

**2017-2018  
RADFORD UNIVERSITY  
ANNUAL SECURITY AND FIRE SAFETY REPORTS**



**Radford Campus**

**801 East Main Street, Radford, VA 24142**

**Roanoke Higher Education Center Campus**

**108 N. Jefferson Street, Roanoke, VA 24016**

**Carilion Roanoke Community Hospital Campus**

**101 Elm Ave, Roanoke, VA 24101**

**Southwest Virginia Higher Education Center Campus**

**One Partnership Circle, Abingdon, VA 24210**

## Welcome

The Radford University Police Department and its members take the issue of campus security seriously. Although the department is composed of dedicated and committed employees, we realize that maintaining a safe environment cannot be accomplished without the assistance and cooperation of members of the community. In essence, safety is viewed as a shared responsibility that involves members of the community and department working cooperatively to solve problems and proactively address issues that will reduce the likelihood of crime occurring in our community.

This report is intended to provide information about safety and about security programs and services at Radford University. Accompanying this information are crime statistics on incidents that have occurred within the campus jurisdiction, as well as those received from municipal police for the public areas within or immediately adjacent and accessible to the campus. In addition to these numbers, we include crime statistics for properties owned or controlled by Radford University, but not immediately adjacent to the main campus that are frequented by students.

We hope you will find this report valuable. Please review this information carefully and, in particular, the crime prevention tips included. Personal safety is a responsibility of everyone and we need your assistance in helping to make our campus a safe environment.

If you have any questions or suggestions about security or law enforcement at Radford University, please feel free to telephone us at 540-831-5500 or by sending an email to [police@radford.edu](mailto:police@radford.edu).

## The University Police

The Radford University Police Department (RUPD) provides 24-hours-a-day patrol protection to the campus, parking lots, residence halls and other properties owned or controlled by the university. RU Police Officers are vested with full law enforcement powers and responsibilities, identical to the local police or sheriff's department in your home community. The officers are trained at the Department of Criminal Justice Training Academies and receive additional in-service and specialized training in first aid, firearms, defensive tactics, legal updates, human relations, sensitivity issues, and criminal investigations. University Police share concurrent jurisdiction with the Radford City Police Department for streets adjacent to the university. University Police offer assistance in all areas of the city when needed by the city police. University police officers are responsible for a full range of public safety services, including all crime reports, investigations, medical emergencies, fire emergencies, traffic accidents, enforcement of laws regulating criminal activity and all other incidents requiring police assistance. As a courtesy and to promote cooperation in combating crime, University Police share information on arrests and serious crimes with all surrounding police departments. The serial numbers of high-value property stolen from campus are reported nationwide through the National Crime Information Center (NCIC).

This report is intended to provide information about safety and about security programs and services at Radford University. Accompanying this information are crime statistics on incidents that have occurred within the campus jurisdiction, as well as those received from city police for the public areas within or immediately adjacent and accessible to the campus. In addition to these numbers, we include crime statistics for properties owned or controlled by Radford University, but not immediately adjacent to campus, such as SELU Conservancy.

The Radford University Police Department prepares and distributes this report. We work with other Radford University departments, such as the Office of the Dean of Students and the Substance Abuse and Violence Education Support Services office, as well as the Radford City Department of Police, to compile the information.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act was signed into law in November 1990 (known at the time as the Student Right to Know and Campus Security Act). It requires institutions participating in student financial aid programs under Title IV of the Higher Education Act of 1965 to disclose information about campus safety policies and procedures and to provide statistics concerning certain crimes that occurred on or near campus. In compliance with the act, the Radford University Police Department publishes and distributes this report and we encourage members of the Radford University community to use this report as a guide for safe practices on and off campus. It is available on the web at <http://www.radford.edu/content/dam/departments/administrative/police/SafetySecurityAnnualReport.pdf>

All current faculty, staff and students are notified by email annually about the availability of this report online. For a paper copy, contact the Radford University Police Department at PO Box 6883, Radford VA, 24142 or at (540) 831-5500.

### **Overview of the Radford University Police Department**

The Radford University Police Department provides law enforcement and security services to all components of Radford University. The department has 38 full time positions including 25 state certified Police Officers, 8 Emergency Communications Officers, 5 Parking Enforcement Officers, and 2 civilian support staff. We also have three part time Security Lock-up officers.

The Radford University Police Department is a full service police department with full enforcement and arrest powers granted by the Code of Virginia. Many services are provided to the students, faculty, staff and visitors 24 hours a day, 365 days of the year. The department is divided into various units, each with a specific function. Personnel have been trained in numerous specialties including Hostage Negotiations, bomb threats, Critical Incident Response, First Aid / CPR, Hazardous Materials response, Mental Health Crisis Intervention, Crime Prevention and Special Investigations. There exists a vast knowledge base to rely upon, as the majority of Radford University Police Department personnel have either college degrees, experience at other law enforcement agencies or prior military service. For more information about the organization of the department, call 540-831-5500.

The Radford University Police Department provides several service-oriented functions to the university community consisting of more than 11,500 students, faculty, staff and visitors on campus on any given day. These services include responding to medical and fire emergencies and providing an on-campus safety escort service, vehicle lockout and jumpstart assistance, personal safety education classes, child identification services and Rape & Aggression Defense Training. The Radford University Police Department acts as a contact point for after-hours emergency maintenance requests and vehicle parking assistance. It is also a point of contact for lost and found items, bicycle registration and general university information. The department offers special educational opportunities such as interviews for required classes, internships and the Ride-Along Program. Officers provide support to the Radford City Department of Police by sharing jurisdiction and patrol responsibilities of the streets and sidewalks adjacent to campus properties and are responsible for all of the residential, administrative, and academic support buildings on university property.

Two state certified Crime Prevention Specialists provide training to students, faculty, staff and guests on personal safety, drug and alcohol safety, work place violence, home and building security and new student orientation programs. This office is responsible for the Victim/Witness Advocacy Services and liaisons with university services, surrounding community services offices, and representatives of the criminal justice system. Frequently throughout the year, the Crime Prevention office conducts security surveys of campus buildings and facilities, prepares reports of any deficiencies for the responsible departments and the Universities Facilities Management Department. The Clery Compliance Coordinator works with the Crime Prevention office to maintain a daily police log of crimes reported to the police department as well. The **daily crime and fire log** is available at the police department and online, and is available for public review 24 hours a day, 7 days a week.

### **Campus Prevention and Security Awareness Education Efforts**

Radford University provides educational workshops addressing sexual assault, alcohol safety, personal safety, and promoting prevention efforts to students, campus officials, and staff through the Substance Abuse and Violence Education Support Services (SAVES) office, University Police Department, Residential Life, Student Health Services and the Women's Resource Center.

Programs are conducted (“by request”) as part of the University 100 Orientation program, the Adopt-A-Hall program, and as part of New Student Orientation each summer. These classes inform the campus community about safety procedures and encourage the campus community to be responsible for their own security as well as the security of others. These programs are designed to inform students and employees about crime prevention and security awareness. These presentations are held over 30 times each year.

The University Police Department hosts **RAD (Rape Aggression Defense)** training for students, faculty, staff, and the local community. These women only classes are presented free of charge by nationally certified instructors from RUPD, Residential Life and New Student Programs. The classes are held 2-3 times each year and teach the participant personal safety practices through dynamic and classroom instruction. Successful completion entitles the student to lifetime updates and practices nationwide. For more information, contact RUPD at 540-831-5500 or email Officer Robert Johnson at rsjohnso@radford.edu.

Radford University Police utilize a campus **Bicycle Patrol** as part of their community policing and prevention efforts. The officers have been trained and are certified as Police Bicyclists. The Bicycle Patrol is a major part of the department’s community policing philosophy and has been very popular with the campus community. The Bicycle Patrol officers assist other officers in patrolling the interior of the campus, including sidewalks, residential areas and parking lots. Officers on Bicycle Patrol perform all essential patrol duties and are able, in many cases, to be the first responders in emergency situations.

The City of Radford provides the Radford Transit system for transportation on and around campus. During hours when the Transit System is not in operation, the University Police will provide a **safety escort** on campus for individuals who are concerned for their safety. Call 540-831-5500 or use the campus emergency phones to request an escort.

## **State Accreditation**

The Radford University Police Department became the Commonwealth's first college or university police agency to earn State Accreditation, administered by the Virginia Law Enforcement Professional Standards Commission (VLEPSC). For more than a year, the University Police conducted self-assessments of over 180 professional standards covering administration, operations, training, and personnel in the preparation of a three day on-site assessment by the VLEPSC assessment team. The VLEPSC is intended to provide law enforcement agencies in Virginia an avenue for demonstrating that they meet commonly accepted standards for the efficient and effective operation of that agency. Every four years the Radford University Police Department undergoes a vigorous inspection for re-accreditation.

## **Professional Standards**

The Police Department's relationship with the community and ensuring that we provide excellent service is vital to achieving our overall mission of a safe and secure campus. All members of the Radford community can expect to be treated in a courteous and professional manner by members of our department. The Radford University Police Department will not tolerate an employee who acts unprofessionally or who does not provide an appropriate level of service. We also wish to recognize instances where our employees have been especially helpful or have exceeded your expectations in the service they have provided. The quality of our service is dependent in part on feedback from the community we serve. The Police Department has an extensive professional standards process in place to respond to citizen complaints and concerns. The department also has various ways in which we are able to recognize outstanding performance by our employees.

Please help us improve our department by bringing your compliments and concerns to our attention in any of the following methods in a timely manner:

- In person at the Allen Building located at the corner of University Drive and East Main
- Request the on-duty supervisor by calling (540) 831-5500

- Use the Report of Complaint Against Police Personnel or the Commend A Cop form at <http://www.radford.edu/content/police/home/forms.html>
- Address written correspondence to: Chief of Police, Radford University Police Department, Box 6883, Radford, VA 24142

## **Crisis Intervention Team**

The CIT component of the department is comprised of highly skilled and highly trained police officers who respond to individuals in mental health crisis. These officers receive 40 hours of specialized training in psychiatric emergency response, suicide intervention, substance abuse issues, de-escalation techniques, the role of the family in the care of a person with mental illness, legal training in mental health and substance abuse issues, and local resources for those in a mental health crisis. In addition to classroom instruction, officers in-training also participate in nine hours of role playing exercises based on real-life scenarios and spend an entire day visiting mental health and substance abuse inpatient and outpatient treatment facilities where they have the opportunity to engage in one-on-one dialogue with mental health consumers. The training is designed to educate and prepare police officers who come into contact with people with mental illnesses to recognize the signs and symptoms of these illnesses and to respond effectively and appropriately to individuals in crisis. Because police officers are often the first responders in these incidents, it is essential that they know how mental illnesses can alter people's behaviors and perceptions.

The trained CIT Officer is skilled at de-escalating crises involving people with mental illness, while bringing an element of understanding and compassion to these difficult situations.

**RUEMS** is a student run, first response rescue squad which provides EMS care to the students, faculty/staff, and visitors of Radford University and its surrounding community. In addition to first response emergency medical care, RUEMS provides the campus with community training such as CPR and First Aid along with awareness programs. For special events like athletic events, RUEMS provides on-demand standby crews.



## **Relationship with local law enforcement**

**Radford Campus:** The Radford University Police Department handles criminal matters at all university-owned facilities located within a reasonable distance from the main campus and has arrest authority on campus, on campus owned or controlled property, and adjacent streets and sidewalks. The Radford City Department of Police (540-731-3624) is primarily responsible for responding to off campus criminal activity and calls for service. Radford University Police Department maintains good working relationships the Radford City Department of Police as well as Virginia State Police. Privately owned properties used by recognized student organizations are within the jurisdiction of the Radford City Department of Police and that agency is the primary responding law enforcement agency to those locations.

**Roanoke Higher Education Center Campus:** The Roanoke City Police Department is primarily responsible for responding to reports of criminal activity and calls for service at the RHEC campus and surrounding area.

**Carilion Roanoke Community Hospital Campus:** The Carilion Police Department is responsible for responding to reports of criminal activity and calls for service on Carilion owned property. The Roanoke City Police Department is primarily responsible for responding to reports of criminal activity and calls for service in the surrounding area.

**Southwest Higher Education Center Campus:** The Abingdon Police Department is primarily responsible for responding to reports of criminal activity and calls for service at the SWHEC campus and surrounding area.

If another law enforcement agency responds or is contacted about criminal activity occurring off-campus involving Radford students, they may notify the Radford University Police Department and the Office of Student Standards and Conduct. However, other agencies' policies do not require such notification.

Students in these cases may be subject to arrest by the local agencies and subject to university disciplinary action through the Office of Student Standards and Conduct.

The Radford University Police Department monitors off-campus criminal activity that may affect the University community so that it may provide timely warnings and advisories. Although the department does not routinely record statistics on crimes that occur outside its legal jurisdiction, it does collect and

publish statistics for select crimes occurring on public property within or immediately adjacent and accessible to the University. In general, prospective students, employees, and visitors to Radford University should know that as with any campus, there is crime both on- and off-campus and that it is important to take reasonable precautions at all times. There are no Memorandums of Understanding between the Radford University and Radford City, Roanoke City, Carilion Police Department or the Abingdon Police Departments regarding the investigation of criminal incidents. The Radford University Police Department typically investigates the crimes that occur on the Radford campus, and if and when assistance is needed, they will contact the Radford City Police Department, as deemed necessary. The Radford University Police Department currently has formal mutual aid agreements in place with the Radford City Police Department, Dublin Police Department, Pulaski Police Department, Blacksburg Police Department, Christiansburg Police Department, Pulaski County Sheriff's Office, and the Montgomery County Sheriff's Office.

The Radford University Police Department can assist any member of the Radford University community in determining an appropriate point of contact for police matters falling outside of the department's jurisdiction. Contact our department at 540-831-5500 for assistance. For additional local, off-campus information, you may contact the local police department or sheriff's department where you reside.

### **The Student's Responsibility**

The cooperation and involvement of students themselves in a campus safety program is absolutely necessary. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. Any student – male or female – may feel more comfortable using the University Police Escort Service when walking on campus late at night.

Valuable items such as stereos, cameras, and televisions should be marked with engraving instruments provided by the University Police (Radford campus) at no charge. Bicycles should be registered with the University Police and be secured with a sturdy lock.

Students with vehicles must park in the assigned area and keep them locked at all times. Valuables should be locked in the trunk. Students should report any suspicious-looking individuals whom they feel do not belong in their

residence halls or any unusual incidents in and around residence halls to Residential Life staff or University Police.

## **Incident Reporting and Response**

Crimes, potential criminal actions and other emergencies at the Radford campus should be reported directly to the University Police by any student, faculty, staff member, or visitor by telephone (540-831-5500) or in person. The police department is located in the Allen Building at the corner of East Main Street and University Drive. Reports of criminal activity can also be made anonymously by using the Confidential Reporting and Silent Witness Form available online at

<http://www.radford.edu/content/police/home/forms/witness.html>

In addition, crimes can be reported from any of the campus emergency phones (blue light phones). Off campus crimes and other emergencies should be reported to the Radford Department of Police at 911 (locally in Radford) or at 540-731-3624. At the Roanoke Higher Education Center crimes and emergencies should be reported to the Roanoke Police Department (911 or 540-853-2211). At the Carilion Roanoke Community Hospital campus crimes and emergencies should be reported to the Carilion Police Department (540-981-7911). Crimes and emergencies at the Southwest Virginia Higher Education Center should be reported to the Abingdon Police Department (911 or 1-276-628-3111.)

Reporting all crimes to the Radford University Police insures that the department receives the necessary information to assess the crimes for a potential Timely Warning Notice if there is an ongoing or serious threat to the community and for annual statistical disclosure. Everyone is strongly encouraged to report all crimes accurately and promptly to the Radford University Police Department or other appropriate law enforcement agency.

## **Response to Reported Crimes**

The Radford University Police Department's procedures require an immediate response to emergency calls. We work closely with the full range of university and city emergency resources to assure a complete and timely response to all emergency calls. Special services include experienced investigators as well as the generous availability of local, state, and federal law enforcement agencies in providing support and assistance. Each reported crime is documented by the Communications Officer in the call dispatch software and an officer is

assigned to the call. Officers complete an incident report within the department's IBR software detailing all known information for reportable offenses. Investigations reviews reports and assign follow-up duties as needed.

### **Voluntary & Confidential Reporting**

Occasionally, victims of crime wish to report a crime but do not want to give their name and/or do not want to pursue action through the criminal justice or university judicial systems.

As allowed by the Clery Act, pastoral and professional counselors who receive confidential reports are not required to report these crimes to the University Police for inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning. Professional counselors are encouraged, if and when they deem it appropriate, to inform the individuals they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

These positions are defined as follows:

- Pastoral Counselor - a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor
- Professional Counselor - a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification

Certain other university members identified as Campus Security Authorities (CSAs) may accept confidential reports from a victim. The Clery Act; however, requires CSAs to report the crime to the University Police. This reporting allows the university to maintain accurate records on the number of incidents that occur; determine if there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community of an ongoing threat if needed. Victim names need not be included in these reports to campus police.

If you are the victim of a crime and at least 18 years old (or if under 18 and an emancipated juvenile) and do not want to pursue action within the university system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief or a designee of RUPD can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the university can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. Due to Title IX mandates, some information may be shared with the Director of Office of Diversity and Equity for further investigation.

### **Timely Warnings**

Timely Warning Notices (referred to as Crime Alerts) are issued whenever a crime or series of crimes on campus, or in some instances the surrounding communities, is considered to pose a serious or on-going threat to the university community. Timely Warnings are typically issued for the following crime classifications: major incidents of arson, criminal homicide, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and information known by the Radford University Police. Warnings may also be posted for other crime classifications, as deemed necessary. The Radford University Police Department reviews information that is reported to the campus police by members of the community, by campus security authorities, and by the local police to determine if a reported crime poses a serious or on-going threat to members of the university community. The Radford University Police Chief or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning Notice is warranted.

Timely Warnings are generally written by the Chief of Police or a designee, and they are approved and distributed to the community by the office of University Relations or the Radford University Police Department. Updates to the campus community about any particular case resulting in a Timely Warning Notice may be distributed via mass email.

Timely Warning Notices are typically distributed via mass e-mail. Flyers may be posted in select campus buildings as well when deemed necessary.

### **Immediate Notifications**

**All members of the Radford University campus community are required to notify the Radford University Police Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or on-going threat to the health and safety of students and/or employees on campus. The Radford University Police Department has the responsibility of immediately responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Radford University Police Department has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.**

**RU ALERT** is a means to notify the campus community of an imminent or ongoing threat to safety, security, or health (all hazards) of students or employees on campus. Upon confirmation by University Police of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus, an alert notification that may include the use of the outdoor warning system will be immediately disseminated without any delay with the goal of notifying as many people as possible, as rapidly as possible, taking into account the safety of the campus community. Examples of these include, but are not limited to, active shooter, tornado, and dangerous chemical release. The university will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Radford University Police Department will use available resources to confirm there is a significant emergency or dangerous situation. Resources may include all or some of the following: campus and local police officers, the National Weather Service, local news media, Student Health Services, the

Virginia Department of Health, Facilities Management, the Radford University Safety Office, and the Radford University Office of Emergency Management.

**In the event of a serious incident that poses an immediate threat to members of the campus community, Radford University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the Radford University community. These notifications can be made to the entire campus community when there is at least the potential that a very large segment of the community will be affected by a situation or when a situation threatens the operation of the campus as a whole. There will be continuing assessment of the situation and appropriate segments of the community may be notified if a situation warrants. The office that initiates the message (see chart below) has the authority to determine the appropriate segment(s) of the community to receive the message.**

These methods may include:

- Mass Email to radford.edu addresses
- RU Alert System (Text, Email, Telephone Alerts and/or Twitter)
- Outdoor warning siren/PA system
- Web- [www.radford.edu](http://www.radford.edu)
- External Media
- VOIP Phone and Speaker system
- Campus Cable Override
- Alertus desktop notification system
- Digital signage
- Facebook
- Face to face notification

<b>System to Use</b>	<b>Primary Message Creator</b>	<b>Backup Message Creator</b>	<b>Authority for Approving and Sending Messages</b>	<b>Primary Message Sender</b>	<b>Backup Message Sender</b>
<b><u>Primary</u></b>					
<b>Mass Email</b>	RUPD	University Relations or OEM	RUPD, University Relations or OEM	RUPD	University Relations or OEM
<b>RU Alert</b>	RUPD	OEM	RUPD or OEM	RUPD	OEM
<b><u>Secondary</u></b>					
<b>Outdoor Warning/PA</b>	RUPD	OEM	RUPD/OEM	RUPD	OEM
<b>RU Website</b>	RUPD	University Relations or OEM	RUPD, University Relations or OEM	University Relations	IT
<b>External Media</b>	University Relations	N/A	University Relations	University Relations	N/A
<b>VOIP Phone &amp; Speaker System</b>	RUPD	University Relations or OEM	RUPD, University Relations, or OEM	RUPD	University Relations or OEM
<b>Alertus Desktop Notifications</b>	RUPD	OEM	RUPD or OEM	RUPD	OEM
<b>Digital Signage</b>	RUPD	University Relations or OEM	RUPD, University Relations or OEM	University Relations	IT
<b>Campus Cable Override</b>	RUPD	OM	RUPD or OEM	RUPD	OEM IT
<b>Facebook</b>	University Relations	IT	University Relations and IT	University Relations	IT

OEM/OM= Office of Emergency Management; IT= Information Technology



Initial Immediate Notifications may be sent to the campus community by the Radford University Police Department, the Office of Emergency Management or by University Relations. Any of these offices may write and/or send the notification once a significant emergency or dangerous situation is confirmed. The Radford University Police will determine how much information is appropriate to disseminate at different points in time.

The university will post any necessary updates and follow-up information during a critical incident utilizing some or all of the systems listed above.

Members of the larger community interested in receiving information about emergencies on campus can access information at [www.radford.edu](http://www.radford.edu), the Radford University Facebook page, Radford University Twitter and through external media outlets.

The Radford community should be prepared to take self-protection measures appropriate to the emergency, such as, but not limited to, shelter in place or evacuation, depending upon the circumstances or incident.

The Office of Emergency Management and the Radford University Police Department work with other offices and agencies to conduct testing of emergency response and evacuation procedures. These tests are conducted on at least an annual basis and will be announced to the community through Radford mass emails to campus.

The Radford University Emergency Operations Plan provides the university with an effective means to respond to a disaster requiring a partial or total evacuation of the campus. The plan provides for the warning of students and staff, delineates responsibilities of on-campus and off-campus personnel and local government agencies, provides for evacuation centers, and establishes operating procedures for an effective evacuation of the campus.

### **Building Evacuation Procedures**

1. Exit the building as calmly and quickly as possible using the nearest safe exit. DO NOT USE ELEVATORS.
2. Alert ALL persons in your area. Turn off all ignition sources.
3. Close windows and doors, leave the door unlocked, wear a coat and shoes, and take a towel to place over your face in case of smoke.

4. Proceed to the assigned meeting area outside your building and await further instructions. Stay well away from the building and windows.
5. If the campus is evacuated, proceed to the campus assembly area for transportation to the evacuation center when the signal is given. Do not return to an evacuated building until permission is granted from the campus police.
6. If a single building is evacuated, students will be moved to available housing on campus or to a lounge in a safe building.
7. RAs/RDs will assist in the evacuation of the resident halls, ensure that all residents have evacuated, close all doors, and keep all persons at a safe distance from the building.
8. If on site, housekeeping and Maintenance staff will assist in the evacuation of non- residential buildings by directing occupants to the nearest safe exit and ensure that all occupants have evacuated.
9. The fire department will assume control of the building for all hazards except a terrorist attack. The FBI will be the lead agency for a terrorist event. Full cooperation must be given to the fire department and the FBI by students and staff.
10. Evacuation plans are posted on all floors of Campus Buildings. The plans show the locations of fire extinguishers, fire alarm pull stations, and fire exit doors. The plans are conspicuously located and updated by the Safety Office at respective campus locations.
11. Evacuation plans for non-residential buildings are posted in all classrooms and hallways. The plans show the locations of fire extinguishers, fire alarm pull stations, and fire exit doors. The plans are conspicuously located and updated by the Safety Office. At the beginning of each semester it is the responsibility of the faculty to go over the floor plans with each class, and direct occupants to the nearest safe exit in case of an actual alarm.
12. If you are told to shelter-in-place, quickly lock exterior doors and close windows, air vents, and fireplace dampers. Turn off all fans, heating and air conditioning systems, and clothes dryers. Some systems automatically provide for exchange of inside air with outside air. These systems, in particular, need to be turned off, sealed, or disabled. If there is danger of explosion, close the window shades, blinds, or curtains.

Notification systems and sign up procedures are described on the RU Emergency Management website at <http://www.radford.edu/content/emergency-management/home/alert.html>

## **Facility Access and Security**

There are 15 residence halls on the Radford campus. All entrances to residences are controlled by electronic access and monitored by building staff during business hours. University Police and the Residential Life staff are jointly responsible for the development of procedures and programs to promote the greatest possible safety and security of the residence halls. Educational programs emphasizing security and what residents can do to protect themselves are provided by Residential Life, University Police and other on- and off-campus services. University Police and Residential Life staff make every effort to ensure that all residence halls are free from uninvited visitors or guests, but it is necessary that residents themselves take an active role in reporting strangers to hall staff and closing outside doors that are propped open. All visitors and guests to the residential halls must be accompanied by a resident at all times. Residents are held accountable for their guests' actions.

Radford University academic and administrative buildings are open and accessible to the RU community and visitors during the day and into the evening hours, depending on scheduled events and activities. The building hours for each facility vary and information about the operating hours of a specific building can be obtained through the manager of the facility or RU Police Department. Access to academic and administrative buildings after hours is controlled by keys or card access. Lost or stolen keys should be reported to the RU Police Department immediately. A report will then be documented and forwarded to Radford University Facilities Management. Keys issued and access cards are nontransferable. Buildings are secured by building staff or the Radford University Police Department after normal business and/or building hours.

### **Security Considerations Used in the Maintenance of Campus Facilities**

Building staff and RUPD officers report lighting and other safety concerns to Facilities Management for repair and encourage all faculty, staff, students and visitors to report maintenance and grounds concerns to RUPD or to Facilities Management at 540-831-7800.

## **Reporting Lost or Stolen Access Cards**

Lost or stolen RU Express/RUID Cards should be reported to the RU ID Office at 540-831-5054.

Report lost or stolen cards after business hours to RUPD at 540-831-5500.

## **Alcohol and Drug Policies**

### **Alcoholic Beverages**

Radford University seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety and welfare of all members of its community. In keeping with these objectives, the university has established policy and guidelines governing the possession, use, sale, and consumption of alcoholic beverages on the university campus that conform to the laws of Virginia. Underage possession and /or consumption of alcoholic beverages and public intoxication are not permitted. Radford University enforces Virginia underage drinking laws. Intentionally or knowingly selling, or intentionally or knowingly “furnishing” alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the university. Legal consumption and possession of alcoholic beverages is limited to designated locations only and no alcohol is permitted in residential facilities. The complete policy and guidelines concerning alcoholic beverages is published annually in the university Standards of Student Conduct available online at

<http://www.radford.edu/content/dam/departments/administrative/policies/StudentAffairsPoliciesandProcedures/SA-ST-1300 StandardsofStudentConduct FINAL.pdf>

### **Illegal Drugs**

The university does not condone the illegal possession, use, sale, or distribution of marijuana, hallucinogens, narcotics or any other illegal drugs by anyone in any campus facility. Radford University enforces both Federal and Virginia drug laws. Any individual known to be possessing, using, or distributing such drug is subject to campus disciplinary action and criminal arrest, imprisonment and/or fine according to state and federal law.

## **Drug and Alcohol Abuse Education Programs**

Consistent with its educational mission, the university also assists its members in finding alternatives to alcoholic beverages by promoting social interaction and stress reduction, and it provides services and resources for community members who experience alcohol-related difficulties. Keeping informed is an important step in developing a healthy lifestyle and in knowing how to cope with problems as they arise. Radford University provides useful and informative prevention education programs throughout the year in both residential and academic settings. The police department conducts these programs nearly 30 times a year. In addition, the SAVES office on campus provides education through the RU Aware program. RU Aware is the counseling, education intervention program for students who violate the university's alcohol and other drug policies. The goal of the program is to help students reduce the risk for any type of alcohol or drug related problem at any point in their lives. The program uses classes, self-assessment, and counseling to help students understand and accept the need to make changes to reduce the risk for an alcohol or other drug related health or impairment problem. Additional programs on a variety of health, wellness, and social issues are offered by the campus Peer Educator program.

A variety of departments sponsor workshops and lectures on alcohol- and drug-related issues to support and encourage healthy, productive lifestyles. These programs are made available through:

University Police 831-5500

Student Counseling Services 831-5226

Residential Life 831-5375

Student Health Center 831-5111

Intercollegiate Athletics 831-5228

Substance Abuse and Violence Education Support Services (SAVES) 831-5709

\*all area codes are 540

If you are aware of problems with friends, roommates, or family members, we encourage you to act responsibly by consulting with Student Counseling Services. Remaining silent or waiting until a situation has escalated is neither respectful nor responsible. The university will work with you and your fellow students to cooperatively solve alcohol and substance abuse problems as they occur.

For students with substance abuse problems or concerns, assistance is available at Student Counseling Services located in Tyler Hall (Lower Level). The experienced professional counselors offer support for students in an atmosphere of understanding and confidentiality. The Counseling Center offers individual assessment and referral to both on and off-campus resources. The SAVES office in Tyler Hall (Lower Level) is also available to students for counseling and information.

Radford University is in compliance with the Drug Free Schools and Communities Act. Information about Radford's compliance is available at [http://www.radford.edu/content/dam/departments/administrative/human-resources/policies-procedures/pim.pdf#3.1 alcohol drug policy](http://www.radford.edu/content/dam/departments/administrative/human-resources/policies-procedures/pim.pdf#3.1%20alcohol%20drug%20policy)

## **Crime Reduction Tips**

### Residential Safety

- Lock your room or apartment whenever you leave and when you are sleeping.
- Do not prop card reader doors.
- Call 540-831-5500 if you see someone in the building who does not belong.
- Do not allow strangers to follow you into the building.

### Workplace Safety

- Keep personal items (purses, book bags) locked up.
- Secure the work area when no one is in it.
- Report suspicious people to the police.

### Protecting Your Property

- Record the serial numbers of your valuables.
- Engrave valuables with a unique identifying number.
- Register your bike with the Police Department.
- Keep your vehicle locked when it is parked and when you drive.
- Consider installing anti-theft or alarm devices on your vehicle.
- Do not leave textbooks, purses, or book bags unattended.
- Do not leave laptop computers unattended.

## Missing Student Notification Policy

The purpose of this policy is to establish procedures for the university's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

This policy applies to students who reside in campus housing, including university operated apartment units.

For purposes of this policy, a student may be considered to be a "*missing person*" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

### I. Procedures for designation of emergency contact information

#### a. Students age 18 and above and emancipated minors

Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.

#### b. Students under the age of 18 and not emancipated

In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian and their confidential contact no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

### II. Official notification procedures for missing persons

#### a. Any individual on campus who has information that a residential student may be a missing person (and has been missing for 24 hours)



must notify the Radford University Police Department as soon as possible.

Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Radford University Police Department will assist external authorities with these investigations as requested.

- b. The Radford University Police Department will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who 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.). Appropriate campus staff will be notified to aid in the search for the student.
- c. No later than 24 hours after determining that a residential student is missing, the Office of the Dean of Students (or appropriate designee) will notify the confidential missing person contact (for students 18 and over) or the parent/guardian and confidential missing person contact (for students under the age of 18 and not emancipated) that the student is believed to be missing.
- d. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Radford University will inform the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

### III. Campus communications about missing students

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by law enforcement authorities, who may consult with the college's Office of University Relations. All inquiries to the college regarding missing students, or information provided to any individual at the college about a missing student, shall be referred to the Radford University Police Department, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the Radford University community with any information about a missing student, the Office of University Relations shall consult with the Radford University Police Department and with local law enforcement authorities (as needed) to ensure that communications do not hinder the investigation.

Students in residential facilities are given the option of providing confidential missing person contact information of a person or persons who are to be contacted if the student is determined to be missing by the police department or the local law enforcement agency.

Radford University will register the missing person confidential contact information confidentially during the campus check-in process. This information will only be accessible to authorized campus officials and law enforcement and it may not be disclosed outside of a missing person investigation.

Radford University does not discriminate on the basis of sex in its educational programs, and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not including dating violence, domestic violence, and stalking. As a result, Radford University issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a University official. In this context, Radford University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

For a complete copy of Radford University's policy governing sexual misconduct, visit the Office of Diversity and Equity at:  
<http://www.radford.edu/content/diversity-equity/home.html>

## **A. Definitions**

There are numerous terms used by Radford University in our policy and procedures.

**Consent** is defined in Virginia as affirmation (i) without force, threat or intimidation of or against the person or another person; and (ii) without the use of a person's mental incapacity or physical helplessness.

**Sexual Assault:** "Sexual assault" means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) system. A sex offense is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim,

including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

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

### **Commonwealth of Virginia Definitions (Rape, Forcible Sodomy, Object Sexual Penetration, Sexual Battery, Sexual Abuse):**

**Rape:** If any person has sexual intercourse with a complaining witness, whether or not his or her spouse, or causes a complaining witness, whether or not his or her spouse, to engage in sexual intercourse with any other person and such act is accomplished (i) against the complaining witness's will, by force, threat or intimidation of or against the complaining witness or another person; or (ii) through the use of the complaining witness's mental incapacity or physical helplessness; or (iii) with a child under age 13 as the victim, he or she shall be guilty of rape.

**Forcible sodomy:** An accused shall be guilty of forcible sodomy if he or she engages in cunnilingus, fellatio, anilingus, or anal intercourse with a complaining witness whether or not his or her spouse, or causes a complaining witness, whether or not his or her spouse, to engage in such acts with any other person, and

1. The complaining witness is less than 13 years of age; or
2. The act is accomplished against the will of the complaining witness, by force, threat or intimidation of or against the complaining witness or another person, or through the use of the complaining witness's mental incapacity or physical helplessness.

**Object sexual penetration:** An accused shall be guilty of inanimate or animate object sexual penetration if he or she penetrates the labia majora or anus of a complaining witness, whether or not his or her spouse, other than for a bona fide medical purpose, or causes such complaining witness to so penetrate his or her own body with an object or causes a complaining witness,

whether or not his or her spouse, to engage in such acts with any other person or to penetrate, or to be penetrated by, an animal, and

1. The complaining witness is less than 13 years of age; or
2. The act is accomplished against the will of the complaining witness, by force, threat or intimidation of or against the complaining witness or another person, or through the use of the complaining witness's mental incapacity or physical helplessness.

**Sexual Battery:** An accused is guilty of sexual battery if he sexually abuses a person against the will of the complaining witness, by force, threat, intimidation, or ruse.

**Sexual Abuse:** An act committed with the intent to sexually molest, arouse, or gratify any person, where:

- a. The accused intentionally touches the complaining witness's intimate parts or material directly covering such intimate parts;
- b. The accused forces the complaining witness to touch the accused's, the witness's own, or another person's intimate parts or material directly covering such intimate parts;
- c. If the complaining witness is under the age of 13, the accused causes or assists the complaining witness to touch the accused's, the witness's own, or another person's intimate parts or material directly covering such intimate parts; or
- d. The accused forces another person to touch the complaining witness's intimate parts or material directly covering such intimate parts.

**Domestic Violence:** The term “domestic violence” means 1) Felony or misdemeanor crimes of violence committed—

- (i) By a current or former spouse or intimate partner of the victim;
- (ii) By a person with whom the victim shares a child in common;
- (iii) By a person who is cohabitating with or has cohabitated with, the victim as a spouse or intimate partner;

- (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- (v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

Virginia defines a family or household member as (i) the person's spouse, whether or not he or she resides in the same home with the person, (ii) the person's former spouse, whether or not he or she resides in the same home with the person, (iii) the person's parents, stepparents, children, stepchildren, brothers, sisters, half-brothers, half-sisters, grandparents and grandchildren, regardless of whether such persons reside in the same home with the person, (iv) the person's mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law and sisters-in-law who reside in the same home with the person, (v) any individual who has a child in common with the person, whether or not the person and that individual have been married or have resided together at any time, or (vi) any individual who cohabits or who, within the previous 12 months, cohabited with the person, and any children of either of them then residing in the same home with the person.

**Dating Violence:** The term "dating violence" means violence committed by a person

1) Who is or has been in a social relationship of a romantic or intimate nature with the victim and

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

For the purposes of this definition-

(i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(ii) Dating violence does not include acts covered under the definition of domestic violence.

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

Virginia does not define dating violence outside of domestic violence law, however all laws relevant to sexual or physical abuse or the threat of such abuse would apply when appropriate.

**Stalking:** The term “stalking” means 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- (i) fear for the person’s safety or the safety of others; or
- (ii) Suffer substantial emotional distress.

2) For the purposes of this definition—

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

(ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

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

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

Virginia defines stalking as any person who on more than one occasion engages in conduct directed at another person with the intent to place, or when he knows or reasonably should know that the conduct places that other

person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member.

## **B. Education and Prevention Programs**

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the Commonwealth of Virginia and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent;
- d. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening,



- identifying safe and effective intervention options, and taking action to intervene;
- e. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
  - f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The University offered the following **primary prevention and awareness programs for all incoming students** in 2014:

<b>Name of Program</b>	<b>Date Held</b>	<b>Location Held</b>	<b>Which Prohibited Behavior Covered?</b>
First Year Student Orientation	6/19/2014	McGuffey Hall	DaV, SA*
First Year Student Orientation	6/30/2014	McGuffey Hall	DaV, SA*
First Year Student Orientation	7/2/2014	McGuffey Hall	DaV, SA*
First Year Student Orientation	7/8/2014	McGuffey Hall	DaV, SA*
Haven Online Mandatory Training	August 2014	Online	DaV,SA,S*

\*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The University did not have **primary prevention and awareness programs for all new employees** in 2014.

The University offered the following **ongoing awareness and prevention programs** for **students** in 2014:

<b>Name of Program</b>	<b>Date Held</b>	<b>Location Held</b>	<b>Which Prohibited Behavior Covered?</b>
Step UP! Bystander Intervention	8/15/2014	Greek Life Leadership	SA*
Step Up! Bystander Intervention	9/18/14	Univ 100	SA*
Step Up! Bystander Intervention	10/8/2014	WMST 101	SA*
Step Up! Bystander Intervention	10/28/2014	Univ 100	SA*
Step Up! Bystander Intervention	11/4/2014	LEAD 110	SA*
Step Up! Bystander Intervention	11/5/2014	Core 202	SA*
Step Up! Bystander Intervention	11/5/2014	Core 201	SA*
Step Up! Bystander Intervention	11/11/2014	Core 101	SA*
Step Up! Bystander Intervention	11/13/2014	Core 101	SA*
Step Up! Bystander Intervention	11/19/2014	MKTG 350	SA*

\*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The University offered the following **ongoing awareness and prevention programs** for **students** in 2014:

Name of Office	Date Held	Location	Prohibit Conduct in Training
Academic Technologies	May 20, 2014	Walker Hall 255	*
Dept. of Athletics Coaches and Staff	August 26, 2014	The Dedmon Center	*
Behavioral Consultation Team	April 14, 2014	Heth Hall 207	*
Career Center	September 23, 2014	Walker Hall 275	*
Dean of Students	April 3, 2014	Heth Hall 207	*
Department of Student Activities	June 5, 2014	Heth Hall	*
Faculty Advisor Committee	September 11, 2014	Peters Hall A041	*
College of Graduate and Professional Studies (Graduate Teaching Assistants)	August 23, 2014	Hulbert Hall 249/250	*
College of Graduate and Professional Studies (Graduate Assistants)	August 24, 2014	Heth Hall 043	*
Greek Life - Delta Chi Fraternity	September 9, 2014	Russell Hall 033	*
New International Students – International Education	August 20, 2014	Cook Hall 107	*
Dean of Student	July 23, 2014	Heth Hall 207	*
Housing and Residential Life	August 15, 2014	Hulbert Hall	*
Reserve Officers Training Corps (ROTC)	December 4, 2014	Cook Hall 107	*
RU Police Department (RUPD)	August 23, 2014	The Allen Building	*
Student Government Association (SGA)	September 22, 2014	Hulbert Hall	*
Technology Assistance Center	May 15, 2014	Heth Hall 018	*
UNIVERSITY 100 Peer Instructors	August 18, 2014	Young Hall 302	*
New Student Programs	June 4, 2014	Heth Hall	*
Enrolled Students (Haven Training)	August, 2014	Online	

\*In-person with instructor - Title IX, Campus SaVe Act, and VAWA Training - Sexual Assault/Violence, Domestic Violence, Dating Violence, Stalking, and Sexual Harassment

The University did not have **ongoing awareness and prevention programs for employees** in 2014.

The University offered the following **primary prevention and awareness programs for all incoming students** in 2015:

<b>Name of Program</b>	<b>Date Held</b>	<b>Location Held</b>	<b>Which Prohibited Behavior Covered?</b>
Sexual Assault Response Presentation	4/22/2015	2 <sup>nd</sup> Floor Hurlburt Hall	Consent, SA*
New Student Orientation	6/19/2015	McGuffey Hall	Consent, DaV, SA, S*
New Student Orientation	6/30/2015	McGuffey Hall	Consent, DaV, SA, S*
New Student Orientation	7/02/2015	McGuffey Hall	Consent, DaV, SA, S*
New Student Orientation	7/08/2015	McGuffey Hall	Consent, DaV, SA, S*
Haven Online Mandatory Training	August 2015	Online	Consent, DaV, SA, S*
SGA Consent Forum	10/27/2015	Hurlburt Auditorium	Consent, SA*

\*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The University offered the following **primary prevention and awareness programs for all new employees** in 2015:

<b>Name of Program, Dept., or Group</b>	<b>Date Held</b>	<b>Location Held</b>	<b>Prohibited Conduct in Training</b>
Faculty, Staff, & Student Employees	4/18/2015	Hurlburt Auditorium	*
Faculty, Staff, & Student Employees	4/24/2015	Hurlburt Auditorium	*
Faculty, Staff, & Student Employees	4/30/2015	Hurlburt Auditorium	*
Faculty, Staff, & Student Employees	5/05/2015	Hurlburt Auditorium	*
Faculty, Staff, & Student Employees	5/13/2015	Hurlburt Auditorium	*
Faculty, Staff, & Student Employees	5/21/2015	Hurlburt Auditorium	*
Faculty, Staff, & Student Employees	5/26/2015	Hurlburt Auditorium	*

\*In-person with instructor - Title IX, Campus SaVe Act, and VAWA Training - Sexual Assault/Violence, Domestic Violence, Dating Violence, Stalking, and Sexual Harassment

The University offered the following **ongoing awareness and prevention programs** for **students** in 2015:

<b>Name of Program</b>	<b>Date Held</b>	<b>Course/Organization</b>	<b>Which Prohibited</b>
Sexual Assault	07/10/2015	COED 688	SA*
Step Up!	08/24/2015	RA Training	SA*
Step Up!	08/27/2015	SGA	SA*
Step Up!	10/08/2015	UNIV 100	SA*
Step Up!	10/15/2015	PSY 439	SA*
Step Up!	10/18/2015	Alpha Sigma Tau	SA*
Step Up!	10/25/2015	Alpha Chi Rho	SA*
Step Up!	10/27/2015	Consent Campaign	SA*
Sexual Assault	10/27/2015	Consent Campaign Forum	SA*
Step Up!	11/03/2015	UNIV 100	SA*
Step Up!	11/09/2015	UNIV 100	SA*
Step Up!	11/10/2015	LEAD 110	SA*

\*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The University offered the following **ongoing awareness and prevention programs** for students in 2015:

<b>Name of Program, Department, or Group</b>	<b>Date Held</b>	<b>Location</b>	<b>Prohibit Conduct in Training</b>
Graduate Assistants	August 30, 2015	Heth Hall, 045	*
Graduate Teaching Assistants	August 31, 2015	Bonnie Combo Room	*
Athletics Department Staff and Coaches	February 6, 2015	Dedmon Center	*
Discrimination Appeals Committee	February 4, 2015; February 19, 2015	Human Resources Training Room	*
Faculty Senate Executive Committee	February 19, 2015	Heth Hall, 014	*
Governor's School Staff and Student Employees	June 23, 2015	Young Hall, 305	*
New Teaching and Research Faculty	August 12, 2015	College of Business and Economics, 129	*
Our Turn –various faculty and staff	January 23, 2015	Walker Hall, 295	*
QUEST Assistants	June 1, 2015	Heth Hall, 014	*
Resident Life Staff, Resident Assistants and Resident Directors	August 24, 2015	McGuffy Hall, 203	*
University 100 Peer Instructors	August 24, 2015	Young Hall, 302	*
All enrolled Incoming and New Students	August, 2015	Online Everfi - Haven Training for Students	o
Freshmen Student Athletes	June 30, 2015	Dedmon Center	*
ROTC Students	September 3, 2015	Bonnie Auditorium	*

\*In-person with instructor – (o) Online - Title IX, Campus SaVe Act, and VAWA Training - Sexual Assault/Violence, Domestic Violence, Dating Violence, Stalking, and Sexual Harassment

The University offered the following **ongoing awareness and prevention programs for employees** in 2015.

<b>Name of Program, Department, or Group</b>	<b>Date Held</b>	<b>Location</b>	<b>Prohibit Conduct in Training</b>
All Faculty, Staff, and Student Employees	April 14, 2015 – June 30, 2015	Online Everfi-Haven Training for Employees	o

\*In-person with instructor – (o) Online - Title IX, Campus SaVe Act, and VAWA Training - Sexual Assault/Violence, Domestic Violence, Dating Violence, Stalking, and Sexual Harassment



The University offered the following **primary prevention and awareness programs for all incoming students** in 2016:

<b>Name of Program</b>	<b>Date Held</b>	<b>Location Held</b>	<b>Which Prohibited Behavior Covered?</b>
New Student Orientation	6/13/2016	McGuffey Hall	Consent, DaV, SA, S*
New Student Orientation	6/14/2016	McGuffey Hall	Consent, DaV, SA, S*
New Student Orientation	6/17/2016	McGuffey Hall	Consent, DaV, SA, S*
New Student Orientation	6/20/2016	McGuffey Hall	Consent, DaV, SA, S*
New Student Orientation	6/22/2016	McGuffey Hall	Consent, DaV, SA, S*
New Student Orientation	6/23/2016	McGuffey Hall	Consent, DaV, SA, S*
New Student Orientation	6/28/2016	McGuffey Hall	Consent, DaV, SA, S*
New Student Orientation	7/01/2016	McGuffey Hall	Consent, DaV, SA, S*
New Student Orientation	7/06/2016	McGuffey Hall	Consent, DaV, SA, S*
New Student Orientation	7/07/2016	McGuffey Hall	Consent, DaV, SA, S*
New Student Orientation	7/08/2016	McGuffey Hall	Consent, DaV, SA, S*
Haven Online Mandatory Training	August 2016	Online	Consent, DaV, SA, S*

\*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The University offered the following **primary prevention and awareness programs for all new employees** in 2016:

<b>Name of Program, Dept., or Group</b>	<b>Date Held</b>	<b>Location Held</b>	<b>Prohibited Conduct in Training</b>
Faculty, Staff, & Student Employees	8/27/2016	Hurlburt Auditorium	*
Faculty, Staff, & Student Employees	8/30/2016	Dedmon Center	*
Faculty, Staff, & Student Employees	8/17/2016	McGuffey Hall	*
Faculty, Staff, & Student Employees	8/11/2016	Walker Hall	*
Faculty, Staff, & Student Employees	6/21/2016	Young Hall	*
Faculty, Staff, & Student Employees	5/02/2016	COBE	*

\*In-person with instructor - Title IX, Campus SaVe Act, and VAWA Training - Sexual Assault/Violence, Domestic Violence, Dating Violence, Stalking, and Sexual Harassment

The University offered the following **ongoing awareness and prevention programs** for **students** in 2016:

<b>Name of Program</b>	<b>Date Held</b>	<b>Course/Organization</b>	<b>Which Prohibited</b>
Sexual Assault	07/15/2016	COED 688	SA*
Helping Students Live Well	08/22/2016	RA Training	SA*
Club Fair	09/02/2016	RA Training	SA*
Step Up!	09/14/2016	UNIV 100	SA*
Step Up!	09/28/2016	UNIV 100	SA*
Step Up!	09/28/2016	UNIV 100	SA*
SAVES Services & Consent	10/03/2016	COED 450	SA*
Step Up!	10/03/2016	COED 450	SA*
Dating & Domestic Violence	10/03/2016	Peer Health	SA*, DoV, DaV
Step Up!	10/04/2016	COED 450	SA*
Step Up!	10/04/2016	COED 450	SA*
SAVES resources & Consent	10/05/2016	UNIV 100	SA*
Step Up!	10/05/2016	UNIV 100	SA*

Step Up!	10/06/2016	UNIV 100	SA*
Step Up!	10/10/2016	UNIV 100	SA*
Step Up!	10/10/2016	UNIV 100	SA*
Step Up!	10/11/2016	PEAC 200	SA*
Step Up!	10/12/2016	COED 450	SA*
Perception vs. Reality Event	10/13/2016	Campus Community/Hurlburt SC	DoV, DaV*
Step Up!	10/17/2016	UNIV 100	SA*
Step Up!	10/25/2016	WGST 200	SA*
Step Up!	10/25/2016	UNIV 100	SA*
SAVES Resources, Consent, Substance Use	11/07/2016	UNIV 100	SA*
Step Up!	11/08/2016	LEAD 110	SA*
Sexual Violence & Substance Abuse	11/15/2016	UNIV 100	SA*
Step Up!	12/07/2016	WGST 200	SA*

\*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The University offered the following **ongoing awareness and prevention programs** for students in 2016:

<b>Name of Program, Department, or Group</b>	<b>Date Held</b>	<b>Location</b>	<b>Prohibit Conduct in Training</b>
Graduate Assistants	August 28, 2016	Cook Hall, 107	*
Graduate Teaching Assistants	August 27 , 2016	Bonnie Combo Room	*
Athletics Department Staff and Coaches	August 30, 2016	Dedmon Center	*
Radford Coordinating Council	September 7, 2016	Women's Resource Center	*
Wellness Fair	September 28, 2016	Hurlburt Center	*
Governor's School Staff and Student Employees	June 21, 2016	Young Hall, 221	*
New Teaching and Research Faculty	August 11, 2016	Walker Hall, 295	*
Resource Fair	August 22, 2016	Student Recreation and Wellness Center, MAC Court	*
QUEST Assistants	June 1, 2016	Young Hall, 221	*
Resident Life Staff, Resident Assistants and Resident Directors	August 17, 2015	McGuffey Hall, 203	*
University 100 Peer Instructors	August 24, 2016	Bonnie Auditorium	*
Sociology Senior Seminar	November 29, 2016	CHBS, 3023	*
Geology Senior Seminar	September 15, 2016	Reed Hall, 106	*

Student Athletes	June 28, 2016	Dedmon Center	*
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\*In-person with instructor – (o) Online - Title IX, Campus SaVe Act, and VAWA Training - Sexual Assault/Violence, Domestic Violence, Dating Violence, Stalking, and Sexual Harassment

The University offered the following **ongoing awareness and prevention programs for employees** in 2016.

Name of Program, Department, or Group	Date Held	Location	Prohibit Conduct in Training
All Faculty, Staff, and Student Employees	January 14, 2016 – April 27, 2016	Online Everfi-Haven Training for Employees	o

\*In-person with instructor – (o) Online - Title IX, Campus SaVe Act, and VAWA Training - Sexual Assault/Violence, Domestic Violence, Dating Violence, Stalking, and Sexual Harassment

### Procedures for Reporting a Complaint

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant<sup>1</sup> and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Radford University Police Department or local law enforcement. Students and employees should contact the Office of Housing and Residential Life and the Office of the Dean of Students (students) or Human Resources (employees).

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at the Carilion New River Valley Medical Center (Radford campus), Carilion Roanoke Memorial Hospital or Carilion Community Hospital (Roanoke campuses), or Johnston Memorial Hospital (Southwest Virginia Higher Education Center campus) where forensic nurses are available. In the Commonwealth of Virginia,

evidence may be collected even if you chose not to make a report to law enforcement. Your name will be associated with the forensic evidence kit at the hospital only. Law enforcement in the jurisdiction of the assault will be contacted to pick up the kit, which is only identifiable by an identifying number. It will be held by law enforcement for one year plus one day.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing boards/investigators or police.

Although the university strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The University will assist any victim with notifying local police if they so desire. The Radford City Police Department may also be reached directly by calling 540-731-3624 (911 in an emergency situation), or in person at 20 Robertson Street, Radford, VA 24141. Contact information for local police for Roanoke and Abingdon campuses is listed in the resources section on page 56.

If you are a survivor of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator (Geoffrey P. Gabriel, Office of Diversity and Equity, 314B Tyler Place (second floor) PO Box 6988, Radford VA 24142, 540-831-5307) by calling, writing, or coming into the office to report in person; and the Radford University Police Department (if the victim so desires.) The University will provide resources on campus, off campus, or both to include medical health to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking; and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the Radford University Police Department or other law enforcement to preserve evidence in the event that the victim changes her or his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, the below are the procedures that the University will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report.



## **Incident Being Reported:**

### **Sexual Assault**

Evidentiary Standard: Preponderance of the evidence

Procedures:

1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care
2. Institution will assess immediate safety needs of complainant
3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department
4. Institution will provide complainant with referrals to on and off campus mental health providers
5. Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties
6. Institution will provide a "No trespass" directive to accused party if deemed appropriate
7. Institution will provide instructions on how to apply for Protective Order
8. Institution will provide information to complainant on how to preserve evidence
9. Institution will provide a summary and link to the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution
10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is
11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation

## **Incident Being Reported:**

### **Stalking**

Evidentiary Standard: Preponderance of the evidence Institution will assess immediate safety needs of complainant

1. Institution will assess immediate safety needs of complainant
2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department
3. Institution will provide instructions on how to apply for Protective Order
4. Institution will provide information to complainant on how to preserve evidence
5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
6. Institution will provide a “No trespass” directive to accused party if deemed appropriate

## **Incident Being Reported:**

### **Dating Violence**

Evidentiary Standard: Preponderance of the evidence

1. Institution will assess immediate safety needs of complainant
2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department
3. Institution will provide instructions on how to apply for Protective Order
4. Institution will provide information to complainant on how to preserve evidence
5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
6. Institution will provide a “No trespass” directive to accused party if deemed appropriate

## **Incident Being Reported:**

### **Domestic Violence**

Evidentiary Standard: Preponderance of the evidence

1. Institution will assess immediate safety needs of complainant
2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department
3. Institution will provide instructions on how to apply for Protective Order
4. Institution will provide information to complainant on how to preserve evidence
5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
6. Institution will provide a “No trespass” directive to accused party if deemed appropriate

### **C. Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

### **Crime Victim and Witness Rights**

#### [VINE \(Victim Information and Notification Everyday\) Link](#)

Victim: Anyone suffering physical, emotional or financial harm as a direct result of a felony or certain misdemeanors. This definition includes spouses and children of all victims, mentally or physically incapacitated victims, or victims of homicide. As the victim of a crime, you are entitled to certain rights under Virginia's Crime Victim and Witness Rights Act (also called the Victim Bill of Rights) and related laws.

As the victim of a crime, you may be entitled to information about:

- Protection
- Financial assistance and social services, including the Criminal Injuries Compensation Fund
- Address and telephone number confidentiality
- Closed preliminary hearing or use of closed-circuit television if you are the victim of a sexual offense
- Separate waiting area during court proceedings
- The right to remain in the courtroom during a criminal trial or proceeding

As the victim of a crime, you may be entitled to assistance with:

- Obtaining protection
- Obtaining property held by law enforcement agencies
- Intercession services with your employer
- Obtaining advanced notification of court proceedings
- Receiving the services of an interpreter
- Preparing a Victim Impact Statement
- Seeking restitution

As the victim of a crime, you may be entitled to notification of:

- Changes in court dates
- Changes in the status of the defendant, if he/she is being held in a jail or a correctional facility
- The opportunity to prepare a written Victim Impact Statement prior to sentencing of a defendant

Steps you need to take to receive confidentiality, notification or release information:

1. Confidentiality: To request confidentiality, you must file a Request for Confidentiality by Crime Victim Form (DC-301) with the magistrate, court, Commonwealth's Attorney's Office, or law enforcement agency in the locality where the crime occurred.

2. Court Dates: You must give the Commonwealth's Attorney's Office your current name, address and telephone number in writing if you wish to be notified in advance of the scheduled court dates for preliminary hearings,

trials, sentencing hearings and other proceedings in your case.

3. Information about release or status of defendant: You must give the sheriff, jail superintendent or Department of Corrections your current name, address, telephone number, and defendant name in writing if you wish to be notified about the changes in the status of the defendant or inmate.

Further, Radford University complies with the Commonwealth of Virginia's law in recognizing orders of protection and any person who obtains a protective order should provide a copy to the Radford University Police Department and the Office of the Title IX Coordinator. A complainant may then meet with RUPD to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, campus residential changes etc., with consultation from the Dean of Students, the Office of the Registrar and the Office of Housing and Residential Life. If the protective order was issued outside of Virginia, you should file an attested copy of the order with the local Juvenile and Domestic Relations Court. Once you have done so, the court will forward the order to your local police department to be entered into their system. The University cannot apply for a protective order victim from the applicable jurisdiction(s). The victim is required to apply directly for these services through a magistrate. The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, university offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance, and assistance in notifying appropriate local law enforcement.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).)

Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims nor house identifiable information regarding victims in the campus police departments Daily Crime Log or online. Anyone may request that directory information on file be removed from public sources by contacting the Registrar's Office (students) or Human Resources (employees).

## Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

### Radford On-Campus (and available to all students regardless of campus location)

Student Counseling Services	Tyler Hall (Lower Level)	540-831-5226
Student Health Services	Moffett Hall	540-831-5111
University Police	Allen Building	540-831-5500
Office of Diversity & Equity/Title IX Coordinator	314B Tyler Place, Radford	540-831-5307
SAVES Office	Tyler Hall (Lower Level)	540-831-5709
Dean of Students	Heth Hall	540-831-6297
Residential Life	Heth Hall	540-831-5375
Office of Student Standards and Conduct	Heth Hall	540-831-5321

### In the Radford City Area (Radford Campus)

Radford City Police	20 Robertson Street Radford	540-731-3624 911 Emergency
Carilion New River Valley Medical Center ER	2900 Lamb Cir, Christiansburg, VA 24073	540-731-2666
Women's Resource Center NRV	1217 Grove Avenue Radford	540-639-1123
Magistrate's Office NRV Jail	108 Baker Road Dublin, VA	540-643-2009
Radford City Courthouse	619 Second Street Radford	540-731-3609
Legal Aid Society of the NRV	155 Arrowhead Trail #A Christiansburg, VA	540-382-6157

**In the Abingdon Area (Southwest Virginia Higher Education Center Campus)**

Abingdon Police Department	425 West Main Street Abingdon, VA 24210	1-276-628-3111 911 Emergency
Abuse Alternatives Domestic Violence Program	104 Memorial Drive Bristol, TN 37620	1-423-652-9093 Office 1-800-987-6499 24 Hr Hotline
Sexual Assault Crisis Center	PO Box 642 Bristol, VA 24203	1-276-466-2218 Office 1-276-466-2312 24 Hr Hotline 1-276-628-7731 24 Hr Hotline

**In the Roanoke City Area (Roanoke Higher Education Center and Carilion Community Hospital Roanoke Campuses)**

Roanoke Police Department	348 Campbell Avenue SW Roanoke, VA 24016	1-540-853-2211 911 Emergency
Carilion Police Department	Carilion Roanoke Community Hospital	1-540-981-7911 77-911 Internal Phones
Roanoke Sexual Assault Response and Awareness	611 McDowell Avenue NW Roanoke, VA 24016	1-540-345-7273 Office 1-540-981-9352 24 Hr Hotline
Total Action for Progress Domestic Violence Program	145 Campbell Rd. Suite 521 Roanoke, VA 24011	1-540-345-6781 Office 1-540-580-0775 24 Hr Hotline
Salvation Army Turning Point DV Program	815 Salem Avenue SW Roanoke, VA 24016	1-540-345-0400 24 Hr Hotline

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> – Rape, Abuse and Incest National Network  
<http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice  
<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights



## How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” Exert from Burn, S.M. (2009). ‘A situational model of sexual assault prevention through bystander intervention.’ *Sex Roles*, 60, 779-792.) We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander (from Bystander Intervention Strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse). Further information regarding bystander intervention may be found at: <http://www.radford.edu/content/saves/home/programs-services/step-up.html>

If you or someone else is in immediate danger, dial 540-831-5500 or 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

## Risk Reduction

The following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- **Walk with purpose**. Even if you don't know where you are going, act like you do.
- **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa**. If a friend seems out of it,

is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.

- **If you suspect you or a friend has been drugged, contact law enforcement immediately (540-831-5500 on campus, 911 off campus.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
- **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## **Adjudication of Violations**

Whether or not criminal charges are filed, the university or a person may file a complaint under the Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy alleging that a student or employee violated the University's policy. Dating violence, domestic violence, sexual assault and stalking are all forms of sexual harassment and are covered under sexual harassment complaint procedures found in Discrimination Grievance Procedures.

## **Complaints and Reporting**

Complaints and reports of discrimination, sexual harassment, and sexual misconduct should be made to the Radford University Title IX Coordinator. The Title IX Coordinator is responsible for overseeing the investigation of all reports of alleged discrimination, sexual harassment, or sexual misconduct and is trained to investigate reported incidents, help individuals who file complaints find resources, and to respond appropriately to conduct alleged to be in violation of the Discrimination Policy. Individuals receiving reports or complaints of discrimination, sexual harassment, or sexual misconduct should immediately notify the Title IX Coordinator and should not undertake any independent efforts to determine whether or not the report or complaint has merit before reporting it to the Title IX Coordinator.

The Radford University Interim Title IX Coordinator is Geoffrey P. Gabriel. The Interim Title IX Coordinator's contact information is listed below:

Geoffrey P. Gabriel.  
Interim Title IX Coordinator  
Office of Diversity and Equity  
Radford University  
314B Tyler Place, 2<sup>nd</sup> Floor  
P.O. Box 6988  
Radford, VA 24142  
(540) 831-5307  
ggabriel3@radford.edu (email)

Reports of conduct in violation of the Discrimination Policy should be made without undue delay after the incident and may be made orally or in writing, including by electronic mail to the Title IX Coordinator.

The Title IX Coordinator also will accept, without comment or need for explanation, a sealed envelope addressed to “Title IX Coordinator.” The envelope, at a minimum, need only contain a piece of paper with the name and room number or phone number of the individual wishing to make a report. As will be the case with all reports, however made, the reporting individual will be contacted promptly, but in no case more than three calendar days from the date of the report, for an interview with the Title IX Coordinator.

Notwithstanding the forgoing, individuals who believe they have been the subject of conduct in violation of the Discrimination Policy are encouraged to make detailed written statements of the facts, including the name(s) of the offending individual(s), and any witness(es), promptly after an incident.

The Title IX Coordinator is charged with coordinating Radford University’s compliance with federal civil rights laws. The Title IX Coordinator does not serve as an advocate for either the complainant or the respondent. The Title IX Coordinator or designee will explain to all identified parties the procedures outlined below, including confidentiality. As appropriate, the Title IX Coordinator or designee will provide all identified parties with information about obtaining medical and counseling services, making a criminal report, information about receiving advocacy services including those offered by the Office of Substance Abuse and Violence Education Support Services (SAVES) or the Women’s Resource Center of the New River Valley, and guidance on other Radford University and community resources. The Title IX Coordinator or designee will offer to coordinate with other Radford University leadership, when appropriate, to implement interim measures as described below. The Title IX Coordinator or designee will explain to all involved parties the process of a prompt, adequate, reliable, and impartial investigation, including the opportunity for both complainant and respondent to identify witnesses and provide other evidence. The Title IX Coordinator or designee will explain to all identified parties the right to have a personal advisor present and to review and respond to the allegations and evidence. The Title IX Coordinator or designee will also explain to the parties and witnesses that retaliation for reporting alleged discrimination, sexual harassment or sexual misconduct, or participating in an investigation of an alleged violation, is strictly prohibited and that any retaliation should be reported immediately and will be promptly addressed.

The Title IX Coordinator or designee will make all complainants aware of the right also to file a complaint with the Radford University Police Department or local law enforcement.

Radford University will comply with all requests by the Radford University Police Department or local law enforcement for cooperation in investigations. Such cooperation may require the Title IX Coordinator or designee to temporarily suspend the fact-finding aspect of a Title IX investigation detailed in the procedures below while the Radford University Police Department or the local law enforcement agency gathers evidence.

The Title IX Coordinator or designee will promptly resume its Title IX investigation as soon as notified by the Radford University Police Department or law enforcement agency that it has completed the evidence gathering process. Otherwise, the Title IX investigation will not be altered or precluded on the grounds that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

Radford University officials have varying reporting responsibilities under state and federal law. If a victim of conduct in violation of this policy or another reporting party wishes to keep a report confidential, it must be made to the Student Health Center, Student Counseling Services or the SAVES Office (for students). These individuals will encourage victims to make a report to the Radford University Police Department, the Title IX Coordinator, or local law enforcement. Students and student organizations cannot keep reports confidential, even if working with officials above that are able to maintain confidentiality of reports. Other Radford University officials receiving reports of conduct in violation of this policy are mandated reporters but will maintain privacy to every extent possible without compromising Radford University's ability to investigate and respond in accordance with applicable law and regulations. The Title IX Coordinator or designee may be limited in the ability to investigate an anonymous report unless sufficient information is furnished to enable the Title IX Coordinator or designee to conduct a meaningful and fair investigation.

If the complainant requests confidentiality or that an investigation not be conducted, Radford University may be limited in the actions it is able to take and its ability to respond while respecting the request. The complainant will be asked to sign a statement stating a desire for confidentiality or that an investigation not be pursued and the Title IX Coordinator or designee will take all reasonable steps to respond to the complaint consistent with the request. Notwithstanding a complainant's request that law enforcement not be informed of an incident, Radford University is required pursuant to Virginia Code § 23-9.2:15 to report information about an incident to local law enforcement if necessary to address an articulable and significant threat posing a health or safety emergency, as defined by the implementing regulations of the

Family Educational Rights and Privacy Act (FERPA), 34 C.F.R. § 99.36. The Title IX Coordinator will consider the reasons for the request, including concerns about continued safety of the person reportedly harmed and members of the campus community. Factors that also will be considered in weighing a request by a complainant for confidentiality or not to proceed with a formal investigation include the seriousness of the alleged violation, the respective ages and positions of the complainant and the respondent, whether there have been other complaints against the respondent, and the respondent's right to receive information. In cases in which a complainant requests confidentiality or that an investigation not be pursued, but the Title IX Coordinator has concerns that not conducting an informal or formal investigation might endanger the health or safety of members of the campus community, the Title IX Coordinator will initiate confidential consultation with appropriate individuals who may include, as appropriate, the President, Dean of Students, Provost & Vice President for Academic Affairs, Assistant Vice President for Public Safety and Chief of University Police, the Threat Assessment Team, and/or legal counsel. The Title IX Coordinator will make the ultimate decision on whether to conduct an informal or a formal investigation or to respond in another manner, including use of interim measures described below.

Radford University may take interim measures, as necessary to assist or protect the complainant during investigations of alleged discrimination and the resolution process and any law enforcement investigation, to address the safety of the complainant or any member of the campus community, and to avoid retaliation. If, in the judgment of the Title IX Coordinator or other Radford University leadership, the safety or well-being of any member of the campus community may be jeopardized by the presence on-campus of the accused individual, the Title IX Coordinator or designee may provide interim remedies to address the short-term effects of harassment, discrimination and/or retaliation and to prevent further violations. Radford University will seek the consent of the complainant before taking interim measures to the greatest degree possible. Interim measures may include, but are not necessarily limited to, changes in classroom or work schedules or housing arrangement, no-contact order, ban from campus, escorts on campus, referral and coordination of counseling and health services, and modification of work or academic requirements. Radford University may temporarily reassign or place on administrative leave an employee alleged to have violated the Discrimination Policy. In such situation the employee will be given the opportunity to meet with the Title IX Coordinator or designee prior to such action being imposed, or as soon thereafter as reasonably possible, to show cause why the action should not be implemented.

Radford University is required by federal law to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the campus community. Radford University will ensure, to every extent possible, that a victim's name and other identifying information is not disclosed, while still providing enough information for members of the campus community to make decisions to address their own safety in light of the potential danger.

Radford University's Title IX Coordinator is responsible for overseeing all complaints of discrimination and identifying and addressing any pattern or systemic problems that arise during the review of such complaints. Any member of the Office of Dean of Students or the Office of Student Standards and Conduct receiving a report of alleged discrimination, sexual harassment, or sexual misconduct shall report it without delay to the Title IX Coordinator. No member of the Dean of Students Office, the Office of Student Standards and Conduct or the Department of Human Resources shall undertake any independent efforts to determine whether or not the report or complaint has merit before reporting it to the Title IX Coordinator. The Title IX Coordinator's Office shall conduct all investigations of allegations of sexual misconduct in accordance with the procedures below. At the sole discretion of the Title IX Coordinator, the Office of Student Standards and Conduct or the Dean of Students Office may be tasked with conducting investigations of complaints of discrimination and harassment while under the oversight of the Title IX Coordinator. The Office of Student Standards and Conduct and the Dean of Students Office shall report the findings of investigations of discrimination and harassment to the Title IX Coordinator. At the conclusion of the investigation, the Title IX Coordinator shall recommend a penalty, if any, to the Dean of Students and the Director of Student Standards and Conduct.

There are two possible methods for investigation and resolution of a complaint alleging violations of the Discrimination Policy: formal and informal resolution. For alleged violations of the Discrimination Policy other than sexual misconduct, the complainant and the respondent have the option to proceed under an informal procedure, when deemed permissible by the Title IX Coordinator. The Title IX Coordinator or designee will explain the informal and formal procedures to both the complainant and the respondent, if known. In all cases, Radford University will ensure there is no actual conflict of interest in the investigation and resolution of complaints and will strive to avoid the appearance of conflict of interest.



## A. Informal investigation and resolution

If the complainant, the respondent, and the Title IX Coordinator or designee all agree that an informal investigation and resolution should be pursued, the Title IX Coordinator or designee shall attempt to facilitate a resolution that is agreeable to the parties. Under this procedure, the Title IX Coordinator or designee will conduct a preliminary investigation only to the extent fact-finding is needed to resolve the conflict and to protect the interests of the parties, Radford University, and the campus community. Both parties will be permitted to request witnesses to be interviewed by the Title IX Coordinator and other evidence to be considered in the preliminary investigation. Typically, a preliminary investigation will be completed within 30 days of receipt of notice. If extension of the preliminary investigation beyond 30 days is necessary, all parties will be notified of the expected resolution time frame. If at any point during this informal investigation and resolution procedure, the complainant, the respondent, or the Title IX Coordinator wish to suspend the informal procedure and proceed through the formal grievance procedure, such request will be granted.

Any resolution of a complaint through the informal procedure must adequately address the concerns of the complainant, as well as the rights of the respondent and the responsibility of Radford University to prevent, address, and remedy alleged violations of the Discrimination Policy. Informal resolution remedies might include providing training, providing informal counseling to an individual whose conduct, if not ceased, could rise to the level of discrimination or harassment, confidential briefing of the respondent's work supervisor, use of processes and penalties set forth in the Standards of Student Conduct, or other methods. All parties will be provided written notification of the resolution of the complaint through the informal procedures, including whether the preliminary investigation substantiated discrimination or harassment by a preponderance of the evidence and a description of Radford University's response. There shall be no right of appeal afforded to the complainant or the respondent following informal investigation and resolution.

## B. Formal investigation and resolution

1. A formal complaint may be submitted either in written format or through a verbal interview of the complainant by the Title IX Coordinator or designee regarding the events and circumstances underlying the complaint. The complainant is not required to submit a written complaint to the Title IX

Coordinator to commence an investigation. In the case of a third party notification, the Title IX Coordinator will contact the alleged victim promptly, and in no case later than three calendar days from the date of the complaint. The complaint may be supplemented by additional supporting documents, evidence, or recommendations of witnesses to be interviewed during the course of the investigation. The complainant must also disclose if a formal complaint has been filed with another Radford University office, state, or federal entity for the same offense.

2. The Title IX Coordinator or designee will discuss the complaint with the complainant, and the respondent as appropriate, including providing information about the formal investigation procedure and other resources. The Title IX Coordinator or designee will explain to the parties that each has the opportunity to provide evidence and to suggest witnesses to be interviewed during the course of the investigation.

3. The Title IX Coordinator will consider whether interim measures and involvement of other Radford University leadership is appropriate. The Title IX Coordinator also will confirm that the matter involves an alleged violation of the Discrimination Policy, thereby conferring jurisdiction on the Title IX Coordinator's office. If the Title IX Coordinator determines that the Title IX Coordinator's office does not have jurisdiction, the Title IX Coordinator or designee will offer to assist the complainant and, as appropriate, the respondent, in finding appropriate on-campus and off-campus resources to address the issues.

4. The Title IX Coordinator or designee will conduct a prompt, adequate, reliable, and impartial investigation of the complaint. Typically an investigation, not including the time necessary for potential appeals, will be completed within 60 days of receipt of notice. If extension of the investigation beyond 60 days is necessary, all parties will be notified of the expected time frame. Only the Title IX Coordinator, a trained investigator designated by the Title IX Coordinator's office, or, for complaints not involving allegations of sexual misconduct, a trained member of the Office of Student Standards and Conduct shall conduct the investigation. All investigations of complaints alleging violations of the Discrimination Policy shall be overseen by the Title IX Coordinator.

5. Both complainant and respondent will have the same opportunity to review and respond to evidence obtained during an investigation and will be afforded the same opportunity to review and provide comment to the investigator about

the written investigation report before it is finalized. Both the complainant and the respondent may designate an advisor to accompany him or her at any meeting or proceeding during the formal investigation. The role of such advisors shall be limited to advice and consultation. Neither the advisor for the complainant nor the advisor for the respondent shall be permitted to question witnesses, raise objections, or make statements or arguments at any meetings or proceedings during the investigation.

6. The Title IX Coordinator or designee will determine whether there is a preponderance of the evidence to substantiate the complaint of an alleged violation of the Discrimination Policy. A respondent will not be found in violation of the Discrimination Policy absent a finding of preponderance of evidence that the violation occurred. The "preponderance of the evidence" standard requires that the weight of the evidence, in totality, supports a finding that it is more likely than not that the alleged violation occurred.

7. In determining whether alleged harassment has created a hostile environment, the Title IX Coordinator or designee shall consider not only whether the conduct was unwelcome to the complainant, but also whether the conduct was severe or pervasive and whether a reasonable person similarly situated to the complainant would have perceived the conduct to be objectively offensive.

8. The Title IX Coordinator or designee shall prepare a written investigation report, which shall be provided to both the complainant and the respondent concurrently. In most cases the written investigation report shall be provided to both parties within 60 days of notice of the allegation. If extension of the time frame for the Title IX Coordinator to finalize the investigation report beyond 60 days is necessary, all parties will be notified of the expected time frame for completion of the investigation report.

9. If the Title IX Coordinator or designee finds by a preponderance of the evidence that a violation of the Discrimination Policy did not occur, the matter will be documented as closed. The Complainant may appeal the finding to the Discrimination Appeals Committee under the procedure described below.

10. If the Title IX Coordinator or designee finds by a preponderance of the evidence that violation of the Discrimination Policy did occur, the Title IX Coordinator's or designee's written report will contain recommendations for steps that should be taken to prevent recurrence of any such violation and, as appropriate, remedies for the complainant and the community.

The written report also will contain the Title IX Coordinator's or designee's recommendation on sanctions. If interim measures as described above have been taken, the Title IX Coordinator shall include a recommendation regarding continuation, suspension or modification of any such interim measures. The Title IX Coordinator or designee shall provide the written report to both the complainant and respondent, in accordance with subsection 8, above, including the steps the Title IX Coordinator or designee has recommended to eliminate a hostile environment, if one was found to exist, and to prevent its recurrence. Notwithstanding any other provision of these procedures, the respondent shall not be provided information about the individual remedies offered or provided to the complainant, but such information shall be provided to the complainant. The respondent and the complainant will be advised of their right to appeal any finding or recommended sanction to the Discrimination Appeals Committee. The appeal procedure outlined below will also be explained. If the respondent does not contest the finding or recommended sanction, the respondent shall sign a statement acknowledging no contest to the finding and the recommended sanction. The completed investigation will be provided to the appropriate individual to determine and impose appropriate sanctions, as described below.

### Sanctions

1. Sanctions for students will be determined by the Director of the Office of Student Standards and Conduct in accordance with the Standards of Conduct and, where necessary or appropriate, in consultation with the Dean of Students. Sanctions may include, but are not limited to, warning, suspension or dismissal. Not every violation of the Discrimination Policy will result in an identical sanction. The University reserves the right to impose different sanctions depending on the severity of the incident as well as any previous proven violations by the respondent.
2. Sanctions for teaching and research faculty will be determined by the Provost, in consultation with the Deans and/or the President and in accordance with the Teaching and Research Faculty Handbook and any other applicable Radford University policy and regulations. Possible sanctions include, but are not limited to counseling, training, reassignment, or the initiation of termination proceedings.
3. Sanctions for Administrative and Professional faculty will be determined by the employee's supervisor and Division Head, in consultation with the Executive Director of Human Resources and in accordance with the Administrative and Professional Faculty Handbook and any other applicable Radford University policy and regulations. Possible sanctions include, but are not limited to

counseling, training, reassignment, or the initiation of termination proceedings according to procedures in the appropriate governing regulation or policy.

4. Sanctions for Classified or Wage employees will be determined by the employee's supervisor in consultation with the Executive Director of Human Resources in accordance with the Commonwealth's Standards of Conduct Policy. Sanctions that may be imposed by Radford University include, but are not limited to verbal counseling, additional training, the issuance of a Written Notice, suspension, or termination of employment.

5. Contractors shall assign for duty only employees acceptable to Radford University. Radford University reserves the right to require the Contractor to remove from campus any employee who violates the Discrimination Policy.

6. Visitors (including, but not limited to, students participating in camp or other programs at Radford University), who violate the Discrimination Policy will be directed to immediately leave campus and may be subject to a permanent ban from campus.

7. A determination regarding the imposition of sanctions shall be made within 14 calendar days of the date of the Title IX Coordinator's, or designee's final investigative report, if neither the complainant nor the respondent requests appeal to the Discrimination Appeals Committee. If an appeal is requested, sanctions, if any, shall be imposed within 14 days of the final decision of the President after consideration of the written decision of the Discrimination Appeals Committee. If extension of the time frame for sanctions to be imposed beyond 14 days is necessary, all parties will be notified of the expected time for imposing the sanctions by the responsible individual imposing these sanctions. The respondent shall be informed in writing of any sanctions imposed for violation of the Discrimination Policy by the individual imposing the sanctions within five (5) calendar days of the determination. The Title IX Coordinator shall be provided a copy of such written notification. The Title IX Coordinator or designee will disclose to the complainant, as simultaneously as possible to the notification provided to the respondent, sanctions that directly relate to the complainant as permitted by state and federal law including the Federal Educational Rights and Privacy Act (FERPA) and the Virginia Freedom of Information Act. The Title IX Coordinator or designee also will disclose in writing to the complainant the final results of a disciplinary proceeding involving the respondent with regard to an alleged forcible or non-forcible sex offense, act of stalking, domestic violence or dating violence on the complainant, as permitted by state and federal law including FERPA and the

## Virginia Freedom of Information Act.

### Discrimination Appeals Committee

#### 1. Composition of the Committee

The Discrimination Appeals Committee ("Committee") shall be comprised of three trained individuals: one faculty member to be nominated by the Provost, one non-faculty member of the administration to be nominated by the Vice President for Finance and Administration, and one classified employee to be nominated by the Executive Director of Human Resources. The President shall appoint members of the Committee and the Committee Chair. Committee members shall serve indefinitely at the pleasure of the President. The President may appoint one or more persons to serve on the Committee temporarily to fill a vacancy due to recusal or otherwise to ensure a full three-member Committee. The President has sole discretion to permanently remove members of the Committee for cause.

#### 2. Appeal Procedure

a. A complainant or respondent desiring to appeal the investigative findings of the Title IX Coordinator shall file a written request for appeal with the Title IX Coordinator within three (3) business days of receipt of the written investigation report along with information to support one or more of the following grounds for appeal:

- i. the Title IX Coordinator or designated investigator exhibited unfair bias which influenced the results of the investigation;
- ii. new evidence, unavailable at the time of the investigation, that could substantially impact the Title IX Coordinator's finding;
- iii. error in the conduct of the investigation that is of such magnitude as to deny fundamental fairness.
- iv. the sanctions recommended by the Title IX Coordinator are substantially outside the parameters or guidelines set by Radford University for this type of offense or the cumulative conduct record of the respondent.

b. Within five (5) days of receipt of the written request for appeal, the Title IX Coordinator will notify the parties of the time and place of hearing before the Committee. Such hearing typically will be scheduled within fifteen (15) days of receipt of the request for appeal. If extension beyond fifteen (15) days is necessary, both parties will be notified of the expected time frame.

The parties must raise within five (5) days of such notification objections to members of the Committee on the basis of conflict of interest or bias for or against the appellant or appellee. The President shall rule on any such objections no later than three (3) days prior to the hearing.

c. Within five (5) days of filing the request for appeal, the party appealing the Title IX Coordinator's findings (appellant) must submit a written statement that (i) identifies the names and addresses of witnesses that are requested to be called at the hearing; (ii) identifies and includes copies of any documents that will be used as evidence at the hearing; (iii) describes with specificity the portion of the Discrimination Policy allegedly violated and the grounds for appeal; and (iv) requests a specific remedy.

The non-appealing party (appellee) also may submit such information for the Committee's consideration. If the appellee chooses not to participate in the Committee hearing, the Title IX Coordinator will provide to the Committee within five (5) days of notification that the appellee will not participate in the hearing: (i) the written investigative report; (ii) the names and addresses of witnesses the Title IX Coordinator will call at the hearing; and (iii) identification and copies of any documents that will be submitted as evidence at the hearing. If the appellee provides notification less than five (5) days prior to the scheduled hearing that he or she will not participate, the hearing shall be postponed to give the Title IX Coordinator a full five (5) days to provide the Committee the above information.

The Title IX Coordinator shall provide the written investigation report and all witness information and documents identified pursuant to this subsection to the Committee and to all parties at least three (3) days prior to the hearing.

d. Both the appellant and the appellee may retain legal counsel at their own expense or designate a non-attorney advisor to accompany him or her at any meeting or proceeding in the appeal process. If either party has retained legal counsel or a non-attorney advisor, the party must immediately notify the

Committee Chair of such representation. The role of counsel or the non-attorney advisor for the parties shall be limited to advice and consultation with the attorney's client and the client's witnesses. Neither counsel/advisor for the appellant nor counsel/advisor for the appellee shall be permitted to question witnesses, raise objections, or make statements or arguments to the Committee at the hearing. If either party is represented by legal counsel, Radford University may be represented at the hearing by assigned legal counsel from the Office of the Attorney General, who will ensure that the rights of Radford University and the parties are respected.

e. The Chair of the Committee shall preside over the hearing. The hearing will be a non-adversarial proceeding and rules of evidence shall not be strictly applied. However, the Chair of the Committee may limit evidence or testimony that is not relevant to a determination of whether a violation of the Discrimination Policy occurred and whether the grounds for appeal are met by a preponderance of evidence. The hearing will be conducted in a fair and impartial manner. Both appellant and appellee, or the Title IX Coordinator or designee if the appellee does not participate, will address the Chair of the Committee and not each other. The Chair will be the final decision-maker on all matters of procedure during the hearing. All hearings will be closed to the public.

f. The past sexual history or sexual character of a party to the complaint, complainant or respondent, with anyone other than each other, will not be admissible. Notwithstanding the above, demonstration of pattern, repeated, and/or predatory behavior by the respondent, in the form of previous findings in any Radford University or judicial proceeding will be admissible. The parties will be notified in advance of the hearing if any information addressed by this paragraph is deemed admissible.

g. Within ten (10) days of the hearing, the Committee will submit a written decision to the parties, the Title IX Coordinator, and the President. The decision shall include: (i) a description of the appellant's grounds for appeal; (ii) whether such grounds are accepted or rejected and the rationale for such determination; (iii) the Committee's decision to uphold or reject the findings of the Title IX Coordinator and/or the recommended sanction and the rationale for such determination; (iv) if the Title IX Coordinator's findings and/or recommended sanction are rejected, the findings of the Committee and recommendations for resolution.



h. Within three (3) days of the Committee's decision, the President shall notify the Committee, the Title IX Coordinator, and the parties, in writing, of her decision relative to the findings and recommendations of the Committee. The decision of the President is final with no further right to appeal.

More specific Sanctions and Protective Measures which may be assigned individually or in combination include the following.

- Fees –Monetary requirements based on the resolution of a case.
- Restriction of Activities or Privileges –Restriction of active status or participation in any and/or all organized university activities other than required academic endeavors for a designated period of time.
- Conduct Probation –A period of self-reflection which may last up to 32 weeks, during which a student is on official warning that subsequent violations of university rules, regulations, or policies are likely to result in a more severe sanction including suspension or dismissal from the university.
- Additional Stipulations –Stipulations added to sanctions indicating additional actions that a student must complete and/or follow.
- University Housing Relocation –Required movement to another room, hall or quad with the Director of Residential Life or his/her designee having final approval. Once assigned this sanction, students must relocate in no more than 24 hours, after which the relocated student cannot enter the building he/she was removed from throughout his/her term of probation without permission from the Director of Residential Life or designee.
- Removal from University Housing –Required removal from university housing with the Director of Residential Life or his/her designee having final approval. This action occurs without the refund of room fees. Once assigned this sanction, students must move within the designated time required, after which the removed student cannot enter university housing without permission from the Director of Residential Life or designee.
- Administrative Removal from an Academic Course –Required removal from an academic course with the College Dean or his/her designee having final

approval. A student given this sanction will be given a “W” or “F” in the course as is consistent with the Radford University withdrawal policy.

- Academic Course reassignments—changing of class sections or schedules to protect survivors and limit contact.
- Conduct Suspension –Temporarily canceling a student’s enrollment at Radford University with the Dean of Students or his/her designee having final approval. A student cannot graduate while suspended. Once assigned this sanction, students are immediately removed from their classes and banned from university property. A student cannot enter university property during his/her term of suspension without prior permission from the Dean of Students or designee. Any classes taken at another institution during this period of suspension cannot be transferred to Radford University.
- Dismissal –Permanently canceling a student’s enrollment at Radford University with the Dean of Students or his/her designee having final approval. A dismissed student cannot re-enroll or graduate from Radford University. Once assigned this sanction, students are immediately removed from their classes and banned from university property. A student cannot enter university property once dismissed without prior permission from the Dean of Students or designee.

## **Sex Offender Registration**

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In the Commonwealth of Virginia, convicted sex offenders must register with the Virginia State Police Sex Offender and Crimes Against Minors Registry. This information may be accessed at <http://sex-offender.vsp.virginia.gov/sor/>

The US Department of Justice’s National Sex Offender Public Website can be accessed at <http://www.nsopw.gov/en-US>

## **Radford University Crime Statistics**

### Reportable Incidents and Their Definitions

Definitions given are the National Incident Base Reporting Board Standards.

1. Homicide: The willful (non-negligent) killing of one human being by another.
2. Manslaughter-by Negligence: The killing of another person through gross negligence.
3. Sex Offenses: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
4. Non-Forcible Sex Offense: Sex offenses-non-forcible (Unlawful, non-forcible sexual intercourse) Incest and Statutory rape
5. Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or putting the victim in fear.
6. Aggravated Assault: An unlawful act by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
7. Burglary: The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking, and all attempts to commit any of the aforementioned.
8. Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, or aircraft, personal property of another, etc.

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

10. Hate Crimes-Race

11. Hate Crimes-Gender

12. Hate Crimes-Religion

13. Hate Crimes-Sex Orientation

14. Hate Crimes-Ethnicity

15. Hate Crimes-Disability

16. Liquor Violations/Arrests

17. Drug Abuse Violations/Arrests

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

### **Location Definitions from the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

**On-Campus:** (1) Any building or property which is owned or controlled by an institution within the same reasonably contiguous geographic area and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

(2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution, but controlled by another person, is frequently used by students and supports institutional purposes (examples include food or retail vendor).

**Residential Facilities:** (1) Residential Halls and apartment residences at the University. This category applies only to those facilities that are on campus

and used to house students. These numbers are also included in the On-Campus category and do **not** represent additional violations.

**Non-Campus Building Or Property:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

(2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

The following charts reflect the number of crimes reported on Radford campuses from January 1 – December 31. The statistics are based upon the calendar year in which the crime was reported.

## Radford Campus 2014-2016

<b>Offense (Reported By Hierarchy)</b>	<b>Year</b>	<b>On Campus</b>	<b>Non- Campus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities</b>
Murder/Non Negligent Manslaughter	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Sex Offenses, Forcible (Rape, Sodomy, Sexual Assault w/object and Fondling)	2016	8	0	0	8	7
	2015	10	0	0	10	8
	2014	6	1	0	7	6
Sex Offenses, Non Forcible (Incest and Statutory)	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Robbery	2016	1	0	1	2	0
	2015	2	0	0	2	0
	2014	2	0	0	2	0
Aggravated Assault	2016	1	0	3	4	1
	2015	0	0	0	0	0
	2014	1	0	1	2	0
Burglary	2016	7	4	0	11	7
	2015	5	0	0	5	0
	2014	22	0	0	22	21
Motor Vehicle Theft	2016	6	0	0	6	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Liquor Law Arrests	2016	52	1	21	74	32
	2015	58	0	30	88	27
	2014	62	3	25	90	49
Drug Law Arrests	2016	36	0	16	52	29
	2015	31	0	14	45	28
	2014	41	2	8	51	37
Weapons Law Arrests	2016	0	0	2	2	0
	2015	0	0	1	1	0
	2014	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2016	235	0	4	239	212
	2015	210	2	2	214	192
	2014	212	8	1	221	200
Drug Law Violations Referred for Disciplinary Action	2016	77	0	1	78	70
	2015	37	0	0	37	35
	2014	39	0	0	39	32
Weapons Law Violations Referred for Disciplinary Action	2016	0	0	1	1	0
	2015	0	0	0	0	0
	2014	1	0	0	1	1
<b>Offense (Not Reported By Hierarchy)</b>	<b>Year</b>	<b>On Campus</b>	<b>Non- Campus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities</b>
Arson	2016	4	0	0	4	3
	2015	5	0	0	5	3
	2014	11	3	0	14	6
Domestic Violence	2016	3	0	0	3	3
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Dating Violence	2016	10	0	0	10	7
	2015	10	0	0	10	8
	2014	4	0	0	4	3
Stalking	2016	29	0	0	29	15
	2015	8	0	0	8	5
	2014	1	0	0	1	1

\*There were 13 unfounded reportable crimes in 2014.

\*There were 3 unfounded reportable crimes in 2015. \*There were 5 unfounded reportable crimes in 2016

(\* - Does not pertain to non-reportable incidents such as "suspicious odors only" that did not lead to a criminal offense)

## Radford Campus Reported Hate Crimes 2014-2016

2014: There was one reported intimidation categorized by sexual orientation bias that occurred in the on campus and on campus residential categories.

2015: There was one reported intimidation categorized by sexual orientation bias that occurred in the on campus category.

2016: There was one reported intimidation categorized by race bias that occurred in the on campus category.

## Southwest Virginia Higher Ed Center Campus 2014-2016

<b>Offense (Reported By Hierarchy)</b>	<b>Year</b>	<b>On Campus</b>	<b>Non- Campu</b>	<b>Public Proper</b>	<b>Total</b>	<b>Residential Facilities</b>
Murder/Non Negligent Manslaughter	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Sex Offenses, Forcible (Rape, Sodomy, Sexual Assault w/object and Fondling)	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Sex Offenses, Non Forcible (Incest and Statutory)	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Robbery	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Aggravated Assault	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Burglary	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Liquor Law Arrests	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Drug Law Arrests	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Weapons Law Arrests	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
<b>Offense (Not Reported By Hierarchy)</b>	<b>Year</b>	<b>On Campus</b>	<b>Non- Campu</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities</b>
Arson	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Domestic Violence	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Dating Violence	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Stalking	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0



## SWVHEC Campus Reported Hate Crimes 2014-2016

2014: There were no hate crimes reported.

2015: There were no hate crimes reported.

2016: There were no hate crimes reported.

## Roanoke Higher Education Center Campus 2014-2016

<b>Offense (Reported By Hierarchy)</b>	<b>Year</b>	<b>On Campus</b>	<b>Non- Campus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities</b>
Murder/Non Negligent Manslaughter	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Sex Offenses, Forcible (Rape, Sodomy, Sexual Assault w/object and Fondling)	2016	0	0	0	0	0
	2015	0	0	1	1	0
	2014	0	0	0	0	0
Sex Offenses, Non Forcible (Incest and Statutory)	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Robbery	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Aggravated Assault	2016	1	0	0	1	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Burglary	2016	0	0	0	0	0
	2015	1	0	0	1	0
	2014	0	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Liquor Law Arrests	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Drug Law Arrests	2016	1	0	0	1	0
	2015	1	0	0	1	0
	2014	0	0	0	0	0
Weapons Law Arrests	2016	1	0	0	1	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
<b>Offense (Not Reported By Hierarchy)</b>	<b>Year</b>	<b>On Campus</b>	<b>Non- Campus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities</b>
Arson	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Domestic Violence	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Dating Violence	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Stalking	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0

## RHEC Campus Reported Hate Crimes 2014-2016

2014: There were no hate crimes reported.

2015: There were no hate crimes reported.

2016: There were no hate crimes reported.

## Carilion Roanoke Community Hospital Campus 2014-2016

<b>Offense (Reported By Hierarchy)</b>	<b>Year</b>	<b>On Campus</b>	<b>Non- Campus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities</b>
Murder/Non Negligent Manslaughter	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Sex Offenses, Forcible (Rape, Sodomy, Sexual Assault w/object and Fondling)	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Sex Offenses, Non Forcible (Incest and Statutory)	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Robbery	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Aggravated Assault	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Burglary	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Liquor Law Arrests	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Drug Law Arrests	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	1	0	0	1	0
Weapons Law Arrests	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
<b>Offense (Not Reported By Hierarchy)</b>	<b>Year</b>	<b>On Campus</b>	<b>Non- Campus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities</b>
Arson	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Domestic Violence	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Dating Violence	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Stalking	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0

### **Hate Crimes Reported CRCH Campus 2014-2016**

2014: There were no hate crimes reported.

2015: There were no hate crimes reported.

2016: There were no hate crimes reported.

**2017-2018**  
**RADFORD UNIVERSITY**  
**ANNUAL FIRE SAFETY REPORT**

On August 14, 2008, the Higher Education Opportunity Act was signed into law. In order to comply with this Act, the university has prepared the 2008 Annual Fire Safety Report on Student Housing, which includes required information about student housing fire safety systems, fire drills, fire safety policies and education and training programs.

A written log of all fires occurring during the current calendar year will be maintained at the Radford University Police Department, and may be viewed by any member of the public or the university community at large during normal business hours. The fire log records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. The log must include the nature, date, time, and general location of each fire. The university will make an entry or an addition to an entry, to the log within 2 business days of the receipt of the information. The information from the prior year's fire log will be incorporated into each revised Fire Safety Report.

#### Definitions Used in this Report

The following definitions, as provided by federal law, are provided to aid you in understanding how the data in this report has been accumulated and developed:

**Cause of fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

## 2014

Facility	Number of Fires	Injuries	Deaths	Amount of Damage	Cause of Fire	Drills Conducted
Bolling Hall 502 Adams St Access	2	0	0	\$0-99	1. Intentional/burned cork board 2. Intentional/burned paper on door of room	N/A*
Draper Hall 601 Tyler Avenue	0	N/A	N/A	N/A	N/A	4
Floyd Hall 306 Jefferson St Access	0	N/A	N/A	N/A	N/A	4
Ingles Hall 501 Tyler Avenue	0	N/A	N/A	N/A	N/A	4
Jefferson Hall 205 Tyler Avenue Access	0	N/A	N/A	N/A	N/A	4
Madison Hall 207 Tyler Avenue Access	0	N/A	N/A	N/A	N/A	4
Moffett Hall 504 Adams Street Access	0	N/A	N/A	N/A	N/A	4
Muse Hall 985 East Main Street	3	0	0	\$0-99	1. Intentional/burned ceiling tiles 2. Intentional/burned sheet of paper on wall 3. Intentional/burned Halloween decoration on door of room	4
Norwood Hall 315 Tyler	0	N/A	N/A	N/A	N/A	4
Peery Hall 302 Jefferson St Access	0	N/A	N/A	N/A	N/A	4
Pocahontas Hall 901 Fairfax Street Access	N/A	N/A	N/A	N/A	N/A	N/A*
Stuart Hall 308 Jefferson St Access	1	0	0	\$0-99	Intentional/burned elevator ceiling	4
Trinkle Hall 304 Jefferson St Access	0	N/A	N/A	N/A	N/A	4
Tyler Hall 301 Tyler Avenue	0	N/A	N/A	N/A	N/A	4
Washington Hall 415 Tyler	0	N/A	N/A	N/A	N/A	4

\*Closed for renovations Fall 2014

## 2015

Facility	Number of Fires	Injuries	Deaths	Amount of	Cause of Fire	Drills Conducted
Bolling Hall 502 Adams St Access	0	N/A	N/A	N/A	N/A	5
Draper Hall 601 Tyler Avenue	0	N/A	N/A	N/A	N/A	5
Floyd Hall 306 Jefferson St Access	0	N/A	N/A	N/A	N/A	5
Ingles Hall 501 Tyler Avenue	0	N/A	N/A	N/A	N/A	5
Jefferson Hall 205 Tyler Avenue Access	0	N/A	N/A	N/A	N/A	5
Madison Hall 207 Tyler Avenue Access	0	N/A	N/A	N/A	N/A	5
Moffett Hall 504 Adams Street Access	0	N/A	N/A	N/A	N/A	5
Muse Hall 985 East Main Street	2	N/A	N/A	\$0-99	1. Intentionally set to Kitchen area. 2. Fire intentionally set in elevator.	5
Norwood Hall 315 Tyler Avenue	0	N/A	N/A	N/A	N/A	5
Peery Hall 302 Jefferson St Access	0	N/A	N/A	N/A	N/A	5
Pocahontas Hall 901 Fairfax Street Access	0	N/A	N/A	N/A	N/A	5
Stuart Hall 308 Jefferson St Access	0	N/A	N/A	N/A	N/A	5
Trinkle Hall 304 Jefferson St Access	1	N/A	N/A	\$0-99	1. Intentional/burned sheet of paper on bulletin board.	5
Tyler Hall 301 Tyler Avenue	0	N/A	N/A	N/A	N/A	5
Washington Hall 415 Tyler Avenue	0	N/A	N/A	N/A	N/A	5



## 2016

Facility	Number of Fires	Injuries	Deaths	Amount of	Cause of Fire	Drills Conducted
Bolling Hall 502 Adams St Access	0	N/A	N/A	N/A	N/A	4
Draper Hall 601 Tyler Avenue	0	N/A	N/A	N/A	N/A	4
Floyd Hall 306 Jefferson St Access	0	N/A	N/A	N/A	N/A	4
Ingles Hall 501 Tyler Avenue	0	N/A	N/A	N/A	N/A	4
Jefferson Hall 205 Tyler Avenue Access	0	N/A	N/A	N/A	N/A	4
Madison Hall 207 Tyler Avenue Access	0	N/A	N/A	N/A	N/A	4
Moffett Hall 504 Adams Street Access	0	N/A	N/A	N/A	N/A	4
Muse Hall 985 East Main Street	2	N/A	N/A	\$0-99	1. Intentionally set to a "Cakepop" in residence. 2. Intentionally set to flyer/wall.	4
Norwood Hall 315 Tyler Avenue	0	N/A	N/A	N/A	N/A	4
Peery Hall 302 Jefferson St Access	0	N/A	N/A	N/A	N/A	4
Pocahontas Hall 901 Fairfax Street Access	0	N/A	N/A	N/A	N/A	4
Stuart Hall 308 Jefferson St Access	0	N/A	N/A	N/A	N/A	4
Trinkle Hall 304 Jefferson St Access	1	N/A	N/A	\$0-99	1. Intentionally set in elevator.	4
Tyler Hall 301 Tyler Avenue	0	N/A	N/A	N/A	N/A	4
Washington Hall 415 Tyler Avenue	0	N/A	N/A	N/A	N/A	4

## **On Campus Fire Safety Systems**

### Muse Hall

Sprinkled, hardwired smoke and heat detectors throughout, and building audio/visual fire alarm.

### Trinkle Hall

Sprinkled, hardwired smoke and heat detectors throughout, and building audio/visual fire alarm.

### Stuart Hall

Sprinkled, hardwired smoke and heat detectors throughout, and building audio/visual fire alarm.

### Peery Hall

Sprinkled, hardwired smoke and heat detectors throughout, and building audio/visual fire alarm.

### Floyd Hall

Sprinkled, hardwired smoke and heat detectors throughout, and building audio/visual fire alarm.

### Madison Hall

Sprinkled, hardwired smoke and heat detectors throughout, and building audio/visual fire alarm

### Jefferson Hall

Sprinkled, hardwired smoke and heat detectors throughout, and building audio/visual fire alarm

### Washington Hall

Sprinkled, hardwired smoke and heat detectors throughout, and building audio/visual fire alarm

### Norwood Hall

Sprinkled, hardwired smoke and heat detectors throughout, and building fire alarm.

### Tyler Hall

Sprinkled, hardwired smoke and heat detectors throughout, and building fire alarm.

### Moffett Hall

Sprinkled, hardwired smoke and heat detectors throughout, and building audio/visual fire alarm

### Bolling Hall

Hardwired smoke and heat detectors throughout and building audio/visual fire alarm.

### Pocahontas Hall

Hardwired smoke and heat detectors throughout and building audio/visual fire alarm.

### Ingles Hall

Sprinkled, hardwired smoke and heat detectors throughout, and building audio/visual fire alarm.

### Draper Hall

Sprinkled, hardwired smoke and heat detectors throughout and building audio/visual fire alarm.

All alarms are monitored by the Radford University Police Department on campus.

## **Residential Facility Appliance, Smoking and Open Flame Policies**

**Appliances:** Only approved appliances may be used in the residence halls. Be sure to turn off and unplug all appliances immediately after use. Remain in your room when an electrical appliance is in use.

Each student in a room may bring a small fridge that uses 2 or less amps are permitted in residence hall room if approved by Residential Life.

In designated locations (Bolling, Draper, Floyd, Ingles, Norwood, Peery, Pocahontas, Stuart, Trinkle, and Tyler), roommates may choose to either rent a micro fridge OR have one microwave that is 700 watts or less and one fridge that is 2 amps or less per room.

Because of fire safety regulations, toasters and toaster ovens are not permitted in any of the residence halls.

Any item that has a hot surface (candle warmers, hot plates, Foreman grills, etc.), toasters, toaster ovens, or anything utilizing an open flame are strictly forbidden.

**Candles/Open Flames:** Candles, with or without wicks, and other open flame objects are not permitted.

**Multiple Plug Adapters/Extension Cords:** Extension cords are prohibited. ONLY Underwriter's Laboratory (UL) approved power strip (or box) with a built-in circuit breaker and/or reset button is permitted. These strips must not have a cord longer than fifteen feet and should not exceed 15 amps.

**Decorations:** To comply with international fire code no more than 10% of room walls and doors can be covered with flammable items. Also, nothing can be attached to or hanging from the ceiling. Purchasing shelves to display items is a good way to personalize your room. Consult your RD for further details on decorations.

**Furniture Placement:** The narrow corridor that leads to the doorway should not be obstructed in any way to impede the exit from your room.

**Smoking Policy:** Smoking is prohibited in all university-owned and operated buildings and enclosed spaces. The right of the nonsmoker to protect his or her health will take precedence over an individual's desire to smoke.

The following specific guidelines shall apply:

- A. Smoking is prohibited in all indoor and enclosed locations owned or operated by the University;
- B. Smoking is prohibited in all outdoor athletic and other facilities and spaces that are defined by a fence or wall;
- C. Smoking is prohibited within 25 feet of the entrance of any such building or facility;
- D. Smoking is prohibited in all university vehicles, whether state-owned or leased;
- E. Smoking is prohibited in any area in which a fire or safety hazard exists.

### **Student Housing Evacuation Procedures**

Any time a fire alarm sounds, you should always assume that a fire exists! University policy mandates that you **must evacuate the building and remain evacuated** until notified by university officials that it is safe to reenter.

As you leave your room:

- Close all windows and doors.
- Lock door--wear a coat/shoes.
- Take a towel to place over your face in case of smoke.
- Alert your roommate and suitemates if they have not exited the building.
- Exit the building as calmly and quickly as possible using the nearest safe exit.
- Do not use the elevator!

- Proceed to designated area and remain until "All Clear" signal is given.

If an exit is blocked, proceed to the nearest safe exit. If ALL exits are blocked go back to your room, close the door, and call 540-831-5500 (Radford University Police Department) to report your location.

If room exit is blocked:

- Stay calm.
- Seal cracks around door.
- Open window slightly, if there is no smoke outside.
- Tie a wet cloth over nose and mouth
- Stay low where air is fresher.
- Signal rescuers by waving a sheet or clothing out of window.
- Do not jump if you are higher than 2 stories.
- If your clothing should catch on fire, do not run! Stop, Drop & Roll to smother flames.

### **Fire Safety Education Program**

Radford University's fire safety education program is multi-faceted. Initial training on the fire safety program is provided to student residential life staff prior to classes by the Radford Fire Department. Staff then conducts fire safety training and periodic inspections on all other residential students.

New employees receive training on fire safety procedures on their first day on the job.

If fire is discovered students and staff are instructed to:

1. Pull the fire alarm if available and call the Fire Department at 9-911.
2. Report the fire to the Campus Police at 540-831-5500.
3. Evacuate the building as calmly and quickly as possible going to the nearest safe exit. Alert all persons in your area.

4. Housekeeping and Maintenance staff will assist in the evacuation of the building by directing occupants to the nearest usable exit. They will be trained in the proper use of fire extinguishers, the location of fire alarm pull stations, and will know the location of all approved exits.

5. If the fire is small, Housekeeping and Maintenance staff will attempt to put the fire out using the proper fire extinguisher, but only after the building has been evacuated and the Fire Department notified.

6. If the fire involves a laboratory or hazardous waste storage area the Campus Police will call the Campus Safety Manager.

If a member of the Radford University community finds evidence that a fire occurred and is extinguished, they should still report the fire to RUPD at 540-831-5500 so that the incident can be investigated and included in the annual fire safety statistics.

### **Plans for Future Improvements to Fire Safety**

More information on university fire safety services can be found at <http://www.radford.edu/content/ehs/home/programs/fire-life.html>

