



Randolph-Macon College

Ashland, Virginia

Office of Campus Safety

September 30, 2013

Dear Faculty, Staff and Students:

Safety and security at Randolph-Macon College is a shared responsibility. Clearly, the best protection against campus crime is an aware, informed, and alert campus community!

The vast majority of our students, faculty, staff and visitors do not experience crime at Randolph-Macon College. However, crime sometimes occurs despite our best efforts in Campus Safety and yours.

You will find the Annual Security and Annual Fire Report which includes statistical data for the past 3 years on our web site at:

<http://www.rmc.edu/Offices/campus-safety/crimestats.aspx>

This information is provided because of our commitment to campus safety and security and in compliance with the Federal Campus Security Act of 1990, the 1998 Amendments of this Act and The Campus Sex Crime Prevention Act, and the 2008 Amendments As Adopted in the "Higher Education Opportunity Act" (Public Law 110-315) Enacted into Law August 14, 2008. Questions or comments about the requirements of federal or state law or Randolph-Macon's compliance with these laws should be directed to Kathryn A. Hull, Sr. Associate Dean of Students, and Campus Security Survey Administrator at 804-752-4710 or dial ext. 4710 on campus.

Thanks for your partnership in the safety of our campus.

Respectfully,

Kathryn A. Hull, Senior Associate Dean of Students

**Annual Security Report
Table of Contents**

Policy on Reporting the Annual Disclosure of Crime Statistics	3
Safety and Security in the Residence Halls, Access, and Maintenance	4
Crime Prevention	4
Campus Safety Authority	4
Memorandum of Understanding	5
How to Report a Crime or an Emergency	5
List of Officials with Significant Responsibility for Student and Campus Activities	6
Prompt Reporting and Pastoral Counselor Reporting Procedures	6
Enhancing Collaborative, Collective Responsibility and Crime Prevention Programs	7
Missing Student Notification Policy and Procedure	7
Emergency Response, Notification and Evacuation Policy and Procedure	9
Timely Warnings	14
Policy Statement on Off-Campus Behavior	15
Policy on Alcoholic Beverages	15
Policy Statement on Illegal Drugs	16
Alcohol and Drug Abuse Prevention Policy Statement	16
Sexual Assault Prevention and Response	17
Role, Purpose and Function of the Title IX Coordinator (Sexual Misconduct Policy B)	19
The Rights of the alleged Victim (Fishtales - Sexual Misconduct Policy)	21
The Rights of the accused (Fishtales - Sexual Misconduct Policy)	22
Prohibited Conduct (Fishtales – Sexual Misconduct Policy)	23
Emergency Procedures for Dealing with Sexual Assault	25
Important Telephone Numbers	27
Sexual Offender Registration	28
Crime Definitions	28
Daily Crime Log	30
Crime Statistics	31
Hate Crimes Descriptions and Statistics	32

**Annual Fire Report
Table of Contents**

Fire Safety at Randolph-Macon College	35
I. Specific Fire Prevention Policies	35
II. Fire Drills, Evacuation and Fire Safety Education	39
III. Plans for Future Improvements in Fire Safety	43
IV. Definitions	43
V. Fire Reporting	43
VI. Appendix A: Student Housing Facility Fire Safety System Description(2012)	44
VII. Appendix B: Fire Related Incident in Student Housing Facility Annual Report (2012)	45

**Randolph-Macon College
Department of Campus Safety
Annual Security Report
Calendar Year 2012**

Policy on Reporting the Annual Disclosure of Crime Statistics

In 1990 Congress authorized the Crime Awareness and Campus Security Act (Title II of Public Law 101-542) amending the Higher Education Act (HEA) of 1965. This act required all postsecondary institutions participating in the Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000, and 2008. The 1998 amendment renamed the law the “Jeanne Clery disclosure of Campus Security Policy and Campus Crime Statistics act” in memory of a student who was slain in her dorm room in 1986.

Campus Safety prepares the Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This publication is posted on Randolph-Macon College’s Web site. We notify all students, staff, and faculty of the Web site via e-mail, as well as through informational postings within the campus. You can obtain this report online at the following Web address.
<http://www.rmc.edu/directory/offices/campussafety/crimestats.asp>.

All current or prospective faculty, staff, and students can obtain a paper copy by calling 804-752-4710 or by visiting Human Resources or Campus Safety on campus or by writing to:

Annual Security Report Request
Office of Campus Safety
Randolph-Macon College
203 Caroline St.
Ashland, VA 23005
804-752-4710

Campus Safety works with several college offices, such as the Office of the Dean of Students, Office of Residence Life and Housing, Office of Judicial Affairs, and Athletic Administrators to compile the information in this report.

Campus crime, arrest, and referral statistics include those incidents reported to the Office of Campus Safety, designated campus officials (including but not limited to directors, deans, department heads, designated residential staff, athletic administrators), and the Ashland Police Department.

Safety and Security in the Residence Halls and On-Campus

The Randolph-Macon College residence halls are made up of two campus complexes which include townhouse apartments and special interest houses. The Northern Residential Complex includes seven single story buildings, four townhouse apartment buildings, and a two story residence hall. The Southern Residential Complex includes high-rise residence complexes and residential houses. All of these facilities provide on campus housing for approximately 1097 students.

Security safeguards within the residence halls include restricted door access and external door prop alarms. The door access system restricts entry in residence halls by use of keyfobs. Access to college housing facilities is limited to residents, escorted guests and college staff. Entry is monitored on a 24- hour basis through door access system, conventional keys, patrol officers, and Residence Life personnel.

Emergency Call boxes are located outside all residence halls and at strategic spots throughout campus. These boxes are used for emergency assistance. A caller can push the button on the call box, which allows immediate contact with Campus Safety personnel.

Professional On-Call staff and student Resident Assistants, who are all members of the college Residence Life and Housing staff, live on campus and provide 24- hour staff coverage. Student room doors should be locked at all times even when occupied. Residents are reminded to share the responsibility for safety and security by becoming familiar with their surroundings, and by reporting suspicious activity to the Office of Campus Safety or Residence Life staff.

Crime Prevention

Campus Safety and Residence Life staff members patrol the halls and undergo comprehensive training each year, learning to prevent and respond to safety and security issues. Both student and professional staff participate in lectures, joint training sessions and seminars such as substance abuse, prevention of sexual assault, and community security. Crime prevention programs include orientation workshops, residential hall meetings, educational programs and other safety and security related programs put on by Campus Safety and Residence Life and Housing throughout the year.

Tip: To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call Campus Safety at 804-752-4710 for an escort.

Campus Safety Authority

All R-MC Safety Officers are certified through the Virginia Department of Criminal Justice Services. We take responsibility to protect the faculty, staff, alumni, students, and visitors of Randolph-Macon College, in addition to facilities, equipment and campus grounds. The campus is monitored and patrolled 24 hours a day by safety personnel on foot, vehicle and/or bicycle.

Campus Safety Officers are non-sworn staff members without authority to arrest. Campus Safety Officers are trained in mediation and conflict resolution to reduce conflict within the college community. In addition to the myriad of security and safety related functions, we manage the campus parking program, produce student keyfobs and Identification Cards, conduct patrols 24 hours per day, monitor our electronic door access system and multiple CCTV cameras.

Major offenses such as sexual assault, murder, aggravated assault, robbery, arson, felony larceny, and auto theft are reported to the local police for investigation and resolution. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at the District Court of Hanover County, Virginia.

Campus Safety personnel work closely with local law enforcement and have direct radio communication on the Hanover County Digital Network.

Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations is reported to the Office of Campus Safety and/or the Dean of Students office for any action or follow-up that may be required. The Office of Campus Safety is located at 203 Caroline Street and is staffed 24 hours a day. You may contact us at 804-752-4710, or on-campus ext. 4710. Campus security is the primary responsibility of the Office of Campus Safety, administered by the Sr. Associate Dean of Students.

Memorandum of Understanding:

Randolph-Macon College has a Memorandum of Understanding with the Ashland Police Department and Virginia State Police Department. The M.O.U. with the Ashland Police Department enables them to maintain constant radio monitoring of the Randolph-Macon College radio frequency.

How to Report a Crime or an Emergency:

Community members, students, faculty, staff, and guests are encouraged to report all crimes and safety and security related incidents to the Randolph-Macon College Office of Campus Safety or the local police in a timely manner.

To report a crime or an emergency on campus dial 9-911 or dial "0" for Campus Safety from any landline phone. For non-emergency related issues dial 4710 or "0" on campus – off-campus dial 804-752-4710.

Communication Officers are available at these respective telephone numbers 24 hours a day to answer your call. In response to a call, your safety staff will take the required action, dispatching an officer to assist. If assistance is required from the Ashland Police Department or another local agency, the Office of Campus Safety will contact the appropriate unit.

Crimes should be reported to the Office of Campus Safety or the local police to ensure inclusion in the annual crime statistics and to aid in providing a timely warning to the community, when appropriate. Faculty/Staff/Students are also encouraged to submit the ["How to Report a Crime: Silent Witness"](#) form located on the Campus Safety Webpage.

A crime that is reported to pastoral counselors or professional counselors will not appear in the crime statistics.

The Annual Security Report contains information about on-campus and off-campus resources. Information is made available to Randolph Macon community members, with specific information about available resources, in the event that they become the victim of a crime. Keep in mind that not all resources are “reporting entities” for Randolph-Macon College.

Reports of sexual misconduct are given serious attention. Victims are offered an array of immediate medical, psychological, police, and administrative services, as well as peer support. Reports of sexual assault can be submitted several ways to the College Provost who is the Title IX Coordinator for the Institution.

- Victims or witnesses can alert the Title IX Coordinator in person at the Provost’s Office, located at Peele Hall, 204 Henry St., or via phone at 752-7268.
- A Sexual Exploitation, Sexual Violence and Harassment form is available on line at <http://www.rmc.edu/Offices/counseling/sexualassaultinfo.aspx>

List of Officials with Significant Responsibility for Student and Campus Activities

Although we encourage the reporting of campus criminal activity directly to the Office of Campus Safety or the local police agency, in some instances members of the campus community may choose to file a report with one of the other campus security authorities. Crime statistics are continually gathered from Campus Security Authorities via online reporting utilizing an electronic web form. Any reportable crime made to a Campus Security Authority can be immediately transmitted to the Office of Campus Safety via the Internet, fax machine or campus mail. For reporting purposes, Randolph-Macon College Campus Security Authorities have been designated as:

Randolph-Macon College Office of Campus Safety
Provost of Randolph-Macon College (Title IX Coordinator)
Dean of Students
Sr. Associate Dean of Students
Assistant Dean of Students
Director of Residence Life & Housing and Judicial Affairs
Director of Athletics

Prompt Reporting and Pastoral Counselor Reporting Procedures

Randolph Macon Community members are strongly encouraged to report criminal activity and suspicious person(s) to the Office of Campus Safety or the local police department. Incidents that may or may not be crimes can also be reported to campus security authorities such as employees of the Campus Safety Office, persons responsible for controlling access to buildings or facilities, and officials with significant responsibility for students or campus activities. Licensed counselors (including certified sexual assault victim counselors) and campus clergy (pastoral counselors) are exempt from reporting requirements. Randolph Macon College encourages counselors and clergy, when appropriate, to inform those that they counsel, of the procedures for reporting crimes for inclusion in the Campus Security Report.

Enhancing Collaborative, Collective Responsibility and Crime Prevention Programs

Students are informed during orientation sessions about safety and security procedures and practices at the beginning of each academic year. There is also a joint training session with safety officers and resident assistants that includes crime-prevention and security information. In addition, students are informed that safety officers and resident assistants are required to report crime situations that might arise on campus.

Throughout all orientation programs and residence hall programs, a common theme is stressed: **safety and security is a shared responsibility of each member of the college community.** Individuals are encouraged to participate by reporting any unusual or suspicious person(s) or circumstances promptly to the Office of Campus Safety or Ashland Police Department.

Safety programs are offered in residence halls as well as at other locations on campus. Campus Safety Officers and Resident Assistants patrol the residence halls during nighttime hours. RA's are equipped with portable radios to communicate with Campus Safety. RA's work in pairs and act as extra eyes and ears during patrol activities.

Missing Student Notification Policy and Procedure

The Higher Education Opportunity Act of 2008 (HEOA) requires R-MC to establish a missing student notification policy and related procedure for all students living in on-campus housing ("Resident Students"). The policy is meant to inform Resident Students of the parties R-MC is required to notify in the event the Resident Student were to become missing. The procedure lays out how such notifications are to occur. By establishing this Missing Student Notification Policy and Procedure, R-MC is in full compliance with the HEOA.

I. Missing Person Notification Policy:

(a) Designating a "Missing Person Contact".

At the start of each academic year Resident Students will be given an opportunity during the annual registration process and/or during their first mandatory residence hall meeting to fill out a Missing Student Notification Form. By filling out this form, the Resident Student has the option to designate an individual (the "Missing Person Contact") to be contacted by R-MC no more than 24 hours after the time that the student is determined to be missing. The Missing Person Contact information will remain valid for the current academic year unless changed or revoked by the Resident Student. The Missing Person Contact information will be held confidentially, and will not be released except to law enforcement agents in the course of a missing persons investigation.

(b) Additional Contacts.

In addition to the Missing Person Contact and within 24 hours of the student having been determined missing, R-MC will also contact or attempt to contact the following parties:

- i. the individual(s) listed on the Resident Student's Emergency Contact Card maintained by the Office of Residence Life and Housing.
- ii. the appropriate law enforcement agencies; and
- iii. if the student is under the age of 18 (and not an emancipated minor), the Resident Student's parent(s) or guardian(s).

All notifications will be made in accordance with the Missing Person Notification Procedure set forth below.

II. Missing Person Notification Procedure:

Any individual on campus who has information that a Resident Student may be missing should notify the Office of Campus Safety immediately. Upon such notification, Campus Safety will carry out the following procedure to ensure all appropriate parties have been notified:

(i) As soon as Campus Safety is made aware of a possible missing Resident Student, Campus Safety will notify the Office of the Dean of Students and the Office of Residence Life and Housing.

(ii) If immediate search efforts are unsuccessful in locating the Resident Student in a reasonable amount of time OR it is immediately apparent that the Resident Student is a missing person (e.g. witnessed abduction), OR it has been established that the Resident Student has been missing for more than 24 hours, the Resident Student will be deemed missing and the Campus Safety will contact the local law enforcement agency to report the Resident Student as a missing person. The local law enforcement agency will take charge of the investigation with assistance from R-MC officials.

(iii) No later than 24 hours after Campus Safety has determined the Resident Student to be missing, the Dean of Students or their designee will notify the appropriate parties as described in the Missing Person Notification Policy section above. The Dean of Students or their designee shall also ensure these parties are informed of any updates on the status of the missing Resident Student.

If anyone has any reason to believe a Resident Student may be missing, they should contact Campus Safety at (804) 752-4710. For any questions or concerns regarding this Missing Student Notification Policy and Procedure please contact the Office of the Dean of Students at (804) 752-7266 or the Office of Residence Life and Housing at (804) 752-4722.

Emergency Response, Notification and Evacuation Policy and Procedure

In the interests of the safety and security of the Randolph-Macon community, the College's Emergency Response Team has compiled a thorough and effective emergency response plan. This policy and procedure statement explains several important parts of that plan for the College community and the general public. This policy and procedure statement complies with the criteria established in the Higher Education Act of 1965 (Pub. L. No. 89-329) as amended by the Higher Education Opportunity Act of 2008 (Pub. L. No. 110-31).

I. Notification Methods and Procedures for Emergency Events

a. Emergency Notification Methods and Systems

Randolph-Macon College uses the most modern technical means at its disposal to immediately notify the campus community of significant emergency or dangerous situations. Among them are the following:

1. Mass text-messaging notification system
2. Mass e-mail
3. R-MC website
4. Audible Alert System
5. Mass automatic voice-mail distribution
6. Direct verbal notification in residence halls, special interest houses, senior townhouses, and Fraternity and Sorority Life housing facilities using Residence Life and Housing staff and other Student Affairs personnel as needed.
7. Public address system mounted on Campus Safety vehicle
8. Printed notification using flyers on bulletin boards in public areas, residence hall bulletin boards and common rooms.
9. Alertus Desk Top System

b. Emergency Notification Procedure

When a dangerous event is detected or reported, Campus Safety or Emergency Response Team personnel will assess the situation and respond accordingly to verify that the situation is indeed a threat to the R-MC community. In the event of an emergency, the campus community will be immediately notified of the situation via our emergency notification systems and will be immediately advised what action should be taken. Any member of the ERT or Campus Safety who initiates the alert must follow through and complete the notification process. This notification process includes:

1. Contacting and reporting to 911 Emergency Services.
2. Activate the ERT notification system.
3. Activate R-MC alert system.
4. Activate NIMS/ICS protocols and procedures.

c. General Statement on Emergency Notification Content

Randolph-Macon College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. R-MC Emergency Response Team personnel will immediately notify the R-MC community when a dangerous situation is detected or reported. The College will do this with regard to the personal safety of the community members and will only withhold notification when failing to do so, may make a situation more dangerous.

d. Persons and organizations responsible for implementing Emergency Response, Notification and Evacuation Policies and Procedures

The following persons and organizations are responsible for confirming that there is a significant emergency or dangerous situation, determining the segment of the campus community that needs to receive a notification, determining the content of the notification, and initiate the notification system.

1. Dean of Students
2. Senior Associate Dean of Students
3. Provost and Vice President of Academic Affairs

4. Assistant Director of Campus Safety
5. Director of Physical Plant
6. Director of Residence Life and Housing
7. Associate Dean of the College
8. Environmental Health and Safety Programs Manager
9. Director of Marketing and Communications
10. Director of Student Health Services
11. Director of the Center for Counseling Services
12. Media and Communications Specialists
13. Campus Safety Operations Manager
14. President of the College
15. Office of Campus Safety

e. Emergency Notification Procedure for Public-at-large

R-MC will distribute information to the larger community through the Media Relations Office, as deemed appropriate by the Public Information Officer during an emergency event. Emergency procedures and expectations will be conveyed to all members of the Randolph-Macon College staff at least once per year via e-mail notification and will be available on our public website.

II. Emergency Notification System Testing and Preparedness

- a. Training: All ERT members and all personnel with emergency-related job duties are required to complete basic NIMS training. A minimum of NIMS 100-HE is required. Additional training to higher levels is encouraged for ERT members and selected student leaders.
- b. Exercises: R-MC will test its established emergency preparedness and response procedures through a process of regular drills and exercises. These may be large or small, announced or unannounced.
 - i. Drills: Drills are designed to test only one aspect of a procedure or plan (e.g. a school's mass notification system). R-MC will perform at least one documented drill per calendar year. These drills will be planned, led and evaluated by members of the ERT. Documentation of each drill will be maintained and will include:
 1. Date and time of drill
 2. Personnel involved
 3. Scope
 4. Scenario

5. Relevant data (e.g. notification times, decibel levels, etc.)
 6. Evaluation meeting minutes including action items
 7. Follow up actions, if any.
- ii. Tabletop exercises: R-MC will conduct at least one tabletop exercise per calendar year. The exercise will be planned, led and evaluated by members of the ERT or by local emergency responders. Documentation of the exercise will be maintained and will include:
1. Date and time of drill
 2. Personnel involved
 3. Name and title of exercise leader and/or facilitator(s)
 4. Scope
 5. Scenario
 6. Narratives / scripts
 7. Evaluation meeting minutes including action items
 8. Follow up actions, if any
 9. Copies of communications to the community from before and after the exercise, including community comments, questions and/or concerns.
- c. Publicizing emergency procedures: R-MC will communicate any and all relevant emergency preparedness and response procedures to the community in advance of any exercise which will involve students, faculty, and/or staff.
- i. The primary method of publicity will be via R-MC e-mail addresses. Each community member will receive an e-mail containing:
 1. A summary of the exercise, including basic objectives
 2. A summary of any relevant procedures
 3. A link to www.rmc.edu containing the full text of the procedures or plan.
 - ii. Additional publicity may include notification via:
 1. R-MC Website
 2. *R-MC Alerts* text/e-mail notification
 3. Flyers and/or posters in student housing and common areas
 4. Voicemail
- d. Community input: After an exercise which involves students, faculty, and/or staff, R-MC ERT personnel will send an e-mail requesting after-action input. All comments, questions, criticism, etc. will be evaluated by the ERT. Documentation of community input will be made a part of the overall documentation of each exercise.
- e. External coordination: Training, planning and strategic involvement by regional law enforcement, fire or rescue personnel is coordinated by R-MC.

- f. Additional training: Crisis management personnel may receive additional training to assist in understanding the human and logistical dynamics involved in various emergency scenarios. This training may be provided by ERT members, other College employees, or professional training groups.
- g. Professional development: Attendance at professional development seminars or conferences is encouraged.

Evacuation Procedures: Many emergency situations require students, staff and faculty to leave immediately the building or area they are in. It is R-MC's goal to institute evacuation orders which will safeguard the community with the least disruption or panic. Basic evacuation procedures are outlined below. Specific routes and instructions may be included in the individual sections which address specific emergency scenarios.

Area evacuations: When an event occurs which renders a specific area, room, or rooms unsafe, any ERT member (or a responsible designee) may order an area evacuation.

- An assembly area will be determined and head counts taken, if appropriate.

Building evacuations: If an entire building becomes unsafe, any ERT member (or a responsible designee) may order a building evacuation.

- One individual should be specifically told to call Campus Safety during a building evacuation.
- The decision of whether or not to call 9-911 should be taken by the responsible employee or by Campus Safety staff.
- An assembly area will be determined and head counts taken, if appropriate.

Campus evacuations: Campus-wide evacuations may be based on imminent danger or may be precautionary. Imminent danger evacuations are designed to move a large number of people quickly and efficiently away from a severe hazard. Precautionary evacuations may be ordered based on approaching hazards such as severe weather or civil unrest. Precautionary evacuations typically allow enough time for evacuees to collect supplies and gather at a remote site for transportation elsewhere.

Imminent danger may include explosions, hazardous material incidents, widespread fires, or severe natural disasters.

Precautionary evacuation may be ordered when an incident allows time for a deliberate evacuation.

- i. College employees and students may be asked to assemble in a pre-determined location based upon the nature of the incident.

Evacuation Notification: R-MC students, staff and faculty will be notified of an evacuation through the procedures listed in the *Emergency Notification Procedures* section.

Evacuation routes: Copies of the building evacuation routes are strategically located throughout buildings on campus as needed. These plans are designed to show employees and students their exact location and to show accessible exits and fire extinguishers.

Evacuation area management:

- The Provost or a designee shall oversee any assembly areas.
- At any time during an incident, command of an evacuation area may be granted to the ranking emergency responder or to the ERT Leader, if necessary.
- As evacuees assemble at the designated area, Resident Assistants and / or Area Coordinators will be responsible to account for their residents to insure that everyone has evacuated the affected building(s) or area.
- The Director of Residence Life is responsible for consolidating the student counts and reporting these to the appropriate emergency responder.
- The Director of Human Resources is responsible for faculty and staff head counts and reporting these to the appropriate emergency responder.

Timely Warnings

In the event that a situation arises either on or off-campus, in the judgment of the Emergency Response Team that constitutes an immediate threat or dangerous situation to the health or safety of our campus community, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system, text messaging system and voice mail system to students, faculty, and staff. Anyone with information warranting a timely warning should report the circumstances to the Office of Campus Safety by phone 804-752-4710, local police 798-1227, or in person at the Communication Center within the Campus Safety office located at 203 Caroline Street behind the Cobb Theater.

Policy Statement on Off-Campus Behavior

When a Randolph Macon College student is involved in an off-campus offense, the College reserves the right to impose sanctions for behavior that is in violation of the Code of Student Conduct (*Fishtales*). If a student is charged with or convicted of a violation of law off-campus, the College may determine that its own interests and welfare, as an academic community, is affected and it may impose disciplinary sanctions.

The Ashland Police Department routinely works and communicates with campus officers on any serious incidents occurring on campus or in the immediate neighborhood and business areas surrounding campus. Randolph-Macon College does not operate off-campus housing or off-campus student organization facilities. However, upper classmen may receive an off-campus waiver, which allows them to live in neighborhoods surrounding Randolph-Macon College. The Ashland Police Department has primary jurisdiction in all areas off campus. Ashland Police Officers patrol and keep record of criminal activity that students engage in at off-campus locations, including locations used by student organizations officially recognized by the College.

Policy on Alcoholic Beverages

Randolph-Macon College students are subject to all laws regarding the purchase, possession or use of alcohol in the Commonwealth of Virginia and are legally accountable for their individual actions. Students are simultaneously responsible to the College policy on the consumption and presence of alcohol. Moreover, the College will not condone inappropriate social behavior resulting from the use of alcohol. A student's behavior will not be excused or overlooked because of alcohol, nor will penalties imposed for the violation of College policies or regulations be mitigated because alcohol was involved in the misconduct. Students or student groups violating the law or exhibiting inappropriate social behavior will be referred to the appropriate disciplinary group for action.

The College expects members of the Randolph-Macon College community to adhere to the use of alcoholic beverages in a responsible manner. Students are to understand their responsibility in:

- Knowing and abiding by Virginia law and College policy.
- Becoming informed about the complexities and the risks, both personal and social, associated with the use of alcohol, including knowing the liability that a host organization incurs when serving alcohol.
- Recognizing and accepting as legitimate and appropriate, a decision not to use alcoholic beverages, whether as a matter of principle or convenience, and respecting the rights of non-users by providing suitable and appealing non-alcoholic beverages.
- Being sensitive to the needs of persons who experience problems as a result of irresponsible use of alcoholic beverages, by encouraging moderation, helping persons to contact appropriate sources of assistance for alcohol-related problems, or supporting them in a decision to refrain from alcohol use.
- Discouraging persons from driving motor vehicles or otherwise endangering themselves and others after they have been drinking.

Policy Statement on Illegal Drugs

As required by law, the following policy statement is revised and re-circulated to the student body each year. Under Presidential directive, this has been done since January 6, 1982.

Randolph-Macon College believes that the abuse of drugs by students is inconsistent with its educational objectives and may violate the rights of other students. Accordingly, the College strongly condemns the abuse of drugs on campus. The College commits itself to an educational program concerning the use and abuse of drugs and offers counseling for students who may have drug-related problems.

Because the abuse of drugs on campus may involve the use of illegal drugs, the following rules and procedures have been established:

1. The College's Code of Student Conduct prohibits the use of illegal drugs anywhere on campus. Students are responsible for their own actions as well as the actions of their guests.
2. Students should be aware that Campus Safety, Resident Assistants, and other College officials are required to report to the Dean of Students Office or to the Judicial Board Chair when they have knowledge of illegal drug use. The Sr. Associate Dean of Students and the Judicial Board Chair will confer to determine the appropriate course of action.
3. Students found guilty of violating the regulations pertaining to drug use on campus will be subject to disciplinary action under the Code of Student Conduct and the Housing Contract.
4. Students are reminded of the housing agreement provision that "R-MC reserves the right to cancel your room assignment in the interest of order, health, discipline or other urgent reasons." The College Administration may take this action with or without the recommendation of the Judicial Board.
5. Students should know that the College is required under the laws of the Commonwealth to report drug violations, which may constitute felonies to the Commonwealth Attorney's Office. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal law.

The Office of Campus Safety strictly enforces such laws. Violators are subject to College disciplinary actions, criminal prosecution, fines and imprisonment.

Alcohol and Drug Abuse Prevention Policy Statement

The purpose of this policy is to provide Randolph-Macon College students, faculty, and employees with a safe, drug-free workplace and a lawful alcohol-use environment and to promote high standards of student and employee health; to carry out the College's mission of educating its students; and to comply with the Drug-free Workplace Act of 1988 and the Drug free Schools and Communities Act Amendment of 1989.

Students, faculty, and staff are the College's most valuable resources, and for that reason, their health and safety are of paramount concern. The illegal manufacture, distribution, dispensation, possession, or use of narcotics, drugs, or controlled substances on campus will result in disciplinary action up to and including dismissal. In

addition, the unauthorized use of alcohol on the job will result in disciplinary action up to and including dismissal. Employees shall be informed of the preceding statement, and, as a condition of employment, shall agree to notify Human Resources of any criminal drug Statute conviction for a violation occurring in the workplace no later than 5 days after such a conviction. The College will notify the appropriate federal agency within 10 days after receipt of such notice of conviction. For employees who are engaged in work, partially or fully supported by federal grants, the College must notify the appropriate federal funding agency within 10 days after receipt of such notice of conviction.

The illegal manufacture, distribution, dispensation, possession or use of narcotics, drugs, controlled substances, or alcohol which impairs or may impair an employee's work performance or which has or may have a detrimental impact on the College's functions, off-duty and off Campus premises, is prohibited. Violation of the College policy will be cause for disciplinary action up to and including dismissal. Law enforcement officials may be notified whenever illegal drugs are found. Information concerning counseling programs offered through the Community Services Board of Hanover County and independent counseling services will be provided through the College's Counseling Center.

Drug and Alcohol-abuse Education Programs

- Incoming students are required to take an on-line College-Alcohol course
- Education classes to every student who received an alcohol sanction and to any fraternity, sorority, or other group requesting such a class
- Speaker who educated all incoming freshmen on issues of alcohol and sexual assault
- Alcohol and drug articles published in residential bathrooms.
- Personalized birthdays cards to all students who turned 21 with a greeting and suggestions for staying safe on their birthday
- All Resident Assistants received special training on dealing with alcohol with their residents.
- The college sponsors late night alcohol free events each weekend.
- An on-line monthly magazine "Student Health 101" is distributed to all students. Every issue has alcohol related information in it.

Sexual Assault Prevention and Response

Sexual assault is a serious issue, and it is a crime. Sexual assault can occur on our campus and we want to encourage Randolph-Macon students, who believe they have been sexually assaulted, to report the assault to the local authorities and to campus authorities (Ashland Police 798-1227; R-MC Campus Safety 752-4710 or Ext. 4710). The local authorities can investigate and prosecute in order to help victims. They can also direct victims to appropriate resources. Campus Safety can advise victims about the College's internal judicial procedures as well as assist in referrals to the local police.

Members of the R-MC Counseling Center staff are available as sexual assault **"responders."** As responders, counselors are available to assist students in need, and to direct students to the appropriate local resources. **The survivor's identity will be kept confidential.** When there is an ongoing threat to the community, the incident may be discussed with other administrators without identifying information, and a warning, without identifying information, may be sent out to the community at large. Please contact the Counseling Center at 752-7270 if you have a need for assistance, or if you have questions or concerns with regard to sexual assault. If there is an after hours emergency, please call Campus Safety at Ext. 4710 and ask to speak with the Director of Counseling Services, or Dean of Students, or use the 24 hour hotline services of Hanover Safe Place by calling 752-2702.

Advocates at **Hanover Safe Place** (752-2702) can help victims connect with the appropriate legal authorities, as well as other appropriate support services. The **Macon-Peer Responders (MPR)** is another resource. MPR's are fellow R-MC students who have been trained in sexual assault prevention and are the allies of assault victims. For contact information, please call the MPR Advisor at 752-3234.

Macon Peer Responders (MPR), along with other campus responders, encourage students who have been assaulted, or were witness to an assault, to file a **Sexual Exploitation, Sexual Violence and Harassment form on line at <http://www.rmc.edu/Offices/counseling/sexualassaultinfo.aspx>**

Reporting can help the R-MC community identify patterns of assault on campus and help make informed interventions on campus. These report forms can be completed and submitted online (using Sexual Misconduct/Assault Report Form link above) or in person. They can be completed anonymously, if that is the preference.

Multiple resources are listed to afford students the option of using the most appropriate resource, based upon particular needs and comfort.

**Preventive Efforts in Regards to Sexual Assault and Relationship Violence at
Randolph Macon College
2012 Academic Year**

Preventive efforts, primarily in the form of awareness-raising and education programming, at Randolph-Macon College is Coordinated by the Sexual Assault Response Coordinator and the Sexual Assault and Relationship Violence Steering Committee (SARV).

The Association for Sexual Assault Awareness and Prevention peer education group and its advisors, worked with faculty and staff to put together various programs throughout the year to educate the community about sexual assault and relationship violence issues.

Numerous in-service training sessions on sexual assault and relationship violence were held for various fraternity and sorority organizations, which included information on related statistics, ways to raise awareness and prevent its recurrence, and how to protect oneself and avoid becoming a perpetrator, with each session being done by invitation, including:

- Phi Kappa Sigma– December 2012
- Kappa Sigma – November 2012.
- Kappa Alpha Theta– April 2012.
- Alpha Phi Omega – October 2012

In August 2012, all Resident Assistants were trained on sexual assault and relationship violence.

A Sexual Conduct Policy Session was held for all new incoming students in August 2012. Conducted by outside consultant Dr. Alan Berkowitz.

During the Red Zone period, which includes the first six weeks of school after incoming students arrive in August and September 2012, Resident Assistants created and displayed bulletin boards with pertinent information on sexual assault and relationship violence, with an emphasis on how and where to seek assistance, how to protect oneself through personal safety planning and the forms of sexual assault and relationship violence.

“Invisible War” Presentation – MPR/Association for Sexual Assault Awareness and prevention presented three showings of the Invisible War, a 2012 documentary about sexual assault in the military and the impact it has had on the military and on survivors and which has spurred real change by the Obama administration. The showings were in October and November 2012.

In November 2012, the Black Eye Campaign was held. During the Black Eye Campaign, various student volunteers and Association for Sexual Assault Awareness and Prevention members wore “black eyes,” using the assistance of make-up artists from the Theater Department. They were given “scripts” to inform anyone who asked them about their “injuries.” The scripts included information on instances of domestic and relationship violence, the forms that it takes, and how to seek assistance.

The Red Flag Campaign was held in November 2012 and was put on by the Association for Sexual Assault Awareness and Prevention. The campaign included a large number of miniature red flags arranged outside the school library with posters in the middle discussing domestic and relationship violence, and the purpose of the Red Flag Campaign. Posters, provided by the State Red Flag Campaign Advisory Committee, were also hung in public areas around campus and in residence halls. These posters discussed domestic and relationship violence and how to recognize their signs and symptoms.

During the Annual Take Back the Night Rally in April 2012, various student leaders and administration officials gave speeches in which they discussed the ways and means the school community supports victims of sexual assault and relationship violence. Included in the presentations was information about sexual assault and relationship violence, including recognizing it in the community, statistics related to it, and where and how to seek assistance and report incidents.

Role, Purpose and Function of the Title IX Coordinator (Fishtales - Sexual Misconduct Policy B.)

Randolph-Macon College’s response to gender-based discrimination in the form of sexual violence is coordinated by the Title IX Coordinator. The Coordinator is Provost and Vice-President for Academic Affairs, William Franz, 1st Floor of Peele Hall (804-752-7268) available at wfranz@rmc.edu If you have questions about the Policy on Non-Discrimination or Title IX as it relates to the Sexual Conduct Policy, please refer them initially to Provost Franz. All reports of sexual misconduct, committed by students

against other students, no matter which method is used to communicate them, or to whom they are initially given, are referred to the Coordinator.

The Coordinator will perform the following responsibilities:

- A. Supervise and oversee the investigation, should action be initiated under the civil rights grievance and judicial procedure, to ensure that it is adequate, reliable, prompt, impartial, thorough, objective and independent. The investigation will be undertaken by professional staff from the Office of Judicial Affairs.
- B. Consider taking whatever interim steps they deem necessary to protect the student from the potential of further discrimination or retaliation and to ensure the safety of the Campus Community.
- C. Bring the discriminatory conduct to an end and prevent future recurrence of the discriminatory conduct.
- D. At the conclusion of a hearing regarding Sexual misconduct, regardless of the outcome of the case, the Title IX Coordinator will review all of the evidence used to determine whether the alleged victim is entitled to any remedy under Title IX that may not be provided for in the hearing process. They will also ensure that steps are taken to undo any harm to the alleged victim.
- E. Ensure full and impartial enforcement of all elements of the Sexual Conduct Policy.
- F. Ensure that the following functions are carried out by the Student Conduct Administrator or their designee or their designee:
 1. Inform the alleged victim when the accused has been notified of the formal complaint. If the accused makes a written response to the formal complaint, this will be shared with the alleged victim.
 2. Explain the entire Judicial/Civil Rights Remediation Procedure and Process to the alleged victim.
 3. Explain to the alleged victim the following rights that they are entitled to under College policy, federal, state and local laws and Title IX including:
 - a. The ability to request a no-contact order from the Office of Judicial Affairs, which prevents the accused from communicating or contacting the alleged victim.
 1. Their right under the Campus Sexual Assault Victims' Bill of Rights (PL-102-325) to:
 - i. Have sexual assaults investigated by civil and criminal authorities.
 - ii. Be free from pressure to not report these crimes, or report them as lesser offenses.
 - iii. Have the same representation, and ability to have others present, in College proceedings as College authorities permit to the accused.
 - iv. Have cooperation in obtaining medical evidence.
 - v. Be informed of any Federal or state rights to test sexual assault suspects for communicable diseases.
 - vi. Have access to existing College mental health and victim support services.
 - vii. Changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available.

Judicial Procedures for Sexual Conduct Policy Violations

To encourage reporting of sexual conduct policy violations and to ensure fairness to all participants in the College judicial process, the following is a list of rights of persons involved in sexual conduct policy violation proceedings.

Procedural Protections for Individuals (Fishtales – Code of Student Conduct)

To encourage reporting of sexual misconduct and to ensure fairness to all participants in the College judicial process, the following is a list of rights of persons involved in sexual misconduct proceedings.

a) The rights of the alleged victim(s)

The alleged victim(s) is entitled to the following:

- i. An explanation of the actions available to him/her.
- ii. To request that the College write a letter to the accused student emphasizing that the Code of Student Conduct and College policy prohibit all types of harassment and retaliation by both the accused and his or her supporters. Contact with the alleged victim by the accused also may be prohibited by the College.
- iii. To request that members of the hearing panel be replaced if there is a conflict of interest; e.g. if the accused is a member of any student organization, team or club, the alleged victim may request that any member of that student organization, team or club on the hearing panel may be excused.
- iv. To know before the hearing the names of witnesses to be called in the hearing.
- v. In the event of a hearing: To have as an Advisor, a Judicial Advocate (a faculty or staff member who is familiar with the Judicial Process and who has received training), or any other current faculty, staff or students, except that members of the Dean's Behavioral Assessment Team may not serve as Advisors. The role of the Advisor for the accused is to advise the accused prior to the hearing. An Advisor may not question witnesses or make statements before the panel. Witnesses may not serve as an advisor. Lawyers and attorneys may not be present in the room, and may not serve as advisors.
- vi. An assurance that the College will keep the complaint and investigation confidential to the extent possible.
- vii. Not to have past sexual history discussed during the hearing unless it is highly relevant, and it would be manifestly unfair not to consider such information.
- viii. To remain present for the entire proceeding, aside from the executive session deliberations, and to inspect evidence presented, as well as to use alternative methods to observe the proceedings and question witnesses, such as closed circuit technology (Skype or television), partitions or over a phone line from an alternate location.
- ix. To call and question as witnesses, individuals who have relevant, first-hand knowledge of the case being investigated.
- x. To a fair and impartial hearing.
- xi. To testify on his or her own behalf.
- xii. The right to know the status of the case at any point during the process.

- xiii. To be informed in a timely manner of the panel's findings and of the outcome of the hearing in writing.
- xiv. Not have one's identity revealed outside confidential proceedings.
- xv. To make a victim impact statement immediately following a finding of responsible by a simple majority of the hearing panel in executive session, before the hearing panel deliberates on sanctions.
- xvi. The right to request an appeal the decision of the hearing panel as outlined in Part III (D)(5)(e) of the Code of Student Conduct.

b) The rights of the accused

The accused is entitled to the following:

- i. To be informed of the alleged Code of Student Conduct or College policy violation and alleged misconduct upon which the allegation is based.
- ii. Requests that the College write a letter to the alleged victim emphasizing that the Code of Student Conduct and College policy prohibit all types of harassment and retaliation by both the alleged victim and his or her supporters. Contact with the accused by the alleged victim also may be prohibited by the College.
- iii. Request that members of the hearing panel be replaced if there is conflict of interest; e.g. if the alleged victim is a member of any student organization, team or club, the accused may request that any member of that student organization, team or club on the hearing panel may be excused.
- iv. To know before the hearing the names of witnesses to be called in the hearing
- v. In the event of a hearing: To have as an Advisor, a Judicial Advocate (a faculty or staff member who is familiar with the Judicial Process and who has received training), or any other current faculty, staff or students, except that members of the Dean's Behavioral Assessment Team may not serve as Advisors. The role of the Advisor for the accused is to advise the accused prior to the hearing. An Advisor may not question witnesses or make statements before the panel. Witnesses may not serve as an advisor. Lawyers and attorneys may not be present in the room, and may not serve as advisors.
- vi. An assurance that the College will keep the complaint and investigation confidential to the extent possible.
- vii. Not to have past sexual history discussed during the hearing unless it is highly relevant, and it would be manifestly unfair not to consider such information.
- viii. To remain present for the entire proceeding, aside from the executive session deliberations, and to inspect evidence presented, as well as to use alternative methods to observe the proceedings and question witnesses, such as closed circuit technology (Skype or television), partitions or over a phone line from an alternate location.
- ix. To call and question as witnesses, individuals who have relevant, first-hand knowledge of the case being investigated.
- x. To a fair and impartial hearing.
- xi. To testify on his/her own behalf.

- xii. The right to know the status of the case at any point during the process.
- xiii. To be informed in a timely manner of the panel's findings and of the outcome of the hearing in writing
- xiv. Not have one's identity revealed outside confidential proceedings.
- xv. An explanation of the hearing process and the Special Judicial Procedures for Sexual misconduct hearings
- xvi. The right to request an appeal the decision of the hearing panel as outlined in the Code of Student Conduct.

Sexual Misconduct Policy Violations (for more details see Fishtales Code of Student Conduct Policy Statement: Sexual Conduct Policy)

A. PROHIBITED CONDUCT

1. Sexual Misconduct

a. Sexual Assault -

- i. Non-Consensual sexual intercourse** – Non-consensual sexual intercourse involves any form of sexual intercourse with a person, without his or her consent, or after consent is withdrawn. This includes non-consensual anal, oral, or vaginal penetration, whether by a finger, tongue, penis or an inanimate object, as well as compelling an unwilling person to perform any of the above named acts. **Open Sanctions.**
 - ii. Non-consensual sexual contact** - Non-consensual sexual contact includes the intentional touching, manipulation or fondling either of the victim by the perpetrator or when the victim is forced to touch directly or through clothing another person's groin, genitals, breasts, thighs or buttocks or when a person is compelled to touch the above named parts of their own bodies for the sexual gratification of another, against another person's consent or after such other person has withdrawn their consent. **Open Sanctions.**
 - iii. Non-consensual intimate touching** – Non-consensual intimate touching involves one person engaging in the intimate touching of another person, against such other person's consent, or after such other person has withdrawn their consent, except that such intimate touching does not include oral, anal, or vaginal penetration or the fondling or manipulation thereof. This includes non-consensual kissing, or stroking, or fondling of a non-sexual body part, in an intimate way. **Open Sanctions.**
- b. Sexual Exploitation** - Sexual Exploitation is defined as activity of a sexual nature which results in the nonconsensual exploitation of one person by another for the purposes of gain or other advantage. The sexual behavior which results in such exploitation may have been consensual or nonconsensual in its original nature. Sexual misconduct includes prostitution, videotaping or recording (by any electronic means) of sexual activity without permission, voyeurism, or engaging in sexual activity while concealing that one is infected with HIV or an STD. **Open Sanctions.**

- c. **Sexual Harassment-** Sexual harassment includes, but is not limited to, unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature when committed by threat, when the conduct and/or verbal action is sufficiently severe, persistent or pervasive either to limit an individual's ability to participate in or benefit from the educational program or to create a hostile or abusive educational or working environment for students, faculty, staff or guests. Sexual harassment may occur in two forms: quid pro quo (something for something) harassment that requires or offers sexual activity or pressure for intimacy to retain or obtain academic or employment benefits; and abusive or hostile environment harassment where verbal or physical conduct unreasonably interferes with an individual's environment for work or study. **Open Sanctions.**

B. Consent with the Sexual Misconduct Policy

- I. **Consent:** means that at the time of the sexual contact, words or conduct indicate freely given approval or agreement, without coercion, by both participants in the sexual contact. Both parties have the obligation to communicate consent or the lack of consent. A verbal "no" (no matter how indecisive) or resistance (no matter how passive) constitutes the lack of consent. Consent to sexual activity may be withdrawn at any time through clear communication and at that time, if consent is withdrawn, all sexual activity must cease; A person who ceases such sexual activity at the time consent is withdrawn, may not, in some instances be subject to Judicial Action for sexual misconduct occurring prior to the withdrawal of consent.

An individual is unable to give consent if he or she is:

- substantially physically or mentally impaired by alcohol or drugs (including so-called "date rape drugs")
- forced or threatened
- physically incapable of resisting assault, asleep, or unconscious

Unless an individual is substantially physically or mentally impaired, consent while under the influence of alcohol or drugs is valid consent. Similarly, the use of alcohol or drugs does not minimize or excuse a person's responsibility for Sexual misconduct.

II. Drug and Alcohol Issues in relation to Consent within the Sexual Misconduct Policy

1. Randolph-Macon College's Sexual Conduct Policy is built on the requirement of obtaining consent.
2. The use of alcohol and other drugs impairs judgment and undermines the ability to make good decisions, including decisions about sexual activity. Students need to realize that when they engage in sexual activity after consuming alcohol or using other drugs, they are acting in a potentially risky and harmful manner. Moreover, the risks and dangers become more real when students engage in sexual activity after becoming intoxicated.
3. A level of intoxication can be reached, short of losing consciousness, where your judgment is so impaired that you are not capable of giving valid verbal consent. It is the task of the appropriate adjudicating body to determine if this point of impairment had been reached before consent was given.

4. The use of alcohol or drugs does not minimize your responsibility for Sexual Assault or any other form of sexual misconduct. Being under the influence of alcohol, or any other drugs, does not excuse behavior. In particular, it does not mitigate or nullify a charge of sexual assault or any other form of sexual misconduct. The use of alcohol or drugs does not, in and of itself, negate your ability to give consent, nor does it remove your responsibility to communicate your feelings and ensure that any consent you give is valid.

C. EMERGENCY PROCEDURES FOR DEALING WITH SEXUAL ASSAULT

Immediate Medical Assistance and the Preserving of Evidence

St. Mary's Hospital (804-285-2011) is the Richmond area hospital that is equipped around the clock to collect forensic evidence following a sexual assault.

Whether or not you choose to prosecute, after a sexual assault or rape the physical evidence needed for a prosecution should be collected immediately, ideally within the first 24 hours and usually not later than 72 – 96 hours after the incident (3-4 days). In order not to destroy any evidence needed, **it is important that you do not:**

- Bathe or shower
- Brush or comb your hair
- Douche
- Change clothes
- Eat or drink anything or brush or rinse your teeth if there was oral contact
- Touch items at the crime scene
- Put on makeup

Take a change of clothing to the hospital because some items of clothing may be kept as evidence. If you have changed clothes since the assault or rape, take what you were wearing at the time of the assault or rape with you in something other than a plastic bag. At the emergency room the nurse may collect hair samples, semen, and other evidence. With your permission, the police may be contacted to take possession of these samples.

Virginia law allows victims of sexual assault to go to the hospital to be treated for injuries and collect the physical evidence without a report being taken by police. See <http://www.dcjs.virginia.gov/victims/documents/PERKFAQFINAL082208.pdf> for further information.

Educational Programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses

- Resident Assistant Training on Sexual and Relationship Violence Peer Educator and Dean's Sexual Conduct Review Board Member Trainings
- Sexual Conduct Policy Session for New Students
- Red Zone ^{1st} Six Weeks Campaign
- People of Courage Campaign Against Abusive and Sexist Language

- Annual Take Back The Night Rally
- Annual Clothesline Project Awareness Display
- Programs for residence halls, conducted in cooperation with the Resident Assistants and the Office of Residence Life and Housing continue to be offered by the Sexual and Relationship Violence Peer Educators.

Important Telephone Numbers

R-MC Campus Safety Kathryn A. Hull, Sr. Associate Dean of Students and Director of Campus Safety	ext. 4710
Hanover County Emergency Assistance	911
Ashland Police Department Non-Emergency	798.1227
Hanover County Commonwealth Attorney's Office and Victim Assistance Program	752.2702
Hanover Domestic Violence & Sexual Assault Center Hanover Safe Place	752.2702
R-MC Counseling Center Office (8:30am – 5:00pm)* *After hours: call Campus Safety ext. 4710; 752-4710	ext. 7270
R-MC Dean of Students Office Grant Azdell	ext. 7266
R-MC Judicial Officer Rodney Bardwell	ext. 4722
R-MC Macon Peer Response Advisors Denise Bissler Wade Felty	ext. 7380 ext. 3234
R-MC Ombuds Steve Lang Mary Neal Maria Scott	ext. 7356 ext. 7259 ext. 7285
R-MC Residence Life and Housing Rodney Bardwell Christina Brown Cozart	ext. 3116 ext. 3133
R-MC Sexual Assault Responders Craig Anderson Beth Schubert	ext. 7270 ext. 7270
St. Mary's Hospital (Richmond) Emergency Services Forensic Nurse Station	281.8230 281.8574
VCU/MCV Hospital (Richmond) Forensic Nurse/Advocate (in ER)	628.0623

Sexual Offender Registration

The "Campus Sex Crimes Prevention Act" is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders, enrolled as students at institutions of higher education, or working or volunteering on campus. This act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information concerning registered sex offenders. It requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

Information about registered sex offenders may be found on the Virginia State Police web page at <http://sex-offender.vsp.state.va.us/cool-ICE/>. Randolph Macon College is located in the Town of Ashland in Hanover County, Virginia and the zip code is 23005.

Crime Definitions

The following definitions are to be used for reporting the crimes listed, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the *Uniform Crime Reporting Handbook*. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook. For information, regarding definitions can be found at <http://www.securityoncampus.org/schools/cleryact/definitions.html>.

Arson: 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.

Criminal Homicide-Manslaughter by Negligence: The killing of another person through gross negligence.

Criminal Homicide-Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned, including joyriding.)

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadone); and dangerous non-narcotic drugs (barbiturates, benzedrine).

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Offenses-Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent.

Forcible Rape: carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy: oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With An Object: use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling: touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Non-forcible

Unlawful, non-forcible sexual intercourse.

Incest: non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: non-forcible sexual intercourse with a person who is under the statutory age of consent.

Source: Federal Register, April 29, 1994, Vol. 59, No. 82; Federal Register, November 1, 1999, Vol. 64, No. 210.

Clery Act reporting DOES NOT require disclosure of all other sexual related offenses, for example, sexual harassment, voyeurism and indecent exposure. Institutions may report these offenses separately, if they choose.

DAILY CRIME LOG

Randolph-Macon College maintains a daily crime log which is available to the General Public. The crime log is located at the Office of Campus Safety, 203 Caroline St., Ashland, 23005.

Crime Statistics

2012 Calendar Year

Offense	Residential	Total On-Campus (Includes Residential)	Non-Campus	Public Property
Murder	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offense Forcible	7	7	0	0
Sex Offense Non-Forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	1	0	0
Burglary	5	7	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Liquor Law Violations				
Arrests	3	9	0	6
Disciplinary Referrals	90	92	0	0
Drug Law Violation				
Arrests	3	4	0	1
Disciplinary Referrals	1	1	0	0
Weapons Possession				
Arrests	0	0	0	0
Disciplinary Referrals	0	0	0	0

2011 Calendar Year

Offense	Residential	Total On-Campus (Includes Residential)	Non-Campus	Public Property
Murder	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offense Forcible	7	7	0	1
Sex Offense Non-Forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	2	3	0	0
Burglary	11	11	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Liquor Law Violations				
Arrests	6	9	0	2
Disciplinary Referrals	57	66	0	1
Drug Law Violation				
Arrests	7	8	0	2
Disciplinary Referrals	1	2	0	0
Weapons Possession				
Arrests	0	0	0	0
Disciplinary Referrals	0	0	0	0

2010 Calendar Year

Offense	Residential	Total On-Campus (Includes Residential)	Non-Campus	Public Property
Murder	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offense Forcible	4	4	0	0
Sex Offense Non-Forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	1	1	0	3
Burglary	6	7	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Liquor Law Violations				
Arrests	5	8	0	4
Disciplinary Referrals	67	85	0	3
Drug Law Violation				
Arrests	4	5	0	4
Disciplinary Referrals	1	1	0	0
Weapons Possession				
Arrests	0	0	0	4
Disciplinary Referrals	0	0	0	0

Hate Crimes Descriptions and Statistics

The Clery Act requires institutions to separately report all Hate Crimes statistics on any of the previously mentioned offenses or any crime involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the perpetrator's bias or the perpetrator perceived the person to be in one of the protected group categories.

There are six types of bias categories: Race, Gender, Religion, Sexual Orientation, Ethnicity and Disability. FBI UCR Hate Crime Data Collection Guidelines and Training Guide are to be used for Hate Crime Data Collection.

As of August 14, 2008 the Clery Act was amended to include NEW REPORTABLE HATE CRIMES. These crimes are:

- larceny-theft
- simple assault
- intimidation
- destruction, damage, or vandalism of property

Randolph-Macon College does not condone hate violence and is charged with ensuring that the rights guaranteed by state law and the U.S. Constitution are protected for all people regardless of their ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs.

Hate Crime Statistics - On Campus

Category of Bias for crimes reported

Offense	2010	2011	2012	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offense - Forcible	0	0	0	0	0	0	0	0	0
Sex Offense Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crime Statistics - On Campus Student Housing Facilities

Category of Bias for crimes reported

Offense	2010	2011	2012	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offense - Forcible	0	0	0	0	0	0	0	0	0
Sex Offense Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crime Statistics – Non-Campus

Category of Bias for crimes reported

Offense	2010	2011	2012	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offense - Forcible	0	0	0	0	0	0	0	0	0
Sex Offense Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crime Statistics – Public Property

Category of Bias for crimes reported

Offense	2010	2011	2012	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offense - Forcible	0	0	0	0	0	0	0	0	0
Sex Offense Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Annual Fire Safety Report 2012

Randolph-Macon College

Fire Safety at Randolph-Macon College

At Randolph-Macon College, the safety and well-being of our students, faculty and staff are a top priority, and fire safety is of paramount importance. As such, Fire Safety at Randolph-Macon College is the shared responsibility of students, faculty and staff. Therefore, students, faculty, and staff should learn the fire safety features of campus buildings and take appropriate actions. This report has been prepared by the Office of Campus Safety to disseminate important fire safety information to the College community. The purpose of this report is to provide for disclosure of fire safety standards and measures with respect to all residential buildings on campus, as well as to educate the community on the steps that have been, and are being taken to ensure fire safety, including training programs, fire drills, fire safety regulations, and evacuation information. ***This report also includes statistics on all fire-related incidents for 2012.*** This annual report complies with the criteria established in the Higher Education Act of 1965 (Pub. L. No. 89-329) as amended by the Higher Education Opportunity Act of 2008 ((Pub. L. No. 110-31), specifically the Campus Fire Safety Right to Know Act.

I. Specific Fire Prevention Policies

a. Tampering with Fire Equipment

The Code of Student Conduct, as published in *Fishtales*, the student handbook, lists specific behaviors that are prohibited in the interests of ensuring fire safety in the residence halls, including tampering with fire safety equipment. The relevant section is as follows:

Section 12 of the Code of Student conduct:

12. Fire/Safety Violations- Setting a fire or tampering with fire extinguishers, fire alarms, smoke detectors, emergency call boxes, batteries or other safety equipment is prohibited. Violators may also be subject to criminal action. Failure to respect and comply with any of these security systems will result in College disciplinary action **and/or** police action. In addition, obstructing halls and stairwells with furniture, debris and/or other items is prohibited. **Open Sanctions**

b. Fire Safety Regulations

The Code of Student Conduct's Residential Facilities Policies and Procedures and the Smoking Policy, as published in *Fishtales*, the student handbook, lists specific behaviors that are prohibited in the interests of ensuring fire safety in the residence halls.

Sections 2, 8, 11, 13 and 15 of the Residential Facilities Procedures:

3. Appliances –

- i. Residents may have and use appliances with closed coil elements, such as: coffee pots, George Foreman-type grills, hot pots, hot air popcorn poppers, and blenders.

- ii. Residents may only use grills with self-igniting charcoal. Grills are only to be used outside. Charcoal and lighter fluid may not be stored in or around residential facilities.
- iii. Residents may have one microwave per room, but each room resident may have a refrigerator. Maximum output for microwaves is 1000 watts and refrigerators are to be no larger than 4.1 cubic feet.
- iv. Halogen lamps and space heaters are not allowed in residential facilities.
- v. Personal air conditioner units are not allowed in residential facilities unless installed by the College.

Residence Life and Housing Facilities only (Special Interest Houses and Townhouses):

- vi. Gas grills may only be used at Special Interest Houses and Townhouses, and they are only to be used or stored outside.

Fraternity and Sorority Life Housing Facilities only:

- vii. Full-size refrigerators are allowed only in the kitchen area.

Minimum Sanction: \$50 Fine.

8. **Decorations** – No decorations may hinder the use of or restrict access to hallways, doorways, stairs, windows, or fire related equipment. Do not attach anything to or tamper with light fixtures or exit signs. Live Christmas trees and garland are not permitted in any residential facility. Holiday lights may not be hung on or around room doors, since the wires could get caught in the door. Decorations must be within fire code regulations. **Minimum Sanction: \$25 fine.**

11. **Fire Drills** –

Residence Life and Housing Facilities only:

State law requires that each residence hall shall have a fire drill during each semester. Participation in evacuation is mandatory and all rooms will be checked by a Residence Life and Housing staff member, Campus Safety personnel, or appropriate fire personnel. Students must promptly evacuate the building and go to the meeting locations.

Minimum Sanction: \$50 fine.

Fraternity and Sorority Life Residential Facilities only:

All fraternity and sorority facilities should create and practice a Fire Emergency Plan with their advisers and Housing Corporation officers a report of this plan should be filed monthly with the Office of Student Life.

Minimum Sanction: Open

13. **Hall Opening and Closing** –

Residence Life and Housing Facilities only:

- i. **Check-in** – Students must follow all policies set in place, which include, but are not limited to: pay the appropriate fees, sign, complete and return all necessary paperwork to the appropriate office by the given deadline, including completing a Room Condition Report and obtain a key to their residential facility.
- ii. **Check-out** – Within 24 hours of their last final examination (or by the final date and time for the halls closing), all students must completely remove themselves and all their belongings out of the residence hall, then check out in the appropriate office turn in one's

- key, follow closedown expectations, and sign, complete and return all necessary paperwork and to the appropriate office. Exceptions may be made only upon the discretion of the Director of Residence Life and Housing or his or her designee.
- iii. Students may occupy their rooms on the dates specified by the College calendar. Any student entering a College residential facility during specified vacation periods or staying in housing after the time and date indicated for each break must obtain express written permission of the Director of Residence Life and Housing or his or her designee.
 - iv. Seniors are permitted to stay in residential facility through graduation and checkout with the appropriate office by 5:00 PM on graduation day.
 - v. Students involved in summer programs will not be allowed to store their items in residential facilities between the end of the academic year and the start of their respective summer program or the end of their summer program and the start of the academic year.
 - vi. Students must follow all procedures given from the appropriate office for checking in and out of rooms properly, including completing a Room Condition Report.

Minimum Sanctions for improper or incomplete check-in or improper or incomplete checkout for break closings: \$50 fine (this may also be adjudicated as a Failure to Comply with a College Official). Minimum Sanctions for late or incomplete checkout at the end of the year: \$100 fine

Fraternity and Sorority Life Residential Facilities only:

- i. **Check-in** – The Office of Student Life will provide access codes for fraternity and sorority facilities, both College and non-College owned. Residents of these facilities must fill out appropriate paperwork in order to obtain codes. Also, residents of College maintained facilities must receive their keys and sign housing contracts from the Office of Student Life prior to occupation of their facility. In addition, residents of non-College owned houses must sign housing contracts with the Office of Student Life before occupying their facilities.
- ii. **Check-out** – Within 24 hours of their last final examination, all students must completely remove themselves and all their belongings from fraternity and sorority facilities, then check out with the Office of Student Life, turn in their key, and complete all necessary forms. All college owned facilities will have a final walk-through no more than 12 hours after facilities close. The Fire Marshall as well as Physical Plant and the Office of Student Life will walk through all facilities within a week of closure to assess general health and safety following closing.
- iii. Students may occupy College-owned fraternity and sorority facilities on the dates specified by the College calendar. Any student entering a College-owned fraternity or sorority facility during specified vacation periods or staying in those facilities after the time and date indicated for each break must obtain express written permission of the Office of Student Life.

- iv. Seniors are permitted to stay in fraternity and sorority facilities through graduation and checkout with the Office of Student Life by 5:00 p.m. on graduation day.
- v. Students will not be allowed to store their items in College-owned fraternity and sorority facilities between the end of the academic year and the start of the academic year without express written permission of the Office of Student Life. Also, students may not store items between the end of the academic year and the beginning of their respective summer program or between the end of their summer program and the beginning of the academic year. Any student wishing to store items in a non-College owned facility must have express written person of the fraternity or sorority Housing Corporation.
- vi. Students must follow all procedures, as directed by the Office of Student Life for checking in and out of College-owned fraternity and sorority facilities properly.

Minimum Sanctions for improper or incomplete check-in or improper or incomplete checkout for break closings: \$50 fine (this may also be adjudicated as a Failure to Comply with a College Official). Minimum Sanctions for late or incomplete checkout at the end of the year: \$50

15. Health, Sanitation and Safety –

Residence Life and Housing Facilities only:

Student affairs professional staff will ask residents to clean areas (including their own room) if the lack of cleanliness could subject others to health/safety risks, pests or extreme discomfort. If residents fail to clean the room when asked by staff, the staff can request the room be cleaned by housekeeping staff and the residents will be charged for labor and material costs or other sanctions. Resident Assistants conduct Safety Checks of every resident room regularly. S/he will be testing smoke detectors, ensuring the safe use of electrical cords, and looking for potential fire hazards. Items that are in violation of College and/or fire and safety policies may be confiscated. **Minimum Sanction: \$50.**

Fraternity and Sorority Life Housing Facilities only:

The Office of Student Life will ask residents of fraternity and sorority facilities to clean areas (including their own room) if the lack of cleanliness could subject others to health/safety risks, pests or extreme discomfort. If residents fail to clean the facilities and yard when asked by staff, the staff can request the room be cleaned by custodial staff and the residents. This policy applies to both College and Non-College Owned Fraternity and Sorority Life facilities. **Minimum Sanction: \$100 Fine plus cost of cleaning**

Section 11 of “Appendix B: Other College Policies” in *Fishtales*

11. SMOKING ON CAMPUS

Oversight responsibility: Office of the Dean of Students

Persons affected: Students

Date Revised: 6-08

Smoking is prohibited in all buildings on campus, including residence halls and Greek facilities. Smoking is prohibited within twenty-five (25) feet of any campus building, including Residence Halls, Townhouses, and Special Interest Houses. Smoking on steps, stoops, or covered areas adjacent to campus buildings are also prohibited even if they are more than 25 feet from entrances/exits. Smoking is also prohibited in areas beyond 25 feet where smoking would adversely affect the environment of those entering or exiting the building; and within 25 feet of storage areas containing flammable liquids or gases. For both safety and aesthetic reasons, cigarette butts must be placed in provided containers located at designated smoking places outside buildings to avoid possible judicial referral.

Minimum Sanctions:

- a. **Minimum sanctions for smoking in any College residence hall or Greek facility**
 - 1. **\$75 fine**
- b. **Minimum Sanctions for smoking within twenty-five (25) feet of residence halls, Townhouses, or Special Interest Houses:**
 - 1. **A first violation will result in an official warning letter sent to the student.**
 - 2. **A second violation will result in a \$25 fine.**
 - 3. **A third violation will result in a \$50 fine and referral to the College's Judicial Officer.**

II. Fire Drills, Evacuation and Fire Safety Education

a. Fire Drills

Mandatory Fire Drills are held in each Residence Hall on campus, including the Senior Townhouses, twice a year (once in the Fall and once in the Spring). These drills are conducted by Residence Life and Housing staff, Resident Assistant Staff, Physical Plant Staff, and Campus Safety staff. Fire drills are used to familiarize occupants with the buildings alarm system and emergency exits. Participation of all residents in the relevant buildings is mandatory.

b. Evacuation and Emergency Procedures Information

i. Residential Emergency Procedures

Each and every room in every student residence hall, including townhouses and Special Interest Houses, is equipped with a 8 ½" x 11" bright yellow, Laminated Residential Emergency Procedure sign. This sign contains information on Emergency Procedures, including important emergency phone numbers and instructions for handling Injury or Illness, Fire, Hazardous Weather, Hostile Intruder and Suspicious behavior.

Removing a Residential Emergency Procedure Sign without the specific permission of the Office of Residence Life and Housing constitutes a violation of the Code of Student Conduct.

These signs are checked monthly, and repaired or replaced as needed.

The Residential Emergency Procedures sign relays the following information to students on fire emergencies:

When the fire alarm sounds, Virginia law and College policy mandate that everyone must evacuate the building. Close, but do not lock your room door as you leave.

- If you see smoke or flame, pull the fire alarm as you exit.
- During evacuation, exit the building using the nearest safe exit.
- Do NOT use the elevator.
- If smoke is present, keep low to the floor.
- Once outside, move away from the building and go to your building's meeting location.
- Follow the directions of R-MC staff members.

When Evacuation is Impossible:

- Always check doors to see if they are hot or warm to the touch before you open them.
- If your room door is warm, do not open it.
- If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door.
- Hang a white object out the window and re-close the window as much as possible.
- Do not reopen your window unless forced to do so by smoke.
- After you have sealed your door, immediately call Emergency Services and advise them of your location and situation.
- Wait for help to arrive.

ii. Evacuation

At the first indication of a fire, whether it is a persistent sound or fire alarm, smoke or flame, evacuate your building following the procedures below, and as listed on your Residential Emergency Procedure Sticker, on the back of your door in a residential facility. When you are safely able to do so, you should also contact the fire department at 9-911 from your room phone or 9-11 from a mobile phone, as well as Campus Safety at 4710 from your room phone, or 804-752-4710 from a mobile phone. If there is persistent smoke, or smoke and flame, but no alarm, activate the nearest pull station as you evacuate, only if you can do it safely.

When the fire alarm sounds, Virginia law and College policy mandate that everyone must evacuate the building. Students should close, but not lock their room door as they leave. If they see smoke or flame, they should pull the fire alarm as they exit. During evacuation,

students should exit the building using the nearest safe exit. They should not use the elevator. If smoke is present, keep low to the floor. Once outside, move away from the building and go to your building's meeting location (as indicated on your nearest Fire Evacuation Map). Follow the directions of R-MC staff members.

When Evacuation is Impossible: Always check doors to see if they are hot or warm to the touch before you open them. If your room door is warm, do not open it. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door. Hang a white object out the window and re-close the window as much as possible. Do not reopen your window unless forced to do so by smoke. After you have sealed your door, immediately call Emergency Services and advise them of your location and situation. Wait for help to arrive.

c. Fire Safety Education and Training

Randolph-Macon College is dedicated to providing adequate and proper training to both residential students and Resident Assistant Staff.

Every September, Resident Assistants review fire safety and emergency policies and procedures with their residents, in every residence hall.

Emergency Information related to resident students is provided through:

- RMC Alerts, the text message and phone system that sends out alerts and announcements to the RMC community
- audible alert system
- emergency call boxes throughout campus which provide a direct link to the Campus Safety office

Among the information that specifically relates to fire safety, the following is relayed to all residential students:

- The location of the relevant hall's evacuation plan.
- What to do if a student's hall has to be evacuated.
- What to do if the alarms in Mary Branch sound – students in Mary Branch middle should use the fire escapes (for students on the second floor, the bathroom windows lead to the fire escapes).
- Smoke can kill – check your door and crawl out if it is present.
- The location of fire extinguishers on the hall.
- The proper use of a fire extinguisher.
- Smoke detectors are checked regularly by Resident Assistants.
- That evacuation upon the sounding of a fire alarm is mandatory (by law and College policy).

Further fire safety training is provided to students during mandatory fire drills in September and February, including the following:

- Make sure you follow the evacuation and go to the designated meeting place outside. Please wait for your RA/RA on Duty to provide you with further instructions.
- Do NOT ignore the fire alarm!
- Do NOT wait to see fire or smoke!
- Do NOT worry about grabbing stuff—you are more important!
- When leaving, check the door handle first for heat, then close your door behind you—it may keep the fire from spreading and you may protect your possessions from fire/smoke damage. Also, with a real alarm, do not spend time trying to lock back up your room door.
- Don't take time to phone before leaving—get out first, then find a phone.
- If you can't get out: yell/scream, hang a sheet from the window, and stay low to the floor.
- Resident Assistants remind residents that if they know of a fire or smoke they are to pull a pull station to evacuate the building.
- TAKE RESPONSIBILITY FOR PREVENTION!!!
 - Keep your room clean—messy rooms cause safety problems!
 - Do NOT overload electrical outlets!
 - Do NOT have halogen lamps/candles/any open flame device in your room!
 - Reminder about Fire/Safety Checks:
 - Resident Assistants perform these checks monthly.
 - They are only checking fire alarms and potential safety hazards in the room.
 - Residence Life and Housing have every right to confiscate items in violation of Residence Life and Housing and College policy and the Code of Student Conduct.

The Fire Marshal attends Resident Assistant training with the Physical Plant and gives a presentation on fire safety in August, every year. Resident Assistants also receive training on emergency management and fire safety from the Assistant Director of Residence Life and Housing, Campus Safety and the Mentor Resident Assistant staff in August, every year. The Resident Assistants receive fire extinguisher training once a year by Physical Plant staff, Campus Safety and the local fire department.

Every year, Campus Safety officers are trained on fire alarm systems, locations, reset codes and procedures, clearances and all protocols and procedures related to evacuation and notification, elevator emergencies, electrical hazards, fire alarm responses, as well as fire extinguisher usage and the different types of units for differing types of fires. New officers are trained in all of the above, upon the commencement of their employment, and refresher training is conducted as needed.

III. Plans for Future Improvements in Fire Safety

The college utilizes the National Incident Management System (NIMS) for all of its emergency and non-emergency events, which improves the college's response to emergencies and hazards, especially fires.

IV. Definitions

- a. **Fire** – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- b. **Fire drill** – A supervised practice of a mandatory evacuation of a building for a fire.
- c. **Fire-related injury** – Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.
- d. **Fire-related death** – Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or deaths that occur within 1 year of injuries sustained as a result of the fire.
- e. **Fire safety system** – Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including: Sprinkler or other fire extinguishing systems, Fire detection devices, stand alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights, smoke-control and reduction mechanisms, and Fire doors and walls that reduce the spread of a fire.
- f. **Value of Property Damage** – The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including: contents damaged by fire, related damages caused by smoke, water, and overhaul, however it does not include indirect loss, such as business interruption

V. Reporting a Fire

All fires on campus, no matter how small, even if they have been extinguished by the reporting person(s), must be reported to:

Office of Campus Safety
Dean of Students Office
Office of Residence Life and Housing

VI. Appendix A: Student Housing Facility Fire Safety System Description
 VII. Appendix B: Fire Related Incident in Student Housing Facility Annual Report (2012)

Appendix A: Student Housing Facility Fire Safety System Description

Residential Fire Safety Systems (Calendar Year 2012)
 Residence Life and Housing Facilities

R-MC Residential Facility	Building Fire Alarm	Room Detection	Sprinklers	Connected to Monitoring Company	What fire safety standards is the building required to conform with?	Fire Extinguisher Present	Who conducts fire safety inspections?	How often are inspections carried out?	Evacuation maps at each Exit	Fire Drills (annual)
Andrews Hall	Yes	yes	yes	Both Hallway and Individual Rooms	NFPA*	Yes	Fire Marshall/staff	Annually	Yes	2
Mary Branch*	Yes	Yes	No	Hallway and Common Area only	NFPA*	Yes	Fire Marshall/staff	Annually	Yes	2
Irby*	Yes	Yes	Yes	Both Hallway and Individual Rooms	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Olin*	Yes	Yes	Yes	Both Hallway and Individual Rooms	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Jones*	Yes	Yes	Yes	Both Hallway and Individual Rooms	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Garland*	Yes	Yes	Yes	Both Hallway and Individual Rooms	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Bennett*	Yes	Yes	Yes	Both Hallway and Individual Rooms	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Smith*	Yes	Yes	Yes	Both Hallway and Individual Rooms	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Moreland*	Yes	Yes	No	Hallway and Common Area only	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Conrad*	Yes	Yes	No	Hallway and Common Area only	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Filippo	Yes	Yes	No	No	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Cochrane	Yes	Yes	No	No	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Birdsong	Yes	Yes	No	No	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Clements	Yes	Yes	No	No	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
314 N. Center Street	Yes	Yes	No	No	NFPA	Yes	Fire Marshall/staff	Annually	Yes	0
203 College Ave	Yes	Yes	No	No	NFPA	Yes	Fire Marshall/staff	Annually	Yes	0
320 N. Center Str.	Yes	Yes	No	No	NFPA	Yes	Fire Marshall/staff	Annually	Yes	0
104 Macon Circle	Yes	Yes	No	Both Hallway and Individual Rooms	NFPA	Yes	Fire Marshall/staff	Annually	Yes	0
312 N. Center Street	Yes	Yes	No	No	NFPA	Yes	Fire Marshall/staff	Annually	Yes	0
202 E. Patrick	No	Yes	No	No	NFPA	Yes	Fire Marshall/staff	Semi Annually	Yes	1
Thomas Branch*	Yes	Yes	Yes	Hallway and Individual Rooms	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Starr Hall*	Yes	Yes	No	Hallway and Common Area only	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Apartment 2	Yes	Yes	No	No	NFPA	Yes	Fire Marshall/staff	Annually	No	0

- Alarms activated in hallways or common areas will trigger a general building alarm

Residential Fire Safety Systems (Calendar Year 2012)									
Fraternity and Sorority Life Housing Facilities									
Fraternity or Sorority	Sprinkler System (present or not present)	Alarms in individual rooms?	How often are inspections conducted?	What fire safety standards is the house required to conform with?	Have all fire safety standards been complied with?	Who conducts fire safety inspections?	If an alarm goes off in an individual room, what happens? (Do all alarms sound?)	Who is notified if a general common area or hallway alarm goes off?	How many fire drills in the 2012 calendar year?
Alpha Gamma Delta	No	Yes	Semi-Annual	NFPA	Yes	Fire Marshall/Staff	No	Unmonitored	Required 1
Delta Zeta	No	Yes	Semi-Annual	NFPA	Yes	Fire Marshall/Staff	No	Unmonitored	Required 1
Kappa Alpha Order	Yes	Yes	Semi-Annual	NFPA	Yes	Fire Marshall/Staff	Yes	Mitchell Wade	Required 1
Kappa Alpha Theta	Yes	Yes	Semi-Annual	NFPA	Yes	Fire Marshall/Staff	Yes	Richmond Alarm	Required 1
Phi Delta Theta	Yes	Yes	Semi-Annual	NFPA	Yes	Fire Marshall/Staff	Yes	Richmond Alarm	Required 1
Sigma Alpha Epsilon	No	Yes	Semi-Annual	NFPA	Yes	Fire Marshall/Staff	No	Unmonitored	Required 1
Sigma Phi Epsilon	No	Yes	Semi-Annual	NFPA	Yes	Fire Marshall/Staff	No	Unmonitored	Required 1
Theta Chi	No	Yes	Semi-Annual	NFPA	Yes	Fire Marshall/Staff	No	Unmonitored	Required 1

Appendix B: Fire Related Incidents in Student Housing Facility Annual Report (2012)

Fire Event Log (Calendar Year 2012)

R-MC Residential Building	Total Fires	Date	Time	Cause of Fire	Number of fire-related injuries	Monetary Value of Property Damage	Number of Fire related deaths
Phi Delta Theta	1	06/25/12	05:29pm	Cooking	0	\$ 50.00	0
Clements	1	12/04/12	05:30pm	Cooking	0	\$ 50.00	0
Sigma Phi Epsilon	1	05/13/12	07:09pm	Cooking	0	\$ 50.00	0
Theta Chi Fraternity	1	09/26/12	01:00am	House Fire	0	\$ 500,000.00	0

R-MC Residential Facility	Building Fire Alarm	Room Detection	Sprinklers	Connected to Monitoring Company	What fire safety standards is the building required to conform with?	Fire Extinguisher Present	Who conducts fire safety inspections?	How often are inspections carried out?	Evacuation maps at each Exit	Fire Drills (annual)
Mary Branch*	Yes	Yes	No	Hallway and Common Area only	NFPA*	Yes	Fire Marshall/staff	Annually	Yes	2
Irby*	Yes	Yes	Yes	Both Hallway and Individual Rooms	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Olin*	Yes	Yes	Yes	Both Hallway and Individual Rooms	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Jones*	Yes	Yes	Yes	Both Hallway and Individual Rooms	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Garland*	Yes	Yes	Yes	Both Hallway and Individual Rooms	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Bennett*	Yes	Yes	Yes	Both Hallway and Individual Rooms	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Smith*	Yes	Yes	Yes	Both Hallway and Individual Rooms	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Moreland*	Yes	Yes	No	Hallway and Common Area only	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Conrad*	Yes	Yes	No	Hallway and Common Area only	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Flippo	Yes	Yes	No	No	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Cochrane	Yes	Yes	No	No	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Birdsong	Yes	Yes	No	No	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Clements	Yes	Yes	No	No	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
314 N. Center Street	Yes	Yes	No	No	NFPA	Yes	Fire Marshall/staff	Annually	Yes	0
203 College Ave	Yes	Yes	No	No	NFPA	Yes	Fire Marshall/staff	Annually	Yes	0
320 N. Center Str.	Yes	Yes	No	No	NFPA	Yes	Fire Marshall/staff	Annually	Yes	0
104 Macon Circle	Yes	Yes	No	Both Hallway and Individual Rooms	NFPA	Yes	Fire Marshall/staff	Annually	Yes	0
312 N. Center Street	Yes	Yes	No	No	NFPA	Yes	Fire Marshall/staff	Annually	Yes	0
202 E. Patrick	No	Yes	No	No	NFPA	Yes	Fire Marshall/staff	Semi Annually	Yes	1
Thomas Branch*	Yes	Yes	Yes	Hallway and Individual Rooms	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Starr Hall*	Yes	Yes	No	Hallway and Common Area only	NFPA	Yes	Fire Marshall/staff	Annually	Yes	2
Apartment 2	Yes	Yes	No	No	NFPA	Yes	Fire Marshall/staff	Annually	No	0

Residential Fire Safety Systems (Calendar Year 2012)

Fraternity or Sorority	Sprinkler System (present or not present)	Alarms in individual rooms?	How often are inspections conducted?	What fire safety standards is the house required to conform with?	Have all fire safety standards been complied with?	Who conducts fire safety inspections?	If an alarm goes off in an individual room, what happens? (Do all alarms sound?)	Who is notified if a general common area or hallway alarm goes off?	How many fire drills in the 2012 calendar year?
Alpha Gamma Delta	No	Yes	Semi-Annual	NFPA	Yes	Fire Marshall/Staff	No	Unmonitored	Required 1
Delta Zeta	No	Yes	Semi-Annual	NFPA	Yes	Fire Marshall/Staff	No	Unmonitored	Required 1
Kappa Alpha Order	Yes	Yes	Semi-Annual	NFPA	Yes	Fire Marshall/Staff	Yes	Mitchell Wade	Required 1
Kappa Alpha Theta	Yes	Yes	Semi-Annual	NFPA	Yes	Fire Marshall/Staff	Yes	Richmond Alarm	Required 1
Phi Delta Theta	Yes	Yes	Semi-Annual	NFPA	Yes	Fire Marshall/Staff	Yes	Richmond Alarm	Required 1
Sigma Alpha Epsilon	No	Yes	Semi-Annual	NFPA	Yes	Fire Marshall/Staff	No	Unmonitored	Required 1
Sigma Phi Epsilon	No	Yes	Semi-Annual	NFPA	Yes	Fire Marshall/Staff	No	Unmonitored	Required 1
Theta Chi	No	Yes	Semi-Annual	NFPA	Yes	Fire Marshall/Staff	No	Unmonitored	Required 1