offers crime prevention presentations at least once each semester. OCS can also provide information about self-defense classes in the area. Other presentations are available upon request.

CRIME STATISTICS

The following statistics were compiled from reports of events that have occurred on campus from January 1- December 31 each year:

Crimes by Category

| Offense | 2008 | 2009 | 2010 |
|---|------|------|------|
| Arson | 0 | 0 | 0 |
| Criminal Homicide | 0 | 0 | 0 |
| Sex Offenses (forcible) | 1 | 1 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 2 | 7 | 1 |
| Motor Vehicle Theft | 1 | 0 | 1 |
| DUI | 0 | 0 | 0 |
| Drug Violations (arrested) | 0 | 2 | 2 |
| Drug Violations (referred for campus disciplinary action) | 3 | 3 | 12 |
| Weapons Offenses (arrested) | 0 | 0 | 0 |
| Weapons Offenses (referred for campus disciplinary action) | 0 | 0 | 0 |
| Liquor Law Violations (arrested) | 0 | 0 | 0 |
| Liquor Law Violations (referred for campus disciplinary action)** | 31 | 35 | 61 |
| Sex Offenses (non-forcible) | 0 | 0 | 0 |
| Totals | 38 | 48 | 77 |

* indicates hate crime

** These number represent persons who violated Belmont University Alcohol Policy, and do not necessarily represent violations of law.

Crimes by Location

| | 2008 | 2009 | 2010 |
|---|------|------|------|
| In or on noncampus building or property | 0 | 0 | 0 |
| On public property | 0 | 0 | 0 |
| On campus | 3 | 1 | 1 |
| In campus residential Facilities | 35 | 47 | 76 |

CAMPUS POLICIES

Crisis/Emergency Communication Procedures

Belmont University's Office of Communications is the primary source for mass communication of campus emergencies to Belmont students, faculty and staff and is also responsible for coordinating with local media to further spread pertinent messages. Under the direction of the Vice President for Administration and University Counsel, the Office partners in all emergency situations with the Office of Campus Security and Residence Life/Student Affairs to provide targeted communication as needed to impacted parties, including parents and families. In the event of an emergency, Belmont University will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency.

Procedure to Determine Emergency Notification

The Vice President for Administration and University Counsel, the Campus Security Chief and the Director of Communications consult one another either in person or by phone in the event of any emergency situation to determine an immediate and appropriate course of action. In addition to identifying the nature of the emergency, this team will also determine which campus audiences need to be notified and the exact content of said notification. These determinations will be made on a case-by-case basis depending on the circumstances involved and the impact level of the incident. For example, it is Belmont's policy to activate the Text Alert System whenever a determined emergency:

- 1) Appears to be an immediate credible threat to the health, safety or security of Belmont students, faculty or staff;
- 2) Results in a disruption of normal campus operations (i.e. fire, criminal activity, tornado warning or other severe weather);
- 3) Attracts significant police or media presence, regardless of time or perceived severity,

because such presence inevitably stirs concerns and can contribute to panic.

Text Alerts will be used in conjunction with other channels since character counts limit the effectiveness of communicating messages in detail. Text message content will provide basic information and inform subscribers of how to respond to the scenario. Other communication channels will include more information as appropriate with the goal to provide as much detail as possible to protect the health and welfare of the campus community while not compromising response efforts or interfering with the responsibilities of the authorities in charge of the situation.

Belmont University possesses access to a variety of tools to communicate emergency information to campus, and the Vice President for Administration and University Counsel, the Campus Security Chief and the Director of Communications will implement different options depending on the nature of the circumstances. Once that initial determination is made, the determined system of response will immediately be implemented by the Office of Communications staff in order to maintain the safety of the Belmont community.

Communication Response Options/Process

Text Alerts: For the most significant and urgent threats, Belmont first uses its Text Alert system to quickly notify a mass audience. Belmont's Text Alert system, provided by local company Dobie Mobile, is frequently promoted to all Belmont students, faculty and staff, particularly during orientation to campus. This voluntary sign up system currently has more than 6,000 subscribers (Belmont's current student, faculty and staff numbers represent a headcount of approximately 7,000).

The system can be activated from a cell phone or computer, and staff members in all three offices (Communications, VP for Administration/Legal Counsel, Campus Security) have the ability to access the system and distribute an appropriate message. Sample messages covering a variety of scenarios—including tornado warnings, fire, gunman on campus, etc.—have been created and added to the system for quick access.

However, text messages cannot be the sole method of communication given the limitations of the technology and the possibility that wireless systems may be inoperable in a crisis.

Email: The Office of Communications and the Division of Student Affairs each have the capacity to email all students, faculty and staff in the event of a campus emergency. This system is used in conjunction with Text Alerts to expand on details and to deliver further timely information as circumstances develop over the course of any emergency situation.

Additional communication avenues: Additional communication outlets that can be used as a supplement to texts and emails to inform the campus of emergency situations include:

- 1) “Yellow Ticker” Message on Belmont’s Intranet Connection (BIC)/MyBelmont Web site
- 2) Campus Announcement on Belmont’s Intranet Connection (BIC)/MyBelmont Web site
- 3) Security vehicles equipped with loudspeakers that can target areas of campus
- 4) Belmont University Facebook page/BelmontUniv Twitter Account
- 5) 615-460-5000 Newslines
- 6) Campus-wide Voicemail
- 7) Headline on Belmont.edu home page
- 8) Door-to-door verbal communication from Residence Life, Campus Security staff
- 9) Local Media Outlets
- 10) Posted flyers

Together these multiple channels for communication are intended to provide immediate transmission of specific information regarding an emergency to all affected areas of the campus in the quickest, most thorough form possible. The variety of methods used helps ensure the greatest number of individuals will receive the message and also allows for targeted messaging in the event mass notification would compromise efforts to assist victims or otherwise mitigate the emergency. Information will be shared during the emergency situation, and many of these communication venues will also be used to provide information as needed throughout the duration of the emergency and as follow up after the crisis has been resolved.

Though the Office of Communications is the primary source for actually sending and/or posting all security messages through all the various communication outlets, a “Red Book” manual was created that provides step-by-step directions on how to initiate each system in the event of an emergency. In addition to Office of Communications staff, the Red Book was distributed to the offices of the Vice President for Administration and Legal Counsel and Campus Security. The manual also exists in an online cloud, DropBox, that is accessible to various parties in these offices via the Web or a mobile device.

In the event that the Belmont Web sites (Belmont.edu, My.Belmont.Edu) should go down, BelmontUpdate.com was created as a back-up Web site that could be used to communicate emergency information in a crisis situation.

Testing Procedures

Belmont is required by contract to test its Dobie Mobile-provided Text Alert system on a quarterly basis, and this is carried out by the Office of Communications. All other communication outlets are in near constant use by Belmont University and the Office of Communications for other campus messages, and therefore, are tested frequently. The Office of Communications is also currently creating an emergency communications page that will be added to its area on the Belmont.edu Web site.

Student Organizations

There are no off-campus student organizations recognized by the university. Activities sponsored by student organizations both on-and off-campus are governed by the “Statement of Values and Behavioral Expectations,” as outlined in *The Guide*.

Drug-Free Campus Policy

It shall be a violation of the “Statement of Values and Behavioral Expectations” to drink, be drunk, or possess alcoholic beverages on campus or at any university-sponsored activity on or off campus. Also, any involvement in illegal activities on or off campus, including the use or possession of illegal drugs, shall be in violation of University policy.

Violations of these provisions shall result in the imposition of one or more disciplinary actions set forth in *The Guide*. Violations of these standards of conduct may also result in severe criminal penalties under local, state, and federal law. The university has drug and/or alcohol abuse education programs as required under Section 1213 of The Higher Education Act of 1965, such as:

- Alcohol Awareness Seminars at least once per year during Drug and Alcohol Awareness Week
- Drug and alcohol educational programs for those students who violate campus drug and alcohol policies
- Employee Assistance Program for faculty and staff members

Weapons

Tennessee law and Belmont University policy prohibit anyone other than certified law enforcement officials from carrying weapons on campus.

Criminal Records

Students with criminal records of which the university is aware are evaluated on a case by- case basis. The University reserves the right to refuse to admit, suspend, or expel students whose criminal history is deemed by the University to create a threat to the health or safety of the campus community.

Student Housing

On-campus housing is available in single-, double-, and triple-room occupancy for undergraduate students. Housing assignments are made based on approval from admissions, completed housing application and receipt of housing deposit. Assignments are then made in the order of applications received. Requests for assignment changes are based pm space availability. Guests of opposite gender in student housing are required to check in according to established procedures.

Exterior doors to residence halls are either locked or monitored twenty-four hours per day, and all windows have traditional locks. There are standard key locks on student rooms.

Residence Life facilities are staffed with trained professionals and paraprofessionals. OCS staff responds to residents, guests and residence life staff. In addition, OCS also patrols on-campus housing. Residence Life staff members receive specific training on residence hall security on annual basis. Additional training is given on special topics throughout the year. Throughout the semester meetings are held for residents by the Residence Life staff. The OCS routinely distributes publications to educate and heighten awareness about safety and security concerns. Security alert bulletins are posted as necessary. Between semesters, most traditional residence halls are closed; apartment housing remains open. Additional information regarding residence life is available in the Student Housing brochure.

Policies and Procedures Regarding Sexual Harassment or Sexual Offense

This policy and these procedures regarding sexual harassment or sexual offense, effective July 1, 1992, are in compliance with the Higher Education Amendments (HEA) of 1992 and apply to all persons in the Belmont University community.

Policy and Definitions

The Belmont community values self-control and respect for self and others, which enables all individuals to develop intellectually as well as spiritually, socially and emotionally. The community believes in the ongoing developmental process of individuals assuming responsibility for the effect of their behaviors on themselves and others.

The Belmont community upholds high moral standards in regard to responsibly expressed sexual behavior, creating a climate of mutual respect. Acts that demean the dignity of human sexuality, including sexual harassment, rape (date, acquaintance and stranger rape), and any other non-consensual sex offenses conflict with university moral standards of responsibility. Sexual misconduct includes instances of sexual activity with a person who is mentally defective, mentally incapacitated, or physically helpless, including those individuals under the influence of alcohol and/or drugs, and who are therefore legally incompetent to give consent.

These definitions apply to terms in the Policy and Procedures:

- **Sexual Harassment:** implicit or explicit behavior of a sexual nature used to control, influence or affect the well-being of a person; physical conduct or verbal innuendo of a sexual nature that creates an intimidating, hostile, offensive environment.
- **Rape:** forced sexual intercourse without consent through the use of threatening verbal language, gestures, or tone of voice; or through physical actions or restraint.
- **Acquaintance Rape:** forced sexual intercourse by someone that the victim knows.
- **Date Rape:** forced sexual intercourse by someone the victim is dating.
- **Sexual Offense:** any incident forcing another person to perform a sexual act against his/her will or consent.

Educational Programs and Services

Ongoing efforts to develop and conduct educational programs to promote awareness of sexual harassment, rape (including acquaintance and date rape), and other non-consensual sex offenses are made, but current programs include the following:

Students

- New student orientation presentations for students and parents
- Informational brochure
- Resident Assistant staff training and programming
- Educational emphasis week on Alcohol and Drug Awareness
- Educational programs regarding harassment and relationship violence

Faculty/Staff

- Policy review with all new staff and faculty as a part of handbook reviews
- Employee professional growth training in cases where harassment is charged
- Informational brochure

Disciplinary Sanctions

The sexual harassment, rape or sexual offense of any person is inappropriate and unacceptable at Belmont and is grounds for administrative disciplinary action, including immediate administrative withdrawal and suspension of students or immediate dismissal of employees.

Specific grievance and disciplinary procedures for employees are outlined in the faculty and staff handbooks. For students, specific grievance and disciplinary procedures are outlined in the student handbook, The Guide.

The campus disciplinary procedure will give both the accuser and the accused equal opportunity to present her/his account at the disciplinary proceeding.

Procedures Victims Should Follow

The procedures victims of sex offenses should follow are:

1. Report the incident to a university advocate. The victim may opt to contact Metro Police instead of Belmont personnel; however, victims are encouraged to use Belmont's system so they can receive support and advocacy through these procedures. It is also recommended that the victim or someone else record, in writing, the specifics of the incident(s).
2. Report the sexual offense incident to the Office of Campus Security.
3. In order to preserve any possible evidence, do not alter the offense scene. In the event of sexual assault, do not change clothes or bathe.
4. Seek medical care immediately for incidents of sexual offense. In Davidson County, a rape exam to collect evidence must be performed at General Hospital. At the very least, a private physician or hospital for preventative medication for sexually transmitted diseases should perform a medical exam.
5. While the victim has the right to decide whether or not to report the offense to local law enforcement or otherwise cooperate with an investigation by local law enforcement, the university Office of Campus Security must include any reported or known incident of crime on campus in its annual statistical report as required by the Campus Safety and Security Act. (Names of victims are not included in these reports.) If a rape exam is performed by General Hospital, Metropolitan Police will be notified; but the victim has the right to decide whether or not to file a report.
6. Victims should then be offered the option of personal counseling.
7. The advocate will inform the victim of options and rights. Upon request of the victim, the advocate will assist in notifying proper law enforcement authorities.
8. The university will change a victim's academic and living situations after an alleged sex offense and inform them of the options for those changes. Such changes must be requested by the victim and be reasonably available.

9. Throughout these procedures, confidentiality will be maintained.

University Victim Advocates

Students, faculty and staff may contact any of the individuals below.

University Health Services, 460-5506

Sally McKay, Director of Human Resources, 460-6456

University Counselor, 460-6441

Andrew Johnston, Dean of Student Affairs, 460-6407

Kathy Skinner, Director of International Student Service, 460-5500

Peg Leonard-Martin, Director of Counseling, 460-6856

J. Patrick Raines, Interim Provost, 460-6400

Terry White, Chief of Campus Security, 460-6617 (emergency, 460-6911)

Academic Deans

Bryce Sullivan, Dean, College of Arts and Sciences, 460-6437

J. Patrick Raines, Dean, College of Business Administration, 460-6175

Wes Bulla, Dean, Mike Curb College of Entertainment & Music Business, 460-6272

Jack Williams, Dean, College of Health Sciences, 460-6781

Cynthia R. Curtis, Dean, College of Visual and Performing Arts, 460-6408

Jimmy T. Davis, Dean, University College, 460-5401

Darrell D. Gwaltney, Dean, School of Religion, 460-6405

Community Support Services

Rape and Sexual Abuse Center

24-hour crisis line, 1-800-879-1999

Metropolitan Police Department

24-hour emergency, 911; Sex Abuse Unit, 862-7540

In conjunction with the Campus Sex Crimes Prevention Act, Section 1601 of Public Law: 106-386 (H.R. 3244), the State of Tennessee has enacted the Sex Offender Registration and Monitoring Act, which authorizes the Tennessee Bureau of Investigation to release sex offender information to the public. A list of Class A registered sex offenders is provided on the TBI's website as a service to the community, www.ticic.state.tn.us.

Public Relations

Confidentiality: In general, a strict code of confidentiality will be followed except where information may be released to victims per FERPA regulations.

Release of Information: In general, release of information regarding student victims or perpetrators of sex offenses shall be in accordance with the university "Policy for the Sharing of Student Education Records and Law Enforcement Records," which provides, in part, that both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging sexual offense.

Inquiries: Inquiries from off-campus media or other organizations shall be handled as follows:

Any public statement regarding policy shall be forthright and clear and absolutely void of any specific information about individual students or employees, residence halls, or other campus facilities. Any necessary public statement about institutional guidelines and experience in regard to sexual harassment or offenses shall:

- Be in written form only;
- Be composed by the administrator responsible for review;
- Consist of information prescribed and approved by legal counsel;
- Be issued through the university's legal counsel.

Any office receiving inquiries from off-campus concerning institutional guidelines and experience in regard to sexual harassment or offenses shall refer them to the university's legal counsel, or counsel's published statement.

Inquires from on-campus shall be directed to the appropriate administrator responsible for review of a case.

HOW TO REPORT A CRIME

Since the OCS is available at all hours, we strongly encourage you to contact us of any suspicious or unusual circumstances occurring on campus, especially those situations that endanger you or others. This can be done by calling the on-campus emergency extension (6911) or the OCS office extension (6617). The emergency extension (6911) is for immediate emergencies ONLY. For reports of stolen items, unless the crime is still in progress, you should call extension 6617. If the crime is in progress, call extension 6911.

E-mail is not an effective method of reporting crimes in progress, as e-mail is not continuously monitored throughout the day.

ALL phones operate 24 hours a day, 7 days a week. If a Metro police officer or ambulance is needed, we will call them for you. We do emphasize the fact that anyone who wishes may contact the appropriate government agency to report a crime. However, it is important that you contact OCS as well because our response time is quicker and we can provide assistance. The OCS will investigate all reported situations and contact a government law enforcement agency when necessary. All reported incidents are on file at the OCS. If any item reported lost or stolen is recovered, the OCS should be contacted immediately. This is vital for the university's crime statistic reports.

Missing Persons Policy

Anytime a student is suspected to be missing and reasonable attempts to contact him or her have failed, a missing student report must be immediately filed with the Office of Campus Security. If a university official outside the Office of Campus Security (OCS) is notified first, they must ensure the filing of the report with the OCS office. The supervising officer on duty of OCS (Captain or Sergeant) can immediately begin an investigation and make proper notifications, and university resources can be identified and utilized as quickly as possible.

If the student reported missing is a residential student living in university housing, it is Belmont's policy to report the missing status to the Metropolitan Nashville Police Department within 24 hours. (The exact amount of time taken to make this report will depend on the Police Department's policies regarding accepting such reports and will allow time for the OCS investigation to provide any results possible.) Students may designate a contact person or persons who will also be notified as a matter of policy.

The university is required to contact, within 24 hours, custodial parents or guardians of any students reported missing who are under the age of 18 and are not emancipated. This will be in addition to any contact person(s) designated by the student.

Any contact information provided by the student will be registered confidentially.

Belmont University

Annual Fire Safety Report 2010

Fire Statistics

| Housing Facility | 2009 Fire Drills | 2009 Fires |
|-------------------------|---------------------------------|-----------------------|
| Wright Hall | 2 | 0 |
| Maddox Hall | 2 | 0 |
| Kennedy Hall | 2 | 0 |
| Maple Hall | 2 | 0 |
| Pembroke Hall | 2 | 0 |
| Hail Hall | 2 | 0 |
| Heron Hall | 2 | 0 |
| Thrailkill Hall | 2 | 0 |
| Bruin Hills | 0 | 0 |
| Hillside | 0 | 0 |
| Patton Hall | 0 | 0 |
| Bear House | 0 | 0 |
| Belmont Commons | 0 | 0 |

To obtain a copy of the Daily Fire Log, contact the Office of Safety Programs at 615-460-6023 or laura.prentice@belmont.edu.

Housing Facility Fire Safety Policies and Information

Electrical Appliances and Safety

In order to insure maximum health and safety standards in residential areas, several categories of electrical appliances have been established. Those categories are as follows:

- Prohibited Appliances (which may NOT be used or stored in residence halls): coffee makers, toasters, toaster ovens, convection ovens, electric skillet, waffle or crepe pans, crock pots, hot plates, hamburger makers, space heaters, electric blankets.
- Kitchen-only Appliances (which may be stored in rooms, but ONLY USED in kitchen facilities): oil popcorn poppers and George Foreman grills.
- Room Appliances (which may be used and stored in student rooms): musical instruments, hair dryers, fans, blenders, hot-air popcorn poppers, irons and single cup coffee makers without an open heating surface.
- Lighting Regulations and Safety: The university does not permit the use of halogen lamps or any other light that produces excessive heat in the student residential areas. Overhead, or room, lights may not be covered with any material. Though neon lights are permitted within residential areas, they may not be placed in windows or be seen from the exterior of the building.
- Refrigerators which meet university standards (maximum 1.8 amps/4 cubic feet) are permitted.
- Microwaves (between 700-800 watts) are allowed in residential areas.
- The university reserves the right to remove and/or confiscate any appliance or device it deems unsafe or problematic to a facility's electrical system. All confiscated items will be held by the Residence Director until arrangements are made to return the item to the student, at which time it must be permanently removed from campus, such as a university break or holiday.

Electrical Extensions

In accordance with the direction of the fire marshal, the use or possession of extension cords, multiple plugs, or multiple plug converters is prohibited within all of the residential areas. The fire marshal has approved the use of Underwriter's Laboratories (UL) approved power strips with circuit breakers. Please contact your Resident Assistant (RA) if you are unsure if your power strip is permissible.

Smoking

The use of tobacco is prohibited within the main university campus. This includes all buildings (including residence halls), parking structures, campus walkways, university owned vehicles, and privately owned vehicles parked on university property. This policy applies to all students, faculty, staff, contractors, vendors, and other visitors to all university property. Prohibited tobacco products include, but are not limited to, cigarettes, cigars, cigarillos, pipes, hookahs, and all smokeless tobacco.

Fire Drills

Fire drills are conducted at least twice per year for all residence halls. Apartment complexes do not have fire drills at this time.

Fire Procedures for Student Housing

Every time a fire alarm is activated, all residents must exit the building unless they have been notified prior to the event that it is not necessary to evacuate (as in testing of the alarms, etc.). **IF THERE IS A FIRE OR ACTIVATED ALARM IN THE BUILDING:**

1. Evacuate the building using the stairs (NEVER use the elevator)
 - If the smoke is thick, crawl close to the floor to avoid smoke inhalation.
2. Make your way to the designated exterior gathering area and then alert emergency response personnel (if alarm has not been activated) by calling 615-460-6911.
3. If reporting the emergency, state your name, building, location of fire (wing, floor, room, etc.) and nature of the fire (laundry, equipment, mattress, etc) if possible. Stay on the line for questions, if it is safe to do so. The Office of Campus Security will contact the Nashville Fire Department.
 - Designated exterior gathering area during a fire:

Belmont Commons: Parking lot of Physical Therapy Building

Bruin Hills: Inside Bruin Hills Clubhouse

Hail: Inner circle of campus/Quad

Heron: Inner circle of campus/Quad

Hillside: Buildings 1-5 12th Ave. parking lot, Building 6-9 parking lot between Buildings 6-9 and Bruin Hills

Kennedy: Parking lot between Maddox and tennis courts

Maple: Soccer Field

Pembroke: Inner circle of campus/Quad

Thraikill: Between Building 6 of Hillside and Thraikill Parking Garage

Wright/Maddox: Drive in front of Wright/Maddox

Bear House: Opposite side of the Soccer Field

Patton Hall: Opposite side of the Soccer Field

• **IF YOU ARE TRAPPED IN A BUILDING DURING A FIRE**

1. If you cannot get out of the building, go to the refuge area in the stairwell.
2. If there is a fire in the hallway, stay in your room, close the doors, dial 615-460-6911 and stand close to the window to signal for help.
3. Put something in the window to alert emergency responders to your location.
4. If smoke is entering the room through the cracks in the door, stuff wet clothes in the cracks.
5. Stay close to the floor to avoid smoke inhalation, but continue to shout and peek out through the window to alert emergency responders.

Reporting a Fire

Call Campus Security at 460-6911 or 460-6617. Campus Security can reset the alarm in the event of a false alarm or lead the Fire Department to the fire's location.

Campus Security will notify the appropriate members of the Emergency Management Team. Residence Life staff will notify the building RD or RD on call.

Fire Safety Education

Floor meetings in Residence Halls review emergency evacuation procedures, safety policy review, and Health and Safety Inspections.

RAs and RDs attend training sessions regularly on emergency procedures, including fire safety and response.

CRIME PREVENTION AND PERSONAL SAFETY

The OCS strongly urges the Belmont community to examine all the printed material on crime prevention that is circulated frequently around campus. You can also come by the OCS and pick up the brochures and newsletters that are published. The OCS advises leaving expensive or irreplaceable items, such as heirlooms, at home. The OCS emphasizes to EVERYONE that the first step in crime prevention is to keep all belongings in a secure place. That means locking up your residence hall rooms, offices, and vehicles, as well as anything else that can be secured. The OCS also suggests that you engrave your driver's license number on all valuable items that have hard surfaces.

There is an engraving kit available at the OCS. Free escorts on campus are available by calling extension 6617 at ANY time. The OCS recommends that everyone make use of this service, especially when walking alone at night.

To obtain more information on the material contained in this brochure and to find out more of what the OCS has to offer, call extension 6617. Help us to make Belmont University a safe and secure campus!

Important Safety Numbers

Office of Campus Security 460-6617
Gabhart Center
On Campus Emergency 6911
Metro Police Department 862-8600
Emergency 911
Coordinator of Safety Program 6023
Crime Stoppers 74-CRIME
(Callers remain anonymous) 742-7463
Rape & Sexual Abuse Center Crisis Line 256-8526
or, 1-800-879-1999
Crisis Intervention Center 244-7444

Other Often-needed Belmont University Numbers

Admissions 460-6785

Auxiliary Services 460-5695

Belmont Central 460-5402

Bookstore 460-6418

Cafeteria 460-6780

Library 460-6782

Registrar 460-6193

Resident Information 460-5802

Student Center 460-6786

Studio 460-6846