

Security Report and Fire Safety Report

2011-12



LYNCHBURG
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The *Security Report and Fire Safety Report* is published annually by the Office of the Dean of Students. While every effort is made to provide accurate and correct information at the time of printing, Lynchburg College reserves the right to change policies, safety procedures, and any statements in this publication. Current information about Lynchburg College's safety-related policies and procedures is available online on Campus Safety and Security's webpage: <http://www.lynchburg.edu/campussafety.xml>.

Security Report

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 this *Security Report*. 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 24 hours per day. From 10 a.m. to midnight, all undergraduate students' ID cards allow them access to all residence halls and to Peakview Hall. After midnight, only residents of a particular building may access that building 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 Properties Off Campus

According to definitions mandated for use by the Clery Act, and for the purposes of this *Security Report*, both Lynchburg College's Health Sciences facility and Claytor Nature Study Center are considered "noncampus property" owned or controlled by Lynchburg College but not within the same reasonably contiguous geographic area of the College. The terms "campus" and "on-campus" refer to Lynchburg College property located at 1501 Lakeside Drive, Lynchburg, VA and all residential facilities for students.

Health Sciences

Lynchburg College's Health Sciences facility is located at 300 Monticello Avenue, approximately one-half mile from campus in Lynchburg. The building's upper level houses Lynchburg College's

Doctor of Physical Therapy Program; the building's lower level is occupied by a retail shoe outlet and a warehouse distribution operation, which are unaffiliated with Lynchburg College.

Entrance to the Health Sciences facility (upper level) is controlled by card access. Lynchburg College Campus Safety and Security officers patrol the facility regularly each day. Surveillance cameras are located throughout the interior of the Health Sciences facility and on the exterior. Emergency blue light phones are located in the northeast, northwest, and southwest areas of the parking lot; an additional emergency phone is located inside the main student study atrium (see "Emergency Telephones"). The hard-wired fire alarm system in the Health Sciences facility reports directly to the Campus Safety and Security office, located on campus at 1501 Lakeside Drive; Lynchburg College campus safety officers respond to fire alarm activations at the Health Sciences facility. The Health Sciences facility is in range of the audible Campus Early Alert System (see "Emergency Procedures").

In the event of an emergency at the Health Sciences facility, students, faculty, staff, and visitors should contact Campus Safety and Security at 434/544-5555 or by using a blue light emergency telephone.

Claytor Nature Study Center

Lynchburg College's Claytor Nature Study Center (CNSC) is a non-enclosed, 470-acre research center located in Bedford County, Virginia, approximately 25 miles from campus in Lynchburg. Its facilities 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. 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 security alerts, safety announcements, and other 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 typically on Thursday, 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 acquiring 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 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 address 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.

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 College security officers and residential staff to conduct community patrols typically on Thursday, 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.

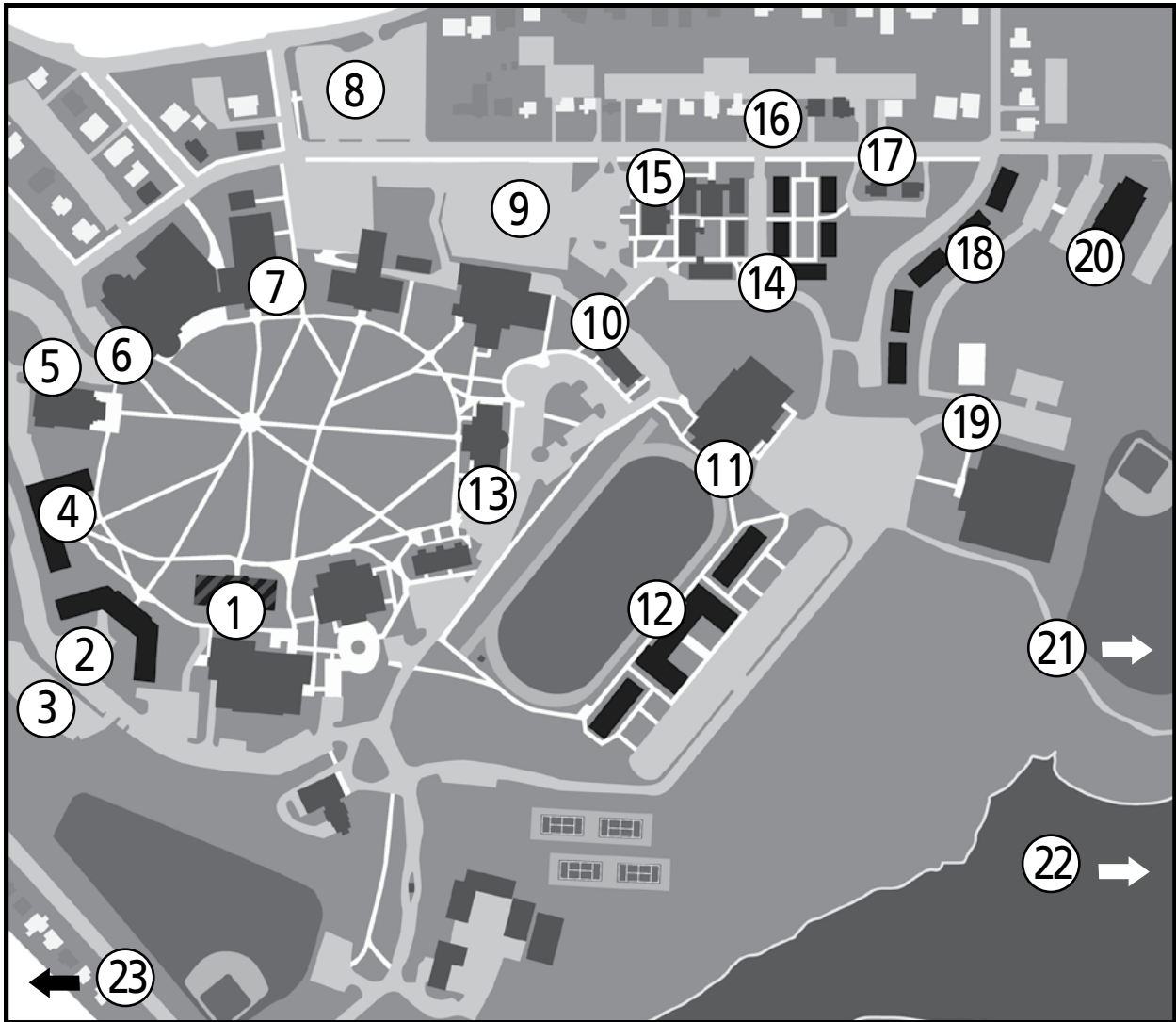
Emergency Telephones

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 and at the nearby Health Sciences building. These outdoor phones connect directly to the Information Desk at Campus Safety and Security 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 locations listed on page 8.



Locations of Blue Light Telephones:

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

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 this *Security Report* (<http://www.lynchburg.edu/securityandfiresafetyreport.pdf>), on Campus Safety and Security's webpage (<http://www.lynchburg.edu/campusafety.xml>), and in the section entitled "Safety at Lynchburg College: A Shared Responsibility" of *The Hornet* student handbook. 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 should 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 residential staff about safety, medical, mental 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

When a threat is reported, a campus safety officer responds to the location of the incident in attempt 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.

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.)

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. If building evacuation is an appropriate response to the safety concern, the building's audible fire alarm may be activated. (**Exception:** Initiation of the notification system may be delayed if, in the professional judgment of Campus Safety and Security, the Office of the Dean of Students, and/or the Dean on Call, 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. The individual authoring the security alert determines the specific content of the alert based on information available about the safety concern, succinct description of the emergency intended to facilitate prompt notification while also sufficient for informing the campus community for self-protection, and/or in consultation with Campus Safety and Security, the Office of the Dean of Students, and/or the Dean on Call. 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.lynchburg.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 e2Campus registration form posted on "myLC" (<http://myLC.lynchburg.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 (first 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 a 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 who are outside, the College may sound the sirens. The siren tones are designed to be loud and distinct; the sound carries throughout the campus and should be easily heard by those 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 pre-programmed messages are on the Campus Early 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 and 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; 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.

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.

Evacuation Information

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

- Shelter in Place - Individuals should stay where they are, or if possible, go to an interior safe area of the building.
- Building Evacuation - One or more buildings, but not the entire campus, must move to a designated location.
- Campus-wide Evacuation to On-Campus Location(s) - Everyone on campus must move to designated on-campus location(s).
- Campus-wide Evacuation to Off-Campus Location(s) - Everyone on campus must leave the campus and go to designated off-campus location(s).

During the course of an emergency, Campus Safety and Security may modify evacuation plans or decisions as deemed appropriate to the emergency and/or through consultation with the Dean on Call, the Crisis Management Team, and/or local police or fire officials.

Emergency Testing Procedures

A test of the audible Campus Early Alert System is conducted on the second Wednesday of every month. A test of the supplemental text message alert system is conducted once per semester. Similarly, a test page is sent to first-responders of the Crisis Management Team once per semester. One campus-wide emergency response and evacuation test will be conducted per academic year; a report of the campus-wide test will be created and maintained by Campus Safety and Security. One fire drill is conducted per academic year in each residence hall (Freer, Hundley, McWane, Montgomery, Shackelford, and Tate Halls), each townhouse (Brewer, Bullard, Huston, Rainsford, and Warren Houses), and Peakview Hall.

Missing Person Policy

Lynchburg College’s Missing Person Policy establishes procedures that the College will implement in response to a report of a missing student who resides on campus. Reports of a possible missing residential student must be made immediately to Campus Safety and Security. To avoid jurisdictional conflicts, reports regarding a student residing off campus who is believed to be missing should be directed to the Lynchburg Police Department. (See “Reporting Campus Crime” for contact information for Campus Safety and Security and for the Lynchburg Police Department.)

Typically, a friend or family member becomes concerned that a student living on campus might be missing when the student has not made contact in person or via phone or e-mail in a time period normal for that student. When Campus Safety and Security receives a report of a possible missing residential student, campus safety officers gather essential information about the residential student from the reporting person and from the student’s acquaintances (e.g., description, clothes last worn, where the student might be, who the student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). With such information, campus safety officers are often able to locate the student in a relatively short period of time.

If a residential student is determined to be missing, or if it is immediately apparent that the student is indeed a missing person (e.g., witnessed abduction), Campus Safety and Security will contact the appropriate local law enforcement agency within 24 hours to report the student as a missing person, and the local law enforcement agency will take charge of the investigation. Also, if the student identified an emergency contact person via myLC, Campus Safety and Security will contact that individual. Additionally, if the student is under age 18 and not emancipated, the College is required by law to contact the student's custodial parent or legal guardian.

In addition to identifying an emergency contact person via myLC, each student living on campus has the option to identify confidentially an individual to be contacted within 24 hours after the time that the student is determined to be missing by Campus Safety and Security in accordance with the College's Missing Person Policy. Information about a student's confidential contact person is accessible only by Campus Safety and Security and by law enforcement in the course of the investigation. If a student is determined to be missing, the confidential contact person will be notified by Campus Safety and Security or law enforcement officers.

To identify a general emergency contact and a missing person confidential contact, a student should:

- Access myLC at <http://myLC.lynchburg.edu>
- Click on "Personal" in the left-hand toolbar
- Click on the tab "My Emergency Contacts"
 - For general emergency contact, enter an individual's contact information.
 - For missing person contact, click on "add a Missing Person Contact" to enter an individual's contact information.
 - A student may enter the same person for both the general emergency contact and for the confidential missing person contact.

Both the general emergency contact and the missing person confidential contact designations remain in effect until changed by the student.

Safety Awareness and Crime Prevention Education

Lynchburg College encourages all students, faculty, and staff to learn about crime prevention, to familiarize themselves with campus security practices, and to act responsibly to protect their own security and that of others.

Information about Lynchburg College's safety-related policies and procedures is available online on Campus Safety and Security's webpage: <http://www.lynchburg.edu/campussafety.xml>. This website is the primary source of information about campus security procedures and practices provided to students and employees; it includes the *Security Report* (<http://www.lynchburg.edu/securityandfiresafetyreport.pdf>).

Informative programs about security procedures and encouraging members of the campus community to be responsible for their own security and for the security of others are offered occasionally and primarily for students. During the 2010-11 academic year, safety awareness educational efforts included:

- information about campus security procedures and practices published in student and employee handbooks and online: <http://www.lynchburg.edu/campussafety.xml>;
- training in security procedures and practices provided annually for Residence Life and Campus Safety and Security staff members;
- presentations to new students during Welcome Week 2010 that included information about safety on campus, encouragement to protect personal safety for oneself and others, and safety-related policies (e.g., *Outside the Classroom 101* and *Introduction to the Honor and Student Conduct Codes*);

- meetings for on-campus residents held at the beginning of the fall semester that included information about security procedures and encouragement to protect safety;
- occasional safety awareness programs and flyers provided in residence halls;
- an anti-hazing presentation (open to the campus community);
- a self-defense class held for employees;
- campus security alerts and safety announcements sent to students and employees regarding reported crimes;
- encouragement for students and employees to register with e2Campus to receive supplemental, abbreviated versions of security alerts via text message; and
- monthly tests of the audible Campus Early Alert System.

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.lynchburg.edu/x24882.xml>.

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 sources of crime information. The College does not accept anonymous crime reports for inclusion in annual crime statistics.

Emergency Contact Information

Lynchburg College students, employees, and visitors are encouraged to report promptly and accurately all campus crimes and other emergencies to Campus Safety and Security and to appropriate police agencies. In addition, students, employees, and visitors are encouraged to use the following resources when coping with a crime or other safety concern:

EMERGENCY ASSISTANCE – On Campus and at Health Sciences 434/544-5555

Campus Safety and Security
First 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 **434/544-8100**
First floor, Hall Campus Center

Office of the Dean of Students **434/544-8226**
113 Hundley Hall; M-F, 8:30 a.m. - 5 p.m.

Non-emergency calls to the Lynchburg Police Department **434/847-1602**

Depending on the circumstance, the Office of Residence Life (434/544-8320), 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.

Crime Statistics

Preparation of Annual Crime Statistics

So that students, faculty, and staff may be informed members of the campus community, and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Lynchburg College publishes statistics about crimes reported as occurring on campus and on certain off-campus properties (see "Summary of Reported Crimes"). Representatives of Campus Safety and Security and of the Office of the Dean of Students compile crime statistics from reports received from LC students, employees, visitors, the Office of Residence Life, campus safety officers, the Lynchburg Police Department, and the Bedford County Sheriff's Department. As required by Clery Act regulations, crime definitions are taken from the Federal Bureau of Investigation's *Uniform Crime Reporting (UCR) Handbook*, except for definitions of sex offenses, which are taken from the FBI's National Incident-Based Reporting System Edition of the UCR.

In accordance with the Clery Act, College professional counselors and pastoral counselors, when acting as such, are not required to inform Campus Safety and Security or the Office of the Dean of Students about crimes brought to their attention by clients. Lynchburg College's professional and pastoral counselors may, if and when they deem appropriate, inform individuals they counsel of procedures for reporting campus crimes on a voluntary basis for inclusion in published crime data. However, the College does not actively promote or discourage such reporting.

Crime statistics are made available to all current students and employees through the detailed *Security Report* posted at <http://www.lynchburg.edu/securityandfiresafetyreport.pdf>. Availability of this annually-updated *Security Report* is announced via printed postcard sent to all students and employees by October 1 each year. Announcement postcards are sent through campus mail to all

employees and to all students with campus mailboxes; postcards are sent through the U. S. Postal Service to the permanent addresses of students without campus mailboxes. Printed copies of the *Security Report* are available from the Office of the Dean of Students on request.

Additionally, Lynchburg College submits calendar-year crime statistics that are published in the *Security Report* to the Department of Education via a website database. Information from the database is available to the public through <http://ope.ed.gov/security/>.

Summary of Reported Crimes

The data chart entitled "Summary of Reported Crimes 2008-2010" reflects incidents of alleged crimes, both attempted and completed, that were reported as occurring on campus, in College residential facilities, in or on a noncampus building or property, and on public property that is within or immediately adjacent to and accessible from the campus (e.g., a public sidewalk or city street bordering campus). A "noncampus building or property" includes property not within the same reasonably contiguous geographic area of the College but owned or controlled by the institution, used in direct support of the College's educational purposes, and frequently used by students (e.g., Claytor Nature Study Center, Health Sciences).

The data chart does not reflect any information about: 1) whether the victims or perpetrators of reported crimes were associated with Lynchburg College as students or employees; 2) whether alleged crimes were confirmed by police or by Lynchburg College; or 3) whether findings of guilt or responsibility were made.

Hate Crimes

None of the crimes reflected in "Summary of Reported Crimes 2008-2010" constituted "hate crimes," manifesting evidence that the victim was intentionally selected because of the perpetrator's bias towards the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. Effective August 14, 2008, amendment of the Higher Education Opportunity Act expanded the list of crimes for which bias must be report to include larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property. No reported incidents of these four additional crimes occurring after August 14, 2008, manifested evidence of hate crimes.

Campus Disciplinary Action for Violations of Law

Violations of law committed on campus may be addressed by local, state, and/or federal law enforcement agencies. On-campus violations of College policies and/or laws committed by students are addressed by the College in accordance with student disciplinary procedures outlined in *The Hornet* student handbook. Similarly, violations of laws committed on campus by faculty or staff are subject to College disciplinary action as described in employee handbooks.

If a student engages in criminal activity off campus, and if such behavior is reported to Campus Safety and Security or to the Office of the Dean of Students by a law enforcement agency or another source, the matter is reviewed and responded to in accordance with student disciplinary procedures described in *The Hornet* student handbook. Similarly, violations of law committed off campus by faculty or staff are subject to College disciplinary action as described in employee handbooks.

Crime of Violence Notification

Upon receipt of a written request submitted to the Office of the Dean of Students, the Office will disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18 of the United States Code) or of a non-forcible sex offense the results of any disciplinary proceeding conducted by Lynchburg College against a student who is the alleged perpetrator of the reported crime or offense. If the alleged victim is deceased as a result of the alleged crime of violence or non-forcible sex offense, Lynchburg College will treat the alleged victim's next of kin as the alleged victim for disclosure purposes.

Summary of Reported Crimes 2008-2010

(Sorted by location and calendar year in which the crime was reported)

CATEGORY	LOCATION	'08	'09	'10
CRIMINAL HOMICIDE:				
Murder and Non-Negligent Manslaughter	TOTAL	0	0	0
Includes the willful, non-negligent killing of one human being by another.	• On Campus*	0	0	0
	• In residence halls or other residential facilities	0	0	0
	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	0
Negligent Manslaughter	TOTAL	0	0	0
Includes the killing of another person through gross negligence. Does not include traffic fatalities.	• On Campus*	0	0	0
	• In residence halls or other residential facilities	0	0	0
	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	0
SEX OFFENSES:				
Forcible	TOTAL	8	5	3
Includes any sexual act against a person (attempted or completed) committed forcibly, against a person's will, or where the victim is incapable of giving consent; includes "acquaintance rape" and "stranger rape."	• On Campus*	8	5	3
	• In residence halls or other residential facilities	7	3	3
	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	0
Non-Forcible	TOTAL	0	1	0
Includes unlawful, non-forcible sexual intercourse; includes only incest and statutory rape.	• On Campus*	0	1	0
	• In residence halls or other residential facilities	0	0	0
	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	0
ROBBERY	TOTAL	2	0	1
Includes taking or attempting to take anything of value from the care, custody, or control of a person by force, threat of force or violence, and/or by putting the victim in fear; committed in the presence of the victim.	• On Campus*	2	0	1
	• In residence halls or other residential facilities	0	0	0
	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	0
AGGRAVATED ASSAULT	TOTAL	6	6	4
Includes unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury; usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.	• On Campus*	6	6	4
	• In residence halls or other residential facilities	2	2	2
	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	0
BURGLARY	TOTAL	27	5	13
Includes attempted or completed unlawful entry of a residence hall, house, warehouse, or other structure to commit a felony or a theft. Includes reported burglaries even if the missing property was later determined to be merely lost and/or was recovered. Does not include theft from automobiles or shoplifting.	• On Campus*	27	5	13
	• In residence halls or other residential facilities	23	3	13
	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	0
MOTOR VEHICLE THEFT	TOTAL	1	3	1
Includes theft or attempted theft of a golf cart, automobile, motorcycle, motor scooter, or other motor vehicle used on land. Does not include theft from a <u>motor</u> vehicle.	• On Campus*	1	3	0
	• In residence halls or other residential facilities	0	0	0
	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	1

* The category "On campus" encompasses all on-campus incidents, including those also reflected in the category "In residence halls or other residential facilities." Therefore, the category "On campus" is duplicative, not cumulative.

Summary of Reported Crimes 2008-2010

(Sorted by location and calendar year in which the crime was reported)

CATEGORY	LOCATION	'08	'09	'10
ARSON	TOTAL	0	1	0
Includes any willful or malicious burning or attempt to burn, with or without intent to defraud, a house, public building, motor vehicle, or personal property of another. Includes only fires determined through investigation by law enforcement officials to have been set willfully or maliciously.	• On Campus*	0	1	0
	• In residence halls or other residential facilities	0	0	0
	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	0
LARCENY	TOTAL	34	56	61
Includes unlawful taking of property from the possession or constructive possession of another, such as theft from a motor vehicle, vending machine, or open-access area; shoplifting. Includes reported larcenies even if the missing property was later determined to be merely lost and/or was recovered.	• On Campus*	34	56	58
	• In residence halls or other residential facilities	10	21	19
	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	3
ARRESTS FOR:				
Illegal Weapons Possession	TOTAL	0	2	0
Includes arrest for violation of laws regarding firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.	• On Campus*	0	1	0
	• In residence halls or other residential facilities	0	0	0
	• In or on a noncampus building or property	0	0	0
	• On public property	0	1	0
Drug Law Violations	TOTAL	6	6	28
Includes arrests for violation of laws regarding certain controlled substances and the equipment or devices utilized in their preparation and/or use.	• On Campus*	4	6	28
	• In residence halls or other residential facilities	4	2	17
	• In or on a noncampus building or property	0	0	0
	• On public property	2	0	0
Liquor Law Violations	TOTAL	11	11	17
Includes arrests for violation of laws regarding manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.	• On Campus*	8	10	15
	• In residence halls or other residential facilities	0	0	2
	• In or on a noncampus building or property	0	0	0
	• On public property	3	1	2
CAMPUS DISCIPLINARY REFERRALS FOR:				
Illegal Weapons Possession	TOTAL	4	1	1
Includes campus disciplinary referrals (not arrests) for violation of laws regarding firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.	• On Campus*	4	1	1
	• In residence halls or other residential facilities	4	1	1
	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	0
Drug Law Violations	TOTAL	18	18	14
Includes campus disciplinary referrals (not arrests) for violation of laws regarding certain controlled substances and the equipment or devices utilized in their preparation and/or use.	• On Campus*	18	18	14
	• In residence halls or other residential facilities	14	17	14
	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	0

* The category "On campus" encompasses all on-campus incidents, including those also reflected in the category "In residence halls or other residential facilities." Therefore, the category "On campus" is duplicative, not cumulative.

Summary of Reported Crimes 2008-2010

(Sorted by location and calendar year in which the crime was reported)

CATEGORY	LOCATION	'08	'09	'10
CAMPUS DISCIPLINARY REFERRALS FOR:				
Liquor Law Violations	TOTAL	107	110	143
Includes campus disciplinary referrals (not arrests) for violation of laws regarding manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.	• On Campus*	107	110	143
	• In residence halls or other residential facilities	99	101	121
	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	0
Presence of a student under age 21 in a residence hall room where alcohol was possessed by another under age 21 but not by the student	TOTAL	26	24	8
	• On Campus*	26	24	8
	• In residence halls or other residential facilities	26	24	8
	• In or on a noncampus building or property	0	0	0
	• On public property	0	0	0

* The category "On campus" encompasses all on-campus incidents, including those also reflected in the category "In residence halls or other residential facilities." Therefore, the category "On campus" is duplicative, not cumulative.

Alcohol and Other Drugs

In accordance with both Virginia law and Lynchburg College policy, possession of alcohol by anyone under age 21 is prohibited. Serving, selling, and providing alcohol to individuals under age 21 are also prohibited.

Individuals age 21 or older are permitted the privilege of possessing and using alcoholic beverages in moderation on campus in specifically designated places and during specifically designated functions. For example, students and guests who are age 21 or older may possess and consume alcohol in a residential room under the following conditions:

- the room door is closed;
- no one under age 21 is present while alcohol is consumed (Exception: A student age 21 or older may consume alcohol in his/her assigned residential room if the only underage person present is his/her roommate.);
- at least one of the room's assigned residents is age 21 or older; and
- the room is not in a residential area designated to be alcohol-free.

Use of alcohol or another substance that impairs thought, behavior, and/or coordination is prohibited on campus, as is driving under the influence of alcohol or another substance that impairs driving.

Alcoholic beverages may be distributed on campus only in licensed areas, such as approved banquet locations (e.g., the Westover Room and Memorial Ballroom). Any request for an alcohol license other than through the standard Dining Services procedure must go to the President's Cabinet for approval.

Regardless of one's age, alcohol may not be possessed or consumed in:

- outdoor areas on campus, except in approved areas during a licensed event;
- indoor or outdoor athletic facilities or events (except when such facilities are used for licensed social events);
- a residence hall lounge, corridor, stairwell, or other common area, except on designated occasions;
- the porch or yard of a College house;

- a campus residential room where all assigned residents are under age 21;
- Montgomery Hall, Tate Hall, and any other residential facility designated as alcohol/substance-free; and
- any student organization membership recruitment event.

Kegs and community containers of alcohol (e.g., with a capacity of one gallon or more) are prohibited on campus except when approved by the College. Residence Life staff and campus safety officers may ask to see the contents of backpacks, bags, etc. suspected to contain alcohol.

In accordance with both Virginia law and Lynchburg College policy, possession, use, and distribution of illegal drugs are prohibited. (**NOTE:** Synthetic marijuana [e.g., "Spice," "K2"] is illegal in Virginia.) Distribution and abuse of prescription medication are also prohibited by Lynchburg College, as well as driving under the influence of a drug that impairs driving.

Lynchburg College prohibits possession or use of drug paraphernalia. Items considered to be drug paraphernalia include but are not limited to glass smoking pipes, bongos, hookahs, marijuana "bowls," and spoofs, regardless of how such items are actually used.

Alleged violations of the College's alcohol or drug policies may be reported by any member of the campus community to Campus Safety and Security or to the Office of the Dean of Students. Alleged infractions of College policies are subject to appropriate adjudication and campus disciplinary sanctions, as described in *The Hornet* student handbook and in employee handbooks.

Lynchburg City and state police officers may arrest individuals who violate alcohol and drug laws on campus. Violators of the law are subject to criminal prosecution, fine, imprisonment, and/or other penalties. Lynchburg College notifies law enforcement officers of illegal drugs and paraphernalia confiscated on campus and cooperates with the authorities in apprehending and prosecuting alleged violations of drug laws.

Information about laws and penalties, as well as physical effects resulting from drug and alcohol use, is available to all students and employees via the online student handbook (<http://www.lyncburg.edu/hornet>, see "Alcohol and Other Drugs").

Alcohol and Drug Education Programs

To help campus constituents learn the effects, laws, and consequences related to alcohol and drug use, educational programs are provided on campus throughout the academic year and primarily for students. The following were provided during the 2010-11 academic year:

- presentations for new students during Welcome Week in August, including *Outside the Classroom 101* and *Introduction to the Honor and Student Conduct Codes*;
- training for Residence Life staff and campus safety officers to assist them in the performance of assigned duties;
- for undergraduates via inclusion with other instruction in HLTH 102: Life Choices for Health and Wellness and in HP 300: Drugs and Behavior Management;
- Alcoholics Anonymous meetings held on campus for young people ages 17-29;
- Alcohol Awareness Week programs held in October;
- occasional programs and postings in the residence halls;
- DUI simulator;
- short courses required for students who violated College alcohol or drug policies, such as New Options and online educational programs (e.g., *Alcohol 101*, *Under the Influence*, and *Marijuana 101*);

- Counseling Center services available to students addressing personal substance abuse and/or affected by family substance abuse;
- medical assistance provided by LC's Student Health Services for students dealing with alcohol or drug use; and
- availability of an employee assistance program for faculty and staff.

Students seeking additional information about alcohol- and drug-related issues are encouraged to contact the Student Health Center at 434/544-8357 or the Counseling Center at 434/544-8616. Both the Student Health Center and the Counseling Center are located on the terrace level of Hundley Hall.

Sex Offenses

Lynchburg College has two policies that prohibit sex offenses:

1. The Human Rights Policy prohibits harassment, discrimination, and sexual harassment committed by an employee or by a student. The full Human Rights Policy, including procedures for resolution of complaints, is available at <https://www.lynchburg.edu/internal/x12849.xml> and from the Lynchburg College Counseling Center (434/544-8616). If a Lynchburg College employee is the alleged perpetrator of a sex offense, response procedures detailed in the Human Rights Policy or in the Personal Conduct Policy of the staff handbook are implemented.
2. The Sexual Misconduct Policy and Response Procedures prohibits sexual misconduct committed by a student. The full Sexual Misconduct Policy and Response Procedures is available in *The Hornet* student handbook (<http://www.lynchburg.edu/hornet>). If a Lynchburg College student is the alleged perpetrator of a sex offense, response procedures detailed in the Sexual Misconduct Policy and Response Procedures are implemented.

In cases of alleged sex offense, regardless of whether the alleged perpetrator is a Lynchburg College employee or student, both the alleged perpetrator and the alleged victim are informed of the College's final determination regarding the alleged sex offense, including any sanctions imposed as a result of the offense.

Human Rights Policy

Lynchburg College's Human Rights Policy prohibits several types of conduct, including sexual harassment. Any person accepting admission to or employment at Lynchburg College agrees to abide by the Human Rights policy.

As defined by the Human Rights Policy, sexual harassment is behavior, on or off campus, that a reasonable member of a college community considers as unwelcome sexual advances, unwelcome requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- For students: A student's ability to participate in or to receive benefits, services, or opportunities in the school's program is denied or limited on the basis of sex.
- For employees:
 - An employee's submission to such conduct is made explicitly or implicitly a term or condition of the employee's work performance; or
 - An employee's submission to or rejection of such conduct is used as a basis for an employment decision concerning the employee; or
 - Such conduct is known or should have been known by the respondent to unreasonably interfere with an employee's work performance or to create an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include but are not limited to repeated and unwanted touching, kissing, or other unwanted sexual behaviors, especially after the behavior has been refused; taking sexual advantage of someone who is incapacitated; and sexual bribes and blackmail.

An individual who believes he/she is the victim of a sexual harassment violation of the Human Rights Policy is encouraged to seek assistance from a Human Rights Advisor and/or to make a formal complaint as described in "Procedures for Resolution of a Human Rights Complaint."

Human Rights Advisors

Lynchburg College students and employees who believe that their human rights have been violated through sexual harassment are encouraged to contact a Human Rights Advisor directly. A Human Rights Advisor is trained to provide confidential aid, listen, offer support as appropriate, clarify and explore the options of both informal and formal resolution procedures, and when requested, aid in resolving the conflict informally. The Advisor can also aid in filing a formal complaint of a Human Rights Policy violation (See "Procedures for Resolution of a Human Rights Complaint"). Reports made directly to supervisors will not be treated in the same confidential manner as those made to Human Rights Advisors because supervisors have an institutional responsibility to take action on all allegations of prohibited behavior.

Any member of the Lynchburg College community may choose to contact a Human Rights Advisor regardless of whether the Advisor is a student, faculty, or staff member.

Human Rights Advisors	
Raveen Taylor '14 Campus Box 9226	301/769-4929 taylor_r@students.lynchburg.edu
James Dooley '13 Campus Box 0804	434/401-7657 Dooley_jm@students.lynchburg.edu
Jay Webb, Registrar Fourth Floor, Hall Campus Center	434/544-8218 webb@lynchburg.edu
Dr. Leslie Hatfield, Assistant Professor of Mathematics 302 Hobbs Hall	434/544-8373 hatfield@lynchburg.edu
Dr. Neal Sumerlin, Professor of Chemistry 413 Hobbs Hall	434/544-8378 sumerlin@lynchburg.edu
Annette Stadtherr Coordinator of Multicultural, Access, and Commuter Services 102 Hundley Hall	434/544-8330 stadtherr@lynchburg.edu

Procedures for Resolution of a Human Rights Complaint

Specific procedures for resolving a formal complaint of alleged sexual harassment depend on the classification of the alleged perpetrator (i.e., student, faculty, or staff member). The resolution procedures do not preclude the College from initiating disciplinary action where no formal complaint of a Human Rights Policy violation has been filed. In cases of alleged sexual harassment, the College, in its discretion, will initiate disciplinary proceedings against the alleged perpetrator when the allegations involve sexual misconduct, when physical force or intimidation is involved, when the alleged perpetrator has reportedly engaged in multiple significant incidents of sexual harassment, or in any case when the alleged harassment is so severe, pervasive, and objectively offensive that it effectively deprives the victim(s) of access to the educational opportunities or benefits provided by the College.

Complaints Regarding Student Conduct: If the alleged perpetrator of sexual harassment is a Lynchburg College student, a formal complaint should be made to Campus Safety and Security, the Title IX Coordinator (Dr. Debbie Driscoll; Associate Vice President for Institutional Effectiveness,

Planning, and Assessment; Office of the President; 1st floor, Hall Campus Center; 434/544-8125; driscoll@lynchburg.edu), and/or the Office of the Dean of Students. A complaint is reviewed in accordance with disciplinary procedures detailed in *The Hornet* student handbook (<http://www.lynchburg.edu/hornet>), including special procedures detailed in the Sexual Misconduct Policy and Response Procedures. (See “Sexual Misconduct Policy and Response Procedures” for more information, including possible sanctions for student perpetrators of sexual misconduct.)

Complaints Regarding Faculty or Staff Conduct: If the alleged perpetrator of sexual harassment is a member of Lynchburg College’s faculty or staff, a formal complaint should be made to the appropriate dean or vice president for the area in which the alleged perpetrator is employed:

Academic Affairs Dr. Julius Sigler Vice President and Dean for Academic Affairs	434/544-8232
Business and Finance Mr. Steve Bright Vice President for Business and Finance	434/544-8208
Chaplain’s Office Rev. Stephanie McLemore College Chaplain and Director of Church Relations	434/544-8348
College Relations Mr. Steve Arnold Vice President for College Communications and Marketing	434/544-8656
External Affairs Mr. Matt Brandon Associate Vice President for Advancement	434/544-8431
Enrollment Services Mrs. Rita Detwiler Vice President for Enrollment Services	434/544-8300
Student Development Mr. John Eccles Vice President and Dean for Student Development	434/544-8226
Graduate Studies and Community Advancement Dr. Edward Polloway Dean of Graduate Studies and Vice President of Community Advancement	434/544-8383

When an allegation of sexual harassment by a Lynchburg College employee is received by the appropriate dean or vice president of the administrative area, he/she will investigate the allegation. He/she will inform the alleged victim of available counseling services (for employees through the Employee Assistance Program; for students through the Counseling Center), legal options, work place re-assignments, or other accommodations that are deemed reasonable and necessary given the allegation.

Should a hearing be held to resolve sexual harassment allegedly committed by a faculty or staff member, both the complainant and the alleged perpetrator may have an advisor/support person attend the hearing. This advisor must be a member of the Lynchburg College community (i.e., current student, faculty member, or staff member) unless permission is granted by the hearing panel for a professional counselor not affiliated with the College to attend. Also, the chairperson of the hearing panel will contact the complainant and the alleged perpetrator, requesting names of all witnesses to be contacted for the hearing (current Lynchburg College student, faculty, or staff member[s] only).

An employee found responsible for a sex offense may be issued disciplinary sanction including but not limited to:

- verbal warning;
- written warning;
- mandated referral to EAP or other counseling services;
- job reassignment;
- probation;
- three-day suspension; and/or
- discharge from the College.

Sexual Misconduct Policy and Response Procedures

The Sexual Misconduct Policy and Response Procedures addresses sexual misconduct allegedly committed by a student, including non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, and sexual harassment. The full Sexual Misconduct Policy and Response Procedures is available in *The Hornet* student handbook (<http://www.lynchburg.edu/hornet>).

An individual who believes he/she is the victim of sexual misconduct (i.e., a complainant) is encouraged to report the incident to Campus Safety and Security, the Title IX Coordinator, or the Office of the Dean of Students; also, the complainant is encouraged to report the incident to the Lynchburg Police Department. If a complainant wants assistance in contacting local police, he/she should request such assistance from Campus Safety and Security, the Title IX Coordinator, or the Office of the Dean of Students, and such assistance will be provided.

- Campus Safety and Security, 434/544-5555 (emergency); 434/544-8100 (non-emergency); 1st floor, Hall Campus Center
- Lynchburg Police Department, 911 (emergency); 434/847-1602 (non-emergency)
- Office of the Dean of Students, 434/544-8226, 113 Hundley Hall, M-F, 8:30 a.m.-5 p.m.
- Title IX Coordinator: Dr. Debbie Driscoll; Associate Vice President for Institutional Effectiveness, Planning, and Assessment; Office of the President; 1st floor, Hall Campus Center; 434/544-8125; driscoll@lynchburg.edu

Sexual misconduct may be reported to the police even if the complainant does not want to pursue criminal charges. (While a report to the police can be made by an anonymous call, an investigation will not proceed unless the victim cooperates with the police.) Evidence that may be needed for criminal prosecution of the offense should be preserved. Ideally, a victim of non-consensual sexual intercourse should not wash, douche, use the toilet, or change clothing prior to a medical/legal examination. There is no charge to the victim for completion of an evidence kit, which is collected at the Lynchburg General Hospital by medically trained personnel and then submitted to the police. Completion of an evidence kit is not required in order for a sex offense to be reported to police or for charges to be filed.

Medical assistance may be sought through the Student Health Center (students only) and off campus. Use of other resources available on campus and off that may be helpful is encouraged (see "Sexual Misconduct Policy Resources").

Sexual Misconduct Policy Response Procedures

An individual who believes he/she is the victim of sexual misconduct may pursue any and all of the following responses:

- On-campus address, if the alleged perpetrator is a member of the Lynchburg College community;
- Pursuit of criminal charges through the local court system; and/or
- Pursuit of civil charges for monetary damage.

The College's response to a report of possible violation of the Sexual Misconduct Policy is based on multiple critical considerations, including:

- The safety of the complainant and of other campus community members;
- Medical concerns of the complainant;
- Counseling needs of both the complainant and the alleged perpetrator;
- The complainant's preferences regarding procedural options both on and off campus;
- The rights of both the complainant and the alleged perpetrator; and
- The welfare of the campus community as a whole.

When a student reports having been subjected to sexual misconduct to Campus Safety and Security, the Title IX Coordinator, or the Office of the Dean of Students, he/she is informed of available support services including medical, police, judicial, and counseling assistance offered on and off campus. If the complainant wants legal advice about criminal and/or civil charges, he/she is referred to the Office of the Commonwealth's Attorney (see "Sexual Misconduct Policy Resources").

If the complainant voluntarily requests to address reported sexual misconduct through mediation or establishment of a behavioral contract with the alleged student-perpetrator, the Office of the Dean of Students will arrange for and/or provide these remedies. If the mediation or behavioral contract is deemed by the complainant to be unsuccessful in resolving the complaint, then the complainant may subsequently seek address of the reported sexual misconduct through the student disciplinary process. (**NOTE:** Mediation and behavioral contract are not available for address of possible A-level sexual misconduct.)

Because Lynchburg College is concerned with the interests and welfare of both the complainant and of the campus community as a whole, the College may elect to address reported sexual misconduct on campus and/or through criminal processes off campus, even if the complainant elects not to pursue these options.

Upon receipt of a report of possible sexual misconduct, the College may take interim action in efforts to prevent sexual misconduct and/or in efforts to remedy effects of the reported sexual misconduct; such interim action may impact the alleged perpetrator prior to completion of disciplinary proceedings. Upon request, the College will change academic schedules and living arrangements for a student-complainant, when reasonably available. Options could include re-assignment to a different section of a course and/or to another on-campus residential facility. The College will endeavor to identify additional options to respond to the complainant's specific request and circumstances.

Sexual Misconduct Policy Disciplinary Procedures

Student Conduct Code policies prohibiting sexual misconduct and sexual harassment appear at both the A- and B-levels. Review of possible violations of the Sexual Misconduct Policy is conducted in accordance with disciplinary procedures outlined in the Honor and Student Conduct Codes and Regulations (see *The Hornet* student handbook: <http://www.lynchburg.edu/hornet>). Interim action may be taken after receipt of a report of possible sexual misconduct and prior to completion of disciplinary proceedings (see "Sanctions"). The Office of the Dean of Students notifies the student-complainant in writing of the outcome of the complaint review.

If the Office of the Dean of Students determines that disciplinary action should be initiated to resolve only B-level infractions, then the violations may be resolved administratively without a hearing. When an incident is resolved administratively without a hearing, an authorized representative of the Office of the Dean of Students determines charges and sanctions.

If the Office of the Dean of Students determines that disciplinary action should be initiated to resolve a possible A-level infraction, a hearing is conducted by the Administrative Board. (A judicial board hearing may also be conducted to resolve repeated or accumulating B-level infractions.) The Office offers to assist both the complainant and the charged student in finding an appropriate hearing advisor (current Lynchburg College student, faculty, or staff member only) who may accompany the student to investigation, hearing, and appeal proceedings.

All judicial board hearings addressing possible violations of the Sexual Misconduct Policy (SMP) are conducted by the Administrative Board. The complainant may participate in the hearing regardless of whether he/she is a current Lynchburg College student, faculty, or staff member. All other participants in the hearing must be current Lynchburg College students, faculty, or staff members. All hearings addressing possible violations of the SMP are closed to observers; only hearing participants may enter the hearing room. Both the complainant and the charged student may elect to be present in the hearing room during the entire hearing, except during private judicial board deliberation.

If a complaint of possible sexual misconduct is being investigated before a possible Administrative Board hearing or has resulted in charges of possible SMP violation(s) that will be resolved through an Administrative Board hearing, both the complainant and the charged student have rights specified in the Sexual Misconduct Policy and Response Procedures, including:

- The right to identify a member of the campus community (current Lynchburg College student, faculty, or staff member only) to serve as a hearing advisor and to be accompanied by an advisor at investigation, hearing, and appeal proceedings. During a hearing, an advisor may accompany the complainant in the hearing room whenever the complainant is present and counsel the complainant; however, an advisor may not participate actively in the hearing;
- The right to request that the Office of the Dean of Students call to a hearing witnesses (current Lynchburg College students, faculty, or staff members only) who have first-hand knowledge of the alleged infraction, without guarantee that the request will be granted; and
- The right to provide information to the hearing panel from one character reference (current Lynchburg College student, faculty, or staff member only) either by inviting the character reference to speak during the hearing or by submitting a written statement from the character reference during the hearing.

Sexual Misconduct Policy Sanctions

Student Conduct Code policies prohibiting sexual misconduct appear at both the A- and B-levels. Sexual misconduct violations are subject to the full range of sanctions described in the Lynchburg College Honor and Student Conduct Codes and Regulations:

- warning;
- community service hours;
- creative sanction (individually designed sanction with educational purpose);
- fine;
- restitution;
- restriction from participation or activity;
- disciplinary probation;
- suspension;
- expulsion;
- referral for prosecution; and
- interim action.

Prior harassment and/or sexual misconduct-related violations of the Student Conduct Code are always taken into consideration when sanctioning similar subsequent violations, regardless of the time between such violations. More severe sanctions are issued for more severe acts of misconduct. Suspension from Lynchburg College is the standard sanction for an A-level violation of the Sexual Misconduct Policy; expulsion is issued in more serious cases. B-level infractions typically do not result in suspension or expulsion from Lynchburg College.

Sexual Misconduct Policy Resources

Resources that may be helpful to students seeking assistance with issues related to sexual misconduct include:

LYNCHBURG COLLEGE RESOURCES

- Campus Safety and Security, 434/544-5555 (emergency) or 434/544-8100 (non-emergency)
- Counseling Center, located on the terrace level of Hundley Hall, 434/544-8616
- Health Center, located on the terrace level of Hundley Hall, 434/544-8357
- Chaplain's Office, located at 500 Brevard Street, 434/544-8348
- LC Emergency Medical Services, contacted through LC Safety and Security, 434/544-5555 (emergency) or 434/544-8100 (non-emergency)
- Title IX Coordinator: Dr. Debbie Driscoll; Associate Vice President for Institutional Effectiveness, Planning, and Assessment; Office of the President; 1st floor, Hall Campus Center; 434/544-8125; driscoll@lynchburg.edu
- Office of the Dean of Students, 113 Hundley Hall, 434/544-8226

OFF-CAMPUS RESOURCES

- Lynchburg Police Department, 911 (off-campus emergencies) or 434/847-1602 (non-emergencies). For on-campus emergencies, dial 434/544-5555 for LC security.
- Sexual Assault Response Program (24-hour hot line, escort and advocacy assistance, counseling and support group, referral to other local services, and prevention education), 434/947-RAPE (947-7273)
- Crisis Line, 434/947-HELP (4357)
- Lynchburg General Hospital Emergency Department (emergency medical treatment, completion of rape evidence kits, and emergency mental health assistance), 1901 Tate Springs Road, 434/947-5000
- Office of the Commonwealth's Attorney, 901 Church Street, Lynchburg, VA 24505
434/455-3760; prosecutor@ocalynchburg.com
Victim/Witness Program: 434/455-3790; sclark@ocalynchburg.com
- Office for Civil Rights (OCR), 400 Maryland Avenue SW, Washington, DC 20202
Customer Service Hotline: 800/421-3481
Facsimile: 202/453-6012
Email: ocr@ed.gov
web: <http://www.ed.gov/ocr>

Sex Offense Prevention and Education

To promote prevention of sex offenses, Lynchburg College sponsors occasional educational programs each year and primarily for students, such as the following, which occurred during the 2010-11 academic year:

- information presented to new students during Welcome Week through *Introduction to the Honor and Student Conduct Codes* and *Outside the Classroom 101*;
- training for Residence Life staff;

- A series of programs open to the campus community, including:
 - *Sex Signals*;
 - *Sex Discussed Here*;
 - *The Silent Epidemic: Living a Rape Culture*;
 - *1 in 4: A Conversation about Sexual Assault*; and
 - A candlelight vigil to raise awareness of sexual assault and domestic violence;
- occasional programs in residence halls;
- information included in online educational modules assigned to students who violate College alcohol policies (e.g., *Alcohol 101*, *Under the Influence*); and
- literature about sexual assault available at the Lynchburg College Counseling Center.

Registered Sex Offenders

The Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where they may obtain law enforcement agency information provided by a state about registered sex offenders. The Act also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. In the Commonwealth of Virginia, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Virginia Department of State Police. In accordance with the law, information concerning offenders registered may be disclosed to any person requesting information on specific individuals. For more information and to submit requests, see the State Police website: <http://sex-offender.vsp.virginia.gov/sor/>.



Fire Safety Report

A fire on campus not only interrupts 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. Any occurrence of fire on campus should be reported immediately to Campus Safety and Security (434/544-5555).

Fire Safety Features in Residential Facilities

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 (CSO) is dispatched immediately to determine the cause of the alarm.

All campus fire systems comply with UL Standards and National Fire Protection Association (NFPA) 72 fire alarm system requirements. The College's fire systems also meet or exceed state and local building codes. Improvements to the fire systems are not planned for the 2011-2012 academic year.

The following chart identifies fire safety system components in each on-campus residence for students:

Fire Safety Features in Residential Facilities

	Hard-wired Alarm System	Heat Detectors	Smoke Detectors	Pull Stations	Horn(s)/Strobe light(s)	Daily Self-tests	Fire Extinguisher(s) – ABC Type	Sprinkler System	Fire-rated Doors	Fire Walls	Evacuation Maps Posted
RESIDENCE HALLS											
Freer	•	•	•	•	•	•	•		•	•	•
Hundley	•	•	•	•	•	•	•		•	•	•
McWane	•	•	•	•	•	•	•		•	•	•
Montgomery	•	•	•	•	•	•	•		•	•	•
Shackelford	•	•	•	•	•	•	•		•	•	•
Tate	•	•	•	•	•	•	•		•	•	•
APARTMENTS											
Courts:											
330	•	•	•	•	•	•	•				
336	•	•	•	•	•	•	•				
338	•	•	•	•	•	•	•				
340	•	•	•	•	•	•	•				
342	•	•	•	•	•	•	•				
344	•	•	•	•	•	•	•				
Peaksview Hall	•	•	•	•	•	•	•	•	•	•	
Westwood Apts.: 510 Westwood Ave.	•	•	•	•	•	•				•	
HOUSES											
Amelia Street:											
209	•	•	•	•	•	•	•				
Bell Street:											
201	•	•	•	•	•	•	•				
214	•	•	•	•	•	•	•				
217	•	•	•	•	•	•	•				
Brevard Street:											
504	•	•	•	•	•	•	•				
511	•	•	•	•	•	•	•				
512	•	•	•	•	•	•	•				
516	•	•	•	•	•	•	•				
518	•	•	•	•	•	•	•				
College Drive:											
205	•	•	•	•	•	•	•				
207	•	•	•	•	•	•	•				
211	•	•	•	•	•	•	•				
213	•	•	•	•	•	•	•				
3400	•	•	•	•	•	•	•				
College Street:											
315	•	•	•	•	•	•	•				
317	•	•	•	•	•	•	•				
319	•	•	•	•	•	•	•				
321	•	•	•	•	•	•	•				
325	•	•	•	•	•	•	•				
329	•	•	•	•	•	•	•				
331	•	•	•	•	•	•	•				
333	•	•	•	•	•	•	•				
335	•	•	•	•	•	•	•				
337	•	•	•	•	•	•	•				
341	•	•	•	•	•	•	•				
345	•	•	•	•	•	•	•				
346	•	•	•	•	•	•	•				
348	•	•	•	•	•	•	•				
349	•	•	•	•	•	•	•				
351	•	•	•	•	•	•	•				

Fire Safety Features in Residential Facilities

	Hard-wired Alarm System	Heat Detectors	Smoke Detectors	Pull Stations	Horn(s)/Strobe light(s)	Daily Self-tests	Fire Extinguisher(s) – ABC Type	Sprinkler System	Fire-rated Doors	Fire Walls	Evacuation Maps Posted
Lakewood Street:											
310	•	•	•	•	•	•	•				
312	•	•	•	•	•	•	•				
316	•	•	•	•	•	•	•				
402	•	•	•	•	•	•	•				
404	•	•	•	•	•	•	•				
416	•	•	•	•	•	•	•				
417	•	•	•	•	•	•	•				
419	•	•	•	•	•	•	•				
420	•	•	•	•	•	•	•				
424	•	•	•	•	•	•	•				
425	•	•	•	•	•	•	•				
426	•	•	•	•	•	•	•				
428	•	•	•	•	•	•	•				
432	•	•	•	•	•	•	•				
Langhorne Lane:											
110	•	•	•	•	•	•	•				
322	•	•	•	•	•	•	•				
520	•	•	•	•	•	•	•				
McCausland Street:											
1113	•	•	•	•	•	•	•				
1115	•	•	•	•	•	•	•				
1123	•	•	•	•	•	•	•				
1127	•	•	•	•	•	•	•				
1129	•	•	•	•	•	•	•				
Thomas Road:											
121	•	•	•	•	•	•	•				
Vernon Street:											
185	•	•	•	•	•	•	•				
191	•	•	•	•	•	•	•				
215	•	•	•	•	•	•	•				
224	•	•	•	•	•	•	•				
225	•	•	•	•	•	•	•				
235	•	•	•	•	•	•	•				
245	•	•	•	•	•	•	•				
246	•	•	•	•	•	•	•				
302	•	•	•	•	•	•	•				
307	•	•	•	•	•	•	•				
310	•	•	•	•	•	•	•				
311	•	•	•	•	•	•	•				
324	•	•	•	•	•	•	•				
331	•	•	•	•	•	•	•				
348	•	•	•	•	•	•	•				
350	•	•	•	•	•	•	•				
Westwood Avenue:											
504	•	•	•	•	•	•	•				
TOWNHOUSES											
Brewer	•	•	•	•	•	•	•	•	•	•	
Bullard	•	•	•	•	•	•	•	•	•	•	
Huston	•	•	•	•	•	•	•	•	•	•	
Rainsford	•	•	•	•	•	•	•	•	•	•	
Warren	•	•	•	•	•	•	•	•	•	•	

Lynchburg College works closely with the Lynchburg Fire Marshal's Office in conducting annual fire/life safety inspections as required by state and local codes. Campus safety officers inspect fire extinguishers monthly. During building construction and renovation, fire safety systems are upgraded as appropriate. All fire alarm systems in all student residential facilities were inspected by a certified inspector in June 2011 and found to be fully functional.

Students, faculty, and staff should learn the fire safety features of campus buildings and take appropriate actions:

- 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 fire extinguishers or 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 safety 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 alarms 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 case of fire or other emergency warranting building evacuation, follow emergency procedures detailed in "Evacuation Due to Fire."

Evacuation Due to Fire

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.
- Leave the building immediately.
- Never use an elevator.
- Crawl or stay beneath 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 and follow their instructions.
- Let fire fighters and other emergency personnel do their jobs. Stay out of the way and remain in designated safe areas.

Fire Safety Policies

To reduce fire hazards, the following items are not permitted in any Lynchburg College residential facility for students:

- candles (unlit or lit)
- halogen lamps (and other lamps deemed unsafe by the Office of Residence Life)
- incense
- hookahs
- space heaters
- any appliances that make an open flame or have exposed heating elements other than stoves provided by the College.

Additionally, cooking appliances are not permitted in residence hall rooms, other than hot pots, coffee makers, popcorn poppers, and approved Micro-fridge microwave ovens.

Smoking is prohibited in all residence halls and in Peakview Hall.

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.

Fireworks may not be possessed or used anywhere on campus.

Fire Drills and Education

In 2010, Lynchburg College conducted 11 fire drills in residential facilities for students; these drills were planned, supervised, and evaluated by Campus Safety and Security. One unannounced fire drill was conducted in each residence hall (Freer, Hundley, McWane, Montgomery, Shackelford, and Tate Halls), four townhouses (Bullard, Huston, Rainsford, and Warren Houses), and Peakview Hall. Fire drills were not conducted in Brewer House, Court apartments, or any College-owned house. (**NOTE:** Lynchburg College did not own Westwood Apartments, located at 510 Westwood Avenue, in 2010.)

In general, fire safety educational information is available to students and employees only in written form through *The Hornet* student handbook (<http://www.lynchburg.edu/hornet>), Campus Safety and Security's webpage (<http://www.lynchburg.edu/campussafety.xml>), this *Fire Safety Report* (<http://www.lynchburg.edu/securityandfiresafetyreport.pdf>), and flyers posted occasionally in residence halls. Basic instructions for evacuating campus residential facilities are provided by Residence Life staff during introductory meetings held at the beginning of each fall semester for students living on campus. Students found responsible for violations of College fire-safety policies may be assigned a fire-safety educational sanction to complete. The College does not provide other fire-safety education or training to students or employees, except for those employed by Campus Safety and Security or the Office of Residence Life.

All campus safety officers are trained annually in the proper operation of a fire extinguisher to put out a small fire. Officers also review operation procedures for fire safety systems in all campus facilities. Additionally, CSOs are trained in proper fire alarm response and notification of Lynchburg City fire and other emergency services. Student staff members in the Office of Residence Life receive training in building evacuation procedures, including assisting CSOs who respond to fire alarms.

Fires in Residential Facilities

In compliance with the Higher Education Opportunity Act of 2008, Lynchburg College maintains statistics about fires occurring in College housing for students and a log of such fires.

The chart "Fires in Residential Facilities" reflects incidents of fire that occurred in calendar years 2009 and 2010 in Lynchburg College's residential facilities for students, including exterior walls and roofs of those residential facilities. (**NOTE:** The street address for all residence halls, Court apartments, Peakview Hall, and townhouses is 1501 Lakeside Drive.)

Fires in Residential Facilities (January 1, 2009 – December 31, 2010)					
On-campus Student Housing Facility	Number of Fires	Causes of Fires	Number of persons who received fire-related injuries that resulted in treatment at a medical facility	Number of deaths related to fire	Value of property damage caused by fire (values are in dollars)
RESIDENCE HALLS					
Freer	0	NA	0	0	0
Hundley	2	2009: Unintentional Fire–Open Flame 2010: Intentional Fire–Plastic burned	0 0	0 0	0-99 0-99
McWane	0	NA	0	0	0
Montgomery	3	2009: Unintentional Fire–Open Flame 2010: Unintentional Fire–Oven 2010: Unintentional Fire–Electrical	0 0 0	0 0 0	0-99 0-99 0-99
Shackelford	0	NA	0	0	0
Tate	1	2010: Unintentional Fire–Electrical	0	0	0-99
APARTMENTS					
Courts:					
330	0	NA	0	0	0
336	0	NA	0	0	0
338	0	NA	0	0	0
340	0	NA	0	0	0
342	0	NA	0	0	0
344	0	NA	0	0	0
Peakview Hall	0	NA	0	0	0
Westwood Apartments [^]	NA	NA	NA	NA	NA
HOUSES					
Amelia Street:					
209	0	NA	0	0	0

[^] Westwood Apartments was not a Lynchburg College residential facility for student in 2009 or 2010.

Fires in Residential Facilities

(January 1, 2009 – December 31, 2010)

On-campus Student Housing Facility	Number of Fires	Causes of Fires	Number of persons who received fire-related injuries that resulted in treatment at a medical facility	Number of deaths related to fire	Value of property damage caused by fire (values are in dollars)
Bell Street:					
201	0	NA	0	0	0
214	0	NA	0	0	0
217	0	NA	0	0	0
Brevard Street:					
504	0	NA	0	0	0
511	0	NA	0	0	0
512	0	NA	0	0	0
516	0	NA	0	0	0
518	0	NA	0	0	0
College Drive:					
205	0	NA	0	0	0
207	0	NA	0	0	0
211	0	NA	0	0	0
213	0	NA	0	0	0
3400	0	NA	0	0	0
College Street:					
315*	0	NA	0	0	0
317	0	NA	0	0	0
319	0	NA	0	0	0
321	0	NA	0	0	0
325	0	NA	0	0	0
329	0	NA	0	0	0
331	0	NA	0	0	0
333	1	2010: Unintentional Fire–Oven	0	0	0-99
335	0	NA	0	0	0
337	1	2010: Intentional Fire–Paper	0	0	0-99
341	0	NA	0	0	0
345	0	NA	0	0	0
346	0	NA	0	0	0
348	0	NA	0	0	0
349	0	NA	0	0	0
351	0	NA	0	0	0

Fires in Residential Facilities

(January 1, 2009 – December 31, 2010)

On-campus Student Housing Facility	Number of Fires	Causes of Fires	Number of persons who received fire-related injuries that resulted in treatment at a medical facility	Number of deaths related to fire	Value of property damage caused by fire (values are in dollars)
Lakewood Street:					
310	0	NA	0	0	0
312	0	NA	0	0	0
316	0	NA	0	0	0
402	0	NA	0	0	0
404	0	NA	0	0	0
416	0	NA	0	0	0
417	0	NA	0	0	0
419	0	NA	0	0	0
420	0	NA	0	0	0
424	0	NA	0	0	0
425	0	NA	0	0	0
426	0	NA	0	0	0
428	0	NA	0	0	0
432	0	NA	0	0	0
Langhorne Lane:					
110	0	NA	0	0	0
322*	0	NA	0	0	0
520	0	NA	0	0	0
McCausland Street:					
1113*	0	NA	0	0	0
1115	1	2010: Unintentional Fire–Oven	0	0	0-99
1123	0	NA	0	0	0
1127	0	NA	0	0	0
1129	0	NA	0	0	0
Thomas Road:					
121	0	NA	0	0	0
Vernon Street:					
185	0	NA	0	0	0
191	0	NA	0	0	0
215	0	NA	0	0	0
224	0	NA	0	0	0
225	0	NA	0	0	0
235	0	NA	0	0	0

* This house was not a Lynchburg College residential facility for students in 2009.

Fires in Residential Facilities

(January 1, 2009 – December 31, 2010)

On-campus Student Housing Facility	Number of Fires	Causes of Fires	Number of persons who received fire-related injuries that resulted in treatment at a medical facility	Number of deaths related to fire	Value of property damage caused by fire (values are in dollars)
Vernon Street:					
245	0	NA	0	0	0
246	1	2010: Unintentional Fire–Oven	0	0	0-99
302	0	NA	0	0	0
307	0	NA	0	0	0
310	0	NA	0	0	0
311	0	NA	0	0	0
324	0	NA	0	0	0
331	0	NA	0	0	0
348	0	NA	0	0	0
350	0	NA	0	0	0
Westwood Avenue:					
504	0	0	0	0	0
TOWNHOUSES					
Brewer	0	0	0	0	0
Bullard	0	0	0	0	0
Huston	0	0	0	0	0
Rainsford	1	2010: Unintentional Fire–Machinery (dryer)	1	0	1,000-9,999
Warren	0	0	0	0	0

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>.





LYNCHBURG
C O L L E G E EST. 1903

Office of the Dean of Students

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