



**A1.02g:** The supporting institution is responsible for:

- g) documenting appropriate security and personal safety measures for PA students and faculty in all locations where instruction occurs,

**Location:**

- LMU Chattanooga Physician Assistant Program Student Handbook, Pages 57 – 60

**POLICY: SAFETY AND SECURITY**

**CAMPUS SAFETY AND SECURITY (A1.02g)**

The Chattanooga Police Department and the Lincoln Memorial University Police and Security Department wish to welcome all new and returning students to all LMU sites. The University strives to provide an environment that is as crime-free as possible in which you can live, work, and study. Each officer is trained to professionally and efficiently manage and respond to the community's needs.

All crimes or emergencies, including fires, hazardous materials, spills, police emergencies, or anything that threatens imminent harm to people, must be reported to the Chattanooga Police Dept at (423) 698-2525 or by calling 911. If the local authorities are contacted about criminal activity off-campus involving LMU students, they may notify the LMU Police and Security Department. Local police may arrest students in these cases and students may also face University disciplinary proceedings. Notify the Program Director as soon as safely possible of any incident so that she may notify LMU Campus Police and Security.

**LMU CHATTANOOGA BUILDING ACCESS AND SECURITY (A1.02g)**

The LMU Chattanooga PA program is located in the Unum Building in Chattanooga. The building is highly secure with private security. Badge access is required to enter the building. Unum Security should be notified of any incident that occurs in the building by the program director. During regular business hours, the LMU-Chattanooga PA Program building is open to students and employees. During non-business hours, access is not permitted. Typical business hours are 7:00 am-6:00pm. Additional access hours may be scheduled to allow students to study and practice clinical or physical examination skills. Students will be made aware of the study hours schedules when they become available. Students trying to enter the building during non-approved hours may be subject to disciplinary action.

**CONTACT INFORMATION FOR REPORTING ON CAMPUS CRIME AND EMERGENCIES (A1.02g)**

All crimes or emergencies, including fires, hazardous-materials spills, police emergencies, or anything that threatens imminent harm to people, must be reported to the Chattanooga Police Dept at (423) 698-2525 or by calling 911, and to the Program Director.

## **LMU EMERGENCY NOTIFICATION SYSTEM (LIVESAFE) (A1.02g)**

LMU utilizes the FREE LiveSafe alert system to notify University members in the event of any emergency. All employees and students are automatically enrolled in LiveSafe by email and alerts are sent to their LMU email address. Students MUST download the LiveSafe App if they wish to also receive alerts by phone:

### **LiveSafe App Download Instructions:**

- Visit the Google Play or App Store and search for "LiveSafe."
- Download the app, register with your email, and fill out your profile.
- Search for and select "Lincoln Memorial University" as your school.

The LiveSafe notification system is initiated during severe weather, violent conditions, or hazardous incidents that pose danger to the safety of LMU students and employees. Notifications include a description of the situation, its exact location, and any emergency procedures that are to be followed. Local police and emergency responders will also be alerted of any immediate threat, or on-site emergency. Immediate threats include but are not limited to active shooter incidents, mass acts of violence, tornadoes, terrorist attacks, or hazardous materials incidents.

## **LMU WEAPONS POLICY (A1.02g)**

Visitors, students, and employees are prohibited from possessing weapons of any kind, including but not limited to firearms, fireworks, guns, explosives, bows and arrows, knives, paintball guns, and so on while on LMU property, at any University-sponsored activity, or while at any clinical site, even if the weapons are legally registered. Visitors, students, and employees are also prohibited from keeping weapons in their personal vehicles parked on LMU's premises. LMU reserves the right, based upon reasonable suspicion of a violation, to search an office, vehicle, or property of a visitor, student, or employee or require them to remove a jacket or sweater and to turn out their pockets. Individuals are permitted to carry mace, pepper spray, and pocketknives with blades no longer than three (3) inches as long as they are concealed in a pocket, purse, briefcase, or other personal belongings. Violation of this policy may result in disciplinary action or arrest. Some clinical sites may have additional weapons regulations that must be followed.

## **OFF CAMPUS CRIME INVOLVING LMU STUDENTS (A1.02g)**

If the local authorities are contacted about criminal activity off-campus involving LMU students, they may notify the LMU Police and Security Department. Students in these cases may be subject to arrest by the local police and also to University disciplinary proceedings.

### **REPORTING STALKING (A1.02g)**

In Tennessee, stalking is defined as a deliberate pattern of repeated harassment that causes the victim to feel terrorized, threatened, or fearful. It is considered a Class A misdemeanor, though it can be elevated to a Class E felony or a Class C felony in aggravated circumstances, such as when a credible threat is made or a prior restraining order is violated. Consequences for stalking include imprisonment and fines, with penalties increasing for aggravated forms. All stalking incidents or suspicions should be reported to the LMU Police and Security Department at (423) 869-6911 or to 911. It must be reported to the Clery Compliance Officer at (423)869-6301 or by email at [robin.johson02@lmunet.edu](mailto:robin.johson02@lmunet.edu) or [cleryofficer@lmunet.edu](mailto:cleryofficer@lmunet.edu), even if it is reported to 911.

### **SEX OFFENDER REGISTRY AWARENESS (A1.02g)**

It is recommended that students visit the <https://sor.tbi.tn.gov/home> for information about registered sex offenders living near campus.

### **LMU ANNUAL SECURITY & FIRE SAFETY REPORT (THE CLERY ACT) (A1.02g)**

The [LMU Annual Security & Fire Safety Report \(ASFSR\)](#) will be published online by October 1st of each year and posted on the LMU website. [www.LMUnet.edu](http://www.LMUnet.edu). The LMU ASFSR contains three previous years of crime statistics, campus policies and procedures, including: alcohol, drug, weapons, stalking, hazing, sexual violence, etc., and law enforcement authority. This publication is required to be in compliance with the Clery Act and the Higher Education Opportunity Act (HEOA) To request a paper copy, contact the Clery Act Compliance Coordinator at (423) 869-6301 or in person at: 1260 Morris Lane, Harrogate, TN 37752. Additional information on LMU Crime reporting and the Clery act can be found on the website at [Campus Police and Security](#).

### **CLINICAL SITE SAFETY (A1.02g)**

In the development of clinical sites, safety of these sites is evaluated by the Program prior to approval of the clinical site. To ensure student and faculty safety at clinical rotation sites, the Program also conducts site visits to evaluate the safety of each clinical site. Any clinical site deemed unsafe is immediately discontinued by the Program. Furthermore, students are never required to rotate at a site where they feel unsafe or where security seems inadequate.

Any student who fears that their safety is in immediate jeopardy must leave the immediate area, walk to a more populated area if possible, and call 911 to report the issue to the police.

If a student feels unsafe but is not in imminent physical harm at a clinical site, the student should immediately report this to the preceptor, the office manager, and/or security. If the situation is not handled immediately by on-site personnel, then the student is to report it to the Director of Clinical Education. The Program takes seriously any student allegation or concern regarding safety and will promptly investigate any safety concerns. The PA Program will address issues regarding safety and security. The student may be relocated to a new rotation site. Should this occur, there will be no penalty to the student.

To assist the Program in ensuring safety, all students must ensure that the Program has up-to-date, and correct, contact and emergency contact information, and absences must be reported promptly to the clinical team. The Program should know where students are during all work hours for the rotation site.

Students at the clinical site should:

- Always be aware of their surroundings.
- Familiarize themselves with the safety procedures at the clinical site.
- Store all valuables, such as a wallet, checkbook, jewelry, or keys, out of sight.
- Travel with a friend or request a security escort if safety is of concern.
- Avoid shortcuts through isolated areas.
- Have a charged cell phone and car keys on them at all times.
- Park in well-lit areas.
- Lock doors and windows when going out and never prop doors open when entering/exiting.
- Do not store large amounts of money or credit cards.
- Report any burnt out entrance/hallway lights to the appropriate personnel.
- Call Security immediately with any unusual activity or loitering on hospital/clinical grounds.

#### **HOUSING SAFETY DURING CLINICALS (A1.02g)**

LMU does not provide housing to students enrolled in the LMU-Chattanooga PA program during their didactic or clinical phase. During the clinical phase, rotations may be such that the student will have to seek lodging alternatives during distant rotations. This is the student's responsibility to secure housing during such rotations. In the interest of our students' wellbeing and safety when securing these housing arrangements, the program has provided a list of references to help ensure that the living arrangements students secure are in safe accommodations.

- [The Apartment Security Guide for Renters](#)
- [The Guide to Securing a Safe, Comfortable Apartment on a Budget](#)
- Google "safest areas to live in \_\_\_\_"  
(This will bring up statistics on the surrounding neighborhoods.)

#### **SAFETY TRAINING {A1.02g}**

Students will be required to complete any clinical site-specific safety or security training requirements in preparation for supervised clinical practice rotations.

#### **PERSONAL SAFETY AND SECURITY {A1.02}**

Student safety and security are of utmost importance while on clinical rotations. The program conducts routine site visits to evaluate the safety of students at clinical sites. If a student perceives themselves to be in immediate danger, they must promptly and clearly communicate their distress using any available means, withdraw from the situation without delay, and contact emergency services by calling 911. If at any time while on clinical rotations a student feels that the rotation site is unsafe, the student must

contact the Director of Clinical Education or Clinical Coordinator immediately by telephone, text, or email. This includes any form of harassment or bullying behaviors. The program investigates all concerns or allegations promptly.

**Students should exercise good judgement while on clinical rotations regarding their safety. Please practice the following common-sense measures while at all rotation sites:**

- Leave laptops, tablets, and other valuables at home, unless required at a clinical site.
- Do not carry large amounts of money or credit cards.
- Be sure to lock your car when you park and exit the car. If you are in a large parking structure, take a picture of the section where you parked so you are not wandering to find your vehicle.
- Pay attention to the surroundings. Avoid shortcuts through isolated areas. Be alert to potential hazards.
- If necessary, call hospital/clinical site security for an escort.
- If you see unusual activity or someone loitering, call hospital/clinical site security immediately.
- Park in well-lit areas and do not walk alone to/from parking areas at night. Use the escorts/shuttles provided by the hospital/clinical sites. If you are working an odd shift, always call security to walk you out or ask someone in the clinical site. Don't take any unnecessary risks please!
- In the event of any problems or conflicts at a clinical site, students should attempt initially to work out any minor problems with their preceptor or supervisor. If students still perceive a problem in any area of the experience, including personality conflicts, communication issues, supervision, or inadequacy of the learning experience, they should contact the Director of Clinical Education or Clinical Coordinator immediately.

## **BLOOD BORN PATHOGENS AND INFECTIOUS DISEASE SAFETY**

See the immunization and infectious disease policies:

- [Needlestick and Bloodborne Pathogens Policy and Instructions](#) (Infectious Disease)
- [Immunization and Screening Requirements](#)