



**Annual Security and  
Fire Safety Report  
2019**

# Annual Security and Fire Safety Report 2019

## Table of Contents

- I. Context of the Law
  - A. Confidential Reporting
- II. Campus Security and Safety
  - A. Honor Code and Code of Student Conduct
- III. How to Get Help
  - A. Daily Crime Log
- IV. Emergency Procedures
- V. Access to Campus
- VI. Authority
- VII. Alcohol and Other Drugs
- VIII. Programs
- IX. Community Notification
  - A. Timely Warning Notice
  - B. Immediate (Emergency) Notification
- X. Violence Against Women Reauthorization and Sexual Misconduct
  - A. Federal Clery Act Definitions
  - B. Jurisdictional Definitions of Crimes Parallel to Clery Act Crimes
  - C. Hampden-Sydney College's Policies
  - D. Immediate Sources of Help
  - E. Campus Sexual Misconduct Judicial Procedures
  - F. The Rights of the Complainant and the Respondent
  - G. Programs
  - H. Sex Offender Registry
  - I. Harassment and Discrimination Policy
- XI. Crime Statistics
  - A. 2018
  - B. 2017
  - C. 2016
- XII. Emergency Telephone Numbers
- XIII. Missing Student Notification
  - A. Policy
  - B. Procedure
- XIV. Emergency Response, Notification and Terms
  - A. Response
  - B. Notification
  - C. Terms
- XVII. Annual Fire Safety Report
  - A. 2018
  - B. 2017
  - C. 2016

## **Annual Security and Fire Safety Report – 2019**

### **I. CONTEXT OF THE LAW**

In 1990 Congress passed legislation that established the right of students, their parents, and employees to know about crimes committed on campuses and about campus security policies and procedures. By having colleges and universities disseminate such information, Congress intended to increase the level of campus security awareness, thereby helping to create safer campuses. In compliance with this law, now called the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and in support of the aims of the legislation, Hampden-Sydney College (H-SC) herein presents the following information related to campus security and safety. It is the policy of the College to have the Director of Public Safety and Chief of Police to annually gather data, compile and distribute the final report. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: the College Department of Public Safety and Police, the Town of Farmville Police Department and the Prince Edward County Sheriff's Department, as well as other agencies with jurisdiction within the College's Clery geography, and non-police officials (known as Campus Security Authorities, or CSA). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law). Statistical information is requested by and provided to Department of Public Safety and Police by the employees at the College's Health and Wellness Center, even though they are not required by law to provide statistics for the compliance document.

All of the statistics are gathered, compiled, and reported to the College community via this report, which is published by the Department of Public Safety and Police. The Clery Compliance Coordinator submits the annual crime statistics published in this brochure to the United States Department of Education. The statistical information gathered by the Department of Education is available to the public through the Department of Education website.

#### **A. CONFIDENTIAL REPORTING**

The College does not have a voluntary confidential reporting system for inclusion in the annual crime statistics. Therefore, pastoral and professional counselors, if and when they deem it appropriate, inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. The Director of Counseling, when functioning as such, can report crimes to the Department of Public Safety to be included in the annual statistical disclosure. Such reports may be made without disclosing personal identifying information but with enough information to allow the Department of Public Safety to make a timely warning consideration and to try to prevent double counting crimes.

### **II. CAMPUS SECURITY AND SAFETY**

Located in a rural setting, Hampden-Sydney College has historically had a safe and secure environment. That is not to say that crimes and arrests do not occur, for they do. However, acts that threaten one's

safety are not characteristic of this community.

One of the significant reasons for this is that those in the community—students, faculty, and staff—accept responsibility for their own and others' safety and cooperate with campus police officers and residence hall staff, among others, in trying to protect persons and property. We recognize that in a close-knit community like ours, we should continue to rely on one another and to follow sound practices if we are to sustain a safe and secure campus environment.

#### A. HONOR CODE AND CODE OF STUDENT CONDUCT

The Hampden-Sydney College Honor Code and Code of Student Conduct are enumerated in *The Key*. Students should be familiar with the Honor Code and the Code of Student Conduct and abide by these precepts and regulations. They should also encourage other students to abide by these codes to enhance the quality of life on campus and to diminish the number of threats to safety involving students and others.

### III. HOW TO GET HELP

The offices of the Department of Public Safety and Police are located at 88 Atkinson Avenue. Police services are available 24 hours a day, 7 days a week.

It is the policy of the College, if feasible, to have the Department of Public Safety and Police personnel and/or other appropriate staff respond to any reported crime or emergency involving a threat to personal safety and security or to enlist the help of local police agencies or emergency services, such as the First Responder Service of the Hampden-Sydney Volunteer Fire Department or the Prince Edward Volunteer Rescue Squad, all of which can be reached by dialing 911. Additionally, reports may be sent to the Office for Student Affairs for review and potential action. Communication officers are available 24 hours a day to answer your calls. In response to a call, Department of Public Safety and Police personnel will take the required action, either dispatching a police officer or asking the victim to report to Department of Public Safety and Police to file an incident report. All reported crimes will be investigated by the Department of Public Safety and Police, and may become a matter of public record. Department of Public Safety and Police incident reports that involve student conduct violations are forwarded to the Dean of Students Office for review and referral to the Student Justice System for potential action, as appropriate. Department of Public Safety and Police personnel will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Student Justice System. If assistance is required from the County Sheriff's Office or Hampden-Sydney Volunteer Fire Department, the Department of Public Safety and Police personnel will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including the Department of Public Safety and Police, will offer the victim a wide variety of services (see section X).

All crimes or emergencies should be reported to the Department of Public Safety and Police. For direct telephone access to the Department of Public Safety and Police, dial (434) 223-6164 (only 6164 is needed if dialing from an office, residence hall, or fraternity house telephone that is part of the College's telecommunications system). If there is no answer or only a recorded answering device, call (434) 392-3332 and the Farmville communication officer will immediately try to contact a College police

officer through the police communications system. The communication officer can also call for assistance from the Prince Edward County Sheriff's Department or the State Police, who work independently and cooperatively with the Department of Public Safety and Police, as the situation requires.

Thus, anyone with information about crimes or violations of college rules should report the matter to the Director of the Department of Public Safety and Police, or a police officer so that the data can be included in the annual statistical disclosure and for assessment for a timely warning notice.

#### A. DAILY CRIME LOG

The College's daily crime log is maintained by the Department of Public Safety and Police and is available at: <http://web4.hsc.edu/security/crimeLog.php> .

The public may request a copy of the crime log at the Department of Public Safety and Police headquarters, located at the Bush House at 88 Atkinson Avenue, during normal business hours (typically Monday through Friday, from 8:30 am to 5:00 pm, except holidays). The log contains the criminal activity, medical and fire incidents for the previous sixty (60) days. Any portion of these crime and fire logs that are older than 60 days are made available for public inspection within two business days of a request.

#### IV. EMERGENCY PROCEDURES

In an emergency:

- Dial 911
- Use the blue emergency phones located:
  - Alpha Dorm Parking Lot
  - Crawley Forum
  - Bortz Library
  - Between White House and the Carpenters Residence Halls
  - Fraternity Circle
  - Parking Lot Behind Venable

If you feel threatened or have a safety or security concern and are unsure of what to do, remember that your resident advisor (RA), or any other RA, can be a source of assistance, as can the assistant deans in the Office of Student Affairs. The assistant deans are located in the Brown Student Center.

Where the nature of a problem is such that other support services are required, such as counselors and health service professionals, College Police officers or personnel in the Office of Student Affairs will make the contacts, as deemed necessary.

Students, faculty, staff and guests are urged to report all acts of violence or crimes, including theft, accurately and promptly to the Department of Public Safety and Police, when the victim of a crime elects to or is unable to make such a report. If you discover a crime to have been committed after the fact, it

needs to be reported, too, so that follow-up action can be taken, if needed, and accurate records can be maintained.

## **V. ACCESS TO CAMPUS**

Students, faculty, staff, and other employees of the College have access to academic, administrative, and recreational facilities on campus. Access to residence halls is limited primarily to students and their guests, but employees have access as needed, for maintenance, emergencies, residence hall programming, informal interaction with students, and related purposes.

During normal business hours, academic and administrative buildings are open and accessible to the College community, as well as campus visitors and guests. The general public is welcome to attend most cultural and sports events, unless otherwise stipulated, but the general public does not have access to the campus or College facilities on a regular, routine basis. Exceptions are made for specified community service programs and public relations purposes.

The Department of Buildings and Grounds maintains College buildings and grounds with sensitivity to safety matters, to include the maintenance of proper campus lighting on walkways and in parking lots and trimming shrubbery.

When College is in session, the main doors of residence halls are not locked. However, each residence hall room has a door lock, and students are encouraged to keep their room keys on their person and to lock their room doors at night and at all other times when the room is not occupied. The student governed honor system works extraordinarily well, but with guests often present, especially on weekends, the residence halls become much more “public.” Thus, prudence is encouraged.

The Department of Public Safety and Police officers routinely patrol campus grounds and buildings, including academic, administrative and residential facilities to monitor security issues and concerns. Housing staff members also act as an additional set of eyes and ears to report security related matters that occur within residential facilities.

To enhance the security of bicycles and to diminish the chances of theft, students are urged to lock their bikes in the racks provided outside many residence halls and other buildings or to secure them by chaining them to a fence, a pole or any bike rack. Bikes must be registered with the Department of Public Safety and Police. Locks are available in the Bookstore.

Students should take common-sense precautions to protect their personal property such as marking stereos, cameras, TV's, computers, and the like with engraving instruments. Valuables left in a car should be locked in the trunk, if applicable, and the motor vehicle itself should be locked when parked.

During holiday periods students are expected to secure their own belongings by locking room doors and windows when the room is vacated.

Students also are urged to report to College police officers or other personnel, as appropriate, any suspicious-looking individuals whom they believe do not belong in their residence halls or other College buildings and any troubling, unusual incidents in or around residence halls or elsewhere on

campus.

It is the policy of this College to disclose to victims of violent crime the results of any disciplinary actions taken against those who violate the Code of Student Conduct in this context.

## **VI. AUTHORITY**

The Department of Public Safety and Police is responsible for maintaining a safe and secure environment. This mission is fulfilled through the deployment of police and security officers on the campus. Police officers are certified by the Commonwealth of Virginia after successfully completing the Virginia Department of Criminal Justice Services mandated law enforcement academy. Police officers are armed and have the obligation and authority to arrest and issue summons when criminal or traffic violations are observed, or after completing an investigation of the incident. Police officers enforce the Code of Virginia and the policies of the College. Police officers regularly complete in-service training to remain certified. College security officers provide support to the police officers by adding an additional layer of preventive patrol. College security officers have no responsibility or authorization to arrest individuals for violations of the law. In addition to securing buildings and providing patrol, College security officers perform traffic and crowd control functions.

The jurisdictional authority of College police and security officers includes the campus and a limited area beyond the boundaries of the College, as well as off campus property owned by the College. All of the College police officers are also deputized by the Prince Edward County Sheriff. These personnel have additional authority beyond the normal College boundaries to include Prince Edward County.

Officers of the Department of Public Safety and Police work cooperatively with the State Police and with the local police in the Town of Farmville and Prince Edward County. The Department of Public Safety and Police does not maintain a memorandum of understanding (MOU) pertaining specifically to the investigation of criminal incidents, but does have mutual aid agreements with the Farmville, Prince Edward County and Longwood University.

Police officers prepare written incident reports for their own internal use and for record-keeping purposes. Also, the Department of Public Safety and Police, on a voluntary basis, seeks information from local and state police jurisdictions on any crimes committed or arrests made at non-campus locations involving Hampden-Sydney students and student organizations. This information is forwarded to the Dean of Students Office for action. No officially recognized student organizations are located at non campus facilities; however, some students live off campus in College-owned facilities.

Finally, the Department has a trained Virginia Fusion Center liaison officer that receives updates and notices of criminal incidents and intelligence from the Virginia State Police. Information that is relevant to the Hampden-Sydney community is shared with all police and security officers.

## **VII. ALCOHOL AND OTHER DRUGS**

The College complies with the Drug Free Schools and Communities Amendments of 1989 by making

students and employees aware of laws pertaining to alcohol and other drugs and by actively discouraging the violation of these laws. Policies on alcohol and illegal drugs and on the enforcement of these rules are in *The Key*, the student handbook.

In accordance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989, the College is committed to maintaining a drug free workplace and promoting high standards of employee health and safety. College standards prohibit the illegal manufacture, possession distribution or use of alcohol and drugs. The College policy may be viewed at:

<http://www.hsc.edu/Documents/HR/EmployeeHandbook/VA-7201-1296a12.pdf> (see Section 5)

It is well known that many acts of violence, including sexual abuse, occur when one or more of those involved have abused alcohol or other drugs and are under their influence. Therefore, the College urges caution when one is in a setting where alcohol is present and reminds those who do consume alcohol that they are expected to do so in a low-risk manner consistent with the law.

Students receive educational information about alcohol and illegal drugs through orientation for new students, programs in residence halls and fraternity houses, the freshman advising seminar, and other special events conducted on campus.

The College prohibits the unlawful possession, use, and sale of alcoholic beverages and the Department of Public Safety and Police will enforce Virginia underage and possession drinking laws. Additionally, the College prohibits the possession, use, and sale of illegal drugs and the Department of Public Safety and Police will enforce Virginia drug laws and College policies.

## **VIII. PROGRAMS**

From time to time police officers visit residence halls and fraternities to talk with students about security awareness procedures and concerns and to encourage crime prevention. Also, special notices are sent via e-mail, *The Tiger* (student newspaper), and on the in-house cable television channel (Tiger News Network) about security concerns and security alerts. Students and employees are regularly encouraged to be responsible for their own security and that of others, which is a common theme discussed during security awareness programs. During the 2018 calendar year, the Department of Public Safety and Police,

Office of Student Affairs and the Health and Wellness Center offered many programs pertaining to topics such as personal safety, alcohol and drug abuse awareness and sexual assault prevention. The 2018 calendar year presentations:

**3rd Millennium Classroom – All incoming students are required to complete online substance education courses prior to arrival on campus.**

**Alcohol-Wise** educates about the harmful effects of alcohol and acts as a prevention tool for alcohol-related violations. Tailored to the individual, students receive personalized feedback, self-referral tools, and pre- and post-course assessments to measure behavior change and knowledge gain.



**Marijuana-Wise** educates students about the harmful effects of marijuana and acts as a prevention tool for future marijuana related problems. It includes research on marijuana's impact on sleep, IQ, its potential as a "gateway drug," and its links to schizophrenia, and synthetic marijuana's health consequences.

**Training for Intervention ProcedureS "TIPS"** – TIPS is a nationally recognized certification alcohol awareness program that helps students make sound choices when faced with difficult decisions about alcohol. This 2.5 hour course is offered several times a year to targeted and general groups and is available upon request.

**Legal Issues for College Students** – A panel of town and county police officers and other court personnel speak to freshmen each year on law violations specific to the student population. The local prosecutor and chief of police guide the discussion. This program is offered in August.

**Substance Education** – A team of faculty and staff led by Assistant Dean for Substance Education conduct a course on alcohol and other drug education and bystander intervention in the context of the college experience. This program is presented to all freshmen.

**How To Help A Friend** – Training with student leaders on warning signs and effective ways to respond when someone needs help from alcohol or other drug use. This is a 2 hour training shared with SGA, SJS, IFC and RAs.

**Personalized Feedback Inventory "PFI"** – The PFI is an online tool provided to students looking to assess their drinking habits. The course takes approximately 20 minutes and provides feedback on money spent on alcohol, calorie intake and comparisons of college student drinking (perception vs. reality). The PFI was shared with athletic teams and fraternities in a group setting.

**H-SC's Recovery Community** – The Recovery Community gives students permission to reduce usage of AOD, and signals addiction is real and there is support. Substance-free, social and community-building activities are provided to elicit positive interactions among student without alcohol or other drugs.

**Sober Tailgates** – Provided at home football games

### **Monthly awareness campaigns**

National Recovery Month (Sept.)

National Collegiate Alcohol Awareness Week (Oct.)

Great American Smoke-Out (Nov.)

Dry January

Random Acts of Kindness (Feb.)

Alcohol Awareness Month (April)

**TIGERS STEP UP!** – On-going bystander intervention training (year-round)

**Hazing Prevention** – presented to the Greek community each spring and fall.

In May 2008 the College adopted a new Harassment and Discrimination Policy. Cases wherein the Complainant is a faculty or staff member of Hampden-Sydney College should refer to the College's Harassment and Discrimination Policy (see Section X).

## **IX. COMMUNITY NOTIFICATION**

### **A. Timely Warning Notices**

Everyone should be aware that the College gives timely notice to the community when certain types of crimes are reported to campus authorities or local police agencies if such crimes are considered a serious or ongoing threat to students and employees. Timely Warning Notices are typically issued for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications: murder and non-negligent manslaughter, sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, arson, hate crimes, motor vehicle theft, domestic violence, dating violence, stalking, or arrests and referrals for liquor law, weapons law, and drug law violations.

Alerts for the crimes of aggravated assault, motor vehicle theft, burglary, sex offenses, domestic violence, dating violence, stalking, and arrests or referrals for liquor, drug, and weapons offenses are considered on a case-by-case basis and depend on the facts of the case and the information known by the Department of Public Safety and Police. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other H-SC community members and a Timely Warning Notice would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute in a "timely" manner to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount information known by the Department of Public Safety and Police. Cases involving property crimes will be assessed on a case by case basis and alerts will typically be sent if there is a discernible pattern of crime. The Director of Public Safety and Chief of Police, or designee, reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning Notice is warranted. Alerts may not be issued for any incidents reported after ten days from the date of occurrence. Timely Warning Notices may be posted for other crime classifications and locations, as deemed necessary.

Reports of this nature should immediately be made to the Director of Public Safety and Chief of Police or a police officer. Typically, Timely Warning Notices are written and distributed by the Director of Public Safety and Chief of Police. These notices should be heeded, for, in practice, such a notice would be infrequent and should command special attention. Notice is made in a variety of ways, depending on the situation. The primary emergency notification system includes sending text messages, sending email notices, interrupting campus information displays with incident information and replacing the rotating images on the College home webpage with incident information.

Secondary notification may include posting notices at strategic locations on campus and placing a bulletin on the local campus cable channel, which is wired into all residence hall and fraternity house rooms and some other campus locations. Timely Warning Notices will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences. Professional and pastoral counselors, acting in such capacity, are exempt from the timely warning reporting requirement.

**B. Immediate (Emergency) Notification**

Hampden-Sydney College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health, safety of students or staff occurring on campus. The 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. The College is not required to issue a Timely Warning Notification based on the same circumstances as an Emergency Notification.

In the event of an emergency, the ENS will send critical information, news, and instructions using the following format:

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender	Backup Message Sender
<b>PRIMARY</b>					
Text Message sent to all H-SC student, faculty, and staff cell phones that have not been opted out of the ENS	Director of Public Safety and Chief of Police	Emergency Management Coordinator	Dean of Students	Director of Public Safety and Chief of Police	Emergency Management Coordinator
Voice Messaging	Director of Public Safety and Chief of Police	Emergency Management Coordinator	Dean of Students	Director of Public Safety and Chief of Police	Emergency Management Coordinator
Email Messaging	Director of Public Safety and Chief of Police	Emergency Management Coordinator	Dean of Students	Director of Public Safety and Chief of Police	Emergency Management Coordinator
Electronic Bulletin Boards	Director of Public Safety and Chief of Police	Emergency Management Coordinator	Dean of Students	Director of Public Safety and Chief of Police	Emergency Management Coordinator
College Home Webpage	Director of Public Safety and Chief of Police	Emergency Management Coordinator	Dean of Students	Director of Public Safety and Chief of Police	Emergency Management

					Coordinator
<b>SECONDARY</b>					
Posters	Director of Public Safety and Chief of Police	Emergency Management Coordinator	Dean of Students	Director of Public Safety and Chief of Police	Emergency Management Coordinator
Campus Cable Channel	Director of Public Safety and Chief of Police	Emergency Management Coordinator	Dean of Students	Director of Public Safety and Chief of Police	Emergency Management Coordinator
Face to Face Communication	Director of Public Safety and Chief of Police	Emergency Management Coordinator	Dean of Students	Director of Public Safety and Chief of Police	Emergency Management Coordinator

**X. VIOLENCE AGAINST WOMEN REAUTHORIZATION AND SEXUAL MISCONDUCT**

Hampden-Sydney College prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking, as defined by the Clery Act, and issues this statement of policy to inform the campus community of our procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

**A. FEDERAL CLERY ACT DEFINITIONS**

Federal Clery Act definitions for crimes of domestic violence, dating violence, sexual assault and stalking as follows:

Domestic Violence:

- i. A Felony or misdemeanor crime of violence committed-
  - A) By a current or former spouse or intimate partner of the victim;
  - B) By a person with whom the victim shares a child in common;
  - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - E) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Definition of a Crime of Violence: According to Section 16 of Title 18 of the United States Code, the term "crime of violence" means:

- i. An offense that has an element of the use, attempted use, or threatened use of physical force against the person or property of another; or,
- ii. Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

i. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

ii. For the purposes of this definition—

A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

B) Dating violence does not include acts covered under the definition of domestic violence 2019 -

iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.

#### Stalking:

i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

A) Fear for the person's safety or the safety of others; or,

B) Suffer substantial emotional distress.

ii. For the purposes of this definition—

A) Course of Conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

B) Reasonable Person means a reasonable person under similar circumstances and with similar identities to the victim.

C) Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

#### B. JURISDICTIONAL DEFINITIONS OF CRIMES PARALLEL TO CLERY ACT CRIMES

Virginia definitions of crimes of domestic violence, dating violence, sexual assault and stalking as follows:

##### Domestic Violence:

i. Domestic violence means any act involving violence, force, or threat including any forceful detention, which results in physical injury or places one in reasonable apprehension of serious bodily injury and which is committed by a person against such a person's family or household member.

ii. The following are defined as family or household members for purposes of Virginia domestic violence laws: spouse, regardless of residence; ex-spouse, regardless of residence; in-laws who live in the same home; persons who have a child in common, regardless of residence; co-habitants; and those who have cohabitated in the past year,

and their children.

iii. Both stalking and sexual assault can constitute family abuse.

**Dating Violence:** The Commonwealth of Virginia does not have a dating violence law. This would be charged under assault codes (simple, aggravated, sexual). The exception would be if they live together, or have a child together, then it would fall under domestic violence law. It is however covered as a Title IX offense.

**Sexual Assault:** Virginia has defined 20 crimes that are used to prosecute sexual assault and related crimes within the state. Defined generally, a sex crime in Virginia is a sexual act on a person that has not given or is capable of giving consent.

- Rape is defined as sexual intercourse with a complaining witness, whether or not his or her spouse, or causes a complaining witness, whether or not his or her spouse, to engage in sexual intercourse with any other person and such act is accomplished
  - i. against the complaining witness's will, by force, threat or intimidation of or against the complaining witness or another person; or
  - ii. through the use of the complaining witness's mental incapacity or physical helplessness; or
  - iii. with a child under age 13 as the victim
- Fondling is not defined by the Commonwealth of Virginia
- Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape-while the Commonwealth doesn't use the phrase "statutory rape," the criminal act is essentially the same. There are two separate "statutory rape" crimes in Virginia. The first statute deals with carnal knowledge of a child between 13 and 15 years of age. The second statute deals with someone 18 years old or older having sex with someone age 15, 16, or 17 years of age.

**Stalking:** Stalking is defined as repeated conduct which places a person, or his or her family, in reasonable fear of death, sexual assault, or bodily injury.

**Consent:** There is no specific statutory definition of consent in Virginia. However, the law infers the lack of consent when there is evidence of physical force, threats, intimidation, impaired mental capacity, physical disability or if the victim is under the statutory age of consent.

### C. HAMPDEN-SYDNEY COLLEGE'S POLICIES

Under the H-SC Code of Student Conduct, consensual sexual activity can constitute a breach of the Code where, for instance, such activity is unlawful or is carried on in public. Unwelcome sexual conduct, including acts perpetrated against another individual without consent constitute sexual misconduct, which is prohibited by college policy, as well as state and federal law. Acts of sexual misconduct may occur between students, between students and employees, or students and third-parties who are not employed by or students of the College. This appendix uses the term Complainant to refer to the person against whom actions were allegedly perpetrated (even if that person chooses not to make a formal complaint) and the term Respondent to refer to the person whose actions are being questioned. The College encourages all members of the college community to be aware of both the consequences of sexual misconduct and the options available to those whom it impacts. The College urges those affected by sexual misconduct to seek assistance using any appropriate resources. Through the Title IX Coordinator, its health service, residence life, and student affairs offices, the College offers educational programs to promote awareness of rape, acquaintance rape, and other forms of sexual misconduct. A student respondent who is found responsible of sexual misconduct for acts that occurred on or off campus can be disciplined under the College's Sexual Misconduct Policy and in some cases may be prosecuted under Virginia criminal statutes. Even if criminal justice authorities do not prosecute, the College can pursue disciplinary action, which could result in suspension or expulsion from the College. The College may pursue enforcement of its own policy, whether or not legal proceedings are underway or in prospect, and may use information from third-party sources, such as law enforcement agencies and the courts, to determine whether college rules or federal civil rights laws have been violated. The College will make no attempt to shield members in the College community from the law, nor will it intervene in legal proceedings on behalf of a member of the community.

Sexual misconduct encompasses a wide spectrum of misbehaviors, from the one-time use of a sexual slur, to violent sexual acts. Sexual misconduct can be verbal, visual, or physical and occurs when there is unwelcome conduct of a sexual nature. Sexual misconduct can also occur when there is unwelcome verbal, visual, or physical conduct, not necessarily of a sexual nature, that is perpetrated because of another person's sex or sexual orientation. There is a lack of consent when acts are committed either by force, intimidation, or through use of the another person's mental incapacity or physical helplessness. Minors can never consent to sexual activity.

### D. IMMEDIATE SOURCES OF HELP

Students or guests who have been the target of sexual misconduct can receive immediate assistance. Depending on the circumstances and your wishes, one or more of the following courses of action may be open to you.

Safety—If you are not in a safe place, try to get to one.

1. Campus Police can provide assistance anywhere on campus and on any college-



owned property. A Complainant does not have to determine whether or not particular acts of sexual misconduct are violations of criminal law. Law enforcement officers can do this. Complainants are welcome to have a friend, parent, or other supporter present while making a report to Campus Police. Campus Police can be reached at the following address: Bush House, 88 Atkinson Avenue. Hampden-Sydney, VA 23901. Telephone (434) 223-6164 or 911.

- If the alleged assault occurred on campus, please report to Campus Police at (434) 223-6164 or 911. The 911 dispatcher will contact Campus Police personnel if you are unable to reach them.
- If the alleged assault occurred in the Town of Farmville, please call the Farmville Police Department at (434) 392-3332.
- If the alleged assault occurred elsewhere in Prince Edward County, please call the Prince Edward County Sheriff's Department at (434) 392- 8101.
- You can choose to report an alleged assault to any of the above departments anonymously.
- You can choose not to report an alleged assault to the police.
- Even if you choose not to report right away, you can change your mind and report later, although this may limit the amount of physical evidence that can be collected.

Blue Light Telephones. The following locations are equipped with emergency blue light phones. The phone can either be manually dialed by pressing the black button to dial Campus Police at (434) 223-6164, or by pressing the red button which automatically dials 911.

- Walter Bortz Library Rear Parking Lot. Phone (434) 223-7298, Address: 257 Via Sacra, Hampden-Sydney, VA 23901.
- Venable Dormitory Parking Lot, Phone (434) 223-7208, Address: rear of Venable Hall, 77 Via Sacra, Hampden-Sydney, VA 23901.
- Theta Chi Fraternity House, Phone (434) 223-7209, Address: Curb in front of 117 Atkinson Avenue, Hampden-Sydney, VA 23901.
- The Walkway for Carpenter Z and Cushing Hall Dormitory, Phone (434) 223-7210, Address: 390 Crawley West, Hampden-Sydney, VA 23901.
- Alpha Dormitory Parking Lot, Phone (434) 223-7087, Address: 737 Alpha Drive, Hampden-Sydney, VA 23901.
- Crawley Forum Parking Lot, Phone (434) 223-7305, Address: 679 College Road, Hampden-Sydney, VA 23901.

#### Medical Concerns

- Emergency Room personnel at Centra Southside Community Hospital, at 800 Oak Street, in Farmville can provide you with immediate medical attention and provide information and assistance with concerns about pregnancy and sexually transmitted diseases.

- Personnel in the Wellness Center are available on a non-emergency basis to provide support, information, and medical assistance.
- Even if you choose not to report the incident to the law enforcement or the Title IX Office, you should still seek medical and emotional support as you may do so anonymously and these supports can assist you in preserving evidence, in case you decide to report at a later time.

## Emotional Support

Counselors are available through the Wellness Center.

## On-Campus Contacts:

Ms. Betty Blevins  
 Director of the Counseling Center  
 Office: (434) 223-6411

Ms. LeeAnna Early  
 College Counselor  
 Office: (434) 223-6411

Ms. Beth Graham  
 Director of Student Health  
 Office: (434) 223-6167

## E. CAMPUS SEXUAL MISCONDUCT JUDICIAL PROCEDURES

### *How does the process begin?*

An action may be initiated when the Title IX Coordinator receives a complaint of sexual misconduct. A complaint can be made verbally or in writing by the Complainant, or by a third party, who either witnesses, or who has a reasonable belief that a violation of the College's Sexual Misconduct Policy has occurred. Third parties who may report an act of sexual misconduct include Campus Police and Responsible Employees. Responsible Employees are required to report to the Title IX Coordinator regarding any act(s) of sexual misconduct that comes to their attention. Responsible Employees include the College President, all Vice-Presidents, personnel in the Office of Student Affairs, all faculty, College Librarians, athletics coaches, all personnel in the Office of Academic Success or the Office of Human Resources, all Residential Advisors, and Campus Police. After a complaint of sexual misconduct is received, the Title IX Coordinator, or a Deputy Title IX Coordinator will initiate a prompt, thorough, and impartial investigation of the complaint, including interviews with the Complainant and the Respondent, as well as other potential witnesses. The status of any criminal proceedings that may also be in progress will not cause the College to forgo an investigation of a complaint. A person impacted by sexual misconduct is not required to make a formal complaint to the College, or the police, and may receive strictly confidential assistance from any employee of the Wellness Center, any certified College athletic trainer, or the College Chaplains.

*How do the Complainant and the Respondent learn about the outcome of a hearing?*

The Title IX Coordinator or a Deputy Title IX Coordinator will notify both the Complainant and the Respondent of the outcome of a hearing, including each party's rights of appeal.

*What are the options of redress available to an individual impacted by sexual misconduct?*

Once a complaint of sexual misconduct is received, the Title IX Coordinator or a Deputy Title IX Coordinator will meet with the Complainant to discuss *interim measures*.

*Interim measures* could include provision of psychological counseling, changes in class schedules, housing assignments, or provision of a campus escort. The College encourages the Complainant in sexual misconduct cases to pursue remedies within our College system and in the state judicial system, where appropriate. These remedies include:

Filing a complaint with the College's Title IX Coordinator, so that the complaint can be investigated and adjudicated under the College's Title IX administrative resolution process.

Filing a complaint with the Commonwealth's Attorney, who will consider the case and decide whether to prosecute. In this option the state accuses the Respondent, and the complaining party may serve as a witness for the state.

Filing a complaint with the Office of Civil Rights in the U.S. Department of Education.  
<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

### **Title IX Coordinator**

Ms. Sue V. Carter  
Cabell, 201  
127 College Road  
PO Box 127  
Hampden-Sydney College, VA 23901  
Office: (434) 223-6061 [svcarter@hsc.edu](mailto:svcarter@hsc.edu)

### **Title IX Deputy Coordinators**

Mr. John Hollemon Associate Dean of Students: (434) 223-7154 [jhollemon@hsc.edu](mailto:jhollemon@hsc.edu)

Dr. Jennifer Vitale Associate Dean of the Faculty: (434) 223-6118 [jvitale@hsc.edu](mailto:jvitale@hsc.edu)

Dr. Daniella Widdows Director of Global Education and Study Abroad: (434) 223-6311  
[dwiddows@hsc.edu](mailto:dwiddows@hsc.edu)

## F. THE RIGHTS OF THE COMPLAINANT and the RESPONDENT

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

The rights of the complainant:

The right to reasonable notice of or access to the College's policies and procedures.

The right to a timely investigation of all sexual misconduct complaints made to the College.

The right to have your privacy considered and respected.

The right to have an advisor of choice present in meetings, including investigative interviews and the hearing.

The right to be informed by College's Title IX Team of options to notify proper law enforcement authorities, and the option to be assisted in notifying such authorities, if so chosen. This also includes a right not to make a report, if so chosen, unless required by law.

The right to freedom from retaliation for making good faith complaints.

The right to be informed of counseling, medical, and advisory services, on campus or in the community.

The right to be notified of the time, date, and place of the scheduled hearing and the identities of the Hearing Panel members, no less than 10 days before the hearing is to take place; the right to have considered any timely challenges to the participation of any member for having a conflict of interest.

The right to review an investigative report prior to the hearing.

The right to request and have considered special arrangements and/or accommodations for the hearing, and to have the hearing closed to the public.

The right be informed of the outcome of the hearing.

The right to request an appeal of the outcome of the hearing or recommended sanctions.

The rights of the Respondent:

The right of reasonable notice of or access to the College's policies and procedures.

The right to a timely investigation of all sexual misconduct complaints made to the College.

The right to have your privacy considered and respected.

The right to have an advisor of choice present in meetings, including investigative interviews and the hearing.

The right to be notified in timely manner of the rules or policies alleged to have been violated.

The right to be informed of counseling, medical, and advisory services, on campus or in the community.

The right to be notified of the time, date, and place of the scheduled hearing and the identities of the Hearing Panel members, no less than 10 days before the hearing is to take place; the right to have considered any timely challenges to the participation of any member for having a conflict of interest.

The right to review an investigative report prior to the hearing.

The right to request and have considered special arrangements and/or accommodations for the hearing, and to have the hearing closed to the public.

The right to be informed of the outcome of the hearing.

The right to request an appeal of the outcome of the hearing or recommended sanctions.

All documents prepared in anticipation of the Hearing—including the Complaint; the Investigative Report; notice of the hearing; any pre-hearing submissions; documents, testimony, or other information introduced at the Hearing; and the Final Outcome Letter—may not be further disclosed, except as authorized by law (e.g., in a subpoena that is part of a criminal proceeding).

The College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the report on the results of any disciplinary proceeding conducted by the College against a student or employee who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

#### G. PROGRAMS CONDUCTED IN 2018

Mandatory Title IX Education for Freshmen, RAs, Student Court, and other student leaders

Clothesline Project

De-Escalation Workshops

Various #thatsnotlove projects and events

Tigers Against Violence/White Ribbon Campaign

## H. SEX OFFENDER REGISTRY

The Adam Walsh Child Protection and Safety Act of 2006 requires states to register and track sex offenders. Higher education institutions are required to issue a statement advising the campus community of where to obtain law enforcement agency information provided by a state regarding registered sex offenders.

Information about registered sex offenders may be obtained in person from the Department of Public Safety and Police, located at 88 Atkinson Avenue, Hampden-Sydney, VA 23901; by calling (434) 223-6164, by contacting Virginia State Police at (804) 674-2000; or visiting the Sex Offender Registry website at: <https://sex-offender.vsp.virginia.gov/sor/index.html>.

## I. HARASSMENT AND DISCRIMINATION POLICY

Every College staff member, faculty member, and student has the right to work and study in an environment free from discrimination and harassment and should be treated with dignity and respect. The College prohibits discrimination and harassment against applicants for employment or admission, students, faculty, or staff on the basis of race, religion, national or ethnic origin, age, sex, disability, sexual orientation, status as a veteran, or any other classification protected by local, state or federal law, as applicable.

The College's policy against discrimination and harassment ("Policy") incorporates protections afforded by Title IX of the Educational Amendments of 1972, which prohibits discrimination in educational programs and activities based on gender. The Policy also incorporates all other local, state, and federal laws, including Title VII of the Civil Rights Act of 1964. Any individual whose conduct violates the Policy will be subject to disciplinary action up to and including termination for the faculty and staff and expulsion for students.

Harassment is the creation of a hostile or intimidating environment, in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's work or education, or affect adversely an individual's work or living conditions on campus. Illegal and improper harassment of individuals who are in any of the protected classifications identified above may include, for example:

- Making unwelcome or offensive comments about a person's clothing, body, or personal life;
- Use of unwelcome or offensive nicknames or terms of endearment;
- Offensive jokes or unwelcome innuendoes;
- Any suggestion that sexual favors, or status as being in any protected classification identified above, would affect one's job, promotion, performance evaluations, grades, working, or educational conditions; or
- Other conduct that creates a work or educational environment that may be considered offensive or hostile, even though some employees or students might not find it objectionable. Sexual harassment, in particular, may consist of unwelcome advances, requests for sexual favors, or other verbal or physical conduct when one or more of the following occur:

- Submission to or rejection of such conduct is made a term or condition of an individual's employment or academic success;
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions; or
- Such conduct has the purpose or effect of interfering with an individual's work or academic performance or creates a hostile, intimidating, or offensive work or educational environment.

The Policy is about human respect, dignity, and compliance with laws pertaining thereto. Nothing herein is intended to inhibit the faculty in its pursuit of free inquiry or the teaching of, or use of material concerning, topics that may be deemed offensive by some, but that have a legitimate academic and intellectual purpose. In some instances creating an uncomfortable environment challenging prejudices and preconceptions may serve a legitimate educational purpose. Nothing in the Policy is intended to diminish the College's commitment to academic freedom or freedom of expression, each of which is essential to the work of an educational institution.

The College has designated the Director of Human Resources as its representative to handle issues arising under the Policy, including Title IX. Individuals who need further information or clarification of the Policy should contact the Director of Human Resources directly. Staff, faculty, students, and others protected hereby who feel they have suffered discrimination or harassment in violation of the Policy should follow the Complaint Resolution Procedure below.

The Policy also applies to complaints of harassment or discrimination by persons aggrieved by third parties such as contractors or vendors serving the College. The College cannot always control the conduct of third parties, but will attempt to take action to remedy any such situations that may arise.

The College's complaining resolution procedures may be found on the College's website, at this address: <http://www.hsc.edu/human-resources/employee-handbook/harassment-and-discrimination>.

## **XI. CRIME STATISTICS**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the College publishes statistics on the following criminal offenses which occurred on Hampden-Sydney College's Clery geography and were reported to campus security authorities, student affairs deans, or local police agencies during the period indicated:





# HAMPDEN-SYDNEY COLLEGE®

## CLERY 2017 Crime Statistics

	Reported to H-SC PD	Reported to Local SO	Reported to Non-Police	SUB-TOTAL	Reported to H-SC PD	Reported to Local SO	Reported to Non-Police	SUB-TOTAL	Reported to H-SC PD	Reported to Local SO	Reported to Non-Police	SUB-TOTAL	GRAND TOTAL	Reported to H-SC PD	Reported to Local SO	Reported to Non-Police	Section TOTAL	Unfounded Crimes	
	All On-Campus Property				Non-Campus Property				Public Property				On-Campus Residences						
Murder/Non-neg. Manslau	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	3	0	0	3	0	0	0	0	0	0	0	0	0	3	1	0	0	1	0
Motor Vehicle Theft	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Arson	2	0	0	2	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0
Burglary	10	0	0	10	0	0	0	0	0	0	0	0	0	10	10	0	0	10	0
Forcible Sex Offense	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0	1	1
Nonforcible Sex Off.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrest	3	0	0	3	0	0	0	0	0	0	0	0	0	3	1	0	0	1	0
Drug Law Arrest	9	0	0	9	1	0	0	1	0	0	0	0	0	10	9	0	0	9	0
Illegal weapon arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>JUDICIAL REFERRAL</b>																			
Liquor Law	22		47	69	0		0	0	1		0	0	1	70	17		37	54	0
Drug Law	15		22	37	7		0	7	0		0	0	0	44	15		8	23	0
Illegal Weapons	0		0	0	0		0	0	0		0	0	0	0	0		0	0	0

### Hate Crimes

Location Key: OC= On Campus; NC= Non-Campus; PP= Public Property; RF=Residential Facilities

Offense Type	Race				Gender				Religion			
	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
Murder/Non-neg. Manslau	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Nonforcible Sex Off.	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Illegal weapon arrest	0	0	0	0	0	0	0	0	0	0	0	0

Offense Type	Ethnicity				Disability				Sexual Identity			
	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
Murder/Non-neg. Manslau	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Nonforcible Sex Off.	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Illegal weapon arrest	0	0	0	0	0	0	0	0	0	0	0	0



## **XII. EMERGENCY TELEPHONE NUMBERS**

- Emergency Assistance—police, fire, rescue 911
- Department of Public Safety and Police (434) 223-6164
- Farmville Police Communication (434) 392-3332  
(also used to contact Department of Public Safety and Police personnel in a non-emergency, or when no police officer is in the office)
- Prince Edward County Sheriff's Office (434) 392-8101
- Dean Robert Sabbatini (434) 223-6127
- Associate Dean Richard Pantele (434) 223-6043
- Associate Dean John Hollemon (434) 223-7154
- Assistant Dean Shawn White (434) 223-6318

## **XIII. MISSING STUDENT NOTIFICATION**

The Higher Education Opportunity Act of 2008 (HEOA) requires the College to establish a missing student notification policy and related procedure for all students living in on-campus housing. The policy is meant to inform residential students of the parties that the College should notify in the event that the residential student is missing. The procedure lays out how such notifications are to occur.

### **A. MISSING PERSON NOTIFICATION POLICY**

At the start of the academic year all newly admitted residential students will be given an opportunity during the registration process and/or during their first mandatory residence hall meeting to fill out an Emergency Contact and Missing Student Notification Form. By filling out this form, the residential student has the option to designate an individual (the "Missing Person Contact") to be contacted by the College 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 duration of the residential student's academic career at the College unless changed or revoked by the residential 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 person investigation.

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

1. Additional individual(s) listed as "Emergency Contacts" on the Resident Student's Emergency Contact and Missing Student Notification Form maintained at the office of the Dean of Students.

2. The appropriate law enforcement agencies that have jurisdiction in the area that the student went missing, regardless of whether they have identified a contact person, or is above the age of 18, or is an emancipated minor; and
3. If the student is under the age of 18 (and not an emancipated minor), the Resident Student's parent(s) or guardian(s) and any other designated contact person.
4. All notifications will be made in accordance with the Missing Person Notification Procedure set forth below.

## **B. MISSING PERSON NOTIFICATION PROCEDURE**

Any individual on campus who has information that a Resident Student may be missing should notify the Hampden-Sydney College Department of Public Safety and Police immediately. Upon such notification, Campus Police will see to it that the following procedure is carried out in order to ensure all appropriate parties have been notified:

1. As soon as Campus Police is made aware of a possible missing Resident Student, Campus Police will notify the Office of the Dean of Students.
2. 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 Police will contact the appropriate county and state law enforcement agencies to report the Resident Student as a missing person. As needed, and with assistance from H- SC officials, the Campus Police will coordinate with these law enforcement agencies to initiate a missing persons investigation.
3. No later than 24 hours after Campus Police has determined the Resident Student to be missing, the Dean of Students or their designee will notify the appropriate parties as listed 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.
4. If anyone has any reason to believe a residential student may be missing, they should contact Campus Police at (434) 223-6164. For any questions or concerns regarding this Missing Student Notification Policy and Procedure please contact the Office of the Dean of Students at (434) 223-6128.

## **XIV. EMERGENCY RESPONSE, NOTIFICATION AND TERMS**

### **A. EMERGENCY RESPONSE**

The College has developed a Critical Incident Management Plan that includes procedures to be followed in the event of a significant emergency. College departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of

responsibility.

The College conducts tests of its emergency notification system annually and as a part of Federal Law requirement, these procedures are published on an annual basis. These tests are designed to assess and evaluate the emergency plans and capabilities of the College. The tests are unannounced.

College police officers have received training in incident command and responding to critical incidents on campus. Upon the occurrence of a serious incident that causes an immediate threat to the campus, the first responders to the scene are usually the Department of Public Safety and Police personnel and members of the Hampden-Sydney Volunteer Fire Department. They typically respond, assess the situation, and work together to manage the incident. Other local, state, and federal agencies could also be involved in this response, depending on the nature of the incident.

The College's Critical Incident Management Team will be notified and will meet if the circumstances require additional resources. The Critical Incident Management Team is comprised of key College administrators who are responsible for preparing for and responding to campus emergencies. The CIMT is managed by the Emergency Management Coordinator. In addition, other members of the Core Critical Incident Management Team include, but not limited to, the Dean of Students, the Director of Human Resources and Title IX Coordinator, the Director of Physical Plant, the Director of Public Safety and Chief of Police, the Director of the Computer Center, and the Dean of Faculty.

## B. EMERGENCY NOTIFICATION

In the event of a campus-wide emergency, the College has a robust emergency notification system in place, known as "Emergency Notification System." The system is used to send text messages and email and to place information on the College's electronic bulletin boards and home webpage. This system will only be used for emergency communications.

College police, when made aware of an emergency or dangerous situation will, through response and investigation, will determine if the incident presents a significant emergency or dangerous situation and involves an immediate threat to the health or safety of members of the campus community. If the situation appears to be a significant emergency, the officer will notify the Director of Public Safety and Chief of Police who may then notify the Emergency Management Coordinator. The Chief or Coordinator will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus.

The Director of Public Safety and Chief of Police or the Emergency Management Coordinator will oversee the content and delivery of an emergency message via the Emergency Notification System without delay, using some or all of the systems described below to communicate the threat to the community or to an appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The Chief or Coordinator will issue the notification unless, in the judgment of the first responders, sending of the notification will

compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency. Emergency Notification is delivered via a system developed by e2Campus (Omnilert).

In the event of an emergency, Emergency Notification System will send critical news and instructions as follows:

- To faculty, staff, and students via text messaging
- To faculty, staff, and students via electronic bulletin boards throughout campus
- To faculty, staff, and students via their Hampden-Sydney College email address
- To faculty, staff, and students via H-SC cable channel 39
- To entire community via the Hampden-Sydney College home webpage, [www.hsc.edu](http://www.hsc.edu)
- To the entire community via posters attached in strategic and public locations across campus, to include the doors at Settle Hall, Kirby Field House, Atkinson Hall and Bortz Library
- Face to Face Communication in the event of a system failure

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender	Backup Message Sender
<b>PRIMARY</b>					
Text Messaging	Director of Public Safety and Chief of Police	Emergency Management Coordinator	Dean of Students	Director of Public Safety and Chief of Police	Emergency Management Coordinator
Email Messaging	Director of Public Safety and Chief of Police	Emergency Management Coordinator	Dean of Students	Director of Public Safety and Chief of Police	Emergency Management Coordinator
Electronic Bulletin Boards	Director of Public Safety and Chief of Police	Emergency Management Coordinator	Dean of Students	Director of Public Safety and Chief of Police	Emergency Management Coordinator
<b>SECONDARY</b>					
Cable Channel 39	Director of Public Safety and Chief of Police	Emergency Management Coordinator	Dean of Students	Director of Public Safety and Chief of Police	Emergency Management Coordinator

Face to Face Communication	Director of Public Safety and Chief of Police	Emergency Management Coordinator	Dean of Students	Director of Public Safety and Chief of Police	Emergency Management Coordinator
----------------------------	---	----------------------------------	------------------	---	----------------------------------

Follow up messages will be provided to the community using some or all of the methods described above.

Members of the larger community may sign up for the “Emergency Notification System” notification.

### C. EMERGENCY TERMS

#### Shelter in place

Choose an interior room, preferably one with as few doors and windows as possible. Remain there until the danger has passed.

*Examples: Tornado or other severe weather, nuclear alert, hazardous materials spill.*

#### Seek- Secure- Shelter

Get into a lockable space, such as an office or classroom, and remain there. Lock and barricade doors, turn off lights, and switch cell phones to silent or vibrate mode. Hide under a desk, table, or in a closet. Wait for further instructions from law enforcement. If the threat is in your building and you can safely flee, then do so.

*Examples: Active shooter or person immediately threatening the campus.*

#### Evacuate

Immediately leave the building that you are in, exiting through the nearest and safest exit. If the fire alarm has not been activated, then do so.

*Examples: Fire, smoke*

#### Avoid Area, Warn Others

In these types of incidents, the emergency is localized on campus. College officials do not want anyone near the area and want you to alert others of the emergency.

# Annual Fire Safety Report 2018

## Fire Statistics: A description of each campus student housing facility fire safety system

Off Campus Houses:

\*Note: All of the houses listed below are protected with 110 volt interconnected smoke detectors with 9 volt battery backup.

\*All facilities are equipped with at least two fire extinguishers.

Burrell

Music

Sagebrook A

Sagebrook B

Sagebrook C

Sagebrook D

Jones

Terry

Jacks Cottage

Jeffers

Melvin

Dishman

Hamlett

Reed

Farmer



Dorms:

Alpha B – Pyrotronic CP-30 monitored fire alarm system

Alpha C – EST Quickstart 1 monitored fire alarm system

Alpha D - EST Quickstart 1 monitored fire alarm system

Alpha E – Pyrotronic CP-35 monitored fire alarm system

Alpha F – Edward IO 500 monitored fire alarm system

Hampden Units 1&2 - Silent Knight 5207 monitored fire alarm system

Hampden Units 3&4 - Silent Knight 5208 monitored fire alarm system

Carpenter X – Simplex 4002 monitored fire alarm system

Carpenter Y – Fire Shield monitored fire alarm system

Carpenter Z – Simplex 4020 monitored fire alarm system

Cushing – fire sprinkler system –Notifier 400 monitored fire alarm system

Whitehouse – Edwards IO 500 monitored fire alarm system

Venable – fire sprinkler system - Pyrotronic CP-35 monitored fire alarm system, smoke

detectors in bedrooms are 110 volt stand alone

Blake B - Silent Knight 5207 monitored fire alarm system

Blake C - Silent Knight 5207 monitored fire alarm system

Blake D - Silent Knight 5207 monitored fire alarm system

Blake E - Silent Knight 5207 monitored fire alarm system

Elliott - Silent Knight 5207 monitored fire alarm system

- All facilities are equipped with multiple fire extinguishers.

Fraternities:

AXE - EST-2 monitored fire alarm

Beta – fire sprinkler system – EST-2 monitored fire alarm system

Chi Phi – fire sprinkler system – Pyrotronic CP-35 monitored fire alarm

Kappa Alpha – fire sprinkler system – Silent Knight 5207 monitored fire alarm system

Kappa Sigma – fire sprinkler system – EST IO 500 monitored fire alarm system

Lambda Chi – fire sprinkler system – Silent Knight 5207 monitored fire alarm system

Phi Kappa Alpha – fire sprinkler system – Silent Knight monitored fire alarm system

Phi Gamma Delta – fire sprinkler system – EST-2 monitored fire alarm system

SAE – fire sprinkler system – EST-2 monitored fire alarm system

Sigma Chi – fire sprinkler system – EST-2 monitored fire alarm system

Sigma Nu – fire sprinkler system – Edwards IO 500 monitored fire alarm system

Theta Chi – fire sprinkler system – EST-2 monitored fire alarm system

- All facilities are equipped with multiple fire extinguishers

## **Regular Supervised Fire Drills:**

January 24, 2018 beginning at 19:15– un-announced fire drill

March 28, 2018 beginning at 20:00 – un-announced fire drill

August 12, 2018 beginning at 19:00 –announced fire drill

November 29, 2018 beginning at 13:30 - un-announced fire drill

## **Policies and rules on portable electrical appliances, smoking and open flames in student housing facilities:**

**Appliances** (taken from *The Key*, student handbook)

You are not allowed to possess unauthorized cooking equipment, to include any kind of oven or toaster oven, hot plate or cooking unit, electric grill (George Foreman), skillet, fryer, or cooker, hot dog cookers, hamburger cookers or toasters. Sanctions include confiscation of equipment.

**Smoking** (taken from *The Key*, student handbook) Smoking is not permitted in any Residence Hall, Fraternity House, or College-Owned apartment or cottage, or Settle Hall, including the Tiger Inn.

## **Open Flames** (taken from *The Key*, student handbook)

1. Incense is prohibited in any student living areas.
2. Candles are prohibited in any student living areas.
3. Open flames from any source are not permitted inside student living areas.

## **Procedures for student housing evacuation in case of a fire:**

### **Fire Safety and Fire Drills**

The College places a high priority on residence hall, apartment, cottage, and fraternity house safety. Twice each semester fire drills are held and everyone is expected to cooperate with the RAs and house managers who act as fire marshals. As described above, serious penalties are assessed against those violating fire and safety regulations or who in any way create a danger for others. Violations include failure to leave a building when an alarm is sounded (smoke detector going off, or notice from a RA, or other responsible official), and / or failure to cooperate with officials during a fire or fire drill. **Resident advisors are to establish a meeting place for their residents at least fifty feet from the building and determine who is not present, if it is suspected that a student may be inside the building this information shall be immediately shared with fire and rescue personnel.** In addition to the fire drills a minimum of one safety inspection will be made in student living areas each semester. These inspections will be performed by College staff and penalties may be assessed by the Fire Safety Department, Chairman of the Student Court and the Dean of Students if violations are discovered.

### **Personal Fire Safety**

As a resident of a residence hall, cottage, or fraternity house at Hampden-Sydney College, you have a responsibility to acquaint yourself with the following fire and fire drill procedures.

Become familiar with all routes of escape available to you from your room. Most buildings are equipped with an evacuation plan. Become familiar with it. Should a fire occur, it will be too late to search for an exit. If you detect a fire in your residence hall, evacuate the building immediately and report it to the police and your RA immediately. The police dispatcher can be contacted by dialing 911 on any college phone. Never enter or re-enter a building with an active fire alarm.

If you hear the sounding of an alarm you should:

- Feel the door with the back of your hand. If your door is very hot, DO NOT OPEN THE DOOR. In this event, open your window and sit on the sill. Wait for help. If the door is cool to touch, open it and leave the building. Close the door behind you.
- Use primary fire exits (stairs and main doors) whenever possible.
- If your primary means of exit is blocked, use the secondary exit. Your RA will inform you of the primary and secondary exit routes for your part of the residence hall; you can also consult the evacuation plan mounted in your hall.

- Close your door when evacuating the building. This procedure can prevent the needless spread of fire within the building.
- Do not panic. Leave the building as quickly as possible, but without bolting or becoming a part of the problem.
- Do not linger. Never remain inside a building after a fire alarm has sounded. Treat all drills as fires. You will not likely be able to distinguish a drill from the real thing until it is too late! Again, get at least fifty feet from the building at the location designated by your RA and cooperate with firefighters and check in with your RA (when possible).
- Do not return to the building until told to do so by a fire official or someone in charge.
- Always report to your RA or house manager all dangerous and suspicious behavior that might contribute to a fire problem in your residence hall.

## **Policies on fire safety education and training programs offered to students, faculty and staff:**

Resident Advisors and Fraternity Presidents undergo two 1.5 hour fire education sessions prior to the arrival of the students each fall. This includes fire science, policies rules and regulations, live fire training with a fire extinguisher, navigating a smoke filled space and a session with the Virginia State Fire Marshal.

Faculty and Staff fire drills are held every year which includes fire safety training and live fire training with a fire extinguisher is offered to all.

Periodically fire safety articles are published in *The Tiger* student newspaper.

Fire safety informational emails are sent on a periodic basis to students, faculty and staff.

Fire safety training and fire extinguisher training is offered to all college departments and student groups and/or organizations on a demand basis.

Fire safety web page is maintained from Hampden-Sydney College homepage.

## **List of the titles of each person to which students and employees should report that a fire has occurred:**

Director of Public Safety and Chief of Police, Mark Folwer

Deputy Chief of Police, Jeff Gee

John Prengaman, Director of Physical Plant

Fire Safety Supervisor, Chuck Ironmonger

Fire Safety Technician, John Shelton

## Plans for future improvements in Fire Safety:

Improve building identification

Improve and look for new ways to communicate fire safety information.

Add programs that will attract students and teach them about fire safety such as a mock student room burn and use of a smoke generator to create an exercise to let the students navigate through a smoke filled space.

Use creative incentives to attract students to fire safety information, programs and websites.

Continually update our own fire safety web page.

When funds permit improve fire protection systems, i.e. install fire sprinkler systems in dormitories.

## Fire Log :

<b>Date fire was reported</b>	<b>Nature of the fire</b>	<b>Date and time of the fire</b>	<b>General location of the fire</b>
3/26/18	A student was burning cardboard boxes in the fireplace and it got out of control. This activated the smoke detector on the first floor foyer and activated the automatic fire alarm system. The fire was extinguished with a fire extinguisher. No property damage or injuries occurred.	3/26/18 at 22:18	Beta fraternity house 1 <sup>st</sup> floor chapter room
11/17/18	Students burned a couch cushion and synthetic Christmas tree in the fireplace activating the smoke detector on the 1 <sup>st</sup> floor hall. The fire alarm system activated. No	11/17/18 at 01:18	Kappa Sigma fraternity house 1 <sup>st</sup> floor hall

	property damage or injuries occurred.		
--	---------------------------------------	--	--

## **Annual Fire Safety Report 2017**

### **Fire Statistics: A description of each campus student housing facility fire safety system**

Off Campus Houses:

\*Note: All of the houses listed below are protected with 110 volt interconnected smoke detectors with 9 volt battery backup.

\*All facilities are equipped with at least two fire extinguishers.

Burrell

Music

Sagebrook A

Sagebrook B

Sagebrook C

Sagebrook D

Jones

Terry

Jacks Cottage

Jeffers

Melvin

Dishman

Hamlette

Reed

Farmer

Dorms:

Alpha B – Pyrotronic CP-30 monitored fire alarm system

Alpha C – EST Quickstart 1 monitored fire alarm system

Alpha D - EST Quickstart 1 monitored fire alarm system

Alpha E – Pyrotronic CP-35 monitored fire alarm system

Alpha F – Edward IO 500 monitored fire alarm system

Hampden Units 1&2 - Silent Knight 5207 monitored fire alarm system

Hampden Units 3&4 - Silent Knight 5208 monitored fire alarm system

Carpenter X – Simplex 4002 monitored fire alarm system

Carpenter Y –Fire Shield monitored fire alarm system

Carpenter Z – Simplex 4020 monitored fire alarm system

Cushing – fire sprinkler system –Notifier 400 monitored fire alarm system

Whitehouse – Edwards IO 500 monitored fire alarm system

Venable – fire sprinkler system - Pyrotronic CP-35 monitored fire alarm system, smoke detectors in bedrooms are 110 volt stand alone

Blake B - Silent Knight 5207 monitored fire alarm system

Blake C - Silent Knight 5207 monitored fire alarm system

Blake D - Silent Knight 5207 monitored fire alarm system

Blake E - Silent Knight 5207 monitored fire alarm system

Elliott - Silent Knight 5207 monitored fire alarm system

All facilities are equipped with multiple fire extinguishers.

Fraternities:

AXE - EST-2 monitored fire alarm

Beta – fire sprinkler system – EST-2 monitored fire alarm system

Chi Phi – fire sprinkler system – Pyrotronic CP-35 monitored fire alarm



Kappa Alpha – fire sprinkler system – Silent Knight 5207 monitored fire alarm system

Kappa Sigma – fire sprinkler system – EST IO 500 monitored fire alarm system

Lambda Chi – fire sprinkler system – Silent Knight 5207 monitored fire alarm system

Phi Kappa Alpha – fire sprinkler system – Silent Knight monitored fire alarm system

Phi Gamma Delta – fire sprinkler system – EST-2 monitored fire alarm system

SAE – fire sprinkler system – EST-2 monitored fire alarm system

Sigma Chi – fire sprinkler system – EST-2 monitored fire alarm system

Sigma Nu – fire sprinkler system – Edwards IO 500 monitored fire alarm system

Theta Chi – fire sprinkler system – EST-2 monitored fire alarm system

All facilities are equipped with multiple fire extinguishers

#### **Regular Supervised Fire Drills:**

January 25, 2017 beginning at 19:00– un-announced fire drill

March 30, 2017 beginning at 15:00 – un-announced fire drill

August 23, 2017 beginning at 19:00 –announced fire drill

October 25, 2017 beginning at 18:00 - un-announced fire drill

#### **Policies and rules on portable electrical appliances, smoking and open flames in student housing facilities:**

##### **Appliances** (taken from *The Key*, student handbook)

You are not allowed to possess unauthorized cooking equipment, to include any kind of oven or toaster oven, hot plate or cooking unit, electric grill (George Foreman), skillet, fryer, or cooker, hot dog cookers, hamburger cookers or toasters. Sanctions include confiscation of equipment.

**Smoking** (taken from *The Key*, student handbook) Smoking is not permitted in any Residence Hall, Fraternity House, or College-Owned apartment or cottage, or Settle Hall, including the Tiger Inn.

### **Open Flames** (taken from *The Key*, student handbook)

Incense is prohibited in any student living areas.

Candles are prohibited in any student living areas.

Open flames from any source are not permitted inside student living areas.

### **Procedures for student housing evacuation in case of a fire:**

#### **Fire Safety and Fire Drills**

The College places a high priority on residence hall, apartment, cottage, and fraternity house safety. Twice each semester fire drills are held and everyone is expected to cooperate with the RAs and house managers who act as fire marshals. As described above, serious penalties are assessed against those violating fire and safety regulations or who in any way create a danger for others. Violations include failure to leave a building when an alarm is sounded (smoke detector going off, or notice from a RA, or other responsible official), and / or failure to cooperate with officials during a fire or fire drill. **Resident advisors are to establish a meeting place for their residents at least fifty feet from the building and determine who is not present, if it is suspected that a student may be inside the building this information shall be immediately shared with fire and rescue personnel.** In addition to the fire drills a minimum of one safety inspection will be made in student living areas each semester. These inspections will be performed by College staff and penalties may be assessed by the Fire Safety Department, Chairman of the Student Court and the Dean of Students if violations are discovered.

#### **Personal Fire Safety**

As a resident of a residence hall, cottage, or fraternity house at Hampden-Sydney College, you have a responsibility to acquaint yourself with the following fire and fire drill procedures. Become familiar with all routes of escape available to you from your room. Most buildings are equipped with an evacuation plan. Become familiar with it. Should a fire occur, it will be too late to search for an exit. If you detect a fire in your residence hall, evacuate the building immediately and report it to the police and your RA immediately. The police dispatcher can be contacted by dialing 911 on any college phone. Never enter or re-enter a building with an active fire alarm.

If you hear the sounding of an alarm you should:

Feel the door with the back of your hand. If your door is very hot, **DO NOT OPEN THE DOOR.** In this event, open your window and sit on the sill. Wait for help. If the door is cool to touch, open it and leave the building. Close the door behind you.

Use primary fire exits (stairs and main doors) whenever possible.

If your primary means of exit is blocked, use the secondary exit. Your RA will inform you of the primary and secondary exit routes for your part of the residence hall; you can also consult the evacuation plan mounted in your hall.

Close your door when evacuating the building. This procedure can prevent the needless spread

of fire within the building.

Do not panic. Leave the building as quickly as possible, but without bolting or becoming a part of the problem.

Do not linger. Never remain inside a building after a fire alarm has sounded. Treat all drills as fires. You will not likely be able to distinguish a drill from the real thing until it is too late! Again, get at least fifty feet from the building at the location designated by your RA and cooperate with firefighters and check in with your RA (when possible).

Do not return to the building until told to do so by a fire official or someone in charge.

Always report to your RA or house manager all dangerous and suspicious behavior that might contribute to a fire problem in your residence hall.

**Policies on fire safety education and training programs offered to students, faculty and staff:**

Resident Advisors and Fraternity Presidents undergo two 1.5 hour fire education sessions prior to the arrival of the students each fall. This includes fire science, policies rules and regulations, live fire training with a fire extinguisher, navigating a smoke filled space and a session with the Virginia State Fire Marshal.

Faculty and Staff fire drills are held every other year and include fire safety training and live fire training with a fire extinguisher is offered to all.

Periodically fire safety articles are published in *The Tiger* student newspaper.

Fire safety informational emails are sent on a periodic basis to students, faculty and staff.

Fire safety training and fire extinguisher training is offered to all college departments and student groups and/or organizations on a demand basis.

Fire safety web page is maintained from Hampden-Sydney College homepage.

**List of the titles of each person to which students and employees should report that a fire has occurred:**

Director of Public Safety and Chief of Police, Mark Fowler

Deputy Chief of Police, Jeff Gee

John Pregelman, Director of Physical Plant

Fire Safety Supervisor, Chuck Ironmonger

Fire Safety Technician, John Shelton

**Plans for future improvements in Fire Safety:**

Improve building identification

Improve and look for new ways to communicate fire safety information.

Add programs that will attract students and teach them about fire safety such as a mock student room burn and use of a smoke generator to create an exercise to let the students navigate through a smoke filled space.

Use creative incentives to attract students to fire safety information, programs and websites.

Continually update our own fire safety web page.

When funds permit improve fire protection systems, i.e. install fire sprinkler systems in dormitories.

**Fire Log :**

No reported fires in student living areas or housing in 2017

## Annual Fire Safety Report 2016

### Fire Statistics: A description of each campus student housing facility fire safety system

Off Campus Houses:

\*Note: All of the houses listed below are protected with 110 volt interconnected smoke detectors with 9 volt battery backup.

\*All facilities are equipped with at least two fire extinguishers.

Burrell

Music

Sagebrook A

Sagebrook B

Sagebrook C

Sagebrook D

Jones

Terry

Jacks Cottage

Jeffers

Melvin

Dishman

Hamlette

Reed

Farmer

Dorms:

Alpha B – Pyrotronic CP-30 monitored fire alarm system

Alpha C – EST Quickstart 1 monitored fire alarm system

Alpha D - EST Quickstart 1 monitored fire alarm system

Alpha E – Pyrotronic CP-35 monitored fire alarm system

Alpha F – Edward IO 500 monitored fire alarm system

Hampden Units 1&2 - Silent Knight 5207 monitored fire alarm system

Hampden Units 3&4 - Silent Knight 5208 monitored fire alarm system

Carpenter X – Simplex 4002 monitored fire alarm system

Carpenter Y – Fire Shield monitored fire alarm system

Carpenter Z – Simplex 4020 monitored fire alarm system

Cushing – fire sprinkler system –Notifier 400 monitored fire alarm system

Whitehouse – Edwards IO 500 monitored fire alarm system

Venable – fire sprinkler system - Pyrotronic CP-35 monitored fire alarm system, smoke detectors in bedrooms are 110 volt stand alone

Blake B - Silent Knight 5207 monitored fire alarm system

Blake C - Silent Knight 5207 monitored fire alarm system

Blake D - Silent Knight 5207 monitored fire alarm system

Blake E - Silent Knight 5207 monitored fire alarm system

Elliott - Silent Knight 5207 monitored fire alarm system

All facilities are equipped with multiple fire extinguishers.

Fraternities:

AXE - EST-2 monitored fire alarm

Beta – fire sprinkler system – EST-2 monitored fire alarm system

Chi Phi – fire sprinkler system – Pyrotronic CP-35 monitored fire alarm

Kappa Alpha – fire sprinkler system – Silent Knight 5207 monitored fire alarm system

Kappa Sigma – fire sprinkler system – EST IO 500 monitored fire alarm system

Lamba Chi – fire sprinkler system – Silent Knight 5207 monitored fire alarm system

Phi Kappa Alpha – fire sprinkler system – Silent Knight monitored fire alarm system

Phi Gamma Delta – fire sprinkler system – EST-2 monitored fire alarm system

SAE – fire sprinkler system – EST-2 monitored fire alarm system

Sigma Chi – fire sprinkler system – EST-2 monitored fire alarm system

Sigma Nu – fire sprinkler system – Edwards IO 500 monitored fire alarm system

Theta Chi – fire sprinkler system – EST-2 monitored fire alarm system

All facilities are equipped with multiple fire extinguishers

#### **Regular Supervised Fire Drills:**

January 20, 2016 beginning at 19:00– un-announced fire drill

March 23, 2016 beginning at 15:00 – un-announced fire drill

August 29, 2016 beginning at 19:00 –announced fire drill

October 26, 2016 beginning at 18:00 - un-announced fire drill

#### **Policies and rules on portable electrical appliances, smoking and open flames in student housing facilities:**

##### **Appliances** (taken from *The Key*, student handbook)

You are not allowed to possess unauthorized cooking equipment, to include any kind of oven or toaster oven, hot plate or cooking unit, electric grill (George Foreman), skillet, fryer, or cooker, hot dog cookers, hamburger cookers or toasters. Sanctions include confiscation of equipment.

**Smoking** (taken from *The Key*, student handbook) Smoking is not permitted in any Residence Hall, Fraternity House, or College-Owned apartment or cottage, or Settle Hall, including the Tiger Inn.

### **Open Flames** (taken from *The Key*, student handbook)

Incense is prohibited in any student living areas.

Candles are prohibited in any student living areas.

Open flames from any source are not permitted inside student living areas.

### **Procedures for student housing evacuation in case of a fire:**

#### **Fire Safety and Fire Drills**

The College places a high priority on residence hall, apartment, cottage, and fraternity house safety. Twice each semester fire drills are held and everyone is expected to cooperate with the RAs and house managers who act as fire marshals. As described above, serious penalties are assessed against those violating fire and safety regulations or who in any way create a danger for others. Violations include failure to leave a building when an alarm is sounded (smoke detector going off, or notice from a RA, or other responsible official), and / or failure to cooperate with officials during a fire or fire drill. **Resident advisors are to establish a meeting place for their residents at least fifty feet from the building and determine who is not present, if it is suspected that a student may be inside the building this information shall be immediately shared with fire and rescue personnel.** In addition to the fire drills a minimum of one safety inspection will be made in student living areas each semester. These inspections will be performed by College staff and penalties may be assessed by the Fire Safety Department, Chairman of the Student Court and the Dean of Students if violations are discovered.

#### **Personal Fire Safety**

As a resident of a residence hall, cottage, or fraternity house at Hampden-Sydney College, you have a responsibility to acquaint yourself with the following fire and fire drill procedures. Become familiar with all routes of escape available to you from your room. Most buildings are equipped with an evacuation plan. Become familiar with it. Should a fire occur, it will be too late to search for an exit. If you detect a fire in your residence hall, evacuate the building immediately and report it to the police and your RA immediately. The police dispatcher can be contacted by dialing 911 on any college phone. Never enter or re-enter a building with an active fire alarm.

If you hear the sounding of an alarm you should:

Feel the door with the back of your hand. If your door is very hot, **DO NOT OPEN THE DOOR.** In this event, open your window and sit on the sill. Wait for help. If the door is cool to touch, open it and leave the building. Close the door behind you.

Use primary fire exits (stairs and main doors) whenever possible.

If your primary means of exit is blocked, use the secondary exit. Your RA will inform you of the primary and secondary exit routes for your part of the residence hall; you can also consult the evacuation plan mounted in your hall.

Close your door when evacuating the building. This procedure can prevent the needless spread



of fire within the building.

Do not panic. Leave the building as quickly as possible, but without bolting or becoming a part of the problem.

Do not linger. Never remain inside a building after a fire alarm has sounded. Treat all drills as fires. You will not likely be able to distinguish a drill from the real thing until it is too late! Again, get at least fifty feet from the building at the location designated by your RA and cooperate with firefighters and check in with your RA (when possible).

Do not return to the building until told to do so by a fire official or someone in charge.

Always report to your RA or house manager all dangerous and suspicious behavior that might contribute to a fire problem in your residence hall.

**Policies on fire safety education and training programs offered to students, faculty and staff:**

Resident Advisors and Fraternity Presidents undergo two 1.5 hour fire education sessions prior to the arrival of the students each fall. This includes fire science, policies rules and regulations, live fire training with a fire extinguisher, navigating a smoke filled space and a session with the Virginia State Fire Marshal.

Faculty and Staff fire drills are held every other year and include fire safety training and live fire training with a fire extinguisher is offered to all.

Periodically fire safety articles are published in *The Tiger* student newspaper.

Fire safety informational emails are sent on a periodic basis to students, faculty and staff.

Fire safety training and fire extinguisher training is offered to all college departments and student groups and/or organizations on a demand basis.

Fire safety web page is maintained from Hampden-Sydney College homepage.

**List of the titles of each person to which students and employees should report that a fire has occurred:**

Director of Public Safety and Chief of Police, Scott Williams

Deputy Chief of Police, Jeff Gee

John Pregelman, Director of Physical Plant

Fire Safety Supervisor, Chuck Ironmonger

Fire Safety Technician, John Shelton

**Plans for future improvements in Fire Safety:**

Improve building identification

Roll fire trucks on all fire alarm activations

Improve and look for new ways to communicate fire safety information.

Add programs that will attract students and teach them about fire safety such as a mock student room burn and use of a smoke generator to create an exercise to let the students navigate through a smoke filled space.

Use creative incentives to attract students to fire safety information, programs and websites.

Continually update our own fire safety web page.

When funds permit improve fire protection systems, i.e. install fire sprinkler systems in dormitories.

**Fire Log:**

1/22/2016- 02:00 am- Cushing Hall- Student used cigarette lighter to ignite a towel inside the building. Classified as arson.

12/2/2016- 02:30 am- Cushing Hall- Student used cigarette lighter to ignite a pair of jeans inside the building. Classified as arson.