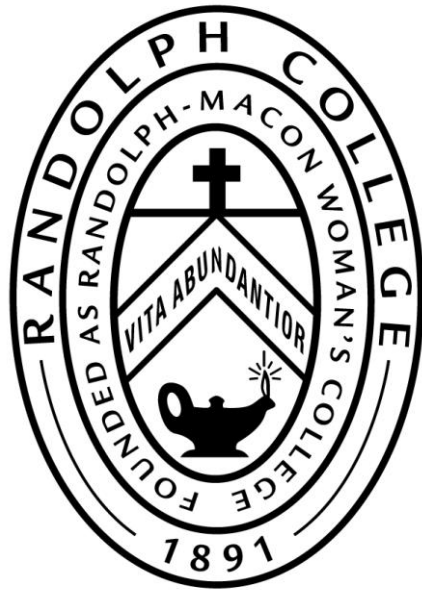


# 2013 – 2014 Annual Campus Security and Fire Safety Report



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Lynchburg, Virginia 24503  
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The *Campus Security and Fire Safety Report* is published annually by the Department of Safety and Security in compliance with the Jeanne Clery Campus Security Policy & Crime Statistics Disclosure Act. While every effort is made to provide accurate information at the time of release, Randolph College reserves the right to update policies, safety procedures, and any statements in this publication. Current information about Randolph College's safety and security-related policies and procedures is available online on the Campus Security webpage: <http://www.randolphcollege.edu/security>, and in materials published by the Dean of Students and Human Resources offices.

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## 2013-2014 Campus Security Report

A message from the Director:

Randolph College shares the concerns of families, students, and the community for the well-being and safety of all members of our campus population. However, Randolph knows that the basic responsibility lies with each of us to take measures to ensure our personal safety and the security of our possessions. While the College has experienced a history of a safe and secure environment, it must be remembered that no community is immune to crime or emergency situations. Our community can remain safe only if members act responsibly toward themselves and others. Campus safety is a shared responsibility.

Kris L. Irwin  
Director of Safety & Security

“The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses. Because the law is tied to participation in federal student financial aid programs (Title IX) it applies to most institutions of higher education, both public and private. It is enforced by the U.S. Department of Education.”

*Courtesy of [Security On Campus, Inc.](#)*

### **Campus Safety and Security Department**

The Randolph College Safety and Security Department provides services to the campus community twenty-four-hours-a-day. Security officers may be reached any time day or night by calling the Reception and Information Desk at 434-947-8000, by pressing “0” on any campus telephone extension, or by face-to-face contact with a security staff member at the Reception and Information Desk. The Reception and Information Desk, located in the Main Hall lobby, is staffed by qualified Communications Operators around the clock. Assistance may also be requested by activating one of the thirty-four emergency phones across campus. The Campus Security Office is located in the lower level of the Campus Mail Center on Conway Lane. The office of the Director of Safety and Security may be found in the Dean of Student’s suite of offices just off of the Main Hall lobby.

Randolph College security officers are uniformed, though do not carry firearms and do not have arrest powers. All officers are certified by and registered with the Virginia Department of Criminal Justice Services (DCJS). In addition, training in basic first aid, CPR, Automated External Defibrillation (AED), fire safety, prevention and response, as well as a host of other security officer duties is provided. Advanced Certification Training (ACT) is also conducted along with progressive instruction on various security and safety matters. Officers are also certified as Campus Security Officers by individual examination afforded by the Commonwealth of Virginia, DCJS.

In addition to providing emergency and non-emergency responses, campus patrols by foot and marked vehicles, crime prevention information and emergency preparedness training, the Safety and Security Department is responsible for many other campus services including:

- Immediate radio dispatch of Security Officers to emergency and non-emergency situations, initial investigations of crime and incident reports, suspicious person(s) and/or activity, and requests for service.
- Monitoring of campus emergency alarm systems, including fire and intrusion alarms.
- Monitoring of card access control system and passive observation of closed circuit television system cameras.
- Coordination of transportation and shuttle services.
- Maintaining a centralized lost and found repository area.
- Assisting campus motorists with minor vehicular issues.
- Production and maintenance of the Randolph College Paw Pass.
- Conducting security assessments and suggesting safety improvements.

As a member of the Lynchburg community, the College receives assistance from City police when needed. Response time is minimal. The Department of Safety and Security, along with the Lynchburg Police Department, responds to and investigates on-campus crimes and reported incidents. The Lynchburg Police Department and other City emergency services can be reached by dialing 911. Non-emergency services may be requested by calling 434-847-1602.

A **safety escort service** is provided upon request to any campus community member to or from any point on campus. Please call the Reception and Information Desk at extension “0” or dial 434-947-8000 from any cellular telephone to ask for a safety escort. The department also responds to emergency medical situations, reports faulty lighting to Buildings and Grounds for attention, and immediately documents and reports any personal or physical safety concern. Safety and Security officers provide crime prevention information and programming with the assistance of the Lynchburg Police Department Crime Prevention Unit.

The **Adopt-A-Hall** program was initiated as an effort to make it easier for students and campus security officers to communicate with one another, as participating officers spend non-invasive time working closely with residents within a selected hall. The educational and crime prevention needs of each residence hall are periodically assessed and programming is specifically designed and implemented to address these needs.

Officers visit their respective residence halls each shift and interact with the staff and residents of these halls. As a result, residents develop a rapport with officers and are more likely to report concerns and issues, thus utilizing the assigned officer as a community resource.

### **Reporting Crimes and Incidents**

It is necessary for all members of the community to assume responsibility for themselves and their belongings. This can be accomplished in a number of ways:

- Report all suspicious activity or persons Campus Security at extension “0” or 8000 - When in doubt, always err on the side of safety by calling Campus Security!
- Do not leave ground-floor windows open or unlocked when you are not in your room or office
- Lock your car
- Use the safety escort service
- Lock your door at night or when you are out of your room or office
- Keep your key(s) and access badge with you

- Be aware of the dangers posed by alcohol and drug use. Violent crimes and sex crimes occur more often when people are under the influence of drugs or alcohol. The College supports the Drug-Free Schools and Communities Act.

Reporting all crimes and incidents that involve violence, threats of violence, theft or other crimes to the Department of Safety and Security is extremely important, as it effectively reduces the likelihood of crime on campus. By reducing opportunities for crime to occur, we can all work together to maintain a safe and secure environment. Educational programs on sexual assault prevention and crime prevention are offered by the Dean of Students Office, Campus Security, the Lynchburg Police Department, and other community organizations. Programs include a required session for new students during orientation, mandatory hall meetings at the beginning of the academic semester/ year, a number of campus-wide and hall-based programs presented throughout the year.

### **Voluntary and Confidential Reporting**

Occasionally, victims of crime wish to report a crime but do not want to give their name and/or do not want to pursue action through the criminal justice or College judicial systems. As allowed by the Clery Act, pastoral and professional counselors who receive confidential reports are not required to report these crimes to the Department of Safety and Security for inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning. These positions are defined as follows:

- Pastoral Counselor - a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- Professional Counselor - a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Certain other College departments may accept confidential reports from a victim. The Clery Act, however, requires these departments to report the crime to Campus Security. This reporting allows the College to maintain accurate records on the number of incidents, determine if there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community of an ongoing threat if needed. Campus Security and/or Lynchburg police will investigate all crimes that are reported to their respective departments.

### **Campus Security Authorities**

Federal law defines four categories of Campus Security Authorities or CSA's: College or University Police; Non-police security staff responsible for monitoring College property; People/offices designated under our policy as those to whom/which crimes should be reported; and Officials with significant responsibility for student and campus activities. On the Randolph College campus, the following departments, offices or individuals are identified as CSA's:

- Campus Security Officers – primary receiver of campus incident reports
- Residence Life Staff - Head Residents and Resident Assistants
- Student Activities/Affairs Coordinators
- Faculty and Staff advisors to student organizations

CSA's are obligated to report crimes reported to them which occurred on campus, in public areas bordering campus and in certain non-campus buildings owned or controlled (leased) by the College. CSA's should only report those crimes that have not been previously reported to Campus Security or another College CSA. The intent of including non-law enforcement personnel in the CSA role is to acknowledge that some community members and students in particular, may be hesitant about reporting crimes to security or the police, but may be more inclined to report incidents to other campus-affiliated individuals.

The Director of Safety and Security reviews all incident report forms and makes a determination if an incident qualifies as a Clery Act reportable crime and as such, is reportable in the Annual Security Report. The Director of Safety and Security will consolidate crime data from multiple sources, report the data to the federal Department of Education, publish the campus Annual Security Report and inform the campus community when and where crime data is available.

The Campus Security Authority report form and crime definitions may be found here\*:  
[http://web.randolphcollege.edu/security/pdf/crime\\_report\\_form.pdf](http://web.randolphcollege.edu/security/pdf/crime_report_form.pdf)  
[http://web.randolphcollege.edu/security/csa\\_definitions.asp](http://web.randolphcollege.edu/security/csa_definitions.asp)

\*Crime definitions can also be seen on page 19 of this report.

### **Communication – Timely Warnings and Safety Notifications**

At times it may be necessary for a 'timely warning' to be issued to the Randolph community. The Lynchburg Police Department has historically shared information with Randolph College regarding any serious or dangerous incident that occurs within one mile of the campus. Should a crime, emergency event or weather-related emergency occur and notification is essential to warn the campus of a potentially dangerous situation, the Safety and Security Department should be informed. The Director of Safety and Security, Site Security Supervisor, Security Shift Supervisor, or Communications Operator on duty at the time the information is received will promptly collaborate with other key individuals prior to sending a community-wide message alert. However, should a situation warrant immediate notification of the community, campus security team members have the authority to transmit emergency message alerts and to activate the campus emergency sirens. The Director of Safety and Security, the Vice President for Student Affairs and Dean of Students, and the Director of Communications, will, without delay, prepare an updated release to be disseminated to students, staff and faculty by multiple means: electronic mail, text message, campus voicemail, or room-to-room notification. The Campus Emergency Notification System will be activated. This may also trigger the College's Critical Incident Management Team to convene, requiring collaboration of its members either in-person or by telephone conference in response to the situation or information received. Lynchburg police and/or emergency personnel may be summoned to assist in resolving the situation or incident, depending upon the nature and severity of the event.

Students are strongly encouraged to register for the free Randolph Alerts text message system via the College Portal found here: [http://web.randolphcollege.edu/security/emergency\\_alerts.asp](http://web.randolphcollege.edu/security/emergency_alerts.asp)

### **Campus Emergency Notification System Testing**

Randolph College has adopted a quarterly testing policy for its Campus Emergency Notification System. Testing is part of normal maintenance and no public action is necessary, unless an emergency drill is included. (Key personnel may be notified should such a drill/exercise be



conducted.) Testing will include activation of the campus sirens, Randolph Alerts - e2Campus text messaging, mass campus email messaging, desktop alerts and telephone voicemail messaging.

During each test, the sirens will sound steadily for 30 seconds. During an actual emergency, the sirens will sound intermittently for 1 minute and will likely be repeated multiple times depending upon the emergency. The alert system will be tested at 11:00 a.m. on the first Thursday of the following months:

- January
- April
- July
- October

The emergency alert system is tested as indicated above, on a specific date announced prior to actual testing. The entire period should last no longer than 5 minutes. As mentioned previously, emergency drills may also be included with proper notification to key personnel, thus extending the testing period indefinitely. Note: Planned campus events may require testing dates to be altered.

### **Emergency Telephones**

The Randolph campus is equipped with thirty-four emergency telephones in parking lots, outside all residence halls, adjacent to athletic fields and on major walkways. Once the activation button is pressed, the caller is connected directly to the College communications operator at the Reception and Information Desk. A similar system, utilizing a handset receiver, is located in each campus elevator.

### **Emergency Preparedness**

Campus preparedness is critical to the effectiveness of the response during a time of emergency. Following an “all-hazards” approach assumes that regardless of the cause, many emergencies call for the same response processes. The Randolph community is working effectively together to gain an understanding of what resources are available to react to an emergency and to recover. A large part of the preparedness process is to build upon established relationships with local emergency responders, including police and fire department personnel.

The College’s Emergency Procedures flier may be viewed here and printed:

[http://www.randolphcollege.edu/documents/security/rc\\_emergency\\_procedures.pdf](http://www.randolphcollege.edu/documents/security/rc_emergency_procedures.pdf)

### **Evacuation Information**

Depending on the nature and severity of an emergency, the campus may be subject to evacuation. First responders and College officials will employ emergency actions deemed appropriate for the nature and seriousness of the emergency; the response may include a specific type of evacuation:

- Shelter in Place - Individuals should stay where they are, or if possible, go to an interior safe area of the building – inner most point of a structure.
- Building Evacuation - One or more buildings, but not the entire campus, must move to a designated location;
  1. front campus Gazebo;
  2. rear campus Michels Plaza;
  3. Tennis Courts

- Campus-wide Evacuation to On-Campus Location(s) – All persons on campus must move to a designated on-campus location;
  1. front campus Gazebo;
  2. rear campus Michels Plaza;
  3. Tennis Courts
- Campus-wide Evacuation to Off-Campus Location(s) – All persons on campus must leave the campus and go to designated off-campus location(s).

During the course of an emergency, Campus Security Officers or authorities may modify evacuation plans or decisions as deemed appropriate to the emergency and/or through consultation with the Incident Commander, the Critical Incident Management Team, and/or local police or fire officials.

### **Critical Incident Management Plan**

Randolph College is committed to supporting the welfare of its students, faculty, staff, and guests. Preparing a campus critical incident management plan and allocating resources to respond to possible emergencies is one way in which the College offers this support. The College conducts regular planning sessions to minimize the risk of personal injury and property loss from critical incidents, and is actively involved with Lynchburg emergency preparedness efforts.

The Critical Incident Management Plan (CIMP) is designed to maximize human survival and preservation of property; minimize danger; restore normal operations of the College; and assure responsive communications with the College, surrounding neighborhoods, and cities. This Plan is set in operation whenever a natural or induced crisis affecting the College reaches proportions that cannot be handled by established measures. A crisis may be sudden and unforeseen, or there may be varying periods of warning. The CIMP is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration.

The College regularly reviews its Critical Incident Management Plan to adapt appropriate responses to campus emergencies. This Plan may be viewed here:

[http://www.randolphcollege.edu/documents/security/rc\\_critical\\_incident\\_management\\_plan.pdf](http://www.randolphcollege.edu/documents/security/rc_critical_incident_management_plan.pdf)

### **Critical Incident Management Team**

In the event of a crisis or serious incident, whether observed or reported, the Director of the Department of Safety and Security will notify the President, The Vice President for Academic Affairs and Dean of the College, the Vice President for Student Affairs and Dean of Students, and the Vice President for Finance and Administration to convene the Critical Incident Management Team (CIMT). The CIMT is comprised of members from Randolph College administration and selected department heads, and is further illustrated in the document link found above (*section XII, pages 11-15*). The CIMT will be assembled in-person or by telephone to address the immediate crisis and disband when the crisis has ended and normal operating systems are in place, as determined by incident commanders. The Incident Command System, developed by the Federal Emergency Management Agency, has been adopted as standing protocol by Randolph College and is utilized during times of emergency.

## **Emergency Protocols – Dean of Students’ Administrator on Call**

### **HOSPITALIZED STUDENT FROM INJURY, ILLNESS, OVERCONSUMPTION**

#### **Life Threatening:**

- Call 911 then call Security/Reception and Information Desk
- Communication Operator calls Administrator on Call
- Administrator on Call calls Dean of Students
- Dean calls emergency contact and HR on Call

#### **Not Life Threatening:**

- Call Security/Reception and Information Desk
- Communication Operator calls Head Resident on Call
- Head Resident calls Administrator on Call
- Administrator on Call calls emergency contact

### **MISSING STUDENT**

- Call Security/Reception and Information Desk
- Communication Operator calls Head Resident on Call
- If unable to locate missing student, HR calls Asst. Director of Residence Life
- If unable to locate missing student, Asst. Director of Residence Life calls Administrator on Call and Director of Safety and Security

### **FAMILY EMERGENCY/ILLNESS/INJURY/DEATH**

#### **Death or Life Threatening:**

- Call Security/Reception and Information Desk
- Communication Operator calls Administrator on Call
- Administrator on Call calls Dean of Students
- Dean notifies President and HR on Call

#### **Not Life Threatening:**

- Call Security/Reception and Information Desk
- Communication Operator calls Administrator on Call
- Administrator on Call calls HR on Call

### **SEXUAL ASSAULT/MISCONDUCT AND RELATED VIOLENCE**

- Call Security/Reception and Information Desk
- Communication Operator calls Dean of Students
- Dean calls HR and Administrator on Call if needed

### **STUDENT DEATH ON OR OFF CAMPUS**

- Call Security/Reception and Information Desk
- Communication Operator calls Dean of Students
- Dean notifies President, Dean of the College, HR on Call, Assistant Dean of Students, Asst. Director of Residence Life, Administrator on Call, Counselors, and Chaplain

### **SUICIDE THREAT**

- Call Security/Reception and Information Desk
- Communication Operator calls HR on Call and Administrator on Call

- Administrator on Call calls Counselor on Call

## **SUICIDE ATTEMPT**

### **Life Threatening:**

- Call 911 and then call Security/Reception and Information Desk
- Communication Operator HR on Call and Administrator on Call
- Administrator on Call calls Counselor on Call and Counselor on Call calls Dean of Students

### **Not Life Threatening:**

- Call Security/Reception and Information Desk
- Communication Operator calls 911, HR on Call and Administrator on Call  
Administrator on Call calls Counselor on Call and Counselor on Call calls Dean of Students

## **Closed Circuit Television (CCTV) Monitoring**

Randolph College is committed to providing a safe environment by incorporating the best practices of campus security with state of the art technology. A critical component of a comprehensive security plan is the use of Closed Circuit Television (CCTV) cameras. Such technology is capable of monitoring and recording campus activity. The purpose of CCTV monitoring is to deter crime and to protect the safety and property of the Randolph College community in accordance with existing College policies. Monitoring of residence hall entrances/exits and adjoining public areas for safety and security purposes at the College is limited to uses that do not violate a reasonable expectation of privacy as consistent with the traditions of liberal arts colleges.

A CCTV Committee was established to monitor the use of cameras and to make decisions regarding their use. The Committee is comprised of seven (7) members including College administrative personnel, faculty and student representatives, and convenes at least once per semester.

## **Security Considerations in Facilities Maintenance**

Safety and security-related maintenance concerns should be reported to the Buildings and Grounds Department at 434-947-8109 Monday through Friday 8:30 a.m. to 4:30 p.m. or to the Reception and Information Desk 24/7 by dialing 434-947-8000 or extension “0” from any campus telephone. Each work order received is prioritized based upon the nature of the issue (Personal safety and security; electrical or water leak issues; other minor reports).

The College has an actively engaged Safety Committee which meets monthly. Committee members regularly identify, inspect and report safety and security concerns, and follow up to see that such are addressed in a timely manner. Facility safety and security is a priority in the planning of campus renovations or construction projects.

## **Residence Halls**

Safety and Security officers routinely patrol common residence hall areas from dusk to dawn. All outside doors are secured and controlled by electronic card access twenty-four hours per day. Each student has a programmed access card known as a Paw Pass, and an individual room key. A head resident and resident assistant(s) staff each hall.

To enhance student safety, residents are asked to follow a few points on personal safety and security:

- Only members of the Randolph community and invited guests are allowed in residence halls. Students are required to accompany their non-student guests at all times. All student policies must be followed, as stated in the “Student Handbook.”
- All residence hall room doors can be secured by key, and it is strongly suggested that a resident’s room door be locked when they are not present.
- Room keys and Paw Passes should be kept with the student at all times. DO NOT lend these to anyone!
- If a room key or Paw Pass is lost or stolen, contact Campus Security or a Residence Life staff member immediately.
- DO NOT allow strangers to follow behind or ‘piggyback’ into a residence hall. Notify Campus Security from a safe location of the individual’s presence.

Residential facility protective features include security screens, window alarms on all outside fire escapes, dead-bolt locks on student room doors, and smoke and heat detectors in the rooms. The fire alarm systems are centrally coordinated at the Reception and Information Desk, where an electronic monitor indicates the activated alarm location. Campus Security Officers immediately respond to insure residents are evacuating/have evacuated, and to detect the presence of smoke or fire. Should an officer confirm an actual fire emergency, the Lynchburg Fire Department will react right away. Fire drills are conducted a minimum of two times per academic year during sleeping hours by the residence hall staff and campus security.

Note: The College’s Annual Fire Safety Compliance Report and Fire Logs are published under separate cover and are available for review at the College’s Reception and Information Desk in Main Hall lobby during normal business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m.

### **Missing Student Notification Policy for Resident Students**

Anytime a member of the Randolph College community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Department of Safety and Security at 434-947-8000 or call 911 to alert Lynchburg police. Campus Security will fully cooperate with local police to generate a missing person report and initiate an investigation.

All reports of missing persons will be investigated. If the missing student is under the age of 18 and is not an emancipated individual, the Department of Safety and Security or a representative of the Dean of Student’s office will notify the student’s parent or legal guardian immediately after it is determined that the student has been missing for more than 24 hours. If the preliminary investigation indicates a need, local law enforcement agencies and parents will be notified immediately.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Randolph College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through the College’s Dean of Student’s office.

### **Firearms/Weapons Policy**

Employees and students are not allowed to have firearms or weapons of any kind in their possession on Randolph College property or at any Randolph College-sponsored event. Weapons including, but not limited to, handguns, rifles, shotguns, B-B guns, pellet guns, ammunition, switchblade knives, butterfly knives, metal/brass knuckles, bows and arrows, or other devices that are commonly considered to be weapons which may be deemed as a threat to the safety and well being of others. (This policy does not apply to law enforcement personnel.)

The College retains the final authority in evaluating potential dangers and determining what constitutes a weapon. Items that may be deemed as weapons may be removed or confiscated from the possession of anyone on campus. Any violation of this policy may result in disciplinary action up to and including termination of employment, student sanction or expulsion, and/or criminal charges. Questions regarding this policy should be directed to the Director of Safety and Security at 434-947-8000.

### **Alcohol**

It is the responsibility of each member of the Randolph College community to know and comply with all Virginia state laws and College regulations and to help prevent any abuses or excesses stemming from the use of alcoholic beverages. Randolph College does not encourage the consumption of alcoholic beverages although consumption and possession of alcohol is permitted on College property and at College sponsored events according to Virginia State Law and the College regulations outlined below.

#### Virginia State Law

Persons who are under 21 years of age may not purchase, possess, or consume beer, wine, or distilled spirits. It is illegal for any person of legal drinking age to buy alcohol for consumption by persons who are not of legal drinking age. Complete information regarding Virginia State Law regarding alcohol possession and consumption is available at the following website: <http://www.abc.state.va.us/enforce/vacodes.html>.

#### College Policy regarding Alcohol Possession and Consumption

Students are expected to be familiar with the health risks associated with alcohol use and abuse. These include addiction, reduced resistance to disease, danger of overdose, and impairment of motor skills and judgment which may cause the user to engage in behaviors that place him/her at risk. Confidential alcohol counseling and referrals for current students are available through the College's Counseling Center free of charge. For information about local meetings of Alcohol Anonymous (AA), students may call 434-847-4733 or refer to the Lynchburg Support Groups information sheet posted in the Health and Counseling Center.

### **Students of legal drinking age (21 or older) may possess and consume alcoholic beverages on campus as follows:**

- A. Alcohol may be consumed by persons of legal age in private student rooms.
- B. Alcohol may not be consumed in hallways, lounges, stairwells, bathrooms, kitchens, or other areas considered public space. This includes all outdoor locations unless governed by a party contract.
- C. Persons of legal age may consume alcohol at registered private parties for which legal consumption has been approved through the Dean of Students Office.

- D. Individuals who choose to consume alcoholic beverages, regardless of their age, are responsible for their behavior.
- E. It is a violation of College policy for anyone to provide alcohol to an underage person on College property or at a College sponsored event.
- F. It is a violation of College policy to be intoxicated in public.
- G. It is a violation of College policy to drive a vehicle while under the influence of alcohol.
- H. A student, regardless of age, who as a result of alcohol consumption has become physically ill, injured himself/herself or another, or lost consciousness for any period of time will be referred to the Social Violations Hearing Board and/or may receive additional penalties or referrals through the Dean of Students Office.
- I. Alcoholic beverage containers may not be displayed in a manner that renders them visible from outside a campus building.
- J. Organized drinking games and paraphernalia used for drinking games (e.g., beer pong tables, funnels) are prohibited on campus.
- K. Student Government funds may not be used to purchase alcoholic beverages.
- L. Parties at which alcohol will be consumed must be approved in advance in the Dean of Students Office.
  - First Violation Minimum – Written warning
  - Second Violation Minimum – \$100 fine or 10 hours of community service

### **Drugs**

The unlawful possession, use, or distribution of illicit drugs is prohibited by the College. Students are obligated to function under the legal standards set forth in local, state, and federal statutes. Law enforcement officials with proper documents may search any campus building without prior notice, within the constraints of a legal search.

Randolph College prohibits the possession, use, and/or distribution of synthetic cannabinoids (synthetic marijuana, Spice, K2, etc.), and of chemicals known as “bath salts.”

Students are expected to be familiar with the health and safety risks associated with the illegal or improper use of drugs. These include possible dependence or addiction, reduced resistance to disease, danger of overdose, and impairment of motor skills and judgment that may cause the user to engage in behaviors that place him/her at risk. Students may seek drug counseling and referrals at the College's Counseling Center.

College disciplinary action for illegal possession, use, or distribution of drugs may include referral for prosecution. In addition to College sanctions, members of the College community are subject to legal penalties, fully outlined in the Code of Virginia § 18.2-250 and related sections.

### **Sexual Misconduct Policy**

Randolph College is committed to maintaining an environment free from all forms of sexual misconduct. Sexual misconduct by anyone is unacceptable, and will be addressed promptly and equitably with serious consequences.

Sexual misconduct encompasses a broad range of behaviors including, but not limited to, sexual harassment, inappropriate physical touching, sexual exploitation, nonconsensual sexual intercourse, and all forms of sexual violence.

Title IX of the Higher Education Amendments of 1972 states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...

20 U.S.C. § 1681

As a recipient of federal funds, Randolph College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.* ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct (as defined below) constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to Randolph College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. Randolph College's Title IX Coordinator is Matha Thornton, Vice President for Student Affairs and Dean of Students. Dean Thornton may be contacted by phone at 434.947.8895 or by email at [mthornton@randolphcollege.edu](mailto:mthornton@randolphcollege.edu).

### **Sexual Misconduct**

Sexual misconduct refers to any conduct or act of a sexual nature perpetrated against an individual without consent. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex. The College encourages reporting of all sexual misconduct. Sexual misconduct includes but is not limited to:

1. Non-forcible sex acts, which are unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by State law;
2. Sexual Assault – refers to any actual, attempted, or threatened sexual act with another person without that person's consent;
3. Sexual Exploitation – refers to any act of taking non-consensual, unjust or abusive sexual advantage of another person for one's own advantage or benefit; and
4. Sexual Harassment – refers to any unwelcomed verbal, nonverbal, written, electronic or physical conduct of a sexual nature.

The complete Sexual Misconduct Policy may be viewed at this web address, beginning on page 101: [http://www.randolphcollege.edu/documents/student\\_life/student\\_handbook.pdf](http://www.randolphcollege.edu/documents/student_life/student_handbook.pdf)

### **Reporting Sexual Misconduct**

Randolph College strongly supports and encourages prompt reporting of sexual misconduct. If you believe you or someone you know has been a victim of sexual misconduct, you should report incident(s) to the College's Title IX coordinator or to College Safety and Security as soon as possible. Instances of sexual misconduct may violate both the College's sexual misconduct policy and the law. This being the case, the College encourages victims to pursue their complaints through both the College's process for sexual misconduct and through the criminal justice system.



Regardless of whether a complainant decides to pursue a criminal investigation, the College's Title IX coordinator will take immediate steps to investigate the complaint, to protect the complainant and to ensure the safety of the campus community. Information reported, informally as well as officially, is shared on a need-to-know basis in strict adherence to Federal and State regulations.

### **How to Report**

**Immediate Assistance:** If you or someone you know has been the victim of sexual misconduct, please contact Campus Safety and Security, 24 hours a day, at 8000 (from an on-campus phone) or 434.947.8000 (from a cell phone) or the Lynchburg Police Department at 911.

Individuals are strongly encouraged to inform law enforcement authorities about instances of sexual misconduct. Individuals may file complaints directly with local law enforcement agencies by dialing 911. Individuals may contact any of the following for assistance in filing a complaint with local law enforcement:

- i. Randolph College Safety and Security, 24 hours a day, seven days a week (available by phone at 434.947.8000 and located in Main Hall),
- ii. the College's Title IX Coordinator, Matha Thornton, from 8:00 a.m. to 5:00 p.m., Monday through Friday (available by phone at 434.947.8895 or by email at [mthornton@randolphcollege.edu](mailto:mthornton@randolphcollege.edu) and located in the Dean of Student Office in Main Hall).

Individuals may inform law enforcement authorities about sexual misconduct and discuss the matter with a law enforcement officer without making a formal criminal complaint (or a College complaint). Individuals who make a formal criminal complaint may also choose to pursue a College complaint simultaneously.

A criminal investigation into the matter does not preclude the College from conducting its own investigation (nor is a criminal investigation determinative of whether sexual misconduct, for purposes of this policy, has occurred). However, the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the College may take interim measures as necessary to protect the alleged victim and the College community.

### **Filing a Complaint with College Administration**

Students are strongly encouraged to report a possible incident of sexual misconduct to the College's Title IX Coordinator or one of the College's Title IX Administrators, Matha Thornton, Vice President for Student Affairs and Dean of Students, at 434.947.8895 or [mthornton@randolphcollege.edu](mailto:mthornton@randolphcollege.edu).

A complaint of sexual misconduct may be filed at any time that the complainant or the respondent is enrolled as a student, regardless of the length of time between the alleged sexual misconduct and the decision to file the complaint. However, the College strongly encourages individuals to file complaints promptly in order to preserve evidence for a potential legal or disciplinary proceeding. A delay in filing a complaint may compromise the subsequent investigation.

This policy applies to any allegation of sexual misconduct made by or against a student of the College, regardless of where the alleged sexual misconduct occurred, if the conduct giving rise to the complaint is related to the College's academic, educational, athletic, or extracurricular programs or activities. Additionally, although there is no geographical limitation to invoking this policy, sexual misconduct that is alleged to have occurred at a significant distance from the College and/or outside of College property may be more difficult for the College to investigate.

Campus Safety and Security can accept anonymous reports of sexual misconduct and any other incident through the Silent Witness form ([http://web.randolphcollege.edu/security/silent\\_witness.asp](http://web.randolphcollege.edu/security/silent_witness.asp)).

### **Confidentiality**

The College will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved in a sexual misconduct matter. However, information regarding alleged sexual misconduct must be handled in accordance with applicable state and federal laws. Individuals should understand, for example, that under conditions of imminent harm to the community, the College may be required by federal law to inform the community of the occurrence of the incident(s) of sexual misconduct. In addition, information regarding alleged sexual misconduct will be shared among College administrators as appropriate and necessary. It is important to note that all College employees (except for Health and Counseling Center staff) are mandated reporters and are required by Federal regulations to report incidents of sexual misconduct to the College's Title IX Coordinator, where upon such information will be used in compliance with this policy, including notification of local police as required by law.

Complainants, alleged victims (if not the complainant), and respondents may request that the College treat information regarding alleged sexual misconduct as confidential. The College takes such requests seriously; however, such requests may limit the College's ability to investigate and take reasonable action in response to a complaint. In such cases, the College will evaluate the request(s) that a complaint remain confidential in the context of the College's commitment to provide a reasonably safe and non-discriminatory environment.

The Title IX Coordinator will inform the person requesting confidentiality if the College cannot ensure confidentiality.

### **Contacts**

The following is a non-exhaustive list of people and offices to contact. In addition to these contacts, students are encouraged to reach out to their RA, HR, or other members of the community.

**Title IX Coordinator *Matha Thornton***, Vice President for Student Affairs and Dean of Students  
434.947.8895: [mthornton@randolphcollege.edu](mailto:mthornton@randolphcollege.edu); Main Hall Provides information about rights and responsibilities concerning discriminatory behavior, including the application of Title IX. Answers questions and provides guidance about Title IX compliance and the college's related policies and procedures.

**The Dean of Students Office** 434.947.8119; *Main Hall* Assist with the needs of students who have experienced sexual misconduct or those charged with such. Provide changes to housing and will notify the student as to what changes are reasonably available. Provide information about the student conduct process.

- Ben Foster, Assistant Dean of Students and Director of Residence Life

**The Office of the Dean of the College – Carl Girelli**, *Vice President for Academic Affairs and Dean of the College* 434.947.8820; *Main Hall* Assist with the academic needs of students who have experienced sexual misconduct or those charged with such.

- Paula Wallace, Associate Dean of the College

**Randolph Campus Safety and Security Department** 434.947.8000; *Main Hall* Accept formal reports from persons alleging sexual misconduct and attend to the person's immediate safety concerns. Provide referrals to appropriate resources such as counseling, support services and academic support.

- Kris Irwin, Director of Safety and Security

**Counseling Center** 434.947.8158; *Terrell Health and Counseling Center* Assist the needs of students who have experienced sexual misconduct by providing personal counseling and support.

- Anne Hershbell, Director of the Counseling Center

**Student Health Center** 434.947.8130; *Terrell Health and Counseling Center* Assist with the medical needs of students who have experienced sexual misconduct by providing examination, consultation, and treatment.

- Gretchen Morgan, Director of the Health Center

### **Notification of Sex Offenders**

Institutions of higher education are required by the Campus Sex Crimes Prevention Act to issue a statement advising the campus community where they may obtain law enforcement agency information provided by a state about registered sex offenders. The Act also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. In the Commonwealth of Virginia, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Virginia Department of State Police. In accordance with the law, information concerning offenders registered may be disclosed to any person requesting information on specific individuals. This information is available at the Virginia State Police Sex Offender Information Web Site located at:

<http://sex-offender.vsp.virginia.gov/sor/>.

### **Definitions of Crimes and Reportable Incidents**

Under the Federal Crime Awareness and Campus Security Act of 1990, the following is a list of crimes that must be reported by all colleges and universities. Incidents that are reported by a college under the campus act have actually occurred on that campus.

- Murder and Non-Negligent Manslaughter are defined as the willful (non-negligent) killing of one human being by another.
- Negligent Manslaughter is defined as the killing of another person through gross negligence.

- Rape is defined as sexual intercourse against the will of another person by using force, the threat of force, intimidation, or victim incapacitation.
- Other sexual offenses - forcible and non-forcible. Other sexual offenses are defined as sexual crimes other than rape.
- Robbery is defined as a larceny from a person in his/her presence by violence or intimidation.
- Aggravated assault occurs when a victim is attacked by physical means.
- Burglary is defined as the breaking and entering of a dwelling or a place of business with intent to commit a crime.
- Motor vehicle theft is defined as the theft or attempted theft of a motor vehicle.
- Hate crimes are defined by the Department of Education for reporting purposes as any crime that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.
- Arson is defined as any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

### **Arrests**

- Liquor law violations are defined as violations of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.
- Drug abuse violations are defined as violations of laws prohibiting the production, distribution, and/or use of certain controlled substance and equipment or devices utilized in their preparation and/or use.
- Weapons possession violations are defined as violations of laws that prohibit the manufacture, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

### **Location Definitions from the Jeanne Clery of Campus Security Policy and Campus Crime Statistics Act**

#### **On-Campus:**

(1) Any building or property which is owned or controlled by an institution within the same reasonably contiguous geographic area and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

(2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution, but controlled by another person, is frequently used by students and supports institutional purposes (examples include food or retail vendors).

#### **Residential Facilities:**

(1) Residence Halls on College property.

#### **Non-Campus Building or Property:**

(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

(2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

\*Randolph College has no off-campus housing or student organization facilities.

**Public Property:**

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

*Note: Reported crime statistics do not include crimes that occur in privately owned homes or businesses on or adjacent to Randolph College property. This data is available from the Lynchburg Police Department Crime Analysis Unit.*

**Statistical Information**

The campus crime and fire logs are available for review at the Reception and Information Desk in Main Hall lobby during normal business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m. Three-year crime statistics are included in this report and are also available at this web address: [http://web.randolphcollege.edu/about/crime\\_data\\_2011.asp](http://web.randolphcollege.edu/about/crime_data_2011.asp)

## 2010 - 2012 Summary of Reported Crimes

<b>Crime/Offense Type</b>	<b>Reporting Year</b>	<b>On Campus</b>	<b>Residence Halls</b>	<b>Non-Campus Building or Property</b>	<b>Public Property</b>	<b>Totals</b>
<b>Murder/Non-Negligent Manslaughter</b>	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
<b>Negligent Manslaughter</b>	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
<b>Forcible Sex Offenses</b>	2010	1	1	0	0	1
	2011	0	0	0	0	0
	2012	3	2	1	0	4
<b>Non-Forcible Sex Offenses</b>	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
<b>Robbery</b>	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
<b>Aggravated Assault</b>	2010	1	1	0	0	1
	2011	1	0	0	1	1
	2012	4	3	0	0	4

**2010 - 2012 Summary of Reported Crimes - continued**

<b>Burglary</b>	2010	0	0	0	0	0
	2011	1	1	0	0	1
	2012	7	6	0	0	7
<b>Arson</b>	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
<b>Motor Vehicle Theft</b>	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0

**Liquor Law Violations**

<b>Crime/Offense Type</b>	<b>Reporting Year</b>	<b>On Campus</b>	<b>Residence Halls</b>	<b>Non-Campus Building or Property</b>	<b>Public Property</b>	<b>Totals</b>
<b>Arrest</b>	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
<b>Referral</b>	2010	62	62	0	0	62
	2011	127	121	0	0	127
	2012	148	142	0	0	148

### Drug Law Violations

<b>Crime/Offense Type</b>	<b>Reporting Year</b>	<b>On Campus</b>	<b>Residence Halls</b>	<b>Non-Campus Building or Property</b>	<b>Public Property</b>	<b>Totals</b>
<b>Arrest</b>	2010	3	3	0	0	3
	2011	2	2	0	0	2
	2012	2	2	0	0	2
<b>Referral</b>	2010	0	0	0	0	0
	2011	7	6	0	0	7
	2012	20	19	0	0	20

### Weapons Law Violations

<b>Crime/Offense Type</b>	<b>Reporting Year</b>	<b>On Campus</b>	<b>Residence Halls</b>	<b>Non-Campus Building or Property</b>	<b>Public Property</b>	<b>Totals</b>
<b>Arrest</b>	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
<b>Referral</b>	2010	1	1	0	0	1
	2011	1	1	0	0	1
	2012	1	1	0	0	1



## Summary of Reported Hate Crimes (By Prejudice)

\*The reported hate crime statistics are separated by type of prejudice, but the numbers for each specific crime category are part of the total overall statistics reported for the year.

<b>Crime/Offense Type</b>	<b>Reporting Year</b>	<b>On Campus</b>	<b>ResidenceH alls</b>	<b>Non- Campus Building or Property</b>	<b>Public Property</b>	<b>Total</b>
<b>Race</b>	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
<b>Gender</b>	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
<b>Religion</b>	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
<b>Sexual Orientation</b>	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
<b>Ethnicity</b>	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
<b>Disability</b>	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0

## 2013-2014 Campus Fire Safety Report

### Overview

The Higher Education Opportunity Act was enacted and became law in August 2008, requiring all academic institutions in the United States to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related campus statistics associated with student housing. The following public disclosure report details all information required by this law as it relates to Randolph College.

### Fire Safety

Each year college and university students across the country experience a growing number of fire-related emergencies. There are several causes for these fires; however, most are due to a general lack of knowledge about fire safety and prevention, or general carelessness. Unfortunately, most college students do not realize how quickly a fire can occur. Proper fire safety education helps students realize they are not invincible and that fires do happen in campus-related settings. Students and employees should take steps to protect themselves no matter where they live.

### Regulations

All members of the College community are expected to be aware of and address any situations or conditions that might result in a fire on the campus. Concerns about potential fire hazards must be immediately reported to the Campus Safety and Security Department for evaluation and remedy. The following are College-wide fire safety regulations for all persons on campus:

- A. Fire exits must be clear at all times. Items in hallways and fire exits will be confiscated and the owners of the items fined.
  - a. First Violation Minimum – \$25 fine
  - b. Second and Subsequent Violations Minimum – \$100 fine
- B. Tampering with College fire safety equipment—including, but not limited to smoke detectors, heat detectors, fire extinguishers, and sprinkler heads—is prohibited.
- C. Setting any unauthorized fire in or on College property is prohibited.
- D. The possession or use of fireworks of any kind on campus is prohibited.
- E. All occupants of a building must exit the building immediately whenever a fire alarm sounds, reporting to the exterior location designated as the evacuation location for that building. Students are responsible for ensuring that their guests also exit the building immediately.
- F. All students and their guests must comply with instructions from Security officers, residence life staff, and other College staff during a power outage.
- G. Candles, incense, and any device with an open flame or exposed heating element are prohibited.
- H. Hot pots, popcorn poppers, coffee makers, MicroFridges and refrigerators with grounded plugs and less than 4.2 cubic feet capacity, hair dryers, and vacuum cleaners are appliances allowed in residence hall rooms. Prohibited appliances include toasters, toaster ovens, hotplates, halogen lights and microwaves. Only students who have received authorization through the Health Center may use window units or other stand-alone air-conditioners.
- I. Local fire safety regulations prohibit frying in residence hall kitchens.

(B-I listed above)

- a. First Violation Minimum – \$50 fine, if applicable - restitution
- b. Second and Subsequent Violation Minimum – \$100 fine
- J. Causing a false fire alarm by willfully activating a pull station, heat detector, or smoke detector is prohibited. The minimum sanction is a \$250 fine and 25 hours of service. The minimum sanction for a second violation is suspension.
  - a. First Violation Minimum – \$250 fine and 25 hours of service
  - b. Second Violation Minimum – Suspension
- K. Smoking is strictly prohibited inside any campus facility or structure. Smoking areas are defined outdoors in various campus locations in settings that are at least 50 feet from any building or building entrance. Disposal urns are placed at each of these locations.

### **Residential Housing Fire Safety**

At Randolph College, all residence halls are protected by fire detection and alarm systems that are centrally monitored 24 hours per day, seven days per week. Campus buildings are also equipped with emergency generators in critical areas or emergency lighting fixtures that incorporate backup batteries should a loss of power occur. Each is tested on a monthly basis. These systems activate automatically to assure adequate egress lighting in hallways and emergency exit stairwells. Five of six residence halls are fully sprinklered. Carbon monoxide detectors have been installed in areas where products of combustion could occur. All fire safety systems are strictly maintained and tested in accordance with applicable national standards.

\*Note: additional fire safety equipment/system information and fire alarm activation data is documented later in this report.

### **Reporting Fire Emergencies**

1. Sound the building alarm by activating the fire alarm pull station at the nearest exit.
2. EVACUATE THE BUILDING!
3. Call 911 from a safe distance away from the emergency. Report the location of the fire, and if known, what is burning.
4. Notify the Reception and Information Desk at extension ‘0’ or call 434-947-8000.
5. Campus Security may also be contacted by using one of the EMERGENCY phones located readily across campus.

\*Callers should be prepared to provide the communications operator with specific information, including name, location and nature of the fire.

### **Fire Safety Education, Training and Fire Drills**

All on-campus residents, including those with special needs, receive comprehensive fire safety information during orientation and small group settings during the academic year. More formal fire and life safety training is provided annually by the city of Lynchburg Fire Marshal’s staff for Residence Life staff, including Resident Assistants and Head Residents, and intermittently for College employees. Floor and hall meetings are held each semester to discuss fire safety issues and proper evacuation measures. Residents are required to comply with safety requirements outlined in the “Student Handbook,” which includes information on fire safety and proper action to take during an emergency.

A video demonstration of the proper use of a fire extinguisher may be seen at this link provided by the Fire Equipment Manufacturer's Association:

<http://www.youtube.com/watch?v=BLjoWjCrDqg>

Mandatory supervised fire drills are conducted in residence halls each semester in coordination with Campus Safety and Security and Residence Life. The drills are carried out to ensure proper function of the building fire alarm system and to familiarize residents with proper evacuation procedures and designated gathering locations. Occupants of the residence hall must evacuate for a drill just as they would for an actual fire. Upon completion of the drills, any noted concerns or deficiencies, such as not being able to hear the alarm and untimely exits, are assessed and attended to.

When the fire alarm sounds, everyone must evacuate the building immediately every time. ALL fire alarms must be treated as an actual fire emergency. Failure to evacuate in a timely manner may result in judicial action and/or fines. Anyone involved in initiating a false alarm or inappropriately discharging a fire extinguisher will face severe disciplinary action and possible criminal charges. Additional fire safety and emergency preparedness information may be found here: [http://www.randolphcollege.edu/documents/security/rc\\_emergency\\_procedures.pdf](http://www.randolphcollege.edu/documents/security/rc_emergency_procedures.pdf) and at this web address:

[http://www.randolphcollege.edu/documents/security/rc\\_critical\\_incident\\_management\\_plan.pdf](http://www.randolphcollege.edu/documents/security/rc_critical_incident_management_plan.pdf)

### **Safety Precautions**

- Provide students with a program for fire safety and prevention. Involve the local fire department and a representative(s) from the fire marshal's office.
- Teach students how to properly notify the fire department using the 911 system.
- Maintain and regularly test smoke alarms and fire alarm systems. Replace smoke alarm batteries every semester – Quinlan 5 only.
- Regularly inspect rooms and buildings for fire hazards.
- Inspect exit doors and windows and make sure they are working properly.
- Create and update detailed floor plans of buildings, and make them available to emergency personnel, resident advisors and students.
- Conduct fire drills and practice escape routes and evacuation plans. Urge students to take each alarm seriously.
- Do not overload electrical outlets and make sure extension cords are used properly.
- Learn to properly use and maintain heating and cooking appliances.
- Do not tamper with any smoke or heat detector, fire alarm, fire extinguisher, emergency light, sprinkler heads or valves, or any other fire safety equipment as this is strictly prohibited.
- Do not hang items from sprinkler heads or pipes as this could result in flooding and extensive damage to personal and College property.

### **Fire Log**

A Campus Fire Log, similar to the crime log required for the Clery Act, is maintained at the College's Reception and Information Desk in Main Hall. This document contains the following information:

1. The nature of the fire
2. The date of occurrence
3. The time of day the fire occurred

4. The general location of the fire

The log is available for inspection at the Reception and Information Desk in the Main Hall lobby during normal business hours, Monday through Friday 8:00 a.m. to 4:00 p.m. It contains information from the most recent sixty-day period. Requests for inspection of logs older than sixty days will be fulfilled and made available within two business days of the request. As with other required documentation, the fire log must be kept for three years following the publication of the last annual fire safety compliance report to which it applies (in effect, seven years).

**Fire Statistics**

Fire statistics are collected and reported, both in the annual fire safety compliance report and the Department of Education’s web-based data collection system, for each on-campus student housing facility.

Note: Arson is a reportable crime. Any fire investigated by police determined to be arson must be reported as a fire statistic and as a crime statistic.

<b>Student Residential Facilities - Fire Safety Information</b>							
<b>Residence Hall/Facility Name</b>	<b># Rooms/ Maximum Capacity</b>	<b>Sprinkler or Fire Suppression? Y/N</b>	<b>Sprinklers in storage areas? Y/N</b>	<b>Detection Type: Heat or Smoke</b>	<b>Fire Alarm Sound: Horns/Bells</b>	<b>Strobe lights? Y/N</b>	<b>Centrally Monitored?</b>
Bell	85/145	N	Mechanical Rooms	Heat/Smoke	Horns	Y	Y
Main	113/203	Y	Y	Heat/Smoke	Horns	Y	Y
West	38/68	Y	Y	Heat/Smoke	Horns	Y	Y
Moore	38/69	Y	Y	Heat/Smoke	Horns	Y	Y
Wright	53/87	Y	Y	Heat/Smoke	Horns	Y	Y
Webb	68/68	Y	Y	Heat/Smoke	Horns	Y	Y
Quinlan 5	3/3	N	N	Smoke	None	N	N

<b>Fires in Residential Facilities</b>				
<b>Residence Hall/Facility Name</b>	<b>Number of Fires</b>	<b>Causes of Fires</b>	<b>Injury</b>	<b>\$ Property Damage</b>
Bell	0	N/A	N/A	None
Main	0	N/A	N/A	None
West	0	N/A	N/A	None
Moore	0	N/A	N/A	None
Wright	0	N/A	N/A	None
Webb	0	N/A	N/A	None
Quinlan 5	0	N/A	N/A	None

**2012 Report Summary**

- Total Number of Actual Fires: **0**
- Total Number of Residence Hall Fire Alarm Activations: **73 (drills not included)**
- Persons Injured: **0**
- Value of Property Damage: **\$0**

Important Campus Contact Information	
0 or 8000	Campus Reception & Information Desk – to reach Security Officers on duty 24/7
911 or 0	<b>Life-threatening medical emergency</b>
911 or 0	<b>Fire or smoke</b>
0 or 911	<b>Campus Security or Police - to report a suspicious person or crime in progress</b>
8130	Health Center
8158	Counseling Center
8119	Dean of Students Office

### Disclosures

Randolph College does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, or religion in its programs and activities, including admission to and employment at the College.

The College is in compliance with Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex in educational programs and activities, including employment and admission. (Prohibited discrimination based on sex includes sexual harassment and sexual violence.) For questions regarding Title IX, please contact the Title IX Coordinator:

Matha Thornton, Vice President for Student Affairs and Dean of Students,  
2500 Rivermont Avenue, Lynchburg, VA 24503  
434-947-8119 email: [mthornton@randolphcollege.edu](mailto:mthornton@randolphcollege.edu)

Inquiries about the application of Title IX may also be referred to the Office for Civil Rights:

Office for Civil Rights  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-1100  
Civil Rights Hotline: 800-421-3481, fax: 202-453-6012, TDD: 800-877-8339  
<http://www.ed.gov/ocr>

Randolph College is in compliance with Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability in admission, treatment, or access to, or employment in its programs or activities. Questions regarding compliance with Section 504 should be directed to the Disability Coordinator:

Sharon Saunders, Director of Human Resources  
2500 Rivermont Avenue, Lynchburg, VA 24503  
434-947-8704 email: [ssaunders@randolphcollege.edu](mailto:ssaunders@randolphcollege.edu)

**Mailing Address:**

Randolph College  
Department of Safety and Security  
2500 Rivermont Avenue  
Lynchburg, Virginia 24503-1555

Telephone 434-947-8000