Office of Campus Safety

2017

INFORMATION AND EMERGENCY GUIDELINES FOR PARENTS AND STUDENTS
INDEX

Safety is a Shared Responsibility                  Page 1
Crime Prevention Tips                           Page 2
Residence Hall Security                         Page 3
Emergency Telephones                           Page 4
Questions and Answers                           Page 5
Important Telephone Numbers                    Page 5
R-MC Emergency Response Overview                Page 6
Hostile Intruder (s) Emergency Action Plan     Page 9
Office of Campus Safety

Campus Safety: Safety is a Shared Responsibility

Randolph-Macon College is committed to providing the members of the campus community and visitors with the safest and most secure environment possible. However, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study, and live on campus.

Randolph-Macon has designed its policies and regulations to create a safer and more harmonious environment for the members of its community. All campus community members and visitors of the college are required to obey these regulations. These policies not only reflect the college’s high standard of conduct but also local, state, and federal laws. When observed and enforced, they create a high degree of safety for the college community.

The Campus Safety Office embraces the entire college community and provides continuous service to maintain a reasonably safe environment in which members of the community can pursue their various activities, and which the college can fulfill its mission. The primary functions of the Campus Safety Office are: to protect and assist citizens of the college community and to safeguard its property and resources, to enforce the rules and regulations of the college as well as federal, state, and local law; and to treat all persons equally with respect, regardless to race, gender, religion or sexual orientation. Our safety program includes a number of professional, educational, and crime preventive services to generate a sense of personal responsibility in each individual to reduce criminal opportunities.

In addition to patrolling buildings and grounds 24 hours a day, we patrol the campus on foot, by vehicle, and on bicycle. Various community services are provided or supported by the Campus Safety Office, including: after hours escort service, property and vehicle registration, reporting crimes via our Silent Witness Program, crime prevention programs, responding to panic alarms, locking and unlock buildings, respond to requests for assistance, emergency response, timely warning safety alerts, campus wide alerts through our E2Campus Alert System, crime statistics, and maintaining a harmonious working relationship with local law enforcement agencies, Commonwealth’s Attorney's office, the courts and local government.

We are not law enforcement officers, but we do take responsibility to protect the campus grounds and facilities; and the faculty, staff, alumni, students, and visitors of Randolph-Macon College. Campus Safety Officers are trained in mediation for conflict resolution to reduce conflict within the educational system. In short, we are very familiar with the campus and the security and safety needs of our community. In addition to the myriad of security and safety-related functions, we manage the campus-parking program, produce student identification cards and monitor our high tech security system. The Campus Safety Office is located at 203 Caroline Street and is staffed 24 hours a day, 365 days a year. You can contact us at 804-752-4710.

Campus security is the primary responsibility of the Office of Campus Safety, administered by the Director of Campus Safety, who is responsible to the Dean of Students.

Sexual misconduct, including sexual assault and sexual harassment, violates state law, the Code of Student Conduct, and the college policy on non-discrimination. Reports of violations can be made to Campus Safety, The College Ombuds, or The Provost who is the Title IX Coordinator for the College.

Violations may be handled through internal processes and/or through the criminal justice system. The college responds to victims of sexual assault with an array of services. The College Ombuds are prepared to respond to incidences of discrimination, including sexual harassment.
Always report crimes no matter how small they may seem!

Crime Prevention Tips

Safety is everyone's responsibility. Being aware of your surroundings may prevent you from becoming a victim. Safety doesn't begin and end with Campus Safety. It takes the entire college community (faculty, staff and students) to make our campus a safe and secure place to live, work, study and play. You can help us help you by taking precautions and following a few safety tips.

- Read all timely warning messages from the Office of Campus Safety. These messages communicate important information about your safety.
- Trust your instincts. If a place or situation doesn't feel right it probably isn't. Leave.
- Avoid working or studying alone in a building at night.
- Avoid short cuts in isolated areas at night.
- Don't walk alone after dark. Use the escort service.
- Close doors behind you. Propping doors open invites trespassers.
- Refrain from possession, sale or distribution of dangerous drugs, cocaine, ecstasy, hallucinogens, or marijuana, however small the amount.
- Refrain from drinking alcohol if under age 21. It is illegal and subjects the violators to judicial board sanctions or the criminal justice system.
- Be aware of your rights in social and sexual situations. Be willing to say no if a situation becomes uncomfortable.
- Don't leave personal property lying around (book bags, bicycles, articles of clothing).
- Report any suspicious activity or persons to Campus Safety or an RA immediately. Be prepared to describe the suspicious person: hair color, race, complexion, height, weight, scars, clothing, etc.
- Register your bike and high value items with Campus Safety.
- Lock your room door, especially before retiring.
- Remember: "NO means NO." Unwanted physical contact is a crime.
- Be courteous to Campus Safety personnel.
- Never prop exterior doors.
- Don't drink and drive.
- Never park in fire lanes.
- Register your vehicle with Campus Safety.
- Engrave your valuables at Campus Safety
- Never attach your name and address to keys. If lost or stolen they could lead to theft.
- Keep your room door locked when leaving even for "just a minute" and when sleeping.
- DO NOT lend your student identification to another person. Persons who get caught with an identification that is not their own may be charged with possession of false identification which may result in 12 months in jail and/or $2500 fine or both.
- Wallets, purses, and book bags should never be left unattended.
- Keep keys in your possession. Do not place them under mats or in other obvious hiding places.
- Avoid working or studying alone in a building.
- When traversing the campus at night, say within well-lit walkways.
- If you cannot avoid walking alone at night, call Campus Safety for an escort.
- Do not put an ID tag with your name, address or license number on your key chain; if lost, the key chain could lead to theft.
- Carry only the cash and credit cards you need.
- Keep the doors and windows to your residence locked, even if you will be gone only a short time.
- Immediately call Campus Safety to report any criminal incidents and suspicious persons.
Campus Safety: Residence Hall Security

Our residence halls are equipped with a sophisticated access control system. The exterior hall doors are locked 24 hours a day. Students gain entry by using their own issued key fob. The Campus Safety Office monitors the system 24 hours a day. The doors are equipped with alarms, which are activated when a door is left open, or propped open to alert the residence. If a key fob is lost or stolen, it can be replaced the moment it is reported and the old one is removed from the system, which helps to reduce the risk of criminal opportunity. Students living in residence halls should keep their room doors locked at all times and never prop open exterior doors. A resident should escort guests in the halls at all times. While no system can guarantee a safe environment, overall security is certainly improved by the existence of a lock system.

The campus is monitored and evaluated 24 hours a day by safety personnel on foot, in a vehicle and/or on a bicycle. Safety personnel on duty are equipped with portable radios that provide constant communication to all parts and constituencies of the campus.

The Campus Safety vehicle used by our safety officers to patrol the parameter of the residence halls is equipped with a mobile radio and cellular telephone. This provides the ability to communicate rapidly with the local police. The Office of Campus Safety works closely with Physical Plant, Residence Life and Housing, and the Dean of Students Office to maintain security in all college buildings and residence halls. All residents are encourage to report all security and safety hazards to the Office of Campus Safety, Physical Plant or local authorities.

Because we feel that high visibility of uniformed officers is an effective deterrent to criminal activity, Campus Safety Officers actively patrol the campus on foot or bicycle. We believe that the relatively small number of motor vehicle thefts and burglaries given the nature of our campus is, at least in part, a result of the efforts we make in our Campus Safety operation to have a visible presence.

Campus Safety also works in cooperation with the Resident Assistant Staff members to provide security and controlled access to the college residence halls. This joint effort places patrol personnel around the residence hall areas during the hours of darkness. Only residents and their escorted guests are admitted after the buildings are locked. Professional staff is available 24 hours a day, 7 days a week to respond to emergency situations.

The college reserves the right to exclude from the premises all persons not conforming to acceptable behavioral norms. The policy concerning guests is defined and outlined in the student handbook, Fishtales.

Access to on-campus housing by college employees is on an "as needed" basis, and incorporates strict key and card access control procedures during hours of restricted access. R-MC students, faculty, and staff have access to academic, recreational, and administrative facilities on campus. The general public may attend cultural and recreational events on campus, with access limited to the facilities in which the event is located. All visitors are subject to the safety rules and regulations of the college.

Members of the community can report crimes directly to the Office of Campus Safety without revealing their identity, and all information is kept confidential. Offering this service to the community helps improve the quality of life of each individual, while giving a non-complaining witness an opportunity to participate in crime prevention anonymously.

Members of the college community, invited guests, and those conducting lawful business on campus may have access to nonresidential buildings. Only students, their invited guests, college employees in performance of their duties, and others authorized specifically by the college are permitted in residential buildings.
Emergency Telephones

The emergency telephones provide a direct line to the Office of Campus Safety 24 hours a day, 365 days a year. The caller's location is simultaneously announced into the Campus Safety Dispatch Office and over the radio of all Campus Safety Officers on duty for emergency response.

Emergency telephones should be used only when fire, police or medical response is required

Locations of the Emergency Telephones are located at:

- Andrews Hall Breezeway
- Bennett Hall
- Birdsong Hall
- Brock Commons between Conrad
- Campus Safety
- Conrad Hall
- Copley Science Center
- Counseling Services - Outside 206 East Patrick St.
- Crenshaw Gym
- Garland Hall
- Irby Hall
- Jones Hall
- Laundry Room/Annex
- Library Pavilion
- Mary Branch Circle and Mary Branch West Side Stairs
- Moreland Hall
- Old Chapel
- Olin Hall
- Peele Hall
- Smith Hall
- Starr Hall
- Tennis Courts South
- Thomas Branch
- West Athletic Fields

Randolph-Macon College has several AED Units located on campus at the following locations:

- Brock Commons
- Brock Center
- Blackwell Auditorium
- Thomas Branch
- Birdsong Hall
- Copley 1st Floor Lobby
- Estes Dining Hall

The Office of Campus Safety keeps a portable unit on board in the Campus Safety vehicle. The R-MC Athletics Department have access to three separate AED Units located in the Crenshaw/Alumni Gym.
Question and Answers

How do I report a Crime?
Suspicious persons or acts and emergencies should be reported to Campus Safety by calling (804) 752-4710 immediately; in person; or by using one of the emergency call boxes strategically located around campus.

Who should I contact in case of an emergency? For emergencies dial 911 or contact the Campus Safety Office by calling (804) 752-4710.

Where do I find the last three years of Crime Statistics? The Office of Campus Safety located at 203 Caroline Street.

How am I notified if a crime occurs on campus? If a crime occurs that jeopardizes the health and safety of our community, the Office of Campus Safety sends out timely warning bulletins via e-mail or through our new campus wide text messaging system “E2 Campus”. Please make sure your student’s cell phone is registered through the Campus Safety webpage http://www.rmc.edu/offices/campus-safety

What about security in the residence halls?
Campus Safety Officers periodically patrol the residence hall 24 hours a day. Dispatchers monitor door access via computers. A propped door will sound the panic alarm in Campus Safety.

I am a commuter or live in a fraternity/sorority on campus, should I register my vehicles?
All students must register their vehicle with the Office Campus Safety.

I lost my ID card and or key fob, what should I do?
Contact the office of Campus Safety immediately, or go to Campus Safety immediately. A fee is charged to your account to process a new card and/or key fob

Important Phone Numbers

Police/Fire/Rescue: 911
Campus Safety: 804-752-4710
Ashland Police Dept.: 804-365-6140 (non-emergency number)
Counseling Center- 804-752-7270
Escort Service: 804-752-4710

Other Important Phone Numbers:

Grant Azdell, Vice President for Student Affairs and Dean of Students
Office- (804) 752-7266

Kathryn Hull, Senior Associate Dean of Students and Director of Campus Safety
Office- (804) 752-4710

Anne Marie Lauranzon, Director of Marketing & Communications
Office- (804) 752-7317

Tom Dwyer, Director of Operations & Physical Plant
Office- (804) 752-3750
R-MC EMERGENCY RESPONSE OVERVIEW
(Revised 2017)

This document is a summary of the Randolph-Macon College Emergency Preparedness & Response Plan. It is designed to inform the R-MC Community of the essential concepts presented in the formal plan and the actions that may be required during an emergency. This document is not intended as a substitute for the College’s formal Emergency Preparedness & Response Plan.

Randolph-Macon College has a mission of “developing the minds and character of its students.” To meet this goal effectively, it is imperative to provide a safe and healthy environment for students and employees. Randolph-Macon College continually strives to provide such an environment. As part of the Environmental Health & Safety program, the Emergency Response Overview has been established to address emergency situations.

This document is designed to keep you safe during an emergency. Please be familiar with the information presented here.

Goals:
- To ensure a safe and healthy environment for students and employees and to foster and enhance the safety of Randolph-Macon College (R-MC).
- To ensure readiness for various emergency situations.
- To establish a framework of decision-making, planning and response procedures to be implemented during emergency situations.
- To establish able leadership during emergencies, capable of providing direction consistent with College policies.
- To promote cooperation between R-MC and local, state and/or federal emergency response organizations.
- To communicate crisis management information clearly to the community.

Direction and Control:
- The ERT (Emergency Response Team) is a “first response” team responsible for coordinating R-MC’s responses in accordance with established policies and R-MC’s best interest. The ERT is led by the Dean of Students.
- The ERT Leader will be notified immediately during an emergency and will direct the notification of and assembly of all necessary personnel.
- The decision to notify students and employees will be made by the ERT leader.
- If an evacuation or sheltering is ordered, the ERT Leader will designate R-MC personnel to assist with the process. These employees will also be responsible for the management of the evacuation and/or shelter areas.
- In emergency situations, ERT members will have the authority to institute actions and delegate tasks to employees and students of the College to protect the welfare of the community.
- The College has agreed to delegate authority to respond to emergency situations to the senior command of local, state or federal public safety organizations after assistance has been requested.
- The College will delegate Incident Command to local, state or federal law enforcement when appropriate.

Emergency Notification Procedures: R-MC will use every appropriate method to notify the R-MC community of an emergency event including:
- R-MC Alerts
- Group e-mail
- Direct door-to-door notification using Residence Life staff and para-professionals
Evacuations and sheltering: R-MC’s evacuation plan is designed to provide all members of the R-MC community a clear and efficient procedure to escape or shelter from imminent danger. The College will employ the most conservative approach consistent with safeguarding the community and reducing potential confusion and panic.

- **Sheltering in Place:** During severe weather, domestic terror or hostile intruder events, students, faculty and staff may be directed to:
  i. Remain in their current room or building,
  ii. Return to their residences or offices,
  iii. Immediately seek shelter in the nearest appropriate building or facility.

- **Shelter Management:** R-MC follows Red Cross guidelines for sheltering. The senior faculty or staff member will be in charge of a room or building being used for shelter.

- **Area Evacuation:** When an emergency renders a specific area, room, or rooms unsafe, an employee of the College, Residence Life staff, or other designated person may order an area evacuation. It may not be necessary to call Campus Safety for an Area Evacuation. At the assembly area, head counts will be taken when appropriate.

- **Building Evacuation:** When an emergency renders an entire building unsafe, an employee of the College, Residence Life staff, or other designated person may order a Building Evacuation. One individual should be designated to notify Campus Safety during a building Evacuation. An assembly area will be designated and head counts taken, if appropriate.

- **An Emergency Campus Evacuation:** is ordered when an emergency situation presents imminent danger to the safety of students and employees across campus and requires immediate evacuation on foot. Students and employees will be directed to proceed to a designated assembly area. Specific directions and routes will be communicated.

- **Precautionary Evacuation:** The risk to the safety or health of students and employees is distant, but all students and employees are directed to an assembly area for group transportation, or an orderly individual evacuation by foot or by private vehicle. The main assembly area on campus is Day Field.

- **Designated off-campus assembly areas:** In the event of an emergency campus evacuation, all students and employees will be guided or transported to:
  i. Primary location: Food Lion parking lot, Routes 1 & 54, Ashland.
  ii. First alternate: Patrick Henry High School, 12449 W. Patrick Henry Road.

Public information:

- The release of any information to the public, representatives of the media or statements to outside organizations will be coordinated through R-MC’s Director of Marketing & Communications or the Media and Communications Specialist.
- R-MC will work cooperatively with the Hanover County Emergency Communications Center and regional law enforcement.
- If an Emergency Operations Center (EOC) is established by local, state or federal agencies, R-MC will provide a liaison. All public information will be conveyed directly to the EOC to be disseminated by the EOC.

Responsibilities:

- All R-MC students and employees have the responsibility to report any emergency or suspected emergency to Campus Safety immediately. It is not always necessary to call 911, but it may be appropriate.

- All R-MC students and employees who receive directions or commands from emergency response personnel during emergency situations must comply. This may include:
  i. Following evacuation / sheltering orders.
  ii. Passing emergency information on to others
  iii. Assisting with evacuation / sheltering.

R-MC Employees and students who have been assigned to the following groups or have been delegated other specific responsibilities must keep all appropriate documentation readily available and current:
- Emergency Response Team
- Campus Safety Office
- Residence Life staff and para-professionals
Training: The College will conduct training sessions and emergency preparedness drills annually according to the following guidelines:

- Attendance and participation is expected of all employees and students who have emergency response duties. These community members should fulfill their emergency response roles during any emergency preparedness drills.
- An emergency preparedness exercise should be carried out as if it were an actual emergency. No calls to 911 are required and no fire alarms should be activated, but all other procedures and directions should be followed, unless specifically stated otherwise.
- Campus evacuation/sheltering exercises, when planned, are an essential part of these exercises. Participation in these drills is mandatory for employees and students who are designated as part of an emergency response team or group.
- Participation in evacuation / sheltering drills is strongly encouraged for all other employees and students; however supervisors or faculty may exempt employees or students from participation. Also, any non-College groups using campus facilities may be exempt from participation.

Re-entry Plan:

- Return of R-MC students and employees will be determined according to the best available information from emergency personnel.
- The Director of Residence Life will direct student re-entry to campus.
- Only those buildings cleared by emergency personnel will be authorized for re-entry. This includes fraternities and sororities.

After-action:

- Temporary Housing will be provided by R-MC when appropriate. Accommodations will be based on the number of displaced students and the scope of the property loss.
- Emergency supplies will be provided to students if necessary.
- Counseling Services will be made available to students through R-MC’s Center for Counseling and Career Planning as well as the Chaplain’s Office. Additional, large-scale services may be provided after an emergency, based on need.
- The ERT will convene and file an after-action report to the President of the College within 30 days of the event.
Hostile Intruder(s) Emergency Action Plan

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within a building, we recommend the following procedures be followed:

- Lock yourself in the room you are in at the time of the threatening activity.
- If communication is available, call 911.
- Don't stay in the open hall.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- Barricade yourself in the room with furniture or anything you can push against the door.
- Lock the window and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in an open area such as a hallway or lounge type area, you must decide what action to take.
  
  I. You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the building looking for victims.
  
  II. If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
  
  III. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
  
  IV. The last option you have if caught in an open area in the dorm, may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
  
  V. If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
  
  VI. Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

This Emergency Action Plan cannot cover every possible situation that might occur.

Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

Warning Signs

It must be stressed that if you have had contact with ANY INDIVIDUALS who display the following tendencies, that you contact the police, student affairs officials, a Psychological Services administrator or other college official in a timely manner:

- Threatens harm or talks about killing other students, faculty or staff.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Swears or uses vulgar language most of the time.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Assails others constantly to include immediate family members.
- Possesses weapons (firearms or edged weapons) or has a preoccupation with them.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.