

**2025**

**RADFORD UNIVERSITY ANNUAL SECURITY  
AND FIRE SAFETY CAMPUS REPORTS**



**Radford University Campus**

801 East Main Street, Radford VA 24141

**Roanoke Higher Education Center**

108 N. Jefferson Street, Roanoke VA 24016

**Radford University Carilion**

101 Elm Avenue, Roanoke VA 24101

**Southwest Virginia Higher Education Center**

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, which are not immediately adjacent to the main campus but may be 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 contact 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-hour-a-day patrol protection to the campus, parking lots, residence halls and other properties owned or controlled by the university. Our 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 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 and sidewalks adjacent to university owned and controlled property. 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 law enforcement agencies. The serial numbers (if provided) 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 other law enforcement agencies, 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 Student Standards and Conduct and the Substance Abuse and Violence Education Support Services office, as well as the Radford City Police Department, 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 [https://www.radford.edu/police/\\_documents/security-and-fire-safety-annual-report.pdf](https://www.radford.edu/police/_documents/security-and-fire-safety-annual-report.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.

## **RUPD Overview**

The Radford University Police Department provides law enforcement and security services to all components of Radford University. The department has 35 full time positions including 24 state certified Police Officer positions, seven Emergency Communications Officers, three full-time Campus Service Officers and one civilian support staff. We also have three part-time Campus Service Officers.

The Radford University Police Department is a full-service police department with full enforcement and arrest powers granted by the Code of Virginia (23.1-815).

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, providing an on-campus safety escort service, vehicle lockout and jumpstart assistance, personal safety education classes, 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 Police Department 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. 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 Radford University Facilities Management. The Clery Compliance Coordinator maintains a log of all crimes reported to the police department. The 60 Day **Daily Crime and Fire Log** is available at the police department for public review 24 hours a day, 7 days a week.

## **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 190 professional standards covering administration, operations, training, and personnel to meet accreditation standards. In 2024 the agency began a rigorous process to achieve national accreditation through The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). In 2025 CALEA notified the Radford University Police Department that

the agency would be awarded national accredited status through CALEA in November 2025. According to CALEA, "Accreditation embodies the precepts of community-oriented policing. It creates a forum in which law enforcement agencies and citizens work together to prevent and control challenges confronting law enforcement and provides clear direction about community expectations."

## **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 standard 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 person at the Allen Building, 810 East Main Street, or by any of the following methods:

- 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 <https://www.radford.edu/police/resources.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 Police Department (540-731-3624) is primarily responsible for responding to off campus criminal activity and calls for service. Radford University Police Department maintains great working relationships with all area law enforcement agencies including the Radford City Police Department and the Virginia State Police. Radford University does not own or lease any student organization housing. Recognized student organizations may have members who live in privately-owned properties off-campus. These are within the jurisdiction of the Radford City Police Department 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.

**Radford University Carilion (RUC):** The Carilion Police Department is contracted by Radford University and is responsible for responding to reports of criminal activity and calls for service on RUC 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 which 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 it is important to take reasonable precautions at all times. There are no Memorandums of Understanding between the Radford University, 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 office 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 may feel more comfortable using a safety escort 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

<https://radford.kualibuild.com/app/683dcd10db3edb0280c91581/start>

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 Police Department 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 Radford University Carilion 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 ensures the department receives the necessary information to assess the crimes for a potential Timely Warning Notice (Crime Alert) or Immediate Notification 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 Compliance 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: arson, criminal homicide, robbery, burglary, motor vehicle theft, aggravated assault and sex offenses. Timely Warnings 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 reported to the campus police by members of the community, by campus security authorities, and by local police to determine if a reported crime poses a serious or on-going threat to members of the community. The Radford University Chief of Police or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning Notice is warranted.

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.**

**Radford ALERT** is a means to notify the campus community of an imminent or on-going 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, which 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, taking into account the safety of the campus community.

Examples of these include, 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 Environmental Health and Safety Office and the Radford University Office of Emergency Management.

In the event of a serious incident which 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
- Radford Alert System (Text, Email, Telephone Alerts and the Radford Safe App)
- Outdoor warning siren/PA system
- Web- [www.radford.edu](http://www.radford.edu)
- External Media and Social Media
- VOIP Phone and Speaker system
- Campus Cable Override
- Desktop notification system
- Face to face notification

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.

The Radford community should be prepared to take self-protection measures appropriate to the emergency, such as, but not limited to, shelter in place, secure in place, or evacuate, 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 Crisis and Emergency Management 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, as directed, proceed to the campus assembly area for transportation to the evacuation center. **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. In most instances, the Radford University Police Department, Radford City Fire or Police Departments 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

<https://www.radford.edu/emergency-management/index.html>

## **Facility Access and Security**

All entrances to residence halls are controlled by electronic access. 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 Radford University 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 RUPD. Access to academic and administrative buildings after hours is controlled by keys or card access. Lost or stolen keys should be reported to the RUPD 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 RUPD after normal business and/or building hours.

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

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 ONE Cards should be reported to the ONE Card Office in Heth Hall or at 540-831-5054. Report lost or stolen cards after business hours to RUPD at 540-831-5500.

## **Alcohol and Drug Policies**

Information on Radford University's drug and alcohol policies is located in the Standards of Student Conduct here:

[https://www.radford.edu/policies/\\_documents/standards-of-student-conduct.pdf](https://www.radford.edu/policies/_documents/standards-of-student-conduct.pdf)

### **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. The complete policy and guidelines concerning alcoholic beverages is published annually in the university Standards of Student Conduct available online.

## **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 drugs is subject to campus disciplinary action and criminal arrest, imprisonment and/or fines according to state and federal law. Marijuana possession on campus properties is prohibited, even if the person can legally possess marijuana in Virginia.

## **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 as requested. 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 (540) 831-5500
- Student Counseling Services (540) 831-5226
- Residential Life (540) 831-5375
- Student Health Center (540) 831-5111
- Intercollegiate Athletics (540) 831-5228
- Substance Abuse and Violence Education Support Services (SAVES) (540) 831-5709

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 complies with the requirements of the **Drug Free Schools and Communities Act**. Information about Radford's compliance is available at [https://www.radford.edu/saves/\\_documents/biennial-review.pdf](https://www.radford.edu/saves/_documents/biennial-review.pdf)

Additional policy information is located at:

<https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/1-05-alcohol-other-drugs-10-5-21.pdf>

## **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.

### **Procedures for Designation of Emergency Contact Information**

1. Students age 18 and above and emancipated minors Students will be given the opportunity during each semester
2. Registration process to designate an individual or individuals to be contacted by the university 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.
3. Students under the age of 18 and not emancipated
4. In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the university 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.

### **Official Notification Procedures for Missing Persons**

1. Any individual on campus who has information that a residential student may be a missing person must notify the Radford University Police Department as soon as possible.

2. 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.
3. 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.
4. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Radford University Police Department will inform the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

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.

### **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 university's Office of University Relations. All inquiries to the university regarding missing students, or information provided to any individual at the university about a missing student shall be referred to the Radford University Police Department.

Prior to providing the Radford University community with any information about a missing student, the Office of Marketing and Communication shall

consult with the Radford University Police Department 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.

## **Sexual Misconduct Policy and Definitions**

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 Compliance at:

<https://www.radford.edu/compliance/index.html>

### **I. 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 body 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.

## **II. 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

- a. The complaining witness is less than 13 years of age; or
- b. 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

- a. The complaining witness is less than 13 years of age; or
- b. 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—

- a. By a current or former spouse or intimate partner of the victim;
- b. By a person with whom the victim shares a child in common;
- c. By a person who is cohabitating with or has cohabitated with, the victim as a spouse or intimate partner;
- d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- e. By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

- a. Who is or has been in a social relationship of a romantic or intimate nature with the victim and
- b. 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-

- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- 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—

- a. Fear for the person’s safety or the safety of others; or
- b. Suffer substantial emotional distress.

For the purposes of this definition—

- 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.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

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.

### **III. 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:

- a. 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
- b. 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.

## **Security Programs**

### **For Students**

- Housing resident directors, community assistants, resident assistant, and resident managers facilitate training for residents with UPD, Office of Environmental Health & Safety, Radford City Fire Department, and others as appropriate – Ongoing
- New student orientation, Title IX, and Radford Safe App notification – Ongoing

### **For Employees**

- New employee orientation – Ongoing
- Key inventory and update meeting – Ongoing
- Bomb threat seminars – Ongoing
- Site protection course - Ongoing
- Residence life training – Ongoing

### **For Campus Community**

- High-Occupancy and Utility Cart driving training – Ongoing
- Escort program – Ongoing
- Title IX compliance training – Ongoing
- Domestic violence, dating violence, sexual assault, and stalking prevention and awareness training – Ongoing

## **Programs Encouraging Personal Security and the Security of Others**

### **For Students**

- Online new student education program – Ongoing
- Self-defense course sponsored by UPD – Ongoing

## **For Parents/Families**

- Welcome Weekend information sponsored by Student Involvement and Parent Programs – Annually

## **For Employees**

- Campus lighting checks performed by UPD – Ongoing

## **For Campus Community**

- Campus safety tour sponsored by Public Safety – Annually

## **Crime Prevention Programming**

Campus crime prevention programming is done through the partnership of various University departments and University Police.

### **Adopt-A-Cop Program**

To provide the best quality of service to the Radford University community, UPD and University Housing have partnered to educate and inform University residents on the topics of campus and personal safety. The Adopt-A-Cop program developed from this partnership. University police officers take part in the Adopt-A-Cop program and conduct periodic safety programming, spend extra time patrolling their assigned residential area, and are readily available to speak with residents on safety related questions or concerns. Adopt-A-Cops work closely with the residence life staff to assure resident safety.

### **Alcohol Awareness Programs, Driving Under the Influence, and Unlawful Purchase, Possession & Consumption Enforcement**

UPD uses both a proactive and reactive approach to addressing the problems of underage drinking and drunk driving. Using a proactive approach, police officers go to various segments of the campus community and provide educational programs regarding the problems associated with alcohol abuse and misuse and its relationship to crimes such as drunk driving. In a reactive approach, UPD officers arrest drunk drivers, and cite violators for unlawful purchase, possession & consumption of alcohol. In addition, the Wellness & Health Promotion and the University Counseling Center provide education on substance use and abuse issues.

## **Bystander Intervention Training**

The SAVES Office offers prosocial behavior and bystander intervention program (StepUP) which educates students to be proactive in helping others. The goals of the program are to raise awareness of helping behaviors, increase motivation to help, develop skills and confidence when responding to problems or concerns, and to enhance the safety and well-being of self and others.

## **Campus Lighting Checks**

UPD officers complete campus lighting checks regularly. Facilities Management is notified when there are burned out or damaged street and building lights. This inspection ensures adequate lighting for the public at night in UPD's jurisdiction. The department also participates in an annual campus public safety tour with other members of the University community. Together, students and staff tour the campus in small groups—after dark—to look for any lighting issues, obstacles, and other items that could impede someone's safety on the campus. After the tour, notes are collected, compiled, and shared with attendees and forwarded to the appropriate departments. Shrubs are trimmed, lights changed, and improvements made to make campus a safer environment for the campus community.

## **Campus Watch Program**

UPD encourages the participation of all members of the campus community in a campus watch program through the use of flyers posted throughout campus, and announcements on digital signage. The purpose of the program is to increase awareness of all members of the campus community regarding their surroundings and what is going on around them. Students, faculty and staff are encouraged to immediately report any suspicious or criminal activities that they observe to UPD.

## **Clothesline Project**

The Clothesline Project, sponsored by the SAVES Office, is a visual display of shirts with written messages and illustrations that graphically demonstrate the impact of violence. These shirts are designed by survivors of violence, their families and/or friends. This display exposes students to the effects of violence. Viewing this project provides opportunity for a higher

understanding of the effects of violence, the need for social responsibility, as well as compassion for others. This display allows students to bear witness to the survivors as well as victims of violence; to help with the healing process for people who have lost a loved one or are survivors of violence; to educate; to document; and to raise society's awareness of the extent of the problem of violence within the commonwealth of Virginia.

### **Partnership Policing Presentations**

UPD presents, upon request, programming to inform the community about the partnership policing philosophy, the department's efforts towards adopting that philosophy, and how members of the campus community can assist UPD in fighting crime on-campus.

### **Women's Resource Center Relationship**

The vision of the Women's Resource Center (WRC), an off-campus resource, is to build a violence-free community by working together to promote human dignity, justice and peace. WRC offers a holistic approach to violence that provides a long-term safety net for those impacted by violence and proactive prevention efforts through education, treatment, and collaborative work for peace involving the entire community. The Office of Student Standards and Conduct, Title IX, UPD, and others work collaboratively with WRC to provide educational programming and services on topics of violence including domestic violence, dating violence, sexual assault, and stalking to UND students, faculty and staff as appropriate.

### **Expos and Wellness Fairs**

UPD participates in activities such as wellness fairs and expos by having a crime prevention and campus police information booth at these events whenever manpower conditions permit. UPD officers and other representatives of the department pass out crime prevention and other informational materials at the booth to better inform members of the campus community about the department's services and how people can better protect themselves from becoming the victims of crime.

## **Housing and Residential Life Training**

Radford University Housing, in coordination with other Radford University departments, provides training to all residence life staff. Topics include campus security authority responsibilities, Title IX, crime prevention, safety, security and emergency preparedness.

## **Informational Correspondence**

The University publishes information on how to access the campus crime statistics, campus police services, fire statistics, and important phone numbers. This information is made available to all Radford University employees and students.

## **Online Sexual Assault and Substance Abuse Prevention Program**

A Title IX and VAWA education program that combines sexual assault and substance abuse prevention in a comprehensive online training program is required for all first-year undergraduate students. The program provides students with a comprehensive foundation in four areas, sex in college, partying smart, sexual violence, and healthy relationships. This course prepares students before they begin their life in college. A follow-up to the program is made available for all students annually in their college life as an optional ongoing training and awareness program. The ongoing program reinforces critical lessons from the required portion regarding intervening in high-risk situations.

## **Violence in Schools and the Workplace**

This training program offered by the UPD is available to faculty, staff, and students and includes topics such as abductions, workplace violence, hostage situations, and active-shooter situations. Participants gain an awareness of the different types of violence that can develop and steps that can be taken to improve their chances of survival.

## **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 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 Compliance.

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 ten years.

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 60.

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 (Dr. Andrea Zuschin, Office of Compliance, 206 Walker Hall, PO Box 6988, Radford VA 24142, 540-831-5307, azuschin@radford.edu) 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 following 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 Discrimination and Harassment 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

Procedures:

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
7. Institution will provide a summary and link to the Discrimination and Harassment Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution

**Incident Being Reported: DATING VIOLENCE**

Evidentiary Standard: Preponderance of the evidence

Procedures:

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
7. Institution will provide a summary and link to the Discrimination and Harassment Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution

**Incident Being Reported: DOMESTIC VIOLENCE**

Evidentiary Standard: Preponderance of the evidence

Procedures:

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
7. Institution will provide a summary and link to the Discrimination and Harassment Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution

## 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.

### I. 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 Title IX Coordinator in the Office of Compliance. 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).

## **II. 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	Davis Hall	540-831-5226
Student Health Services	Moffett Hall	540-831-5111
University Police	Allen Building	540-831-5500
Office of Compliance/Title IX Coordinator	206 Walker Hall Radford	540-831-5307
SAVES Office	Davis Hall	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
Radford City Victim Witness Program	619 Second Street Radford, VA Suite 140	540-731-3623

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	Office: 1-423-652-9093 24hr Hotline: 1-800-987-6499
Sexual Assault Crisis Center	PO Box 642 Bristol, VA 24203	Office: 1-276-466-2218 24hr Hotline: 1-276-466-2312 24hr Hotline: 1-276-628-7731

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	Office: 1-540-345-7273 24hr Hotline: 1-540-981-9352
Total Action for Progress Domestic Violence Program	145 Campbell Rd. Suite 521 Roanoke, VA 24011	Office: 1-540-345-6781 24hr Hotline: 1-540-580-0775
Salvation Army Turning Point DV Program	815 Salem Avenue SW Roanoke, VA 24016	24hr Hotline: 1-540-345-0400
Office of Compliance/Title IX Coordinator	101 Elm Avenue, SE Room 107 Roanoke, VA 24013	(540) 831-5307

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

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

## **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.” Excerpt 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).

**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, and 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 (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 and Harassment 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 and Harassment Grievance Procedures.

## **Complaints and Reporting**

Any person may report sexual harassment, discrimination, or harassment, whether or not the person reporting is the person alleged to be the victim of such misconduct. Individuals receiving reports of sexual harassment, discrimination, or harassment should immediately notify the Title IX Coordinator after addressing the immediate needs of the victim. Individuals should not undertake any independent efforts to determine whether or not the report has merit before reporting it to the Title IX Coordinator.

A report may be made in person, by mail, by telephone, or by email, using the contact information below. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The Title IX Coordinator will also accept, without comment or need for explanation, a sealed envelope addressed to "Title IX Coordinator." The envelope, at a minimum, needs only contain a piece of paper with the name and contact information of the individual wishing to make a report. Such a report may be made at any time (including during non-business hours) by using the telephone number, or email address, or by mailing to the office address listed for the Title IX Coordinator.

### **I. Radford University's Title IX Coordinator's contact information:**

- Dr. Andrea Zuschin  
Director of Compliance and  
Title IX Coordinator  
azuschin@radford.edu
- Office of Compliance Radford University (Radford)  
206 Walker Hall  
P.O. Box 6988

Radford, VA 24142  
(540) 831-5307 (Main)

- Radford University Carilion (Roanoke)  
101 Elm Avenue, SE  
Room 107  
Roanoke, VA 24013  
(540) 831-2160

## **II. Mandatory Employee Reporting**

All employees, other than the confidential employees detailed in the definition of Responsible Employee in Section 3 of this Policy, who receive information regarding a report of discrimination or harassment must report any relevant information about the alleged incident to the Title IX Coordinator without delay after addressing the needs of the victim. No Radford University employee shall undertake any independent efforts to determine whether or not the report has merit or can be substantiated before reporting it to the Title IX Coordinator. The Radford University Police Department will follow departmental procedures.

**Reports Made by Students:** Students should report possible discrimination or harassment to the Title IX Coordinator. Students are not restricted to reporting to student contacts and may report to anyone listed in this Policy or any supervising staff or faculty member. Other than reports made to confidential sources in accordance with the definition of Responsible Employee in Section 3 of this Policy, reports must be forwarded to the Title IX Coordinator.

**Reports Made by Visitors or Contractors:** Visitors, including visiting students, and employees of contractors working on campus should report possible discrimination or harassment to the Title IX Coordinator.

All members of the Radford University community are expected to provide truthful information in any report or proceeding under this Policy and the Discrimination and Harassment Grievance Procedures (see Section 5). Submitting or providing any false or misleading information in bad faith or with

a view toward personal gain or intentional harm to another in connection with any report, investigation, or proceeding under this Policy and the Discrimination and Harassment Grievance Procedures is prohibited and subject to conduct charges for students under the Standards of Student Conduct or discipline for employees under the appropriate policy. This provision does not apply to reports made or information provided in good faith, even if the facts as alleged are not later substantiated by a preponderance of the evidence.

Individuals can also submit a report through the Confidential Reporting and Silent Witness link on the Radford University Police Department webpage: <http://www.radford.edu/content/police/home/forms/witness.html> or by leaving an anonymous message with the Radford University Police Department at 540- 831-STOP (7867). As will be the case with all reports, however made, the Complainant will be contacted promptly for an informational meeting with the Title IX Coordinator.

Notwithstanding the forgoing, individuals who believe they have been the subject of conduct in violation of the Discrimination and Harassment 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.

There is no time limit for filing a report of discrimination or harassment. However, Complainants should report as soon as possible to maximize Radford University's ability to respond. Failure to report promptly could result in the loss of relevant evidence and impair Radford University's ability to adequately respond to the allegations.

## **Title IX Coordinator Oversight**

The Title IX Coordinator is responsible for overseeing all reports of discrimination and harassment and identifying and addressing any pattern or systemic problems that arise during the review of such reports.

The Title IX Coordinator oversees the investigation and resolution of all reports by students, visiting students, and faculty and staff of alleged discrimination and harassment in accordance with the Discrimination and Harassment Grievance Procedures.

The Title IX Coordinator also coordinates a training and awareness program on discrimination and harassment for students and employees.

The Title IX Coordinator may name a designee as needed.

The Title IX Coordinator and the Office of Compliance staff do not serve as an advocate for either the Complainant or the Respondent.

Reports of discrimination and harassment by the Title IX Coordinator should be made to the President.

### **I. Written Explanation of Rights and Options**

1. When the Title IX Coordinator receives a report that a Complainant has been a victim of discrimination or harassment, the Title IX Coordinator will promptly contact the Complainant to share and provide a written explanation of rights and options, which shall include:
  - a. Notification of resources, including information on contacting the local sexual assault crisis center or other victim support service, both within Radford University and in the local community.
  - b. Options for, available assistance in, and how to request supportive measures, regardless of whether the Complainant chooses to report the crime to law enforcement, or file a Formal Complaint.

- c. The procedures for Title IX, including filing a Formal Complaint, Formal Investigation, and Informal Resolution procedures, dismissal of cases, adjudication, appeals, and disciplinary sanctions and remedies.

Three factors determine the category of the case and, thus, the route by which the case is adjudicated. The determining factors are 1) whether the alleged incident is considered “sexual harassment,” 2) the location where the alleged incident occurred, and 3) the Respondent’s affiliation with Radford University (e.g., student, employee). Parties to a case will be notified simultaneously of the category in which their case falls. The categories are “Title IX Case,” “Student Conduct Referral Case,” and “Non-Title IX/Non-Student Case.” Parties to a case will be informed of the proper category for their case and will be informed if the category changes as investigators learn more information. Cases will be identified and adjudicated as follows:

- i. The case will be categorized as a “Title IX Case” and will be referred to a Decision Maker for a live hearing, with a document review as appeal, if
  1. The allegation is sexual harassment, and
  2. The incident(s) alleged occurred either on campus, off campus as part of Radford University’s education program or activity, or at an off-campus location controlled by a recognized student organization.

Refer to “Title IX Case Process” in Section 5.C.b.viii. and Appeal Document Review in Section 5.E.4. below.

- ii. The case will be categorized as a “Student Conduct Referral Case” and will be dismissed as a Title IX Case. However, the Title IX Coordinator will continue the fact-finding process and will refer the case for adjudication to the Office of Student Standards and Conduct, with appeal through that same process, if
  1. The Respondent is a student, and

2. The allegation does not fall within the definition of sexual harassment, or
3. The alleged incident falls within the definition of sexual harassment; however, the alleged incident occurred neither on campus, nor within Radford University's education program or activity, nor at an off-campus location controlled by a recognized student organization.

Refer to "Student Conduct Referral Case" in Section 5.C.b.vi. below.

- iii. The case will be categorized as a "Non-Title IX/Non-Student Case" and will continue to be processed in the Office of Compliance, with a live appeal option, if
  1. The Respondent is a Radford University employee or non-student, and
  2. The allegation is violation of this Policy that does not fall within the definitions of sexual harassment, or
  3. The alleged incident falls within the definition of sexual harassment; however, the alleged incident occurred neither on campus, nor within Radford University's education program or activity, nor at an off-campus location controlled by a recognized student organization.

Refer to "Non-Title IX/Non-Student Case" in Section 5.C.b.vii. and Appeal Hearing in Section 5.E.3. below

d. The right to bring a trusted advisor of their choice with them to the meetings with the Office of Compliance. The advisor may be, but is not required to be, an attorney. The role of such advisors shall be limited to advice and consult, except during a live hearing with a Decision Maker. During a live hearing with a Decision Maker, the advisor's role is also to conduct cross-examination on behalf of the party. Other than a live hearing with a Decision Maker, neither the advisor for the Complainant nor the advisor for the Respondent shall be permitted to question parties or witnesses, raise objections

or make statements or arguments at any meetings or proceedings during an investigation or any hearing.

- e. Procedures Complainants should follow if a crime has occurred, including information about:
  - i. The importance of seeking medical attention and of the collection and preservation of evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protective order;
  - ii. How and to whom the alleged offense should be reported;
  - iii. Options about the involvement of local law enforcement, and the Radford University Police Department, and Carilion Clinic Police, including the Complainant's option to:
    - 1. Notify proper law enforcement authorities,
    - 2. Have assistance with notifying law enforcement authorities, if the Complainant so chooses; and
    - 3. Decline to notify such authorities.
- f. The Respondent is presumed not responsible for the alleged conduct until the determination at the end of the grievance process.
- g. All members of the Radford University community are expected to provide truthful information in any report or proceeding under this Policy and the Discrimination and Harassment Grievance Procedures. Submitting or providing any false or misleading information in bad faith or with a view toward personal gain or intentional harm to another in connection with any report, investigation, or proceeding under this Policy and the Discrimination Harassment Grievance Procedures is prohibited and subject to conduct charges for students under the Standards of Student Conduct or discipline for employees under the appropriate policy.
- h. If an incident contains any actions or allegations that are a violation of the Radford University Standards of Student Conduct, and that do not fall within the scope of this Policy, then the portion of the case where the Standards of Student Conduct applies may be referred to that office for adjudication and resolution.
- i. If, in the course of an investigation, the Title IX Coordinator decides to investigate allegations about the Complainant or Respondent

that were not included in the notice provided to the parties, if known, then the Title IX Coordinator will provide notice of the additional allegation(s) to the parties whose identities are known.

- j. Both parties may inspect and review evidence relevant to the Formal Investigation and/or Informal Resolution.
- k. The Complainant's right to decline to participate in a Title IX investigation and the Title IX Coordinator's ability to pursue a Formal Complaint and Formal Investigation.
  - i. The Title IX Coordinator has discretion to sign a Formal Complaint and initiate an investigation under the following conditions:
    - 1. The Title IX Coordinator has received multiple reports of potential sexual harassment, harassment, or discrimination against the same Respondent,
    - 2. The Title IX Coordinator determines that circumstances surrounding an allegation (e.g., violence, use of weapons, threats, serial predation) warrant an investigation.

Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party to the investigation.

- ii. The Title IX Coordinator may dismiss a Formal Complaint or any allegations therein, if at any time during the investigation, hearing, or resolution the Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein; the Respondent is no longer enrolled in or employed by Radford University; or specific circumstances prevent the Office of Compliance from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein. The dismissal of a Formal Complaint may be appealed (see Section 5.E.4.).
- iii. The University may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the

right to an investigation and adjudication of a Formal Complaint of sexual harassment or other discrimination or harassment. The University may not require the parties to participate in an Informal Resolution process and may not offer an Informal Resolution unless a Formal Complaint is filed.

- l. Information about how Radford University will protect the confidentiality of Complainants and other parties, including how Radford University will:
  - i. Complete publicly available recordkeeping, including reporting and disclosures required by the Clery Act, without the inclusion of personally identifying information about the Complainant;
  - ii. Maintain as confidential, any supportive measures provided to the Complainant, to the extent that maintaining such confidentiality would not impair the ability of Radford University to provide the supportive measures; and
  - iii. Ensure confidentiality of investigative files as education records protected by FERPA, including that the process for the Sexual Violence Threat Assessment in accordance with Virginia Code § 23.1-806 could, if the incident poses to members of the Radford University community a health or safety emergency, as defined by the FERPA regulations, lead to disclosure of personally identifying information to the law enforcement agency that would be responsible for investigating the incident and other appropriate parties whose knowledge of the information is necessary to protect the health and safety of the Complainant or other individuals.
  - iv. Any incidents of retaliation as defined in Section 3 should be reported to the Office of Compliance without delay.
2. **On receipt of a Formal Complaint from a Complainant, the Title IX Coordinator will provide written notice and written explanation of rights and options to the Respondent, which shall include:**

- a. Notice of the allegations of sexual harassment, discrimination, or harassment potentially constituting a violation of this Policy, including sufficient details known at the time and with notice provided for the Respondent to prepare a response prior to an initial interview. Sufficient details will include the identities of the parties involved in the incident, if known, the conduct allegedly constituting a violation, and the date and location of the alleged incident, if known. The notice will also provide contact information for the Title IX Coordinator and a date by which the Respondent must contact the Title IX Coordinator, so the Respondent may receive additional information.
- b. Notification of resources, both within Radford University and in the local community.
- c. The procedures for Title IX, including filing a Formal Complaint, Formal Investigation, and Informal Resolution procedures, dismissal of cases, adjudication, appeals, and disciplinary sanctions and remedies.

Three factors determine the category of the case and, thus, the route by which the case is adjudicated. The determining factors are 1) whether the alleged incident is considered “sexual harassment,” 2) the location where the alleged incident occurred, and 3) the Respondent’s affiliation with Radford University (e.g., student, employee). Parties to a case will be notified simultaneously of the category in which their case falls. The categories are “Title IX Case,” “Student Conduct Referral Case,” and “Non-Title IX/Non-Student Case.” Parties to a case will be informed of the proper category for their case and will be informed if the category changes as investigators learn information. Cases will be identified and adjudicated as follows.

- i. The case will be categorized as a “Title IX Case” and will be referred to a Decision Maker for a live hearing, with a document review as appeal, if
  - a. The allegation is sexual harassment, and
  - b. The incident(s) alleged occurred either on campus, off campus as part of Radford University’s education program or

activity, or at an off-campus location controlled by a recognized student organization.

Refer to “Title IX Case Process” in Section 5.C.b.viii. and Appeal Document Review in Section 5.E.4. below.

- ii. The case will be categorized as a “Student Conduct Referral Case” and will be dismissed as a Title IX Case. However, the Title IX Coordinator will continue the fact-finding process and will refer the case for adjudication to the Office of Student Standards and Conduct, with appeal through that same process, if
  - a. The Respondent is a student, and
  - b. The allegation does not fall within the definition of sexual harassment, or
  - c. The alleged incident falls within the definition of sexual harassment; however, the alleged incident occurred neither on campus, nor within Radford University’s education program or activity, nor at an off-campus location controlled by a recognized student organization.

Refer to “Student Conduct Referral Case” in Section 5.C.b.vi. below.

- iii. The case will be categorized as a “Non-Title IX/Non-Student Case” and will continue to be processed in the Office of Compliance, with a live appeal option, if
  - a. The Respondent is a Radford University employee or non-student, and
  - b. The allegation is violation of this Policy that does not fall within the definitions of sexual harassment, or
  - c. The alleged incident falls within the definition of sexual harassment; however, the alleged incident occurred neither on campus, nor within Radford University’s education program or activity, nor at an off-campus location controlled by a recognized student organization.

Refer to “Non-Title IX/Non-Student Case” in Section 5.C.b.vii. and Appeal Hearing in Section 5.E.3. below

- d. The right to bring a trusted advisor of their choice with them to the meetings with the Office of Compliance. The advisor may be, but is not required to be, an attorney. The role of such advisors shall be limited to advice and consult, except during a live hearing with a Decision Maker. During a live hearing with a Decision Maker, the advisor's role is also to conduct cross-examination on behalf of the party. Other than a live hearing with a Decision Maker, neither the advisor for the Complainant nor the advisor for the Respondent shall be permitted to question parties or witnesses, raise objections or make statements or arguments at any meetings or proceedings during an investigation or any hearing.
- e. The Respondent is presumed not responsible for the alleged conduct until the determination at the end of the grievance process.
- f. All members of the Radford University community are expected to provide truthful information in any report or proceeding under this Policy and the Discrimination and Harassment Grievance Procedures. Submitting or providing any false or misleading information in bad faith or with a view toward personal gain or intentional harm to another in connection with any report, investigation, or proceeding under this Policy and the Discrimination and Harassment Grievance Procedures is prohibited and subject to conduct charges for students under the Standards of Student Conduct or discipline for employees under the appropriate policy.
- g. If an incident contains any actions or allegations that are a violation of the Radford University Standards of Student Conduct, and that do not fall within the scope of this Policy, then the portion of the case where the Standards of Student Conduct applies may be referred to that office for adjudication and resolution.
- h. If, in the course of an investigation, the Title IX Coordinator decides to investigate allegations about the Complainant or Respondent that were not included in the notice provided to the parties, if known, then the Title IX Coordinator will provide notice of the additional allegation(s) to the parties whose identities are known.
- i. Both parties may inspect and review evidence relevant to the Formal Investigation and/or Informal Resolution.

j. The Complainant's right to decline to participate in a Title IX investigation and the Title IX Coordinator's ability to pursue a Formal Complaint and Formal Investigation.

i. The Title IX Coordinator has discretion to sign a Formal Complaint and initiate an investigation under the following conditions:

a. The Title IX Coordinator has received multiple reports of potential sexual harassment, harassment, or discrimination against the same Respondent,

b. The Title IX Coordinator determines that circumstances surrounding an allegation (e.g., violence, use of weapons, threats, serial predation) warrant an investigation.

Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party to the investigation.

ii. The Title IX Coordinator may dismiss a Formal Complaint or any allegations therein, if at any time during the investigation, hearing, or resolution the Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein; the Respondent is no longer enrolled in or employed by Radford University; or specific circumstances prevent the Office of Compliance from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein. The dismissal of a Formal Complaint may be appealed (see Section 5.E.4.).

iii. The University may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of Formal Complaints of sexual harassment discrimination or other discrimination or harassment. The University may not require the parties to participate in an Informal Resolution process and may not offer an Informal Resolution unless a Formal Complaint is filed.

- k. Information about how Radford University will protect the confidentiality of Complainants and other parties, including how Radford University will:
  - i. Complete publicly available recordkeeping, including reporting and disclosures required by the Clery Act, without the inclusion of personally identifying information about the Complainant;
  - ii. Maintain as confidential, any supportive measures provided to the Complainant, to the extent that maintaining such confidentiality would not impair the ability of Radford University to provide the supportive measures; and
  - iii. Ensure confidentiality of investigative files as education records protected by FERPA, including that the process for the Sexual Violence Threat Assessment in accordance with Virginia Code § 23.1-806 could, if the incident poses to members of the Radford University community a health or safety emergency, as defined by the FERPA regulations, lead to disclosure of personally identifying information to the law enforcement agency that would be responsible for investigating the incident and other appropriate parties whose knowledge of the information is necessary to protect the health and safety of the Complainant or other individuals.
- l. Any incidents of retaliation as defined in Section 3 should be reported to the Office of Compliance without delay.

**3. Witnesses will be informed of resources on campus and in the community; the investigation and resolution process, including how to file a Formal Complaint; and how their information will be used in any report. As with all members of the Radford University community, witnesses are expected to provide truthful information in any report or proceeding under this Policy and the Discrimination and Harassment Grievance Procedures.**

### **1. Supportive Measures**

Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or

charge to the Complainant and Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to Radford University's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Radford University's educational environment, or deter sexual harassment, discrimination, or harassment. Supportive measures may include referral and coordination of counseling and health services, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties (e.g., no-contact orders), changes in work or housing locations, bans from campus or areas of campus, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Radford University must maintain as confidential any supportive measures provided to the Complainant, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Radford University will comply with all requests by the Radford University Police Department, Carilion Clinic Police, or local law enforcement for cooperation in investigations. Such cooperation may require the Title IX Coordinator to temporarily suspend the fact-finding aspect of an investigation detailed in the procedures below while the Radford University Police Department, Carilion Clinic Police, or the local law enforcement agency gathers evidence. The Title IX Coordinator will promptly resume the investigation as soon as notified by the Radford University Police Department, Carilion Clinic Police, or local law enforcement agency that it has completed the evidence gathering process. Otherwise, the 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 Carilion Clinic 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 § 23.1-806 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 has discretion to sign a Formal Complaint and initiate an investigation under the following conditions: 1) the Title IX Coordinator has received multiple reports of potential sexual harassment, harassment, or discrimination against the same Respondent, or 2) the Title IX Coordinator determines that circumstances surrounding an allegation (e.g., violence, use of weapons, threats, serial predation) warrant an investigation. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party to the investigation.

### Supportive Measures

1. The Title IX Coordinator is responsible for coordinating effective implementation of supportive measures, as necessary to assist or protect the Complainant or Respondent.
2. To the extent possible, Radford University will seek the consent of the Complainant before offering supportive measures to the greatest degree possible.
3. Radford University may remove a Respondent from an educational program or activity on an emergency basis, provided that the University undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment, discrimination, or harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal. Radford University may temporarily reassign or place on administrative leave any employee alleged to have violated this Policy, pending investigation. Leave will be administered in accordance with appropriate employment policies.
4. Radford University will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

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.

## **II. Investigation and Resolution**

- After being informed of their Written Explanation of Rights and Options, a Complainant may choose to file a Formal Complaint. The Complainant will be asked to indicate what allegation(s) they want to pursue and which route of resolution they wish to take. There are two possible

methods for investigation and resolution of a Formal Complaint alleging violations of the Discrimination and Harassment Policy: Informal Resolution and Formal Investigation.

- In all cases, Radford University will ensure that the Title IX Coordinator, investigators, Decision Maker, or any person designated to facilitate any process, not have a conflict of interest or bias for or against complainants or respondents generally, or an individual Complainant or Respondent, in the investigation and resolution of reports and will strive to avoid the appearance of conflict of interest.
- In all investigations and resolutions, there is a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. All relevant evidence, both inculpatory and exculpatory, will be objectively evaluated, and determinations of credibility may not be based on a person's status as a Complainant, Respondent, or Witness. In neither the Formal Investigation nor the Informal Resolution may Radford University require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- Radford University will treat Complainants and Respondents equitably by offering supportive measures to a Complainant, by providing remedies to a Complainant where a determination of responsibility for sexual harassment, discrimination, or harassment has been made against the Respondent, and by following the grievance process before imposing disciplinary sanctions or other actions that are not supportive measures against a Respondent.
- Parties will be provided an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Parties will not be restricted from their ability to discuss the allegations under investigation or to gather and present relevant evidence. Parties will be provided with the same opportunities to have others present during any meeting or grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for

either the Complainant or Respondent in any meeting or grievance proceeding. The role of such advisors shall be limited to advice and consult, except during a live hearing with a Decision Maker. During a live hearing with a Decision Maker, the advisor's role is also to conduct cross-examination on behalf of the party. Other than a live hearing with a Decision Maker, neither the advisor for the Complainant nor the advisor for the Respondent shall be permitted to question parties or witnesses, raise objections or make statements or arguments at any meetings or proceedings during an investigation or any hearing. All hearings will be closed to the public.

- The Title IX Coordinator will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
- The Title IX Coordinator must investigate the allegations in a Formal Complaint; however, the Title IX Coordinator may also dismiss a Formal Complaint if the conduct alleged in the Formal Complaint 1) would not constitute sexual harassment, discrimination, or harassment, even if proved; 2) did not occur in Radford University's education program or activity; or 3) did not occur against a person in the United States. Such dismissal does not preclude action under another provision of Radford University's code of conduct. If the Title IX Coordinator dismisses the Formal Complaint, the Title IX Coordinator will promptly send written notice of the dismissal and reason(s) to the parties simultaneously.
- The Title IX Coordinator may consolidate Formal Complaints as to allegations of sexual harassment, discrimination, or harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment, discrimination, or harassment arise out of the same facts or circumstances. Where a grievance process involves more than one Complainant or more than one Respondent, references in this section to the singular "party," "complainant," or "respondent," include the plural as applicable.

If a Formal Investigation is requested, at any time prior to reaching a determination regarding responsibility, the Title IX Coordinator may facilitate

an Informal Resolution process that does not involve a full investigation and adjudication, provided that the Title IX Coordinator provides written notice as outlined in Section 5; obtains the parties' voluntary, written consent to the Informal Resolution process; and the Informal Resolution process is not offered or facilitated to resolve allegations that an employee sexually harassed or otherwise discriminated against a student.

## **1. Informal Resolution**

- i.** For alleged violations of the Discrimination and Harassment Policy, the Complainant and the Respondent have the option to proceed under an informal procedure, when deemed permissible by the Title IX Coordinator and when the allegations are not that an employee sexually harassed or otherwise discriminated against a student.
- ii.** If the Complainant, the Respondent, and the Title IX Coordinator all agree that an Informal Resolution should be pursued, the Title IX Coordinator shall attempt to facilitate a resolution that is agreeable to all parties. Prior to beginning the Informal Resolution process, the Title IX Coordinator must obtain the parties' voluntary, written consent to the process.
- iii.** Upon initiating an Informal Resolution, the Title IX Coordinator will provide the parties written notice of the following:
  - a.** the allegations;
  - b.** either party has the right to withdraw from the Informal Resolution process at any time prior to agreeing to a resolution and may resume a Formal Investigation process with respect to the Formal Complaint;
  - c.** if an Informal Resolution is pursued and a resolution is reached, parties may not request a Formal Investigation arising from the same allegations;
  - d.** any agreement between parties as part of the Informal Resolution will be provided to the parties in writing. Any violation of the agreement should be reported by the parties to the Title IX Coordinator; and

- e. the record of the Informal Resolution will be maintained per the Policy.
- iv. Under this procedure, the Title IX Coordinator will gather information and evidence only to the extent fact-finding is needed to resolve the conflict and to protect the interests of all parties, Radford University, and the campus community. Typically, an Informal Resolution will be completed within 30 business days of confirmed delivery of the Formal Complaint. If an extension is necessary, all parties will be notified of the expected resolution time frame and the reason for the extension. If at any point during the Informal Resolution process, the Complainant, the Respondent, or the Title IX Coordinator wish to suspend the Informal Resolution and proceed through the Formal Investigation, such request will be granted.
- v. Any resolution of a Formal Complaint through an Informal Resolution 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 and Harassment Policy. Informal Resolution remedies may include providing training; providing 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; or use of processes and sanctions set forth in Radford University's code of conduct. There shall be no right of appeal afforded to the complainant or the respondent following Informal Resolution.

## **2. Formal Investigation**

- i. If a Complainant asks for a Formal Investigation, the Title IX Coordinator will conduct a prompt, adequate, reliable, and impartial investigation of the Formal Complaint. The Complainant is not required to submit a written report to the Title IX Coordinator to commence a Formal Investigation. The Complainant may provide additional supporting documents, evidence, or recommendations of witnesses to be interviewed during the course of the Formal Investigation. The

Complainant must also disclose if a Formal Complaint has been filed with another Radford University office, or a state or federal entity for the same offense.

- ii. Typically, a Formal Investigation, not including the time necessary for potential appeals, will be completed within 45 business days of receipt of notice. If extension is necessary, all parties will be notified of the expected time frame and the reason for the extension. Only the Title IX Coordinator, or a trained investigator designated by the Title IX Coordinator, shall conduct the investigation.
- iii. Both Complainants and Respondents will be provided an equal opportunity to inspect and review any evidence obtained as part of an investigation, that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. The Title IX Coordinator will send to each party and the party's advisor, if any, the Draft Investigative Report and the evidence subject to inspection and review in an electronic format or hard copy. The parties will have ten (10) business days to submit a written response to the Draft Investigative Report, which the investigator will consider prior to completion of the Final Investigative Report. Radford University will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, and for purposes of cross-examination.
- iv. The investigator will create a Final Investigative Report that fairly summarizes relevant evidence. At least ten (10) business days prior to a hearing, the Title IX Coordinator will send the Final Investigative Report to each party and the party's advisor, if any, in an electronic format or a hard copy.
- v. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on Radford University and not on the parties provided that the University cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other

recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the University obtains that party's voluntary, written consent to do so for a grievance process.

**vi. Student Conduct Referral Case**

If the criteria for a "Student Conduct Referral Case" are met, the case will be dismissed as a Title IX Case. However, the Title IX Coordinator will continue the fact-finding process and will refer the case for adjudication to the Office of Student Standards and Conduct for adjudication and appeal. On receiving notice of the referral, the Office of Student Standards and Conduct will contact the parties in the case to notify them of the policies and procedures that will be followed for adjudication, appeal, and implementation of sanctions (if any).

**vii. Non-Title IX/Non-Student Case**

- a. Using information learned from interviews and gathered as evidence during the Formal Investigation, the Title IX Coordinator will determine whether there is a preponderance of the evidence to substantiate the alleged violation of the Policy. A Respondent will not be found in violation of the Policy absent a finding of preponderance of evidence that the violation occurred.
- b. If the Title IX Coordinator finds, by a preponderance of the evidence that violation of the Policy did occur, the Title IX Coordinator'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 recommendation on sanctions. If supportive measures have been taken, the Title IX Coordinator shall include a recommendation regarding continuation, suspension or modification of any such supportive measures. The Title IX Coordinator shall provide the written report to both the Complainant and Respondent. 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 may be provided to the Complainant. The Complainant and Respondent will be advised of their right to appeal any finding or recommended remedy or sanction to the Appeal Committee. The appeal procedure outlined in Section 5.E.3. will also be explained. The completed investigation and recommended sanctions will be provided to the Department of Human Resources and other appropriate department heads to determine and impose appropriate sanctions, as described below.

### **viii. Title IX Case**

Following the Formal Investigation, the Title IX Coordinator will schedule a live hearing with a Decision Maker.

- a.** The Title IX Coordinator will notify both parties of the time, date, and location of the live hearing.
- b.** The hearing will occur within ten (10) business days from the date the Final Investigative Report is distributed to the parties. If an extension is necessary, all parties will be notified of the expected time frame and the reason for the extension.
- c.** The Decision Maker will facilitate the hearing.
- d.** The Decision Maker will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including questions challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
  - i.** Only relevant cross examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
  - ii.** If a party or witness does not submit to cross examination at the live hearing, the Decision Maker must not rely on any statement of that party or witness in reaching a

determination regarding responsibility; however, the Decision Maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

- e. Live hearings may be conducted with all parties physically present in the same geographic location or, at Radford University's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants to simultaneously see and hear each other. At the request of either party, Radford University will provide for the live hearing to occur with the parties located in separate rooms with the technology enabling the Decision Maker and parties to simultaneously see and hear the other party or the witness answering questions.
- f. If a party does not have an advisor present at the live hearing, Radford University must provide, without fee or charge to that party, an advisor of the University's choice, who may be, but is not required to be, an attorney, to conduct cross examination on behalf of that party.
- g. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
- h. Radford University will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.
- i. Following the hearing, the Decision Maker, who is not the Title IX Coordinator or investigator, will issue to both parties simultaneously a written determination regarding responsibility using the preponderance of the evidence standard. The written determination will include:

- i. Identification of the allegations potentially constituting sexual harassment, discrimination or harassment;
  - ii. A description of the procedural steps taken from the receipt of the Formal Complaint through the written determination of responsibility, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
  - iii. Findings of fact supporting the determination of responsibility;
  - iv. Conclusions regarding the application of the Policy to the facts;
  - v. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions Radford University imposes on the Respondent, and whether remedies designed to restore or preserve equal access to Radford University's education program or activity will be provided by the University to the Complainant;
  - vi. The procedures and permissible bases for the Complainant and Respondent to appeal.
- j. The written determination regarding responsibility becomes final either on the date that the University provides the parties with the written determination of the result of the appeal, if an appeal is filed, or the date on which an appeal would no longer be considered timely, if an appeal is not filed.

### **III. Sanctions and Remedies**

1. If it is determined that conduct in violation of this Policy has occurred, sanctions and remedies will depend on the facts and circumstances of each particular situation, the frequency and severity of the offense, institutional precedence, and any history of past conduct.
2. Remedies will be designed to restore or preserve equal access to Radford University's education program or activity. The Title IX Coordinator will consult with the Complainant to determine those remedies in order to restore or preserve equal access. Sanctions and remedies will be

reasonable and will fall within the bounds of law and Radford University Policy. Sanctions and remedies may affect one's access to and/or affiliation with Radford University's physical campus and/or any portion of Radford University's education program or activity.

3. In addition to sanctions that may be imposed on an individual found in violation of this Policy, Radford University will take steps to prevent recurrence of any discrimination or harassment and to remedy discriminatory effects on the Complainant and others, if appropriate.
4. Not every violation of the Discrimination and Harassment Policy will result in an identical sanction. Radford 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.
  - a. Sanctions and remedies for students may include education, disciplinary probation, deferred suspension, suspension, and penalties up to and including dismissal. Such sanctions and remedies will be recommended by either the Title IX Coordinator or by the Decision Maker in consultation with the Director of the Office of Student Standards and Conduct and in accordance with the Standards of Conduct.
  - b. Sanctions and remedies for employees may include education, probationary status, reassignment and termination from employment. Such sanctions and remedies will be recommended by either the Title IX Coordinator or by the Decision Maker in consultation with the Department of Human Resources and the Respondent's supervisor(s) or division leader(s).
    - i. Sanctions and remedies 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 policies and regulations.
    - ii. Sanctions and remedies for Administrative and Professional Faculty will be determined by the employee's supervisor and Division Head, in consultation with the Assistant Vice President for Human Resources and in accordance with the Administrative and Professional Faculty Handbook and any other applicable Radford University policies and regulations.

- iii. Sanctions and remedies for Classified or Wage employees will be determined by the employee's supervisor in consultation with the Assistant Vice President for Human Resources in accordance with the Commonwealth's Standards of Conduct Policy.
- c. 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 and Harassment Policy.
- d. Visitors, including, but not limited to, students participating in camps or other programs at Radford University, who violate the Discrimination and Harassment Policy will be directed to immediately leave campus and may be subject to a permanent ban from campus.

If neither the Complainant nor the Respondent requests an appeal, then a determination regarding the imposition of sanctions shall be made within ten (10) business days of the date of either the Title IX Coordinator's Final Investigative Report for a case adjudicated through the Non-Title IX/Non-Student Case process, or the Decision Maker's written determination for a case adjudicated through the Title IX Case process. If an appeal is requested, sanctions, if any, shall be imposed within ten (10) business days of the final decision of the President after consideration of the written decision of the Appeal Committee. If extension of the time frame for sanctions to be imposed beyond ten (10) business days is necessary, all parties will be notified by the appropriate office of the expected time for imposing the sanctions. The Respondent shall be informed in writing of any sanctions imposed for violation of the Discrimination and Harassment Policy, by the individual imposing the sanctions, within five (5) business days of the determination of an appropriate sanction. The Title IX Coordinator shall be provided a copy of such written notification. The Title IX Coordinator will disclose to the Complainant, as simultaneously as possible to the notification provided to the Respondent, information about the sanctions that directly relate to the Complainant as is permitted by state and federal law including FERPA and the Virginia Freedom of Information Act.

## **IV. Appeals**

### **1. Composition of the Appeal Committee**

- a. The Appeal Committee shall be comprised of trained individuals selected by the Title IX Coordinator from a pool of faculty and staff appointed by the President. Teaching and Research Faculty members are nominated to the President by the Provost, Administrative and Professional Faculty members are nominated to the President by the Vice President for Finance and Administration, and Classified Employee members are nominated to the President by the Assistant Vice President for Human Resources. Each Appeal Committee shall include one member from each of the three representative areas. The President shall select individuals within the pool who are identified as Appeal Committee Chairs. 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 from the pool.
- b. The Appeal Committee will not include the same person who served as the Decision Maker who reached the determination regarding responsibility, the investigator(s), or the Title IX Coordinator. Further, Radford University requires that individuals serving on the Appeal Committee not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent

### **2. The grounds for appeal are as follows:**

- a. The Title IX Coordinator, investigator, or Decision Maker had a conflict of interest or bias for or against complainants or respondents generally, or the individual Complainant or Respondent, that affected the outcome of the matter;
- b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- c. Procedural irregularity that affected the outcome of the matter;

- d. The recommended sanctions or remedies are substantially outside the parameters or guidelines set by Radford University for this type of offense, as outlined in Section 5.D.

### **3. Appeal Procedure for a “Non-Title IX/Non-Student Case”**

- a. A Complainant or Respondent desiring to appeal the investigative findings shall file a written request for appeal with the Title IX Coordinator within five (5) business days of delivery of the Final Investigative Report.
- b. The Title IX Coordinator will notify the other party in writing when an appeal is filed.
- c. Within five (5) business days of receipt of the written request for appeal, the Title IX Coordinator will notify the parties of the names of the individuals serving on the Appeal Committee. The parties must raise, within five (5) business 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 objection shall be made to the Title IX Coordinator, who will present the objection to the President. The President shall rule on any such objections within five (5) business days.
  - i. Within five (5) business days following the deadline to raise objections, or within five (5) business days following the resolution of the objection, the Title IX Coordinator will notify the parties of the time, date, and location of the appeal hearing. Such appeal hearings typically will be scheduled within fifteen (15) business days of receipt of the request for appeal. If extension beyond fifteen (15) business days is necessary, both parties will be notified by the Appeals Committee of the revised time frame.
- d. Within five (5) business days following the deadline for appeal, the appealing party (appellant) must submit a written statement in support of, or challenging, the outcome; identify the names and addresses of witnesses that are requested to be called at the hearing; identify and include copies of any documents that will be used as evidence at the hearing; describe with specificity the grounds for appeal and request a specific remedy. The non-appealing party (appellee) also may submit, within five (5)

business days of the deadline for appeal, such information for the Committee's consideration. The Title IX Coordinator will provide to the Committee within five (5) business days prior to the hearing, a copy of the Final Investigative Report and copies of any documents used in the investigation.

- e. 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.
- f. 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 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 the appellant and appellee, or the Title IX Coordinator if the appellee does not participate, will address the Chair of the Committee and not each other. The Chair will make the final decision on all matters of procedure during the hearing.
- g. The past sexual history or sexual character of a party to the Formal 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 by the Appeal Committee Chair of the hearing if any information addressed by this paragraph is deemed admissible.

- h. The Appeal Committee will review all provided documents and, within ten (10) business days following the hearing, the Committee will submit a written recommendation simultaneously to both parties, the Title IX Coordinator, and the President. The recommendation 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, and (v) the materials the Committee members were provided by the Title IX Coordinator and by the appellant and appellee.
  - i. Within three (3) business days of the Committee's recommendation, the President shall notify the Committee, the Title IX Coordinator, and the parties, in writing, of his decision relative to the findings and recommendations of the Committee. The decision of the President is final with no further right to appeal.

#### **4. Appeal Procedure (Document Review) for a "Title IX Case" and a "Dismissal of Formal Complaint"**

- a. A Complainant or Respondent may appeal the Decision Maker's written determination, or the Title IX Coordinator's dismissal of a Formal Complaint. In order to request appeal, the Appellant shall file a written request for appeal with the Title IX Coordinator within five (5) business days of delivery of Decision Maker's findings or the Title IX Coordinator's Written Notice of Dismissal of Formal Complaint.
- b. The Title IX Coordinator will notify the other party in writing when an appeal is filed.

- c. Within five (5) business days of receipt of the written request for appeal, the Title IX Coordinator will notify the parties of the names of the individuals serving on the Appeal Committee. The parties must raise within five (5) business 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 objection shall be made to the Title IX Coordinator, who will present the objection to the President. The President shall rule on any such objections within five (5) business days.
- d. Within five (5) business days following the deadline for appeal, the appealing party (appellant) must submit a written statement in support of, or challenging, the outcome; describing the specificity the grounds for appeal; and including copies of any pertinent documents. The non-appealing party (appellee) also may submit, within five (5) business days of the deadline for appeal, such information for the Committee's consideration. The Title IX Coordinator will provide to the Committee, within five (5) business days of the deadline for appeal, copies of any documents used in the investigation.
- e. The Appeal Committee will review all provided documents and, within ten (10) business days of receipt of the documents, the Committee will submit a written recommendation simultaneously to both parties, the Title IX Coordinator, and the President. The recommendation 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 Decision Maker's finding regarding responsibility and/or the recommended sanction and the rationale for such determination; or the Title IX Coordinator's dismissal of a Formal Complaint (iv) if the Decision Maker's findings and/or recommended sanction are rejected, the findings of the Committee and recommendations for resolution, and (v) the materials the Committee members were provided by the Title IX Coordinator and by the appellant and appellee.

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

## **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 <https://www.vspso.com/Search>

The US Department of Justice's National Sex Offender Public Website can be accessed at <https://www.nsopw.gov/>

2024

## Radford University Crime Statistics

### Reportable Incidents and Their Definitions

Definitions given are the National Incident Base Reporting Board Standards.

#### I. Definitions

- **Homicide:** The willful (non-negligent) killing of one human being by another.
- **Manslaughter-by Negligence:** The killing of another person through gross negligence.
- **Sex Offenses:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
  - **Rape:** is 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. This definition includes, any gender of victim or perpetrator.
  - **Fondling:** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
  - **Incest:** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory Rape:** is sexual intercourse with a person who is under the statutory age of consent.
- **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.

- **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).
- **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.
- **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.
- **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 and joyriding in utility/golf carts).
- **Hate Crimes**
  - Hate Crimes-Race
  - Hate Crimes-Gender
  - Hate Crimes-Gender Identity
  - Hate Crimes-Religion
  - Hate Crimes-Sexual Orientation
  - Hate Crimes-Ethnicity
  - Hate Crimes-National Origin
  - Hate Crimes-Disability
- **Liquor Violations/Arrests**
- **Drug Abuse Violations/Arrests**
- **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.

## II. 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.**









**2025**

## **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.



<b>Building Address</b>	<b>Building Fire Alarm</b>	<b>Room Detection</b>	<b>Pull Stations</b>	<b>Connected to Operations Center</b>	<b>Fire Evacuation Maps</b>	<b>Sprinkler</b>	<b>Fire Extinguisher(s)</b>	<b>Fire-Rated Doors</b>	<b>Fire Drills Conducted</b>
Peery Hall	YES	YES	YES	YES	YES	YES	YES	NO	3
Pocahontas Hall	YES	YES	YES	YES	YES	YES	YES	NO	3
Stuart Hall	YES	YES	YES	YES	YES	YES	YES	NO	3
Trinkle Hall	YES	YES	YES	YES	YES	YES	YES	NO	3
Tyler Hall	YES	YES	YES	YES	YES	YES	YES	NO	3
Washington Hall	YES	YES	YES	YES	YES	YES	YES	NO	3
601 East Main Street	NO	YES	NO	NO	YES	NO	YES	NO	3
300 E Main Street Apartments	NO	YES	NO	NO	YES	NO	YES	NO	3
1023 Clement Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
1013 Clement Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
1019 Clement Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
1117 Clement Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3

<b>Building Address</b>	<b>Building Fire Alarm</b>	<b>Room Detection</b>	<b>Pull Stations</b>	<b>Connected to Operations Center</b>	<b>Fire Evacuation Maps</b>	<b>Sprinkler</b>	<b>Fire Extinguisher(s)</b>	<b>Fire-Rated Doors</b>	<b>Fire Drills Conducted</b>
1028 Fairfax Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
1020 Fairfax Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
610 Downey Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
606 Downey Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
608 Downey Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
301 Madison Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
303 Madison Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
512 Calhoun Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
525 Calhoun Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
527 Calhoun Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
600 Calhoun Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
602 Calhoun Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3

<b>Building Address</b>	<b>Building Fire Alarm</b>	<b>Room Detection</b>	<b>Pull Stations</b>	<b>Connected to Operations Center</b>	<b>Fire Evacuation Maps</b>	<b>Sprinkler</b>	<b>Fire Extinguisher(s)</b>	<b>Fire-Rated Doors</b>	<b>Fire Drills Conducted</b>
604 Calhoun Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
521 Davis Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
512 Davis Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
515 Fairfax Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
517 Fairfax Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
404 Fairfax Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
612 Howe Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3
600 Howe Street Apts	NO	YES	NO	NO	YES	NO	YES	NO	3

## 2022 Fire Statistics

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Bolling Hall	0	0		0	0	0
Draper Hall	0	0		0	0	0
Floyd Hall	0	0		0	0	0
Ingles Hall	0	0		0	0	0
Jefferson Hall	0	0		0	0	0
Madison Hall	0	0		0	0	0
Moffett Hall	0	0		0	0	0
Muse Hall	0	0		0	0	0
Norwood Hall	0	0		0	0	0
Peery Hall	0	0		0	0	0
Pocahontas Hall	0	0		0	0	0
Stuart Hall	0	0		0	0	0
Trinkle Hall	0	0		0	0	0
Tyler Hall	0	0		0	0	0
Washington Hall	0	0		0	0	0
300 E Main Street Apartments	0	0		0	0	0
1023 Clement Street Apts	0	0		0	0	0
1013 Clement Street Apts	0	0		0	0	0
1019 Clement Street Apts	0	0		0	0	0
1117 Clement Street Apts	0	0		0	0	0
1028 Fairfax Street Apts	0	0		0	0	0
1020 Farfax Street Apts	0	0		0	0	0

<b>Residential Facilities</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries Requiring Treatment at a Medical Facility</b>	<b>Number of Deaths Related to a Fire</b>	<b>Value of Property Damage Caused by Fire</b>
610 Downey Street Apts	0	0		0	0	0
606 Downey Street Apts	0	0		0	0	0
608 Downey Street Apts	0	0		0	0	0
301 Madison Street Apts	0	0		0	0	0
303 Madison Street Apts	0	0		0	0	0
512 Calhoun Street Apts	0	0		0	0	0
525 Calhoun Street Apts	0	0		0	0	0
527 Calhoun Street Apts	0	0		0	0	0
600 Calhoun Street Apts	0	0		0	0	0
602 Calhoun Street Apts	0	0		0	0	0
604 Calhoun Street Apts	0	0		0	0	0
521 Davis Street Apts	0	0		0	0	0
512 Davis Street Apts	0	0		0	0	0
515 Fairfax Street Apts	0	0		0	0	0
517 Fairfax Street Apts	0	0		0	0	0
404 Fairfax Street Apts	0	0		0	0	0
612 Howe Street Street Apts	0	0		0	0	0
600 Howe Street Apts	0	0		0	0	0



<b>Building Address</b>	<b>Building Fire Alarm</b>	<b>Room Detection</b>	<b>Pull Stations</b>	<b>Connected to Operations Center</b>	<b>Fire Evacuation Maps</b>	<b>Sprinkler</b>	<b>Fire Extinguisher(s)</b>	<b>Fire-Rated Doors</b>	<b>Fire Drills Conducted</b>
Peery Hall	YES	YES	YES	YES	YES	YES	YES	NO	4
Pocahontas Hall	YES	YES	YES	YES	YES	YES	YES	NO	4
Stuart Hall	YES	YES	YES	YES	YES	YES	YES	NO	4
Trinkle Hall	YES	YES	YES	YES	YES	YES	YES	NO	4
Tyler Hall	YES	YES	YES	YES	YES	YES	YES	NO	4
Washington Hall	YES	YES	YES	YES	YES	YES	YES	NO	4
601 East Main Street	NO	YES	NO	NO	NO	NO	YES	NO	4
300 E Main Street Apartments	NO	YES	NO	NO	NO	NO	YES	NO	4
1023 Clement Street Apts	NO	YES	NO	NO	NO	NO	YES	NO	4
1013 Clement Street Apts	NO	YES	NO	NO	NO	NO	YES	NO	4
1019 Clement Street Apts	NO	YES	NO	NO	NO	NO	YES	NO	4
1117 Clement Street Apts	NO	YES	NO	NO	NO	NO	YES	NO	4

<b>Building Address</b>	<b>Building Fire Alarm</b>	<b>Room Detection</b>	<b>Pull Stations</b>	<b>Connected to Operations Center</b>	<b>Fire Evacuation Maps</b>	<b>Sprinkler</b>	<b>Fire Extinguisher(s)</b>	<b>Fire-Rated Doors</b>	<b>Fire Drills Conducted</b>
604 Calhoun Street Apts	NO	YES	NO	NO	NO	NO	YES	NO	4
521 Davis Street Apts	NO	YES	NO	NO	NO	NO	YES	NO	4
512 Davis Street Apts	NO	YES	NO	NO	NO	NO	YES	NO	4
515 Fairfax Street Apts	NO	YES	NO	NO	NO	NO	YES	NO	4
517 Fairfax Street Apts	NO	YES	NO	NO	NO	NO	YES	NO	4
404 Fairfax Street Apts	NO	YES	NO	NO	NO	NO	YES	NO	4
612 Howe Street Apts	NO	YES	NO	NO	NO	NO	YES	NO	4
600 Howe Street Apts	NO	YES	NO	NO	NO	NO	YES	NO	4

## 2023 Fire Statistics

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Bolling Hall	0	0		0	0	0
Draper Hall	0	0		0	0	0
Floyd Hall	0	0		0	0	0
Ingles Hall	0	0		0	0	0
Jefferson Hall	0	0		0	0	0
Madison Hall	0	0		0	0	0
Moffett Hall	0	0		0	0	0
Muse Hall	0	0		0	0	0
Norwood Hall	0	0		0	0	0
Peery Hall	0	0		0	0	0
Pocahontas Hall	0	0		0	0	0
Stuart Hall	0	0		0	0	0
Trinkle Hall	0	0		0	0	0
Tyler Hall	0	0		0	0	0
Washington Hall	0	0		0	0	0
300 E Main Street Apartments	0	0		0	0	0
1023 Clement Street Apts	0	0		0	0	0
1013 Clement Street Apts	0	0		0	0	0
1019 Clement Street Apts	0	0		0	0	0
1117 Clement Street Apts	0	0		0	0	0
1028 Fairfax Street Apts	0	0		0	0	0
1020 Farfax Street Apts	0	0		0	0	0

<b>Residential Facilities</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries Requiring Treatment at a Medical Facility</b>	<b>Number of Deaths Related to a Fire</b>	<b>Value of Property Damage Caused by Fire</b>
610 Downey Street Apts	0	0		0	0	0
606 Downey Street Apts	0	0		0	0	0
608 Downey Street Apts	0	0		0	0	0
301 Madison Street Apts	0	0		0	0	0
303 Madison Street Apts	0	0		0	0	0
512 Calhoun Street Apts	0	0		0	0	0
525 Calhoun Street Apts	0	0		0	0	0
527 Calhoun Street Apts	0	0		0	0	0
600 Calhoun Street Apts	0	0		0	0	0
602 Calhoun Street Apts	0	0		0	0	0
604 Calhoun Street Apts	0	0		0	0	0
521 Davis Street Apts	0	0		0	0	0
512 Davis Street Apts	0	0		0	0	0
515 Fairfax Street Apts	0	0		0	0	0
517 Fairfax Street Apts	0	0		0	0	0
404 Fairfax Street Apts	0	0		0	0	0
612 Howe Street Street Apts	0	0		0	0	0
600 Howe Street Apts	0	0		0	0	0

## 2024 Fire Safety Systems On-Campus

Building Address	Building Fire Alarm	Room Detection	Pull Stations	Connected to Operations Center	Fire Evacuation Maps	Sprinkler	Fire Extinguisher(s)	Fire-Rated Doors	Fire Drills Conducted
Bolling Hall	YES	YES	YES	YES	YES	Full	YES	YES	4
Draper Hall	YES	YES	YES	YES	YES	Full	YES	YES	4
Floyd Hall	YES	YES	YES	YES	YES	Full	YES	YES	4
Ingles Hall	YES	YES	YES	YES	YES	Full	YES	YES	4
Jefferson Hall	YES	YES	YES	YES	YES	Full	YES	YES	4
Madison Hall	YES	YES	YES	YES	YES	Full	YES	YES	4
Moffett Hall	YES	YES	YES	YES	YES	Full	YES	YES	4
Muse Hall	YES	YES	YES	YES	YES	Full	YES	YES	4
Norwood Hall	YES	YES	YES	YES	YES	Full	YES	YES	0

<b>Building Address</b>	<b>Building Fire Alarm</b>	<b>Room Detection</b>	<b>Pull Stations</b>	<b>Connected to Operations Center</b>	<b>Fire Evacuation Maps</b>	<b>Sprinkler</b>	<b>Fire Extinguisher(s)</b>	<b>Fire-Rated Doors</b>	<b>Fire Drills Conducted</b>
Peery Hall	YES	YES	YES	YES	YES	Full	Yes	YES	4
Pocahontas Hall	YES	YES	YES	YES	YES	Full	Yes	YES	4
Stuart Hall	YES	YES	YES	YES	YES	Full	Yes	YES	4
Trinkle Hall	YES	YES	YES	YES	YES	Full	Yes	YES	4
Tyler Hall	YES	YES	YES	YES	YES	Full	Yes	YES	0
Washington Hall	YES	YES	YES	No	YES	Full	Yes	YES	4
601 East Main Street	No	YES	No	No	No	No	YES	No	No
300 E Main Street Apartments	No	YES	No	No	No	No	YES	No	No
1023 Clement Street Apts	No	YES	No	No	No	No	YES	No	No
1013 Clement Street Apts	No	YES	No	No	No	No	YES	No	No
1019 Clement Street Apts	No	YES	No	No	No	No	YES	No	No
1117 Clement Street Apts	No	YES	No	No	No	No	YES	No	No

<b>Building Address</b>	<b>Building Fire Alarm</b>	<b>Room Detection</b>	<b>Pull Stations</b>	<b>Connected to Operations Center</b>	<b>Fire Evacuation Maps</b>	<b>Sprinkler</b>	<b>Fire Extinguisher(s)</b>	<b>Fire-Rated Doors</b>	<b>Fire Drills Conducted</b>
1028 Fairfax Street Apts	No	YES	No	No	No	No	YES	No	No
1020 Farfax Street Apts	No	YES	No	No	No	No	YES	No	No
610 Downey Street Apts	No	YES	No	No	No	No	YES	No	No
606 Downey Street Apts	No	YES	No	No	No	No	YES	No	No
608 Downey Street Apts	No	YES	No	No	No	No	YES	No	No
301 Madison Street Apts	No	YES	No	No	No	No	YES	No	No
303 Madison Street Apts	No	YES	No	No	No	No	YES	No	No
512 Calhoun Street Apts	No	YES	No	No	No	No	YES	No	No
525 Calhoun Street Apts	No	YES	No	No	No	No	YES	No	No
527 Calhoun Street Apts	No	YES	No	No	No	No	YES	No	No
600 Calhoun Street Apts	No	YES	No	No	No	No	YES	No	No
602 Calhoun Street Apts	No	YES	No	No	No	No	YES	No	No

<b>Building Address</b>	<b>Building Fire Alarm</b>	<b>Room Detection</b>	<b>Pull Stations</b>	<b>Connected to Operations Center</b>	<b>Fire Evacuation Maps</b>	<b>Sprinkler</b>	<b>Fire Extinguisher(s)</b>	<b>Fire-Rated Doors</b>	<b>Fire Drills Conducted</b>
604 Calhoun Street Apts	No	YES	No	No	No	No	YES	No	No
521 Davis Street Apts	No	YES	No	No	No	No	YES	No	No
512 Davis Street Apts	No	YES	No	No	No	No	YES	No	No
515 Fairfax Street Apts	No	YES	No	No	No	No	YES	No	No
517 Fairfax Street Apts	No	YES	No	No	No	No	YES	No	No
404 Fairfax Street Apts	No	YES	No	No	No	No	YES	No	No
612 Howe Street Street Apts	No	YES	No	No	No	No	YES	No	No
600 Howe Street Apts	No	YES	No	No	No	No	YES	No	No

## 2024 Fire Safety Systems On-Campus

Building Address	Building Fire Alarm	Room Detection	Pull Stations	Connected to Operations Center	Fire Evacuation Maps	Sprinkler	Fire Extinguisher(s)	Fire-Rated Doors	Fire Drills Conducted
Bolling Hall	YES	YES	YES	YES	YES	Full	YES	YES	4
Draper Hall	YES	YES	YES	YES	YES	Full	YES	YES	4
Floyd Hall	YES	YES	YES	YES	YES	Full	YES	YES	4
Ingles Hall	YES	YES	YES	YES	YES	Full	YES	YES	4
Jefferson Hall	YES	YES	YES	YES	YES	Full	YES	YES	4
Madison Hall	YES	YES	YES	YES	YES	Full	YES	YES	4
Moffett Hall	YES	YES	YES	YES	YES	Full	YES	YES	4
Muse Hall	YES	YES	YES	YES	YES	Full	YES	YES	4
Norwood Hall	YES	YES	YES	YES	YES	Full	YES	YES	0

<b>Building Address</b>	<b>Building Fire Alarm</b>	<b>Room Detection</b>	<b>Pull Stations</b>	<b>Connected to Operations Center</b>	<b>Fire Evacuation Maps</b>	<b>Sprinkler</b>	<b>Fire Extinguisher(s)</b>	<b>Fire-Rated Doors</b>	<b>Fire Drills Conducted</b>
Peery Hall	YES	YES	YES	YES	YES	Full	Yes	YES	4
Pocahontas Hall	YES	YES	YES	YES	YES	Full	Yes	YES	4
Stuart Hall	YES	YES	YES	YES	YES	Full	Yes	YES	4
Trinkle Hall	YES	YES	YES	YES	YES	Full	Yes	YES	4
Tyler Hall	YES	YES	YES	YES	YES	Full	Yes	YES	0
Washington Hall	YES	YES	YES	No	YES	Full	Yes	YES	4
601 East Main Street	No	YES	No	No	No	No	YES	No	No
300 E Main Street Apartments	No	YES	No	No	No	No	YES	No	No
1023 Clement Street Apts	No	YES	No	No	No	No	YES	No	No
1013 Clement Street Apts	No	YES	No	No	No	No	YES	No	No
1019 Clement Street Apts	No	YES	No	No	No	No	YES	No	No
1117 Clement Street Apts	No	YES	No	No	No	No	YES	No	No

<b>Building Address</b>	<b>Building Fire Alarm</b>	<b>Room Detection</b>	<b>Pull Stations</b>	<b>Connected to Operations Center</b>	<b>Fire Evacuation Maps</b>	<b>Sprinkler</b>	<b>Fire Extinguisher(s)</b>	<b>Fire-Rated Doors</b>	<b>Fire Drills Conducted</b>
1028 Fairfax Street Apts	No	YES	No	No	No	No	YES	No	No
1020 Farfax Street Apts	No	YES	No	No	No	No	YES	No	No
610 Downey Street Apts	No	YES	No	No	No	No	YES	No	No
606 Downey Street Apts	No	YES	No	No	No	No	YES	No	No
608 Downey Street Apts	No	YES	No	No	No	No	YES	No	No
301 Madison Street Apts	No	YES	No	No	No	No	YES	No	No
303 Madison Street Apts	No	YES	No	No	No	No	YES	No	No
512 Calhoun Street Apts	No	YES	No	No	No	No	YES	No	No
525 Calhoun Street Apts	No	YES	No	No	No	No	YES	No	No
527 Calhoun Street Apts	No	YES	No	No	No	No	YES	No	No
600 Calhoun Street Apts	No	YES	No	No	No	No	YES	No	No
602 Calhoun Street Apts	No	YES	No	No	No	No	YES	No	No

<b>Building Address</b>	<b>Building Fire Alarm</b>	<b>Room Detection</b>	<b>Pull Stations</b>	<b>Connected to Operations Center</b>	<b>Fire Evacuation Maps</b>	<b>Sprinkler</b>	<b>Fire Extinguisher(s)</b>	<b>Fire-Rated Doors</b>	<b>Fire Drills Conducted</b>
604 Calhoun Street Apts	No	YES	No	No	No	No	YES	No	No
521 Davis Street Apts	No	YES	No	No	No	No	YES	No	No
512 Davis Street Apts	No	YES	No	No	No	No	YES	No	No
515 Fairfax Street Apts	No	YES	No	No	No	No	YES	No	No
517 Fairfax Street Apts	No	YES	No	No	No	No	YES	No	No
404 Fairfax Street Apts	No	YES	No	No	No	No	YES	No	No
612 Howe Street Street Apts	No	YES	No	No	No	No	YES	No	No
600 Howe Street Apts	No	YES	No	No	No	No	YES	No	No



<b>Residential Facilities</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries Requiring Treatment at a Medical Facility</b>	<b>Number of Deaths Related to a Fire</b>	<b>Value of Property Damage Caused by Fire</b>
610 Downey Street Apts	0	0	0	0	0	0
606 Downey Street Apts	0	0	0	0	0	0
608 Downey Street Apts	0	0	0	0	0	0
301 Madison Street Apts	0	0	0	0	0	0
303 Madison Street Apts	0	0	0	0	0	0
512 Calhoun Street Apts	0	0	0	0	0	0
525 Calhoun Street Apts	0	0	0	0	0	0
527 Calhoun Street Apts	0	0	0	0	0	0
600 Calhoun Street Apts	0	0	0	0	0	0
602 Calhoun Street Apts	0	0	0	0	0	0
604 Calhoun Street Apts	0	0	0	0	0	0
521 Davis Street Apts	0	0	0	0	0	0
512 Davis Street Apts	0	0	0	0	0	0
515 Fairfax Street Apts	0	0	0	0	0	0
517 Fairfax Street Apts	0	0	0	0	0	0
404 Fairfax Street Apts	0	0	0	0	0	0
612 Howe Street Street Apts	0	0	0	0	0	0
600 Howe Street Apts	0	0	0	0	0	0

## **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 two or less amps are permitted in residence hall room if approved by Housing and 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 two 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:

- Smoking is prohibited in all indoor and enclosed locations owned or operated by the University;
- Smoking is prohibited in all outdoor athletic and other facilities and spaces that are defined by a fence or wall;
- Smoking is prohibited within 25 feet of the entrance of any such building or facility;
- Smoking is prohibited in all University vehicles, whether state-owned or leased; and
- 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; and
- 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; and
- 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 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 and 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 <https://www.radford.edu/content/ehs/home/programs/fire-life.html>