

SAFETY AT LYNCHBURG COLLEGE: A Shared Responsibility

Safety at Lynchburg College is the shared responsibility of students, faculty, and staff. Ours is a close-knit community with an excellent security history. However, no campus or community is free from crime. The degree to which Lynchburg College is safe depends on each member of the campus community taking seriously the responsibility to protect himself/herself and others.

To help protect yourself, campus colleagues, and your belongings, take time to think about safety and security on campus, utilizing the suggestions and resources identified in the following paragraphs and in the annually-updated security report, published at <http://www.lynchburg.edu/securityandfiresafetyreport.pdf>.

By following the tips provided, by promptly reporting all campus crimes and safety concerns to Campus Safety and Security, and by actively protecting your safety and that of your campus colleagues, you will be a positive contributor to the quality of life at Lynchburg College.

Access to and Security of Campus Facilities

Lynchburg College is located in a quiet but thriving city of approximately 68,000 residents. As in any city, threats can arise from people and circumstances external to the College. Remember that the campus is accessible by foot from any direction at any time. While nearby off-campus areas may seem like extensions of the campus, they may not be as secure—especially at night.

College buildings (except residential facilities) are unlocked and open to students, employees, contractors, visitors, and guests Monday–Friday, including nighttime class and event times. Campus grounds and facilities are frequently and freely accessed by members of the general public attending athletic competitions, presentations, and other events.

In general, College academic buildings and administrative office areas are locked after classes or daily usage hours end. Non-residential facilities may be open for authorized purposes, such as presentations and performances, academic projects, and meetings of campus organizations.

All residence halls (Freer, Hundley, McWane, Montgomery, Shackelford, and Tate Halls) and Peakview Hall apartments are locked twenty-four hours every day. From 10 a.m. to midnight, all undergraduate students' ID cards allow them access to all residence halls and Peakview Hall. After midnight, only residents of a particular building may access that building by using their ID cards. College policy stipulates that a visitor who is not a resident of the building must be admitted and escorted by a building resident. During Thanksgiving, winter, spring, and summer breaks, all student ID cards are deactivated, unless special permission for residential access is given by the Office of Residence Life. Other College housing (Court and Westwood apartments, houses, and townhouses) is locked and unlocked via keys issued to the assigned residents. Members of the College community and guests may visit students in College housing in accordance with the College's visitation policy.

Lynchburg College's Claytor Nature Study Center (CNSC) is a non-enclosed, 470-acre research center located in Bedford County, Virginia, approximately twenty-five miles from Lynchburg. Facilities at CNSC include an education and research center, pavilion, retreat center, observatory, fishery, and research gardens. CNSC is available for use only by Lynchburg College faculty, staff, students, and invited guests. A College representative is generally available on site for programs and classes held at the Center. However, Lynchburg College security officers do not patrol the grounds or facilities at CNSC. In the event of an emergency at CNSC, one should call Bedford County emergency services (911).

Safety on Campus Personal Safety Tips

All students, employees, and campus visitors are encouraged to take responsibility for their own security and the security of others. The following common-sense practices help protect everyone on campus:

- Walk with a friend, especially at night. If a companion is unavailable at night, you may call Campus Safety and Security (434/544-8100) for an escort.
- Know the people you visit, whether on or off campus.
- Close and lock ground floor windows when you are not in your campus residence or office.
- If you bring a vehicle to campus, keep the windows rolled up and the doors locked at all times. If you leave valuables in your car, lock them in the trunk where they cannot be seen by others. If you need an escort from your car to an on-campus destination, use an emergency telephone to contact Campus Safety and Security (see "Emergency Telephones").
- If you are working in an academic building or office at night or during weekend hours when the area is usually locked, notify Campus Safety and Security (434/544-8100 or dial "0" from any campus land-line telephone) so that officers are aware of your presence in the event of an emergency.
- Be aware and concerned about use and abuse of alcohol and other drugs. Sexual assaults and other violent acts occur more often when people are under the influence of alcohol or other drugs.
- Anyone needing emergency assistance on campus can reach Campus Safety and Security at any time by dialing emergency extension 5555 from any land-line telephone on campus, by dialing 434/544-5555 from a cell phone or off-campus phone, or by using an emergency telephone located on campus (see "Emergency Telephones"). Dial 911 for local police and fire emergency assistance at off-campus locations.
- Firearms and/or weapons of any type, including concealed weapons for which the carrier has a legal permit, are strictly prohibited on campus. Weapons include but are not limited to firearms (e.g., BB guns, pellet guns, Airsoft guns, paintball guns, handguns, and rifles), knives, bows and arrows, and martial arts weapons. Contact Campus Safety and Security immediately to report the presence of weapons on campus. (Exceptions to this policy may be made when a legitimate, authorized, classroom-based need exists.)
- Pay attention to information about crime prevention and enhancing personal safety provided on campus. Knowledge of safety precautions and resources can make a difference in a crisis.

Safety Tips for Residential Facilities

All residential facilities owned by Lynchburg College are considered to be "on campus." College housing includes:

- six residence halls (Freer, Hundley, McWane, Montgomery, Shackelford, and Tate Halls);
- five townhouses (Brewer, Bullard, Houston, Rainsford, and Warren Houses);
- Court apartments;
- Westwood apartments;
- Peakview Hall apartments; and
- More than 70 houses located on public streets near campus, some of which are occupied by recognized student organizations (e.g., the Olympus Community of fraternity and sorority houses on Vernon Street and houses occupied by members of special interest groups, such as athletic teams).

Lynchburg College does not operate any off-campus housing or residences not owned by the College for use by student organizations.

The Office of Residence Life schedules staff members to be on duty each night when classes are in session. While on duty, resident assistants periodically patrol their respective residential areas. Representatives from Campus Safety and Security, the Office of Residence Life, and the Lynchburg Police Department work collaboratively to conduct community patrols in neighborhoods containing College houses on Friday and Saturday nights during the academic year (except during student breaks).

To enhance safety in Lynchburg College residential facilities, students should adhere to the following:

- Only members of the Lynchburg College community and invited guests are authorized to be in residential facilities. Students must accompany their guests in residential facilities at all times.

- All room doors can be secured by key. Lock your door when you leave your room, even if you will be gone for “just a minute.” Similarly, lock entrance doors to your residence if you live in a College apartment, house, or townhouse. Lock your door(s) before going to sleep.
- Keep your room key and ID card on your person; do not lend your key or ID card to anyone. A lost or loaned key or ID card is an invitation to a thief or other criminal, giving him/her access to your residence and jeopardizing your safety as well as that of your fellow residents.
- If you lose your key or ID card, or if they do not work properly, contact the Office of Residence Life or Campus Safety and Security immediately.
- Do not let strangers into a residence through exterior security doors or into your room. Never prop doors open or leave ground floor windows open. Such openings are ready-made entrances for would-be criminals.
- Immediately report suspicious persons to Campus Safety and Security. Quick reporting increases the likelihood of apprehending trespassers.
- You have a great deal invested in the personal belongings which you bring to campus. Review your family’s homeowner’s or renter’s insurance policy; if your belongings on campus are not covered by the policy, consider purchasing a rental insurance policy.

All students residing in housing not owned by Lynchburg College should contact their local police department or sheriff’s office to report crimes occurring at their residence.

Security Considerations in Maintenance of Campus Facilities

Security-related maintenance needs should be reported immediately to the Physical Plant (434/544-8276, 8 a.m.-5 p.m., Monday-Friday) or to Campus Safety and Security (434/544-8100). Work orders are prioritized as follows: 1) emergency leaks; 2) safety-related issues; and 3) other issues. Maintenance and custodial staff members are on call when weekday office hours have ended; they are contacted by Campus Safety and Security as needed to address after-hour, safety-related issues. In addition to receiving reports of security-related maintenance needs from the campus community, Campus Safety and Security officers submit repair requests to the Physical Plant, reporting needs observed as the officers patrol campus daily.

In addition to timely response to safety-related maintenance requests, Lynchburg College’s ongoing maintenance plan addresses security of campus facilities. Each month, a College building is inspected by the Safety Committee, and work orders are placed to address any security-related issues identified. Also, safety is the primary consideration in planning annual renovations and facility-upgrade projects.

Campus Safety Officers

Lynchburg College’s Campus Safety and Security, comprised of uniformed, unarmed officers, operates 24 hours every day of the year. All campus safety officers (CSOs) are non-commissioned security staff members without authority to arrest; CSOs complete a certification program through Virginia’s Department of Criminal Justice Services. Campus safety officers patrol campus on foot, in golf carts, and in marked cars. While on patrol, officers address crimes and College policy violations occurring on campus, as well as submit safety-related repair requests.

Lynchburg College’s campus safety officers have the authority to:

- ask individuals on campus for identification and to determine whether or not individuals have legitimate reason for being on campus;
- address and report possible violations of College policies and laws committed by students to the Office of the Dean of Students or by College employees to the appropriate administrator for adjudication through College disciplinary processes;
- use handcuffs to restrain individuals (after the officer completes restraint certification training); and
- issue tickets for violation of the Lynchburg College Traffic Code.

42 SAFETY AT LYNCHBURG COLLEGE

A Campus Safety and Security staff member is available at the Information Desk 24 hours per day to receive reports of campus crimes and other emergencies (first floor, Hall Campus Center; emergency: 434/544-5555; non-emergency: 434/544-8100). In response to a report, a CSO takes appropriate action, which may include going to the scene of the reported incident, asking the caller to come to the Information Desk to make a report, contacting local or state law enforcement agencies, activating procedures for campus-wide announcement of a safety concern through a timely warning, and/or conducting follow-up investigation to collect additional information.

Relationship with Law Enforcement Agencies

In situations that need the attention of law enforcement, Lynchburg College's Campus Safety and Security staff request assistance from the Lynchburg Police Department (LPD) or from the Bedford County Sheriff's Department. Typically, Lynchburg College does not have direct contact with state police. Because Lynchburg College's CSOs have authority only on College property, LC constituents and visitors needing assistance with crimes or emergency situations occurring off campus should contact local law enforcement agencies directly.

The College works cooperatively with the LPD on crime prevention and in addressing reported incidents, including:

- periodic communication with Campus Safety and Security and the Office of the Dean of Students to discuss prevention efforts, crime reports, and problem areas; and
- working collaboratively with campus safety officers and residential staff to conduct community patrols on Friday and Saturday nights during the academic year (except during student breaks) in neighborhoods containing College houses to promote safety awareness and crime prevention. LPD officers have authority to arrest.

Lynchburg College enjoys a successful, collaborative working relationship and mutual understanding with the Lynchburg Police Department built through day-to-day interactions. However, the College does not have written policies or memoranda of understanding with any local or state law enforcement agency for the investigation of alleged criminal offenses.

Emergency Telephones

Yellow Box Telephones

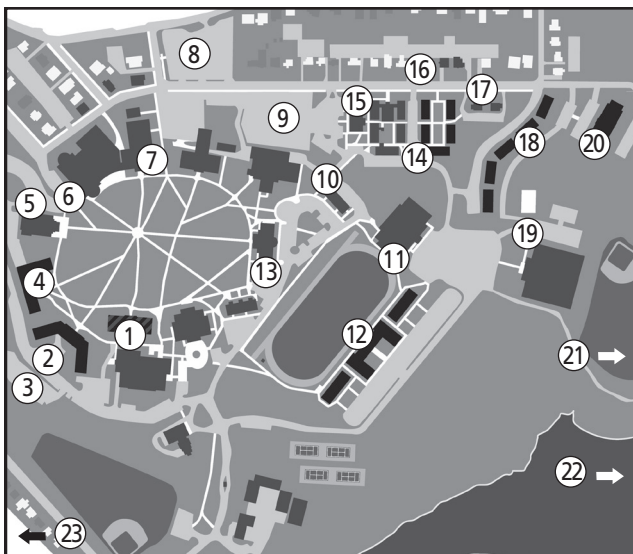
Yellow box telephones, located on the exterior front and back sides of each residence hall, have direct access to Campus Safety and Security. To make an emergency call from a yellow box telephone, simply push the large red button and the information operator will answer; there is no need to dial.

Blue Light Telephones

Lynchburg College has special emergency telephones marked by a bright blue light at over 20 locations around campus. These outdoor phones connect directly to the Information Desk for immediate dispatch of a campus safety officer to the caller's specific location. To make a call from a blue light telephone, simply pick up the receiver handset or push the large red button, and the information operator will answer; there is no need to dial.

Blue light emergency telephones are available at the following campus locations:

1. Hundley Hall (front and rear)
2. Tate Hall (rear)
3. Lower Parking lot behind Tate Hall
4. Montgomery Hall (front)
5. Snidow Chapel (rear parking lot)
6. Schewel Hall (traffic circle)
7. Library (Hobbs Hall side)
8. Westwood Parking Lot
9. College Street Parking Lot
10. Psychology Building (rear)
11. Turner Gymnasium (lower parking lot)
12. McWane Hall (front)
13. Hopwood Hall (Carnegie Hall side)
14. The Courts (adjacent to laundry room)
15. Thompson Building (College Street side)
16. 341 College Street (rear)
17. 348 College Street (between 348 and 346 College Street)
18. Townhouses (front and rear of Rainsford House and Bullard House)
19. Wake Field House (left side)
20. Peaksview Apartments (front and rear)
21. Beaver Point Clubhouse
22. Faculty Drive Practice Fields (storage building)
23. Doctor of Therapy Physical Building (300 Monticello Ave.) - parking lot (3 phones) & interior student study area



Emergency Procedures

Emergency Threat Assessment and the Dean-on-Call System

Lynchburg College is not immune to the possibility that a campus visitor or a member of the College community poses a threat of harm to himself/herself or to others. The College has multiple staff, policies, and procedures dedicated to enhancing safety on campus and to preventing violence, including those described in the annually-updated security report (<http://www.lynchburg.edu/securityandfiresafetyreport.pdf>), on Campus Safety and Security's webpage (<http://www.lynchburg.edu/campussafety.xml>), and in the section entitled "Safety at Lynchburg College: A Shared Responsibility" of *The Hornet*. Additional information about helping a troubled student is available at <http://www.lynchburg.edu/troubledstudents.xml>.

Because campus safety is a shared responsibility, Lynchburg College constituents and visitors are strongly encouraged to take steps to preserve both personal and property safety and to contact Campus Safety and Security immediately if they observe threatening or aberrant behavior that may represent a threat to the College community. When a threat is reported, a campus safety officer responds to the situation and utilizes other safety resources as needed. These additional resources may include but are not limited to the Lynchburg Police Department and other law enforcement agencies, emergency medical and mental health services, the Office of the Dean of Students, the dean on call, and alert systems (e-mail, text-messaging, and/or audible) for notifying the campus community of an ongoing threat.

Administrators from Student Development offices serve as the dean on call (DOC) on a rotating basis (e.g., deans of students, directors of residence life, campus safety and security, and student activities). The DOC is available to consult with and to assist security and Residence Life staff about safety, medical, mental

44 EMERGENCY PROCEDURES

health, and facility emergencies. The dean-on-call emergency response system supplements but does not replace on-call systems implemented by Campus Safety and Security and by the Office of Residence Life. The dean-on-call system is active during the fall and spring semesters when weekday office hours have ended; the DOC system is not active during Thanksgiving, winter, and summer breaks. The dean-on-call system is supplemented by minister- and counselor-on-call systems.

Emergency Response

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the College notifies the campus community via a timely warning (written security alert and/or audible Campus Early Alert System). If building evacuation is an appropriate response to the emergency, the timely warning states this. (NOTE: Lynchburg College does not use telephone messages to announce safety information campus-wide.)

When a threat is reported, a campus safety officer responds to the location of the incident in attempts to confirm the validity of the report and to collect additional information. If assistance is needed, additional campus safety officers, local law enforcement, fire safety, and emergency medical assistance are requested, as appropriate to the incident. Campus safety officers work to contain the threat prior to the arrival of local emergency agencies. When Lynchburg City emergency personnel arrive, they assume authority and serve as primary responders; Lynchburg College safety officers support these primary responders. To provide additional support to Lynchburg City emergency personnel and to students and employees on campus during a significant emergency, the College's Crisis Management Team may be activated.

Emergency Notification and Timely Warnings

Should a situation arise on or off campus that, in the judgment of Campus Safety and Security, the Office of the Dean of Students, and/or the dean on call constitutes a serious or continuing threat to students and employees, a timely warning is issued without delay. Most often, the warning is issued to all students and employees via e-mail as a written "security alert." If the safety of people outdoors is urgently threatened, the outdoor Campus Early Alert System is used to make audible announcements. (**Exception:** Initiation of the notification system may be delayed if, in the professional judgment of responsible authorities, a timely warning will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.)

Security Alerts (E-mail and Text Message)

A security alert is a timely safety warning issued to students and employees through the College's e-mail system by Campus Safety and Security, the Office of the Dean of Students, or the dean on call. The purpose of a security alert is to inform the campus community that a crime or other emergency posing a serious or continuing threat to students and employees has been reported and to provide information that will aid personal safety and the prevention of similar crimes. In general, a security alert includes the subject line "Security Alert," a description of the safety threat, a description of the crime suspect (if applicable and available), suggested actions for protecting oneself, and crime reporting contact information. Follow-up security alerts may be sent to provide new or clarifying information collected as the threat is addressed. Security alerts are sent via e-mail to all students and employees when classes are in session. During spring, summer, fall, Thanksgiving, and winter breaks in classes, security alerts are sent via e-mail to all employees and to the appropriate subset of students residing on campus.

Depending on the particular circumstances of a threat, notice may also be posted on the College's official web site (<http://www.lyncburg.edu>). In addition, printed copies of a security alert may be posted in residence halls; at the front door of each on-campus house, townhouse, and apartment; and in other campus buildings.

Additionally, students and employees may elect to receive abbreviated versions of security alerts via text message. To register for this supplemental, text-message safety notification service, a student or employee must provide a cell phone number on the registration form posted on "myLC" (<http://myLC.lyncburg.edu>, click on "Personal," click on "My Notifications").

Anyone with information warranting a timely warning through a security alert or with information about any crime or safety threat should immediately contact Campus Safety and Security by telephone (emergency: 434/544-5555; non-emergency: 434/544-8100), by emergency phone (see "Emergency Telephones"), or in person at the Information Desk (1st floor, Hall Campus Center).

Safety Announcements (E-mail)

Different from a security alert about an ongoing safety threat, a safety announcement provides information about a crime that has occurred but does not pose a continuing threat (e.g., because the suspect was apprehended). The purpose of a safety announcement is to aid the campus community in preventing a similar incident, to explain the presence of emergency vehicles on campus, and/or to provide information about crime committed off campus in Lynchburg that may have relevance for the LC community (e.g., an incident at another local campus, a series of thefts from cars parked on streets near campus). In general, a safety announcement issued to students and/or employees through the College's e-mail system by Campus Safety and Security, the Office of the Dean of Students, or the dean on call includes the subject line "Safety Announcement," a description of the safety incident, and suggested actions for preventing similar incidents.

Campus Early Alert System (Audible)

Lynchburg College has three outdoor warning siren/public address units on campus. In the event of an emergency that urgently threatens the safety of people outdoors, the College may sound the sirens. The siren tones are designed to be quite loud and distinct; the sound carries throughout the campus and should be heard easily by persons outdoors on campus.

The pre-recorded and live public address announcements that follow the siren tones are prone to echoing among campus buildings; how well one is able to understand the messages will depend on one's location. All possible adjustments have been made to the system to improve the audibility of the voice messages; however, in some areas of campus, the messages can be very difficult to understand.

Seven messages are pre-programmed on the campus alert system:

1. "This is a test of the Lynchburg College emergency warning system. This is only a test." This message begins with the Westminster Chimes. It will sound every second Wednesday of the month at approximately 10 a.m. (Testing is mandated by FEMA.)
2. "The National Weather Service has issued a severe weather warning. Please take cover indoors." This message is preceded by the siren wail.
3. "The National Weather Service has issued a tornado warning. Please move to the interior areas of any building." This message is preceded by the siren wail.
4. "Intruder Alert, Intruder Alert, remain where you are. Lock doors if possible and wait for the all clear." This message is preceded by the siren wail.
5. "Fire on campus. Please stand by for further instructions." This message is preceded by the siren wail.
6. "Emergency. Please stand by for further instructions." This message is preceded by the siren wail.
7. "This is an all clear; please resume your normal activities." This message begins with the Westminster Chimes.

If the siren sounds due to severe weather or tornado warning:

- Seek cover in the closest building if you are outside.
- Stay in your classroom, room, or office if it is in the interior of the building OR go to an interior hallway of the building OR go to the lowest level possible OR if you are in a house or apartment, go to the center of the house or the bathroom.
- Stay away from windows, glass doors, and glass walls.
- Monitor the Lynchburg College web site and your e-mail for updates and instructions.
- Call 911 immediately if you have any information about damage or injuries.
- Stay in your area until you receive the "all clear" message from the crisis alert siren or a message from a College official or emergency worker.

46 REPORTING CAMPUS CRIME

If the siren sounds due to an intruder (or if an intruder has been observed):

- Go to the closest classroom, room, or office and stay there.
- If possible, shut the door and lock it, AND if possible, place a desk or chair in front of the door, AND if possible, wedge a shoe or belt under the door to prevent it from opening.
- Turn off lights.
- Keep yourself and others in the room as quiet as possible, AND switch cell phones to vibrate, AND mute all computers, projectors, personal electronic devices, and other machines.
- Stay away from windows, glass doors, and glass walls.
- Monitor the Lynchburg College web site and your e-mail for updates and instructions.
- Call 911 immediately if you have any information about the intruder or about injuries.
- Stay in your area until you receive the "all clear" message from the crisis alert siren or a College official or emergency worker.

A test of the audible Campus Early Alert System is conducted on the second Wednesday of every month.

Reporting Campus Crime

Lynchburg College students, employees, and visitors are encouraged to report promptly and accurately all campus crimes and incidents related to public safety to Campus Safety and Security and to appropriate police agencies. To report a crime or other emergency occurring on campus, contact Campus Safety and Security:

- in person at the Information Desk (located on the first floor of Hall Campus Center);
- by using an emergency phone (see "Emergency Telephones");
- by dialing 434/544-5555 when emergency assistance is needed; and
- by dialing 434/544-8100 in non-emergency situations.

The Lynchburg Police Department and other city emergency services can be reached by dialing 911. If emergency services are needed on campus in Lynchburg, contact Campus Safety and Security first so that a campus safety officer and Lynchburg College Emergency Medical Services (LC EMS) may be dispatched to the scene of the emergency while city emergency personnel are en route to campus.

Due to the importance of campus safety, Lynchburg College cannot guarantee that crime information will remain confidential. If requested or deemed appropriate by the College, effort will be made to keep private the details of the crime that are sensitive in nature and/or not to reveal the identity or source of crime information.

Students, faculty, staff, and visitors are encouraged to use the following campus resources when coping with a crime or other safety concerns:

EMERGENCY ASSISTANCE—On Campus	434/544-5555
Campus Safety and Security 1st floor, Hall Campus Center	
LC Emergency Medical Services	
EMERGENCY ASSISTANCE—Off Campus and at Claytor Nature Study Center	911
Police, fire, and emergency medical services	
NON-EMERGENCY ASSISTANCE	
Campus Safety and Security 1st floor, Hall Campus Center	434/544-8100
Office of the Dean of Students 113 Hundley Hall, M-F, 8:30 a.m.-5 p.m.	434/544-8226
Non-emergency calls to the Lynchburg Police Department	434/847-1602

Depending on the circumstance, the Office of Residence Life, a residence hall director, or a resident assistant may also be an effective source of help when coping with a crime or other safety concern. If you feel threatened and do not know what to do, contact Campus Safety and Security; an officer can help you contact other campus resources, if needed.

Lynchburg College Daily Crime Log

The Lynchburg College Daily Crime Log provides brief information about crimes reported to Campus Safety and Security such as the incident date, time, location, nature, and disposition by Campus Safety and Security. The Daily Crime Log is posted at <http://www.lyncburg.edu/x24882.xml>.

Fire Safety

A fire on campus not only interrupts your education, it destroys valuable property and expensive equipment and can injure or kill people. Carelessness, forgetfulness, and ignorance are factors in many fires. Smoke detectors and alarms warn of a fire while time to escape still exists. Never tamper with smoke detectors, fire alarms, or other fire safety equipment; they may save YOUR life.

All Lynchburg College residential facilities for students have hard-wired fire alarm systems that report directly to Campus Safety and Security via designated telephone lines. Campus buildings with heating systems that burn fossil fuel have hard-wired carbon monoxide detection systems that report directly to Campus Safety and Security. When an alarm is received, a campus safety officer is dispatched immediately to determine the cause of the alarm.

To reduce fire hazards, the following items are not permitted in any College residential facility: candles (unlit or lit), halogen lamps (and other lamps deemed unsafe by the Office of Residence Life), incense, hookahs, space heaters, and any appliances that make an open flame or have exposed heating elements. Additionally, cooking appliances are not permitted in residence hall rooms, other than hot pots, coffee makers, popcorn poppers, and approved Micro-fridge microwave ovens.

Fires are not permitted inside or outside any College residential facility, except for use of gas and charcoal grills for cooking. Grills may be stored outdoors only. When in use, grills must be at least ten feet from all parts of a structure, including decks and porches. Also, appropriate safety precautions must be taken (e.g., distance from dry brush and other flammable materials, absence of wind hazards, extinguished coals, and disposal of cold coals in trash receptacles). Damage caused by use of a grill will result in repair fees and/or disciplinary sanctions.

Smoking is prohibited in all residence halls, in Peaksview Hall apartments, and in all non-residential buildings.

Learn the fire safety features of campus buildings and take appropriate actions, including:

- Know where fire extinguishers and pull stations are located and know how to operate them.
- Find the building exits nearest your classrooms, residential room, or office.
- Do not block access to extinguishers or fire exits.
- Report to Campus Safety and Security all extinguishers that are missing, damaged, or have been discharged, as well as any other damaged or malfunctioning fire safety equipment.
- Never tamper with a smoke detector or other fire equipment. Tampering with any fire equipment may result in suspension from the College and in criminal prosecution.
- When the fire alarm sounds, leave the building quickly.
- Take fire drills seriously; you never know whether the alarm was activated by an actual fire. If there is no fire, practicing proper emergency response may save lives in the future.

In every campus building, evacuation procedures are posted, and fire exits are marked. Evacuation maps are posted only in the six residence halls (Freer, Hundley, McWane, Montgomery, Shackelford, and Tate Halls).

In case of fire or other emergency warranting building evacuation:

- Activate the fire alarm system.
- Stay calm, then act; every second counts.

48 FIRE SAFETY

- Leave the building immediately.
- Never use an elevator.
- Crawl or stay beneath the smoke; smoke kills.
- DO NOT open a door if the doorknob is hot.
- If you cannot leave the room, stop the smoke from coming in by sealing cracks with tape, clothes, towels, etc.
- Shout to others for help.
- Tie a wet cloth over your nose and mouth to aid breathing.
- If your clothes catch fire, STOP, DROP, and ROLL! Do not run. Instead, drop to the floor and roll out the fire or use a rug, coat, or blanket to smother the flames.
- Never go back into a burning building for ANY reason.
- Tell security officers or fire fighters if you know of anyone trapped inside the building.
- Cooperate with campus authorities.
- Let the fire fighters do their job. Stay out of the way and remain in designated safe areas.

For more information about fire safety and residential facilities, see the annually-updated fire safety report (<http://www.lynchburg.edu/securityandfiresafetyreport.pdf>).

Lynchburg College Fire Log

The Lynchburg College Fire Log provides brief information about fires that have occurred in campus residential facilities for students. The log includes the fire date, time, nature, and general location. The Lynchburg College Fire Log is posted at <http://www.lynchburg.edu/x24900.xml>.

