



Ferrum College
Annual Security and Fire Safety Report
2019

Message from the Chief

The Ferrum College 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 collaboration of members of the community. In essence, safety is viewed as a shared responsibility that involves members of the community and department working collaboratively 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 Ferrum College. Accompanying this information are crime statistics on incidents that have occurred within the campus jurisdiction, as well as those received from Franklin County Sheriff Office 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 Ferrum College, but not immediately adjacent to the main campus that are frequented by students.

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

If you have any questions or suggestions about security or law enforcement at Ferrum College, please call us at 540-365-4255.

The Ferrum College Police

The Ferrum College Police Department provides 24-hours-a-day patrol protection to the campus, parking lots, residence halls, and other properties owned or controlled by Ferrum College. Ferrum College Police Officers are vested with full law enforcement powers and responsibilities, identical to the local police or sheriff's department in your home community.

Our officers are trained at the Department of Criminal Justice Training Academies and receive additional in-service and specialized training in first aid, firearms, defensive tactics, legal updates, human relations, sensitivity issues, and criminal investigations. Ferrum College Police share concurrent jurisdiction with the Franklin County Sheriff Office for streets adjacent to the

college. Ferrum police officers are responsible for a full range of public safety services, including all crime reports, investigations, medical emergencies, fire emergencies, enforcement of laws regulating criminal activity and all other incidents requiring police assistance. As a courtesy and to promote cooperation in combating crime, Ferrum College Police share information on arrests and serious crimes with all surrounding police departments. The serial numbers of high-value property stolen from campus are reported nationwide through the National Crime Information Center (NCIC).

This report is intended to provide information about safety and about security programs and services at Ferrum College. Accompanying this information are Clery Act crime statistics on incidents that have occurred within the campus, Clery Act geography, as well as those received from Franklin County Sheriff Office 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 Ferrum College, but not immediately adjacent to campus.

The Ferrum College Police Department prepares and distributes this report. We work with other Ferrum College departments, such as the Dean of Student Affairs and Campus Wellness and the Dean of Students and Title IX Coordinator.

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 Ferrum College Police Department publishes and distributes this report and we encourage members of the Ferrum College community to use this report as a guide for safe practices on and off campus.

Ferrum College Police notifies all current faculty, staff and students by email annually about the availability of this report online and how to receive a paper copy.

The Human Resources Office notifies all prospective faculty and staff by flier containing information about the availability of this report online. To receive a paper copy, prospective faculty and staff may contact the Ferrum College Police Department.

The Admissions Office notifies all prospective students by flier containing information about the availability of this report online.

All current and prospective faculty, staff and students may request a paper copy of this report by contacting the Ferrum College Police Department at 10021 Franklin St, Ferrum VA, 24088.

Overview of the Ferrum College Police Department

The Ferrum College Police Department provides law enforcement and security services to all components of Ferrum College.

The Ferrum College Police Department is a full service police department with full enforcement and arrest powers granted by the Code of Virginia. Many services are provided to the students, faculty, staff and visitors 24 hours a day, 365 days of the year. Personnel have been trained in numerous specialties including, bomb threats, Critical Incident Response, De-escalation Techniques, 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 Ferrum College Police Department personnel have, college degrees, extensive experience at other law enforcement agencies or prior military service. For more information about the organization of the department, call 540-365-4255.

The Ferrum College Police Department provides several service-oriented functions to the Ferrum College community consisting of more than 1,000 students, 200 faculty, staff and visitors on campus on any given day. These services include responding to medical and fire emergencies and providing an on-campus safety escort service, vehicle lockout and jumpstart assistance, personal safety education, and self-defense classes.

The Ferrum Police Department acts as a contact point for after-hours emergency maintenance requests. It is also a point of contact for lost and found items and general campus information.

Officers provide support to the Franklin County Sheriff Office 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 Ferrum College properties.

Ferrum College Police Department also maintains a daily police log of crimes reported to the police department. The daily crime and fire log is available at the Ferrum police department for public review.

Ferrum College provides educational workshops addressing sexual assault, alcohol safety, personal safety, and promoting prevention efforts to students, campus officials, and staff through the Ferrum Police Department, Residential Life, Student Health Services and Women's Resource Center. These programs are designed to inform students and employees about crime prevention and security awareness.

The Ferrum Police Department host **Onelove- Escalation Workshop** several times a semester. These workshops provide information and training on how to recognize healthy and unhealthy relationships. This covers dating violence, stalking and domestic violence. It also provides an opportunity to have a meaningful discussion on relationships as well resources the campus and community offer.

The Ferrum Police Department hosts **Women's Self-Defense** training for students, faculty, and staff. These classes are presented by defensive tactics instructors from Ferrum Police and Roanoke Police Department. The classes teach the participant personal safety practices through dynamic and classroom instruction. Courses are scheduled each semester. For more information, contact Ferrum Police at 540-365-4444 or email Chief JF Owens at jfowens@ferrum.edu.

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

Ferrum College Police will provide a **Safety Escort** on campus for individuals who are concerned for their safety. Call 540-365-4444 or use the campus emergency phones to request an escort.

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 Ferrum community can expect to be treated in a courteous and professional manner by members of our department.

The Ferrum College 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 a professional standards policy 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 the attention of any of the following individuals in a timely manner:

- In person at the Ferrum College Police Department located at 10021 Franklin St, Ferrum VA, 24088
- Request the on-duty supervisor by calling (540) 365-4444
- Address written correspondence to: Chief of Police, Ferrum Police Department, 10021 Franklin St, Ferrum VA 24088

Crisis Intervention Team

The CIT component of the department. All Officers are highly skilled and highly trained police officers who respond to individuals in mental health crisis. These officers receive a minimum 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.

Relationship with local law enforcement

Ferrum Campus: The Ferrum College Police Department handles criminal matters at all College-owned facilities and has arrest authority on campus, on campus owned or controlled property and adjacent streets and sidewalks. The Franklin County Sheriff Office (540-483-3002) is primarily responsible for responding to off campus criminal activity and calls for service. Ferrum College Police Department maintains good working relationships the Franklin County Sheriff Office as well as Virginia State Police. Privately owned properties used by recognized student organizations are within the jurisdiction of the Franklin County Sheriff Office and that agency is the primary responding law enforcement agency to those locations.

If another law enforcement agency responds or is contacted about criminal activity occurring off-campus involving Ferrum students, they are requested to notify the Ferrum College Police Department. 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 Ferrum College disciplinary action through the Office of Student Affairs.

The Ferrum College Police Department monitors off-campus criminal activity that may affect the College 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 college. In general, prospective students, employees, and visitors to Ferrum College should know that as with any campus, there is crime both on-and off-campus and that it is important to take reasonable precautions at all times. There is a Memorandums of Understanding between the Franklin County Sheriff Office regarding the

investigation of criminal incidents. The Ferrum College Police Department typically investigates the crimes that occur on the Ferrum campus properties, and if and when assistance is needed, they will contact the Franklin County Sheriff Office, or VA State Police as deemed necessary.

The Ferrum College Police Department can assist any member of the Ferrum College community in determining an appropriate point of contact for police matters falling outside of the department's jurisdiction. Contact our department at 540-365-4255 for assistance. For additional local, off-campus information, you may contact the local police department or sheriff's department where you reside.

The Student's Responsibility

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

Valuable items such as stereos, cameras, and televisions should be marked with engraving instruments provided by the Ferrum Police (Ferrum campus) at no charge. Bicycles should be registered with the Ferrum College 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 Ferrum College Police.

Incident Reporting and Response

Crimes, potential criminal actions and other emergencies at the Ferrum campus should be reported immediately to the College Police by any student, faculty, staff member or visitor by telephone (540-365-4444) or in person. The police department is located at 10021 Franklin St. Reports of criminal activity can also be made anonymously by using the Campus Conduct Form available online at <https://portal.ferrum.edu/facstaff/Pages/default.aspx>

In addition, crimes can be reported from any of the campus emergency phones (blue light phones in parking lots and on dorm buildings). Off campus crimes and other emergencies should be reported to the Franklin County Sheriff Office at 911 (locally in Ferrum) or at 540-483-3002.

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

Response to Reported Crimes

The Ferrum College Police Department's procedures require an immediate response to emergency calls. We work closely with the full range of 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 responding officer who is assigned to the call. Officers complete an incident report within the department's IBR software detailing all known information for reportable offenses. Sergeant reviews reports and assign follow-up duties as needed.

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 Nicole Lenez, whose office is located at 535 Ferrum Mountain Rd. Ms. Lenez may be contacted from 8:30 a.m. to 5:00 p.m., Monday through Friday at 540-365-4461 or by email at nlenez@ferrum.edu. or coming into the office to report in person and report to the Ferrum College Police Department (if the victim so desires.) The College will provide resources, on campus and 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 Ferrum College Police Department or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date. If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, the below are the procedures that the College 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:

Sexual Assault Standard of Evidence - Preponderance of Evidence

1. Depending on when reported (immediate vs delayed report), institution will assist complainant with access to medical care
2. Institution will assess immediate safety needs of complainant
3. Institution will assist complainant with contacting campus police or 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" to accused party if deemed appropriate
7. Institution will provide instructions on how to apply for Protective Order
8. Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution
9. 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.
10. 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.

Stalking Standard of Evidence - Preponderance of Evidence

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

Dating Violence Standard of Evidence - Preponderance of Evidence

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

Domestic Violence Standard of Evidence - Preponderance of Evidence

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

7. 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 college will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

Crime Victim and Witness Rights

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

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

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

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

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

- Obtaining protection
- Obtaining property held by law enforcement agencies
- Intercession services with your employer

- Obtaining advanced notification of court proceedings
- Receiving the services of an interpreter
- Preparing a Victim Impact Statement
- Seeking restitution

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

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

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

1. Confidentiality:

To request confidentiality, you must file a Request for Confidentiality by Crime Victim Form (DC-301) with the magistrate, court, and 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, Ferrum College 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 Ferrum College Police Department and the Office of the Title IX Coordinator. A complainant may then meet with Ferrum College Police 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 College 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 College 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, College 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 College 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 College does not publish the name of crime victims nor house identifiable information regarding victims in the campus police departments Daily Crime Log or online. Anyone may request that directory information

on file be removed from public sources by contacting the Registrar's Office (students) or Human Resources (employees).

Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

CAMPUS RESOURCES

Ferrum College's **Title IX Coordinator** is Ms. Nicole Lenez, whose office is located at 535 Ferrum Mountain Rd. Ms. Lenez may be contacted from 8:30 a.m. to 5:00 p.m., Monday through Friday at 540-365-4461 or by email at nlenez@ferrum.edu.

The **Ferrum College Police Department** has officers available 24 hours a day, 7 days per week who can be reached by calling 540-365-4444 or 911. They are located at 10021 Franklin Street.

The **Student Counselor**, Jessica Stalliard, is located in B-106 Bassett Hall and is available by phone at 540-365-4219 (you should leave a message if she does not answer the phone). Ms. Hall is on campus from 8:30 a.m. to 5:00 p.m., Monday through Friday.

Lynise Anderson, Dean of Campus Diversity, Wellness and Student Leadership. She is located in Bassett Hall and may be contacted from 8:30 a.m. to 5:00 p.m., Monday through Friday. She can be reached by calling 540-365-4461 or through email at landerson@ferrum.edu.

Jan Nicholson, the Dean of the Chapel, is located in lower Franklin Hall near the Campus Post Office. She can be reached by calling 540-365-4285 or through email at jcnicholson@ferrum.edu.

COMMUNITY RESOURCES

Local Law Enforcement Agencies can be reached by calling 911.

Carilion Franklin Memorial Hospital is located at 180 Floyd Avenue in Rocky Mount. The Emergency Department can be reached by calling 540-483-5277.

Carilion Roanoke Memorial Hospital is located at 1906 Belleview Avenue, SE, in Roanoke. The Emergency Department can be reached by calling 540-981-7000.

Sexual Assault Response and Awareness, Inc. (SARA) runs a 24-hour hotline that can be reached at 540-981-9352. You can also visit them online at www.sararoanoke.org.

Contact Listen Line is a 24-hour counseling hotline that can be reached at 1-877-WEHELP6 or 1-877-934-3576.

The U.S. Government website www.notalone.gov/students offers links for additional information and resources.

Sex Offender Registration

Final regulations updated requirement to reference the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921)

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

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

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

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 college 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 Ferrum 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 victims they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in 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 college members identified as campus security authorities may accept confidential reports from a victim. The Clery Act, however, requires campus security authorities to report the crime to the College Police. This reporting allows the College to maintain accurate records on the number of incidents, 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 college 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 Ferrum College Police 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 college 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.

Timely Warnings

Timely Warning Notices (called 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 college community. Timely Warnings are typically issued for the following crime classifications: major incidents of arson, criminal homicide, and robbery.

Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case, timely reporting and information known by the Ferrum College Police. Warnings may also be posted for other crime classifications, as deemed necessary. The Ferrum College Police Department reviews information that is reported to the campus police by members of the community, by campus security authorities and by the local police, to determine if a reported crime poses a serious on-going threat to members of the college community. The Ferrum College Police Chief or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning Notice is warranted.

Timely Warnings shall be provided to students and employees in a manner that is timely and that withholds the names of victims as confidential. Timely Warnings are generally written by the Chief of Police with collaboration from Office of Institutional Advancement & Public Relations. Once they are approved it will be distributed to the community by the Office of Chief of Police. Updates to the campus community about any particular case resulting in a Timely Warning Notice are typically distributed via mass e-mail, crime alerts on web page and /or flyers may be posted in select campus buildings as deemed necessary.

Immediate Notifications

All members of the Ferrum College campus community are required to notify the Ferrum College 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 Ferrum College 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 Ferrum College 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. This notification is made by the Ferrum College Chief of Police or his designee.

RAVE Alert is a means to notify the campus community of an imminent or ongoing threat to safety, security or health (all hazards) of students or employees on campus. Upon confirmation

by Ferrum College Police of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus, an alert notification that may include the use of the outdoor warning system will be immediately disseminated without any delay with the goal of notifying as many people as possible, as rapidly as possible, taking into account the safety of the campus community. Examples of these include, but are not limited to, active shooter, tornado, and dangerous chemical release. The college will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless 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 Ferrum College 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, and Facilities Management.

In the event of a serious incident that poses an immediate threat to members of the campus community, Ferrum College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event on an immediate threat to the Ferrum College 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 has the authority to determine the appropriate segments of the community to receive the message.

These methods may include:

- RAVE Alert System (Text, Email, Telephone Alerts and/or Twitter)
- RAVE Panic Button App
- Outdoor warning siren/PA system
- Web-www.ferrum.edu
- External Media

- Facebook
- Face to face notification
- Twitter

Initial Immediate Notifications may be sent to the campus community by the Ferrum College Police Department, or by Office of Business and Finance. Any of these offices may write and/or send the notification once a significant emergency or dangerous situation is confirmed. The Ferrum College Police will determine how much information is appropriate to disseminate at different points in time that withholds the names of victims as confidential.

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

Members of the larger community interested in receiving information about emergencies on campus can access information at www.ferrum.edu, the Ferrum College Facebook page, Ferrum College Twitter and through external media outlets.

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

The Ferrum College 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 any or all of the above methods.

Building Evacuation Procedures

4. Exit the building as calmly and quickly as possible using the nearest safe exit. **DO NOT USE ELEVATORS.**
5. Alert **ALL** persons in your area. Turn off all ignition sources.
6. 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.
7. Proceed to the assigned meeting area outside your building and await further instructions. Stay well away from the building and windows.
8. If the campus is evacuated, proceed to the campus assembly area that is identified by authorities for transportation to a safe location. Do not return to an evacuated building until permission is granted from the campus police.
9. If a single building is evacuated, students will be moved to available housing on campus or to a lounge in a safe building.
10. RHE/RAs 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.
11. 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.
12. The fire department will assume control of the building for all hazards except a terrorist attack. The FBI will be the lead agency for a terrorist event. Full cooperation must be given to the fire department and the FBI by students and staff.
13. 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 Director of Housing.
14. 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 Director of Housing 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.
15. If you are told to shelter-in-place, quickly lock 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.

16. Notification systems and sign up procedures are described on the Ferrum College website.

Facility Access and Security

There are 19 residence housing buildings on the Ferrum campus. All entrances to residences are controlled by electronic or key access. Ferrum Police and the Dean of Students 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, Ferrum Police and other on- and off-campus services. Ferrum College 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.

Ferrum College academic and administrative buildings are open and accessible to the Ferrum 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 Ferrum Police Department. Access to academic and administrative buildings after hours is controlled by keys or card access. Lost or stolen keys should be reported to the Ferrum College Police Department immediately. A report will then be documented and forwarded to Ferrum Facilities Management. Keys issued and access cards are nontransferable. Buildings are secured by building staff or the Ferrum College Police Department after normal business and/or building hours.

Security Considerations Used in the Maintenance of Campus Facilities

Building staff and Ferrum 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 Ferrum Police or to Facilities Management at 540-365-4255.

Reporting Lost or Stolen Access Cards

Lost or stolen Ferrum College Cards should be immediately reported to the Ferrum Police Department at 540-365-4444.

Alcohol and Drug Policies

Alcoholic Beverages

Ferrum College 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 college has established policy and guidelines governing the possession, use, sale and consumption of alcoholic beverages on the college campus that conform to the laws of Virginia. Underage possession and /or consumption of alcoholic beverages and public intoxication are not permitted. Ferrum College 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. Legal consumption and possession of alcoholic beverages is limited to resident hall rooms or apartments where both occupants are 21 or older. The complete policy and guidelines concerning alcoholic beverages is published annually in the Student Handbook, community standards.

Illegal Drugs

The College 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. Ferrum College Police enforces both Federal and Virginia drug laws. Any individual known to be possessing, using, or distributing such drug is subject to campus disciplinary action and criminal arrest, imprisonment and/or fine according to state and federal law.

Drug and Alcohol Abuse Education Programs

Consistent with its educational mission, the college 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. Ferrum College provides useful and informative prevention education programs throughout the year in both residential and academic settings. The Dean of Campus Diversity, Wellness and Student Leadership provides education through their programs. The Dean of Campus Diversity, Wellness and Student Leadership also provides education intervention program for students who violate the college'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. For more information on this visit, (DFSCA) Drug-Free Schools and Communities Act of 1989

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 college 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 Bassett Hall. 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.

Crime Reduction Tips

Residential Safety

- Lock your room or apartment whenever you leave and when you are sleeping.
- Do not prop doors open.
- Call 540-365-4444 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 College'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 on-campus housing, including College operated apartment units.

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

I. Procedures for designation of emergency contact information

a. Students age 18 and above and emancipated minors

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

b. Students under the age of 18 and not emancipated

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

II. Official notification procedures for missing persons

a. Any individual on campus who has information that a residential student may be a missing person (and has been missing for 24 hours) must notify the Ferrum College Police Department immediately at 540-365-4444.

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 by dialing “911”. The Ferrum College Police Department will assist external authorities with these investigations as requested.

b. The Ferrum College Police Department will gather all essential information about the residential student from the reporting person and from the student’s acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

c. No later than 24 hours after determining that a residential student is missing, the Ferrum College Police or Office of the Dean of Students (or appropriate designee) will notify the missing person contact (for students 18 and over) or the parent/guardian and missing person

contact (for students under the age of 18 and not emancipated) that the student is believed to be missing.

d. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Ferrum College will inform the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

III. Campus communications about missing students

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

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

Students in residential facilities are given the option of providing missing person confidential 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.

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

IMPORTANT INFORMATION FOR INDIVIDUALS WHO MAY BE VICTIMS OF SEXUAL ASSAULT:

If you or someone you know may have been a victim of Sexual Assault or any other type of Sexual Misconduct prohibited under this policy, you are strongly encouraged to consult this policy and seek immediate assistance from one or more of the sources listed there.

Notice of Nondiscrimination

Ferrum College does not discriminate on the basis of sex in its education programs and activities. As a general proposition, Ferrum College does not discriminate on the basis of any class protected by law including, but not limited to, sex, sexual orientation, gender identity, or national origin. Please see other College policies that also address the College's commitment to nondiscrimination, especially as to all other classes protected by law.

Sexual Misconduct constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to Ferrum College's Title IX Coordinator or to the U. S. Department of Education's Office for Civil Rights (www.2.ed.gov). Ferrum College's Title IX Coordinator is Ms. Nicole Lenez, whose office is at 575 Ferrum Mountain Rd. She may be contacted by phone at 540-365-4541 or by email at nlenez@ferrum.edu.

Overview of This Policy

Ferrum College strives to maintain a safe and healthy educational and work environment in which no member of the College community is, on the basis of gender, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination or harassment in any College program or activity.

This policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements including Title IX of the Education Amendments of 1972, relevant sections of the Violence Against Women Reauthorization Act, and Title VII of the Civil Rights Act of 1964. This policy applies to any form of sexual and/or gender-based misconduct which includes, but is not limited to, Sexual Assault, Sexual Violence, Domestic Violence, Dating Violence, Stalking, and/or Sexual Harassment. The term Sexual Misconduct will be used herein to refer to all of these forms of improper conduct.

It is the policy of the College to provide educational training programs regarding Sexual Misconduct, to encourage reporting of incidents, to make available timely services for those who have been affected by Sexual Misconduct, and to provide prompt and equitable methods of investigation and resolution in cases of Sexual Misconduct.

Any question of interpretation regarding this policy shall be referred to the Title IX Coordinator for final determination. The Title IX Deputy Coordinator may serve as the Title IX Coordinator's designee for any procedures outlined in this policy.

Applicability of This Policy

This policy applies to any allegation of Sexual Misconduct made by or against a student or an employee of the College or a third party, regardless of where the alleged Sexual Misconduct occurred, if the conduct giving rise to the report is related to the College's academic, educational, employment, athletic, or extracurricular programs or activities. However, the College's disciplinary authority may not extend to third parties who are not students or employees of the College. Although there is no geographical limitation to invoking this policy, Sexual Misconduct that is alleged to have occurred at a significant distance from the College and/or outside of the College property may be difficult for the College to investigate. Any incident involving a Ferrum College employee must be reported to the Director of Human Resources.

Timeframe for Filing a Complaint

The College does not impose a time limit for filing a Complaint. The College encourages Complaints to be filed as soon as reasonably possible following an alleged policy violation because the College's ability to gather adequate information may be limited where a significant length of time has elapsed. Complaints should also be filed promptly, if possible, in order to preserve evidence for potential legal proceedings. Further, the College's ability to complete its processes may be limited with respect to respondents who are no longer enrolled or are no longer employed.

Prohibition on Sexual Misconduct

Ferrum College prohibits all types of sexual misconduct including sexual assault, gender-based discrimination or harassment, domestic violence, dating violence, and stalking. This policy is

designed to protect the rights and needs of Complainants and Respondents. Creating a safe environment is the responsibility of all members of the College community.

The College strongly encourages prompt reporting of all types of Sexual Misconduct and is committed to fostering a community that promotes prompt, fair, and impartial resolution of Sexual Misconduct cases. The College has defined Sexual Misconduct broadly to include any unwelcome conduct of a sexual nature and will review all allegations of Sexual Misconduct.

Prohibition on Retaliation

Retaliation against any person who raises an allegation of Sexual Misconduct, cooperates in an Investigation, or opposes discriminatory practices is strictly prohibited. Violations of this prohibition will be addressed through this policy and/or other College disciplinary procedures, as deemed appropriate at the College's discretion. Any person who feels that he or she has been subjected to Retaliation should make a report to the Title IX Coordinator.

Prohibition on Providing False Information

Any individual who knowingly submits a Complaint that is not in good faith or provides false or misleading information in any review, Investigation or Resolution of a Complaint may be subject to disciplinary action.

Confidentiality

Standard of Confidentiality (Applicable to All Complaints). The College will respect and will make every feasible effort to properly preserve the confidentiality of the information shared by and the identities of the parties involved in Sexual Misconduct matters.

In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the Investigation and any information related to the College's involvement in this process are not available to the general public. Documents prepared or received by the College, including but not limited to the

Complaint, written statements, the Investigators' notes, and the Final Report will not be discoverable or disclosed unless required or authorized by law.

In keeping with this respect for confidentiality, information regarding alleged Sexual Misconduct will generally be disclosed by College personnel only as follows:

- (1)** The College's Responsible Employees will (and are obligated to) report information regarding alleged Sexual Misconduct to the Title IX Coordinator as soon as practicable. The Responsible Employee must promptly report to the Title IX Coordinator all relevant details about the alleged Sexual Misconduct shared by the Complainant.
- (2)** College personnel will (and are obligated to) handle information regarding alleged Sexual Misconduct in accordance with applicable local, state, and federal laws. For example, under conditions of potential imminent harm to the community, the College may be required by federal law to inform the community of the occurrence of the alleged incident of Sexual Misconduct. Similarly, information regarding the alleged Sexual Misconduct may be used as an anonymous report for data collection purposes under the Clery Act.
- (3)** College personnel may report alleged Sexual Misconduct to local law enforcement if warranted by the nature of the allegations at issue.

 - (A)** Per Virginia state law, if the College determines that disclosure of an act of Sexual Violence is necessary to protect the health and safety of the victim or other individuals, the College is required to disclose information, including personally identifiable information, to local law enforcement.
 - (B)** Per Virginia state law, in cases involving felony Sexual Assault, the College is required to consult with the local Commonwealth Attorney responsible for prosecuting the crime.
- (4)** College administrators will share information regarding alleged Sexual Misconduct, as appropriate and necessary, in order to implement interim

measures, address and resolve the Complaint at issue, prevent the recurrence of similar Sexual Misconduct, and address the effects of the Sexual Misconduct.

Please note that the College cannot control disclosures by students or third parties.

Anonymity. If information regarding alleged Sexual Misconduct is shared with a Responsible Employee, the Responsible Employee is obligated to report that information to the College's Title IX Coordinator as soon as is practicable.

If the individual to whom the information pertains desires that the Title IX Coordinator not share the information with the Respondent or with others, even as appropriate and necessary to address the allegations, such individual must request that the College apply Anonymity to such information. This request must be made to the Title IX Coordinator.

In these cases, the College employee will report the details of the sexual misconduct incident to the Title IX Coordinator as they have been disclosed, excluding the name of the Complainant. The name of the Complainant will be released by the person who received the initial report only when deemed absolutely necessary by the Title IX Coordinator. The College will apply any remedies that can be effective within the bounds of Complainant anonymity. Complainant anonymity will be breached only when a comprehensive investigation is required to prevent the possible occurrence of another sexual misconduct incident.

The College takes requests for Anonymity seriously; however, these requests may limit the College's ability to conduct an Investigation into the incident or pursue disciplinary action against the Respondent. The College, therefore, must weigh such requests against the College's obligation to provide a safe, nondiscriminatory environment for all students.

The Title IX Coordinator has the authority to evaluate requests for Anonymity and may seek advice or input from any person(s) deemed appropriate in rendering a decision. Requests for Anonymity may be weighed against the following standards:

- (A) the seriousness of the alleged Sexual Misconduct,
- (B) the alleged Complainant's age,
- (C) whether there have been other Complaints of Sexual Misconduct against the Respondent,
- (D) the Respondent's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA, and
- (E) the applicability of any laws mandating disclosure.

Although rare, there are times when the College may not be able to honor a Complainant's request for Anonymity. The Title IX Coordinator will inform the person requesting Anonymity of the College's limitations on maintaining Anonymity and whether the College intends to pursue investigation and/or resolution in spite of the person's request.

The College will remain ever mindful of the Complainant's wellbeing, and will take the following steps as needed:

- (A) Assist the Complainant in accessing available victim advocacy; academic support; counseling; disability, health, or mental health services; and other assistance both on- and off-campus.
- (B) Inform the Complainant of the right to report a crime to campus or local law enforcement and provide the Complainant with assistance if the Complainant wishes to report.
- (C) Take prompt action to limit the effects of the alleged Sexual Misconduct and to prevent its recurrence.

Professional and Pastoral Counselors

- (1) **Professional and Pastoral Counselors.** Individuals may discuss alleged Sexual Misconduct in strict confidence with the College's professional,

licensed counselors and pastoral counselors who provide mental-health counseling to members of the College community. These individuals are not required to report any Personally Identifiable Information about an incident without a Complainant's permission. The information may be reported as required by law, as may be the case with alleged Sexual Misconduct involving a minor or under conditions of imminent physical harm for example.

At Ferrum College the Professional and Pastoral Counselors are:

- (A) College Counselor
- (B) Dean of the Chapel

College employees who are not defined as Professional and/or Pastoral Counselors are considered Responsible Employees. Communications made to Responsible Employees and others are not entitled to the same confidentiality protections as those made to Professional and/or Pastoral Counselors.

Requests Not to Investigate and Refusals to File a Complaint or Cooperate.

A Complainant may disclose an incident to a Responsible Employee but may (i) request that no Investigation into the incident be conducted or disciplinary action taken, (ii) refuse to file a Complaint, and/or (iii) refuse to cooperate in an Investigation and/or resolution of the allegations.

The College takes these requests seriously; however, such requests may limit the College's ability to conduct an Investigation into the incident or pursue disciplinary action against the Respondent. The College, therefore, must weigh such requests against the College's obligation to provide a safe, nondiscriminatory environment for all students.

The Title IX Coordinator has the authority to evaluate such requests and may seek advice or input from any person(s) she deems appropriate in rendering a decision. Requests may be weighed against the following standards:

- (i) the seriousness of the alleged Sexual Misconduct,

- (ii) the alleged Complainant's age,
- (iii) whether there have been other Complaints of Sexual Misconduct against the Respondent,
- (iv) the Respondent's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA, and
- (v) the applicability of any laws mandating disclosure.

The Title IX Coordinator will inform the person requesting that the College not pursue an Investigation, refusing to file a Complaint and/or refusing to participate in the Investigation or resolution of allegations of Sexual Misconduct, if the College intends to pursue the investigation and/or resolution in spite of the person's request or refusal. Information about on- and off-campus resources and support will still be made available to the Complainant.

Regardless of an individual's requests or decisions, Title IX requires the College to take reasonable action in response to the information known to it. Thus, the College may consider broader remedial action such as increased monitoring, enhanced security at locations where reported sexual misconduct occurred, increasing education and training efforts, and/or revisiting its policies and practices.

Even if the College cannot take disciplinary action against the Respondent because of the Complainant's refusal to file a Complaint or participate in the Investigation and/or resolution of allegations, to the extent practicable and appropriate, the College will take prompt action to limit the effects of the alleged Sexual Misconduct and to prevent its recurrence.

The Complaint or other information regarding alleged Sexual Misconduct may also be used as an anonymous report for data collection purposes under the Clery Act.

Related Misconduct and Limited Amnesty

The College encourages the reporting of all potential violations of Sexual Misconduct. While the College does not condone underage alcohol consumption or the use of illegal drugs; however, because the College has a paramount interest in protecting the wellbeing of its community, the

College may extend limited amnesty from disciplinary action in the case of illegal alcohol or drug use to victims, witnesses, and those reporting incidents and/or assisting victims of Sexual Misconduct. Said individuals must have acted in good faith in such capacity and any such violation must not have placed the health or safety of any other person(s) at risk.

The College may choose to adjudicate alleged misconduct that is related to the Sexual Misconduct at issue, even if such related misconduct is not, when standing alone, governed by this policy. The College may also initiate a discussion or other educational actions to address this conduct.

Individuals with Disabilities

The College recognizes that there may be circumstances in which a student with a disability may be a victim of Sexual Misconduct and will make arrangements to ensure that individuals with disabilities are provided appropriate accommodations, to the extent necessary and available, to aid in understanding and/or complying with this Policy. Requests for accommodations must be made to the Title IX Coordinator Nicole Lenez (located in Bassett Hall and available by phone at 540-365-4461).

HOW AND WHERE TO REPORT ALLEGED SEXUAL MISCONDUCT

If you or someone you know may have been a victim of Sexual Assault or any other type of Sexual Misconduct prohibited under this policy, you are strongly encouraged to consult this policy and seek immediate assistance from one or more of the sources listed here.

Ferrum College students, faculty, staff, appointees, or third parties who believe they have experienced or witnessed Sexual Misconduct that is covered by this Policy may request information or advice, including whether certain conduct may violate the Policy; seek an informal resolution; or file a formal Complaint. Individuals are encouraged to share concerns with the Title IX Coordinator but may contact another Responsible Employee of the College who will refer the matter as appropriate.

If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, the College may issue a timely warning to the community. Any such warning may not include information that identifies the victim.

Because Sexual Misconduct may in some instances constitute both a violation of College policy and criminal activity, and because the College grievance process is not a substitute for instituting legal action, the College encourages individuals to report alleged Sexual Misconduct promptly to campus officials and to law enforcement authorities, where appropriate.

Reporting to Local Law Enforcement.

Individuals may file a Complaint directly with local law enforcement agencies by dialing 911. The matter may be handled by the Ferrum College Police Department by dialing 911 or by calling 540-365-4444.

Individuals may contact any of the following for assistance in filing a complaint:

- (i) The Ferrum College Police Department, 24 hours a day, seven days a week. An officer is available by phone at 540-365-4444. The department is located at 10021 Franklin Street (on Route 40 adjacent to the Ferrum Mercantile across from campus).
- (ii) The College's Title IX Coordinator, Nicole Lenez, from 8:30 a.m. to 5:00 p.m., Monday through Friday. She is available by phone at 540-365-4461, by email at nlenez@ferrum.edu and located at Bassett Hall.
- (iii) The College's Title IX Deputy Coordinator, Mr. Chris Chandler, from 8:30 a.m. to 5:00 p.m., Monday through Friday. He is available by phone at 540-365-4287, by email at cchandler@ferrum.edu, and at 109 Ferrum Mountain Rd

Individuals may inform law enforcement authorities about Sexual Misconduct and discuss the matter with a law enforcement officer without making a formal criminal complaint or a College Complaint. Individuals who make a criminal complaint may also choose to pursue a College Complaint simultaneously.

Individuals may choose not to report alleged Sexual Misconduct to law enforcement. The College supports the individual's decision with respect to reporting; however, the College may notify appropriate law enforcement authorities if required or warranted by the nature of the allegations at issue.

In the event an allegation includes behavior or actions that are also being investigated by law enforcement authorities, the Title IX Coordinator will, in light of status updates from law enforcement authorities, assess and reassess the timing of the investigation so as not to compromise any criminal investigation. Depending on the circumstances, the Investigator and/or Title IX Coordinator may agree to temporarily delay the Investigation while law enforcement authorities gather evidence; however, in the event of such a delay, the College may take interim measures when necessary to protect the Complainant and/or the College community. The College will not wait for the conclusion of a criminal proceeding to begin and/or complete its own Investigation of a Complaint of Sexual Misconduct.

The College will cooperate with any law enforcement investigation. In addition, in the event the College learns that a court has entered a lawful order (e.g., Protective or Restraining Order) relating to a Complaint or to conduct that may also be a potential violation of this policy, the Title IX Coordinator will review the order and will comply with applicable law. The College's resolution of a Complaint Investigation may differ from the resolution of a criminal investigation.

Reporting to College Administration

Individuals may choose not to report alleged Sexual Misconduct to campus officials. The College respects and supports the individual's decision with respect to reporting. However, if information about Sexual Misconduct comes to the attention of the College, the College may start an investigation even in the absence of a filed Complaint and/or notify appropriate law enforcement authorities if required or warranted by the nature of the information of which it becomes aware.

Anyone wishing to make a Complaint under this Policy should contact one of the following individuals or offices:

- (i) The College's Title IX Coordinator, Ms. Nicole Lenez, from 8:30 a.m. to 5:00 p.m., Monday through Friday. She is available by phone at 540-365-4461, by email at nlenez@ferrum.edu, and at Bassett Hall, 535 Ferrum Mountain Rd.

- (ii) The College's Title IX Deputy Coordinator, Mr. Chris Chandler, from 8:30 a.m. to 5:00 p.m., Monday through Friday. He is available by phone at 540-365-4287, by email at cchandler@ferrum.edu, and at 109 Ferrum Mountain Rd.

- (iii) Ferrum College Police Department. The College Police may be reached 24 hours a day, 7 days a week by calling 540-365-4444 or 911. Their office is located at 10021 Franklin Street (on Route 40 adjacent to the Ferrum Mercantile across from campus).

If any of the parties designated above is the Respondent or is otherwise at issue in a Complaint, or if an individual is uncomfortable with making a Complaint to one of the parties listed above, he or she may report alleged Sexual Misconduct to any other party or office listed above.

If an employee of the Ferrum College Police Department receives a report of alleged Sexual Misconduct, that employee must notify the College's Title IX Coordinator or Title IX Deputy Coordinator.

- (iv) An individual may report alleged Sexual Misconduct to a Responsible Employee other than those referenced above. No member of the College community may discourage an individual from reporting alleged incidents of Sexual Misconduct. No employee is authorized to investigate or resolve complaints without the involvement of the college's Title IX Coordinator or Title IX Deputy Coordinator.

Anonymous reports of Sexual Misconduct can be submitted in writing to any of the parties listed above or through the College Police Department's Anonymous Silent Witness Form (http://www.ferrum.edu/campus_life/communications/campus_alerts/report_a_crime.html). The level of detail or identifying information regarding the alleged Misconduct will determine the College's ability to thoroughly investigate and respond to the report.

Information related to Sexual Violence will be reported to the College's Title IX Review Committee (TRC). The TRC consists of the Title IX Coordinator, the Title IX Deputy Coordinator, and the Ferrum College Chief of Police or their designees.

- (a) The TRC may obtain law enforcement records, criminal history information, health records, institutional conduct or personnel records, known facts and circumstances of the information reported, and information or evidence known to the institution or to law enforcement.
- (b) The TRC shall meet within 72 hours to review the information and meet as necessary as new information becomes available.
- (c) If the TRC determines that disclosure of the information, including Personally Identifiable Information, is necessary to protect the health or safety of the student or other individuals, the Title IX Coordinator or designee shall immediately disclose such information to the law enforcement agency that would be responsible for investigating the incident. Upon such disclosure, the Complainant shall be notified that such disclosure is being made.
- (d) In cases in which the Sexual Violence would constitute a felony violation, the law enforcement representative on the TRC shall inform the other members of the TRC and shall, within 24 hours, consult with the local Commonwealth's Attorney to provide him with the information received by the TRC without disclosing Personally Identifiable Information. If the TRC determined that disclosure of Personally Identifiable Information is necessary to protect the health or safety of the student or other individuals, Personally Identifiable Information may also be shared with the local Commonwealth's Attorney.

PROCEDURES APPLICABLE TO ALL COMPLAINTS OF SEXUAL MISCONDUCT

Overview.

- (i) **Oversight.** The Title IX Coordinator will be responsible for overseeing the prompt, fair, and impartial Investigation and Resolution of Complaints filed with the College.
- (ii) **Conflicts.** If any administrator designated by this Policy to participate in the Investigation or Resolution of a Complaint is the Respondent, then the President will appoint another College administrator to perform such person's duties under

this Policy. If the President is the Respondent, then the Title IX Coordinator will appoint another College administrator to perform her duties under this policy.

(iii) Personal Advisors. Both the Complainant and the Respondent may bring a Personal Advisor to any interview or meeting. The Personal Advisor may:

- (1) consult with the advisee he or she is there to support
- (2) offer feedback on an advisee's written statements

The Personal Advisor may not:

- (1) participate in the meeting or interview by asking or answering questions
- (2) make statements to the Investigator or Interviewer
- (3) interview witnesses
- (4) have any kind of speaking role
- (5) have any first-hand personal knowledge about the alleged incident (for example, the Personal Advisor cannot also be a witness).

A Personal Advisor must maintain complete confidentiality regarding any and all communications exchanged pursuant to this Policy.

(iv) Timing. The College will make every reasonable effort to ensure that the investigation and resolution of a Complaint occurs in as timely and efficient a manner as possible. The College's Investigation and Resolution of a Complaint (not including an appeal, if applicable) will generally be completed within 60 calendar days of the receipt of the Complaint, absent extenuating circumstances. Throughout the Investigation, the Complainant and the Respondent will receive periodic status updates from the Investigator or the Title IX Coordinator. The College may modify deadlines for good cause with written notice to both the Complainant and the Respondent of the delay and the reason for the delay.

- (v) **Interim Measures.** Reasonably available interim measures designed to support and protect the Complainant, the Respondent, and/or the College community may be considered or implemented at any time. Interim measures may include, but are not limited to, no-contact orders, academic or work schedule alterations, academic accommodations, changes in housing, leaves of absence, immediate interim suspension, creating of a safety plan, and increased monitoring of certain areas of the campus.

Interim measures may be requested either verbally or in writing and should be directed to the College Police, Title IX Coordinator, or Title IX Deputy Coordinator.

The College will share information about protective measures with others if it is necessary in order to implement the protective measures.

Initial Review of Complaint and Meetings

- (i) **Complainant's Initial Meeting with the Investigator.** Once a Complaint is received, the Title IX Coordinator may assign the case to an Investigator. The Coordinator or Investigator ("Investigator") will contact the Complainant in an attempt to gather additional information including what remedy or relief he or she seeks. At this initial review, the Investigator will, as applicable:
- (1) Provide the Complainant with a copy of the Policy.
 - (2) Explain avenues for Formal Resolution and Informal Resolution (mediation) of the Complaint.
 - (3) Explain the steps involved in a Sexual Misconduct Investigation.
 - (4) Discuss confidentiality standards and concerns. Parties remain free to share their own experiences other than information that they have learned solely through the investigatory process. There is potential for compromising the integrity of the investigation by disclosing information about the matter, so it

is generally advisable that all parties limit the number of people in whom they confide.

- (5) Provide the Complainant with a Sexual Misconduct Complaint Form and determine whether the Complainant wishes to file a Complaint and participate in the College's Investigation and Resolution of the Complaint.
- (6) Provide the Complainant with Resources available both on- and off-campus.
- (7) Discuss retaliation and how to report it.
- (8) Discuss possible interim measures that can be provided during the Investigation and Resolution process. The College may implement such measures, if appropriate and reasonably available, whether a formal Complaint has been filed or whether an Investigation has commenced.

Following the meeting, the Title IX Coordinator will determine whether to implement interim measures or to revise any measures already in place. Such determination will be promptly communicated to the Complainant and the Respondent.

(ii) **Respondent's Initial Meeting with the Investigator.** If the Complainant wishes to pursue a Formal or Informal Resolution through the College or if the College otherwise determines that a further Investigation is warranted, the Investigator will schedule an initial meeting with the Respondent. The Investigator will, as applicable:

- (1) Provide the Respondent, in writing, sufficient information consistent with state and federal privacy laws and, if applicable, the Complainant's request for confidentiality, to allow him or her to respond to the substance of the allegation, including, if possible, the name of the Complainant and the date, location, and nature of the Sexual Misconduct.
- (2) Provide the Respondent a copy of this Policy.

- (3) Explain the College's procedures for Formal Resolution and Informal Resolution (mediation) of the Complaint.
- (4) Explain the steps involved in a Sexual Misconduct Investigation.
- (5) Discuss confidentiality standards and concerns. Parties remain free to share their own experiences other than information that they have learned solely through the investigatory process. There is potential for compromising the integrity of the investigation by disclosing information about the matter, so it is generally advisable that all parties limit the number of people in whom they confide. The Respondent will also be notified that sharing information might be construed as retaliatory.
- (6) Discuss non-retaliation requirements.
- (7) Inform the Respondent of any interim measures already determined and being provided to the Complainant that directly affect the Respondent.
- (8) Provide the Respondent with Resources available both on- and off-campus.
- (9) Discuss, as appropriate, possible interim measures that can be provided to the Respondent during the Investigation and Resolution process. The College may implement such measures, if appropriate and reasonably available, whether a formal Complaint has been filed or whether an investigation has commenced.
- (10) Allow the Respondent to provide a written statement in response to the allegation if the Respondent so desires.

The Investigation and Notification of Findings.

- (i) **The Title IX Coordinator's Initial Determination.** The Investigator will confer with the Title IX Coordinator and make a preliminary determination as to whether the allegation, if true, would constitute a violation of this policy such that further Investigation would be warranted.

If the initial determination is that the allegation, if true, would not constitute a violation of this Policy, then the Title IX Coordinator will administratively close the case and notify the Complainant and the Respondent. The Complainant may request reconsideration only if there is substantive and relevant new information that was not available and that may change the outcome of the initial decision. Any such request must be in writing and submitted to the Title IX Coordinator within three (3) days of the initial determination. The Title IX Coordinator will promptly inform the other party of the appeal.

- (ii) **Investigators.** If the initial determination is that the allegation violates this policy, then the Title IX Coordinator will promptly appoint two Investigators, share their names and contact information with the Complainant and Respondent, and forward the Complaint to the Investigators. The Title IX Coordinator and Title IX Deputy Coordinators may also serve as Investigators.

At all times, the Investigators will remain neutral. If the Complainant or Respondent have a good faith basis to believe that an Investigator has a personal bias or is otherwise not able to be fair or impartial, the party must promptly inform the Title IX Coordinator in writing and prior to the conclusion of the Investigation of his or her contention and the basis for it. The Title IX Coordinator or Title IX Deputy Coordinator will evaluate and respond to the information.

In the event that the Respondent voluntarily admits to the conduct alleged by the Complainant, the Investigators will inform the Complainant and focus on the Respondent's sanctions.

- (iii) **The Investigators' Activities and Report.** Upon receipt of the Complaint, the Investigators will promptly begin their Investigation, taking steps such as:

- (1) Conducting additional interviews as needed with the Complainant, Respondent, and third-party witnesses and summarizing interviews in written form.

Witnesses will be informed of the potential for compromising the integrity of the investigation by disclosing information about the matter and the expectation that they keep such information confidential. They will also be notified that sharing information might be construed as retaliatory.

- (2) Reviewing law enforcement investigation documents.
- (3) Reviewing student and personnel files.
- (4) Gathering and examining other relevant documents or evidence.
- (5) Visiting, inspecting, and taking photographs at relevant sites.
- (6) Collecting and preserving relevant evidence. In cases of corresponding criminal complaints, this step may be coordinated with law enforcement agencies.

If the College learns that there is material evidence collected for purposes of criminal reporting, the Complainant and/or Respondent may be asked to grant the College access to the evidence including, but not limited to, material evidence and narrative reports. Failure of the Complainant to grant the College access to the evidence may result in the College turning the Investigation wholly over to law enforcement authorities thereby limiting the College's ability to continue the Investigation or respond effectively to the Complaint.

- (7) Investigators will conduct follow-up interviews with the Complainant and the Respondent to give each an opportunity to respond to any additional information. The Investigators will inform both the Complainant and Respondent that the Investigation is complete and will give them the final opportunity to provide anything that may be pertinent to the Complaint or Investigation.

The Investigators will compile an investigative file that includes items such as summaries of all interviews conducted, photographs, and descriptions of relevant

evidence, summaries and copies of relevant electronic records, and a detailed final report of the events in question.

Investigative Procedures

- (1) Notice.** Not less than two (2) days' notice of interviews and investigative meetings will be provided to the Complainant, Respondent, and any witnesses or other third parties whose information the Investigators deem relevant. The notice should set forth, as applicable, the date, time, and location of the meetings.
- (2) Failure to Appear.** If the Complainant or the Respondent fails to attend meetings with Investigators if requested to do so, and the party was provided proper notice of the meeting, then absent extenuating circumstances, the Investigators will proceed to determine the resolution of the Complaint.
- (3) Special Arrangements and/or Accommodations.** In addition to disability-related accommodations, the parties may request special arrangements and/or accommodations (for example, the ability to participate remotely) in connection with the Investigation. Such requests should be submitted in writing to the Title IX Coordinator. The Title IX Coordinator will determine whether to grant such requests and his or her decision will be final. Additionally, even in the absence of a specific request from a party, the Title IX Coordinator may make special arrangements related to the Investigation or other accommodations as deemed necessary.
- (4) Evidence.** The Complainant and the Respondent will have an equal opportunity to present evidence and information pertinent to the Complaint. Formal rules of evidence do not apply.

Evidence of the past sexual histories of the Complainant and the Respondent will not be permitted at the hearing with the following exceptions:

- (A) Evidence is permitted to show that the Complainant has, in the past, been formally disciplined by the College for falsely filing Complaints alleging Sexual Misconduct.
 - (B) Evidence is permitted to show that the Respondent has, in the past, been either convicted in a criminal proceeding or formally disciplined by the College for Sexual Misconduct.
 - (C) Evidence regarding the past sexual activity of the Respondent (regardless of whether the Respondent was formally charged with a violation of the Policy with respect to such conduct) may be permitted to show that the Respondent has engaged in a pattern of behavior similar to the alleged Sexual Misconduct at issue before the Investigators, provided that (1) the Respondent has been found “not in violation” by the College in a proceeding related to such sexual activity, and (2) the Investigators made written findings both that the evidence is reliable and trustworthy and that the conduct is sufficiently and substantially similar to the conduct at issue before the Investigators to suggest a pattern of behavior.
- (v) **Notification of Findings.** As soon as is practicable, the Investigators will share their findings, decision, and the rationale for their findings with the Title IX Coordinator. Within 20 days of receipt of the Investigators’ findings and decision, the Title IX Coordinator will issue a Notification of Findings to the Complainant and the Respondent simultaneously in writing. In cases where the Title IX Coordinator serves as an Investigator, the Title IX Deputy Coordinator will issue the Notification of Findings.

The Notification of Findings will include the following components:

- (1) Findings of fact

- (2) Application of the Preponderance of the Evidence Standard
- (3) Determination of whether or not the Respondent violated the Sexual Misconduct Policy
- (4) Rationale for the findings and the sanctions, if any
- (5) If the Investigators conclude that the Respondent violated the Policy or if the Respondent admits to the allegations, the Title IX Coordinator will also include the sanction(s) to be implemented by the College.

Sanctions are dependent upon the nature and gravity of the misconduct, any record of prior discipline, or both.

Sanctions may include, but are not limited to, educational sanctions, mandated counseling, disciplinary probation, expulsion from campus housing, suspension, expulsion from the College, withholding a promotion or pay increase, reassigning employment, terminating employment, temporary suspension without pay, compensation adjustments. The sanctions should achieve the following:

- (A) bring an end to the violation in question,
- (B) remedy the effects of the violation, and
- (C) educate the Respondent about Sexual Misconduct.

Important Note: Under Virginia state law, a Respondent suspended for, expelled for, or withdrawing from the College while under investigation for a violation involving Sexual Violence, said suspension, expulsion, or withdrawal will be **prominently** noted on the Respondent's academic transcript. The notation shall be removed from the Respondent's academic transcript if he or she a) completes the term of the suspension and all accompanying sanctions and b) has been determined to be in Good Standing.

- (6) Information about both the Complainant's and Respondent's ability to appeal the decision.

The Notification of Findings may also include any additional information deemed relevant and may include an analysis or judgments as to credibility and veracity.

Sanctions imposed are not effective until the resolution of any appeal period. However, if it is advisable in order to protect the welfare of the victim or the College community, the Title IX Coordinator may determine that any sanctions be effective immediately and continue in effect until such time as the appeal process is exhausted. Alternatively, the Title IX Coordinator may implement any interim measures as deemed appropriate including, but not limited to, no-contact orders, academic or work schedule alterations, academic accommodations, changes in housing, leaves of absence, immediate interim suspension, or increased monitoring of certain areas of the campus. If the sanction for a violation of this Policy is expulsion, the President of the College will review the expulsion regardless of whether the decision is appealed.

In addition to sanctions imposed on the Respondent, the Title IX Investigator will determine if there are other accommodations to be provided to the Complainant.

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

Consistent with FERPA, the Notification of Findings will not disclose the names of any witnesses without their express consent to do so.

- (vi) **Appeal of the Notification of Findings.** The Complainant or the Respondent may appeal the decision as stated in the Notification of Findings within five (5) days of the Notification of Findings. The appeal must be in writing (email is acceptable)

and addressed to the President of the College. The only permissible grounds for an appeal are as follows:

- (1) the discovery of new material evidence that was not readily available as of the conclusion of the Investigation and that could significantly impact the conclusion of the Investigators;
- (2) a material procedural error related to the investigation that affected the determination or sanction; and/or
- (3) if the Respondent was found to have violated this Policy, material evidence that the sanction imposed was either excessive or insufficient.

It is not a valid or proper basis for an appeal that a party merely disagrees with the decisions reached by the Investigators.

Upon receipt of a timely appeal, the President or her designee will notify the other party in writing. The other party may submit a written response within five (5) days of said notification.

The President will review the appeal and the other party's written response (if one is submitted). The President then has the authority and discretion to either uphold the Investigator's decision or determine that there is a valid basis for the appeal, in which case she will explain the reasoning and the revised outcome of the Complaint. The President will simultaneously notify both parties in writing of her decision. All appeal decisions are final.

INFORMAL RESOLUTION (MEDIATION)

A Complainant may make a request, either orally or in writing, for Informal Resolution. The request should identify the alleged Respondent(s), if known, and describe the allegations with specificity. The Title IX Coordinator will consider the severity of the alleged misconduct and the potential risk for others in the community to determine whether Informal Resolution may be appropriate.

Informal Resolution may be appropriate if:

- (a) the Complainant requests it,
- (b) the Respondent agrees to such resolution,
- (c) the Complainant and the Respondent are both students or are both employees of the College,
- (d) the Title IX Coordinator or Title IX Deputy Coordinator determines that Informal Resolution is an appropriate mechanism for resolving the Complaint, and
- (e) the Complaint does not involve Sexual Assault.

Upon a determination that Informal Resolution is appropriate, the Title IX Coordinator will likely assign the matter to an Investigator. The Investigator will consult the person initiating the request and seek to clarify the potential resolution the person seeks. The Investigator will inform the other party and gather additional relevant information as necessary from the parties and others. In consultation with the Investigator, the Title IX Coordinator may also put into place any appropriate interim measures to protect the educational, living, and work environment. The Investigator will attempt to aid the parties in finding a mutually acceptable resolution. The agreement reached by the parties will be shared in writing with both parties.

At any point prior to such an express agreement, either party may terminate the Informal Resolution process and proceed with a Formal Resolution. Furthermore, the Title IX Coordinator may, where appropriate, terminate or decline to initiate Informal Resolution and proceed for Formal Resolution instead. In such cases, statements or disclosures made by the parties in the course of the Informal Resolution process may be considered in the subsequent Formal Resolution proceedings.

A matter will be deemed satisfactorily resolved through Informal Resolution when both parties expressly agree to an outcome that is also acceptable to the Title IX Coordinator.

A request for Informal Resolution does not preclude a Formal Resolution nor does it guarantee that there will not be a criminal investigation by law enforcement.

SUGGESTED ACTIONS AND RESOURCES FOR VICTIMS OF SEXUAL MISCONDUCT

Any type of Sexual Misconduct is inappropriate and is taken seriously by the College. If you are the victim of Sexual Misconduct, the College's priority is to help you take steps to address your safety, medical needs, and emotional wellbeing. You are strongly encouraged to seek assistance regardless of whether or not you decide to pursue criminal or College disciplinary charges.

1. Ensure Your Physical Safety.

Please do not hesitate to call the Ferrum College Police Department (540-365-4444) or dial 911. College Police officers are on duty 24 hours a day, 7 days a week and can provide you with both on- and off-campus resources.

2. Seek Medical Assistance and Treatment.

Local options for emergency medical care and collection of personal evidence include Carilion Franklin Memorial Hospital in Rocky Mount (540-483-5277) or Carilion Roanoke Memorial Hospital, located in Roanoke (540-981-7000).

It is crucial that you obtain medical attention as soon as possible after a Sexual Assault to determine the possibilities of physical injury, to prevent or treat sexually transmitted diseases, and/or to screen for the presence of sedative drugs such as Rohypnol or GHB (date-rape drugs). College staff can help you contact a support person, such as a family member, friend, or roommate.

If you choose to have an evidence collection kit (or "S.A.N.E. kit") completed, it is important to do so within 72 hours of an assault. Even if you have not decided to file charges, it is advisable to have the evidence collection kit completed so that you can preserve the options of obtaining a protective order and/or filing criminal charges at a later date.

In order to best preserve evidence for an evidence collection kit, it may be advisable to avoid showering, bathing, going to the bathroom, or brushing your teeth before the kit is completed. You should also wear (or take with you in a paper – not plastic – bag) to the hospital the same clothing that you were wearing during the assault. An evidence collection kit can still be completed even if you have showered or bathed.

You can visit www.notalone.gov/students for additional information and resources.

3. Obtain Emotional Support.

The College Counselor and the Dean of the Chapel can help victims sort through their feelings and begin the recovery process as they are trained to provide crisis intervention on short-term and emergency issues. They can also provide referrals for outside providers and law enforcement.

Short-term counseling is free of charge to all students. In some instances, the law may require the disclosure of information shared by students with counselors; however, absent a legal mandate to the contrary, counseling services are confidential, are not part of students' College records, and will not be reported to other College personnel.

The Dean of the Chapel can provide pastoral counseling which is also confidential, not part of students' records, and not reportable to other College personnel except in instances where the law may require the disclosure of information shared by students with counselors.

4. Obtain Information and Report Misconduct.

Even if you have filed a report directly with law enforcement, you are encouraged to report incidents of sexual misconduct to the College's Title IX Coordinator or a Responsible Employee. These College personnel can help you access resources and can provide you with support and additional information.

CAMPUS RESOURCES

Ferrum College's **Title IX Coordinator** is Ms. Nicole Lenez, whose office is located in Bassett Hall, 535 Ferrum Mountain Rd. Ms. Lenez may be contacted from 8:30 a.m. to 5:00 p.m., Monday through Friday at 540-365-4461 or by email at nlenez@ferrum.edu.

Ferrum College's **Title IX Deputy Coordinator** is Mr. Chris Chandler, whose office is located in 109 Ferrum Mountain Rd. Mr. Chandler may be contacted from 8:30 a.m. to 5:00 p.m., Monday through Friday at 540-365-4287 or by email at cchandler@ferrum.edu.

The **Ferrum College Police Department** has officers available 24 hours a day, 7 days per week who can be reached by calling 540-365-4444 or 911. They are located at 10021 Franklin Street.

The **Student Counselor**, Jessica Stalliard is located in B-106 Bassett Hall and is available by phone at 540-365-4219 (you should leave a message if she does not answer the phone). Ms. Jessica Stalliard is on campus from 8:30 a.m. to 5:00 p.m., Monday through Friday.

Lynise Anderson is Dean of Campus Diversity, Wellness and Student Leadership, is located in Bassett Hall and may be contacted from 8:30 a.m. to 5:00 p.m., Monday through Friday. She can be reached by calling 540-365-4461 or through email at landerson@ferrum.edu.

Jan Nicholson, the Dean of the Chapel, is located in lower Franklin Hall near the Campus Post Office. She can be reached by calling 540-365-4285 or through email at jnicholson@ferrum.edu.

COMMUNITY RESOURCES

Local Law Enforcement Agencies can be reached by calling 911.

Franklin County Family Resource Center may be contacted at 540-483-1234. Their website address is www.franklincountyva.org/shelter.

Carilion Franklin Memorial Hospital is located at 180 Floyd Avenue in Rocky Mount. The Emergency Department can be reached by calling 540-483-5277.

Carilion Roanoke Memorial Hospital is located at 1906 Belleview Avenue, SE, in Roanoke. The Emergency Department can be reached by calling 540-981-7000.

Sexual Assault Response and Awareness, Inc. (SARA) runs a 24-hour hotline that can be reached at 540-981-9352. You can also visit them online at www.sararoanoke.org.

Piedmont Community Service Board, Franklin County is located at 30 Technology Drive in Rocky Mount and can be reached by calling 540-483-0582.

Contact Listen Line is a 24-hour counseling hotline that can be reached at 1-877-WEHELP6 or 1-877-934-3576.

The **U.S. Government website** www.notalone.gov/students offers links for additional information and resources.

DEFINITIONS

Clery Act. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) is a federal law. The Clery Act generally requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

Complainant. A “Complainant” is an alleged victim of Sexual Misconduct who chooses to file a Complaint and participate in the College’s Investigation and Resolution of the alleged Sexual Misconduct.

Complaint. A “Complaint” is an allegation of Sexual Misconduct asserted against another party and reported to or filed with the College.

Consent. “Consent” is informed, freely and actively given and mutually understandable words or actions that indicate a willingness to participate in mutually agreed-upon sexual activity. Consent exists when a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to engage in certain conduct with each other. Consent cannot be gained by ignoring or acting in spite of the objections of another.

Consent cannot be inferred from:

- 1) Silence, passivity, or lack of resistance alone;
- 2) A current or previous dating or sexual relationship alone (or the existence of such a relationship with anyone else);
- 3) Attire;
- 4) Prior discussion as to sexual matters; or

- 5) Consent previously given (i.e., consenting to one sexual act does not imply consent to another sexual act).

Consent is not effective if it is obtained through the use of physical force, violence, duress, intimidation, coercion, or the threat, expressed or implied, of bodily injury. Whether a party used intimidation or coercion to obtain consent will be determined by reference to the perception of a reasonable person found in the same or similar circumstances.

Consent may never be given by:

- 1) Minors, even if the other participant did not know the minor's age.
- 2) Mentally disabled persons, if their disability was reasonably knowable to a sexual partner who is not mentally disabled.
- 3) Persons who are incapacitated (whether as a result of drugs, alcohol or otherwise), unconscious, asleep or otherwise physically helpless or mentally or physically unable to make informed, rational judgments. The use of alcohol or drugs does not diminish one's responsibility to obtain Consent and does not excuse conduct that constitutes Sexual Misconduct under this Policy.

If at any time during a sexual act, any confusion or ambiguity is or should reasonably be apparent on the issue of consent, it is incumbent upon each individual involved in the activity to stop and clarify the other's willingness to continue and capacity to consent. Neither party should make assumptions about the other's willingness to continue.

Dating Violence. "Dating Violence" means violence committed by a person

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a) the length of the relationship,
 - b) the type of relationship, and

- c) the frequency of interaction between the persons involved in the relationship.

Dating Violence is a pattern of abusive behaviors used to exert power and control over a dating partner. Dating Violence may include but is not limited to:

- 1) Physical Abuse: Any intentional use of physical force with the intent to cause fear or injury.
- 2) Verbal or Emotional Abuse: Non-physical behaviors such as threats, insults, constant monitoring, humiliation, or intimidation.
- 3) Sexual Abuse: Any action that impacts a person's ability to control his or her sexual activity.
- 4) Digital Media Abuse: Use of technology to intimidate, harass, or threaten a dating partner. This includes but is not limited to social media, cell phones, cyber-bullying, and sexting.

Day. A business day unless otherwise specified.

Domestic Violence. "Domestic Violence" includes felony or misdemeanor crimes of violence committed

- 1) by a current or former spouse or intimate partner of the victim,
- 2) by a person with whom the victim shares a child in common,
- 3) by a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner,
- 4) 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
- 5) against 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.

"Domestic Violence" is a pattern of abusive behaviors used to exert power and control and can include emotional, sexual, verbal, economic, social media, or physical threats. Acts may include any behaviors that intimidate, isolate, manipulate, humiliate, coerce, frighten, blame, or hurt someone.

Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that generally protects the privacy of student education records. FERPA grants to parents or eligible students the right to access, inspect, and review education records, the right to challenge the content of education records, and the right to consent to the disclosure of education records.

Gender-Based Discrimination and Harassment. This includes:

- 1) Acts of verbal, nonverbal, or physical aggression; intimidation; or hostility based on sex, even if those acts do not involve conduct of a sexual nature.
- 2) Sex-based harassment by those of the same sex.
- 3) Discriminatory sex stereotyping (e.g., harassment of lesbian, gay, bisexual, transgendered, and/or questioning students).

Good Standing. A student is deemed in Good Standing as pertains to the sexual violence offense if the student has completed all other sanctions, requirements, and recommendations related to the offense. The College may determine that a student is not in Good Standing as pertains to the Sexual Violence offense if there are extenuating circumstances involving the offense or if there were additional offenses of any kind following the student's departure from the College. The term "Good Standing" as pertains to the Sexual Violence offense is applicable only to the removal of the required transcript notation. The removal of the notation from the transcript marks the end of the suspension period, but does not guarantee readmission to a student.

Investigator. The "Investigator" is a neutral fact-finder who is designated by the Title IX Coordinator to investigate a Complaint. The Investigator will be trained regularly on (1) reasonable and appropriate investigative techniques, (2) issues related to Sexual Misconduct, and (3) how to conduct an Investigation that protects the safety of victims and promotes accountability.

Personally Identifiable Information. Personally Identifiable Information (as that term is defined by FERPA) includes but is not limited to:

- 1) a Student's name;
- 2) the name of a Student's parent(s) or other family members;

- 3) the address of a Student or a Student's family;
- 4) a personal identifier, such as a Student's social security number, student number, or biometric record;
- 5) other indirect identifiers, such as a Student's date of birth, place of birth, or mother's maiden name;
- 6) other information that, alone or in combination, is linked or linkable to a specific Student and that would allow a reasonable person in the College community, who does not have personal knowledge of the relevant circumstances, to identify the Student with reasonable certainty; or
- 7) information requested by a person whom the College reasonably believes knows the identity of the Student to whom the education record relates.

Preponderance of the Evidence. The "Preponderance of the Evidence" standard means that an Investigation must determine whether a complaint of Sexual Misconduct is "more likely than not" to have occurred or 51% likely to have occurred. This standard applies to all complaints of Sexual Misconduct.

Rape. "Rape" is penetration, no matter how slight, of the vagina or anus with any body part or any 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.

Reasonable Person. A person under similar circumstances with similar identities to the victim.

Respondent. A "Respondent" is an individual who has been accused of committing Sexual Misconduct by the report or filing of a formal or informal Complaint.

Responsible Employees. The College's "Responsible Employees" are any employees who have the authority to take action to redress sexual violence, who have been given the duty to report to appropriate school officials about incidents of sexual violence or any other misconduct by students, or who a student could reasonably believe has this authority or responsibility.

Retaliation. “Retaliation” means any adverse action threatened or taken against a person because he or she has filed, supported, or provided information in connection with a Complaint of Sexual Misconduct, including but not limited to direct and indirect intimidation, threats, and harassment.

Sexual Assault. “Sexual assault means any actual, attempted, or threatened sexual act with another person without that person’s Consent. Sexual Assault includes but is not limited to:

- 1) Rape and attempted Rape;
- 2) Intentional and unwelcome sexual touching (including disrobing or exposure), however slight, with any body part or any object, by a man or a woman upon a man or a woman, without effective Consent, of a person’s breasts, buttocks, groin, or genitals (or clothing covering such areas), or coercing, forcing, or attempting to coerce or force another to touch you, themselves, or a third party with any of these body parts or areas when such touching would be reasonably and objectively offensive;
- 3) Any sexual act in which there is force, violence, or use of duress or deception upon the victim;
- 4) Any sexual act perpetrated when the victim is unable to give Consent; and
- 5) Sexual intimidation, which includes but is not limited to:
 - a) Threatening, expressly or impliedly, to commit a sexual act upon another person without his or her Consent,
 - b) Stalking or cyber-stalking, and
 - c) Engaging in indecent exposure.

Sexual Exploitation. “Sexual Exploitation” means any act of taking non-Consensual, unjust or abusive sexual advantage of another person for one’s own advantage or benefit or to benefit or advantage anyone other than the person being exploited. Sexual Exploitation includes:

- 1) Causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such person;

- 2) Prostituting another person (for example, personally gaining money, privilege, or power from the sexual activities of another);
- 3) Non-consensual videotaping, photographing, or audio-taping of sexual activity and/or distribution of these materials via media such as, but not limited to, the Internet;
- 4) Exceeding the boundaries of Consent (for example, allowing another person to observe consensual sex without the knowledge of or Consent from all participants);
- 5) Voyeurism; and
- 6) Knowingly or recklessly transmitting a sexually transmitted disease to another individual.

Sexual Harassment. “Sexual Harassment” is any unwelcome verbal, nonverbal, written, electronic or physical conduct of a sexual nature. Examples of Sexual Harassment include instances in which:

- 1) Submission or consent to the behavior is reasonably believed to carry consequences for the individual’s education, employment, on-campus living environment, or participation in a College activity. Examples of this type of sexual harassment include:
 - a) pressuring an individual to engage in sexual behavior for some educational or employment benefit, or
 - b) making a real or perceived threat that rejecting sexual behavior will carry a negative educational or employment consequence for the individual.
- 2) The behavior is so severe or pervasive that it has the effect of substantially interfering with the individual’s work or educational performance by creating an intimidating, hostile, or demeaning environment for employment, education, on-campus living, or participation in a College activity. Examples of this type of sexual harassment include:
 - a) one or more instances of Sexual Assault;
 - b) persistent unwelcome efforts to develop a romantic or sexual relationship;
 - c) unwelcome sexual advances or requests for sexual favors;

- d) unwelcome commentary about an individual's body or sexual activities;
- e) repeated and unwelcome sexually-oriented teasing, joking, or flirting; and
- f) verbal abuse of a sexual nature.

Sexual harassment also includes acts of intimidation, bullying, aggression or hostility based on gender or gender-stereotyping, even if the acts do not involve conduct of a sexual nature.

Sexual Misconduct. "Sexual Misconduct" means any unwelcome conduct of a sexual nature, including any conduct or act of a sexual nature perpetrated against an individual without Consent. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex. The College encourages reporting of all Sexual Misconduct. Sexual Misconduct includes but is not limited to:

- 1) Dating Violence;
- 2) Domestic Violence;
- 3) Non-forcible acts, which are unlawful sexual acts where Consent is not relevant, such as sexual contact with an individual under the statutory age of Consent, as defined by Virginia law, or between persons who are related to each other within degrees wherein marriage is prohibited by law
- 4) Sexual Assault;
- 5) Sexual Exploitation;
- 6) Sexual Harassment; and
- 7) Stalking.

Sexual Violence. "Sexual Violence" is

- 1) use of physical force to compel a person to engage in a sexual act against his or her will, whether or not the act is completed;
- 2) attempted or completed sex act involving a person who is unable to understand the nature of condition of the act, to decline participation, or to communicate unwillingness to engage in the sexual act (e.g., because of illness, disability, or the influence of alcohol or other drugs or because of intimidation or pressure); or
- 3) abusive sexual contact.

Stalking. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- 1) fear for his or her safety or the safety of others, or
- 2) suffer substantial emotional distress.

“Stalking” may include, but is not limited to, non-consensual communication; following, pursuing, or showing up uninvited at a workplace, place of residence, classroom or other locations frequented by a Complainant; surveillance and other types of observation; trespassing; vandalism; non-consensual touching; direct physical and/or verbal threats against a Complainant or a Complainant’s loved ones; gathering of information about a Complainant from family, friends, co-workers and/or classmates; manipulative and controlling behaviors such as threats to harm oneself or threats to harm someone close to the Complainant; and defamation or slander against the Complainant.

Student. “Student” is any non-employee participating in a Ferrum College-sponsored educational program (a) at the time of the alleged Sexual Misconduct and (b) at the time a Complaint is filed.

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

Title IX Coordinator. The College’s “Title IX Coordinator” has ultimate oversight responsibility for handling Title IX-related Complaints and for identifying and addressing any patterns or systemic problems involving Sexual Misconduct. The Title IX Coordinator is

available to meet with individuals who are involved with or concerned about issues or College processes, incidents, patterns or problems related to Sexual Misconduct on campus or in College programs. All allegations involving Sexual Misconduct should be directed to the Title IX Coordinator or other designated College individuals or offices as outlined in the Sexual Misconduct Policy and Procedures.

Title IX Deputy Coordinator. The College's "Title IX Deputy Coordinator" works under the oversight of the Title IX Coordinator to assist with the handling of Title IX-related Complaints. The Title IX Coordinator may assign a Title IX Deputy Coordinator in connection with a given Complaint.

Vandalism. Any person unlawfully destroys, defaces, damages or removes without the intent to steal any property, real or personal, not his own.

Sex Offender Registration

Final regulations updated requirement to reference the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921)

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

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

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

THERE ARE NUMEROUS TERMS USED BY FERRUM COLLEGE 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 system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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

Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

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

COMMONWEALTH OF VIRGINIA DEFINITIONS (RAPE, FORCIBLE SODOMY, OBJECT SEXUAL PENETRATION, SEXUAL BATTERY, SEXUAL ABUSE):

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

Forcible sodomy: An accused shall be guilty of forcible sodomy if he or she engages in cunnilingus, fellatio, anilingus, or anal intercourse with a complaining witness whether or not his

or her spouse, or causes a complaining witness, whether or not his or her spouse, to engage in such acts with any other person, and

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

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

1. The complaining witness is less than 13 years of age; or
 2. The act is accomplished against the will of the complaining witness, by force, threat or intimidation of or against the complaining witness or another person, or through the use of the complaining witness's mental incapacity or physical helplessness.
- Sexual Battery:** An accused is guilty of sexual battery if he sexually abuses a person against the will of the complaining witness, by force, threat, intimidation, or ruse.

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

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

Domestic Violence: The term “domestic violence” means 1) Felony or misdemeanor crimes of violence committed—(i) By a current or former spouse or intimate partner of the victim; (ii) By a

person with whom the victim shares a child in common; (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. 2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

Dating Violence: The term “dating violence” means violence committed by a person

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim and
- 2) The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition-

- (i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- (ii) Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Virginia does not define dating violence outside of domestic violence law, however all laws

relevant to sexual or physical abuse or the threat of such abuse would apply when appropriate.

Stalking: The term “stalking” means

- 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - (i) fear for the person’s safety or the safety of others; or
 - (ii) Suffer substantial emotional distress.
- 2) For the purposes of this definition—
 - (i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
 - (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - (iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.
- 3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Virginia defines stalking as any person who on more than one occasion engages in conduct directed at another person with the intent to place, or when he knows or reasonably should know that the conduct places that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member.

Education and Prevention Programs

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

- o 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

o Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

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

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the Commonwealth of Virginia and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent;
- d. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- e. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

THE COLLEGE OFFERED THE FOLLOWING PRIMARY PREVENTION AND AWARENESS PROGRAMS FOR ALL INCOMING STUDENTS IN 2018:

The College offer primary prevention and awareness programs for all employees and new students in 2018.

TITLE IX

This training is for all faculty, staff and students. This covers sexual misconduct violations. What they are, how they are investigated and punishment that can be involved. (DoV, DaV, SA, S)

“CSA” TRAINING

This is training provided to all faculty and staff on their responsibility to report Clery crimes, where to report and who to report them to.

ACTIVE THREAT PRESENTATION

This is provided to all faculty, staff and students. This covers the RUN, HIDE, FIGHT response to active threats

The College offered the following ongoing awareness and prevention programs for students in 2018:

“LOVE AND LIQUOR”

This provides alcohol consumption awareness, Virginia laws and good decision making to all students (DaV, DoV)

WOMEN’S SELF DEFENSE

This is provided to female students, faculty and staff. This course is designed to provide confidence in any situation they may encounter during an attack and provide situational awareness tips to avoid putting themselves in dangerous situation. (DaV, DoV)

MY STUDENT BODY

This is an online program covering drug and alcohol education. (DaV, DoV, SA)

RETHINKING DRINKING

This program promotes awareness and moderation in alcohol consumption. (DaV, SA)

ONE LOVE - ESCALATION PROGRAM

This program is offered several times a semester to faculty, staff and students. The program covers healthy and unhealthy relationships. How to identify them and how to get out of such a relationship (DoV, DaV, SA, S)

❖ □ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

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.” (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 540-365-4444 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. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
4. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

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

- **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 (540-356-4444 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.

Ferrum College Clery Crime Statistics

This report's statistics were reported from January 1, 2018 until December 31, 2018. These statistics were collected from College Police records, Campus Security Authorities (CSA) representatives, Residential Life Office, including Human Resources, as well as local and state law enforcement agencies. They represent occurrences/incidents which occurred on Campus and College grounds, public sidewalks and roadways adjacent to the campus property, and non-campus locations under Ferrum College's control during 2018 and include all crime statistics reported to any of the above.

The Department of Education requires that Ferrum College publish an Annual Security Report (ASR). In the ASR the Department of Education requires that the following be used to classify and record Clery reportable crimes.

- * The Federal Bureau of Investigation (FBI), Uniform Crime Reporting (UCR) Handbook is used for all definitions of offenses, except for below.

- * Beginning in 2013 Dating Violence, Domestic Violence, and Stalking the meaning given such terms in section 40002(a) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a))

- * Clery Act reporting DOES NOT require disclosure of all other sexual related offenses, e.g. sexual harassment, voyeurism and incident exposure.

Offenses are counted on the basis of calls for service, complaints and investigations.

- * Findings of courts, coroners, jury, prosecutorial decisions and student judicial boards are NOT a basis for counting Clery Act crimes.

- * The Clery Act does not require initiating an investigation or disclosing identifying information about the victim for the statistics to be included within this ASR.

The reported crimes are cataloged utilizing the Hierarchy Rule which is when the offender/perpetrator commits multiple offenses in the same incident. When this occurs, the hierarchy rule is used when counting multiple offenses. The hierarchy rule requires that the most serious offense be counted when more than one offense was committed during a single incident. A single incident means that the offenses must be committed at the same time and place; and that the time interval and distance between the offenses were insignificant. Not all crimes committed in the same incident are counted with the statistics only the most serious per the hierarchy rule. The hierarchy rule does not apply to incidents of Arson, Hate Crimes, Domestic Violence, Dating Violence, Stalking, or Weapons, Drug, and Alcohol Violations. In addition, Violence Against Women Reauthorization Act of 2013 (VAWA) also made an exception to the hierarchy rule when a sexual assault and murder occur in the same incident both crimes will be statistically recorded for that year's ASR.

It should be noted that the VAWA Act created some significant changes to the Clery Act statistical crime reporting requirements. Such changes included adding and tracking crimes related to Domestic Violence, Dating Violence, and Stalking which were not previously reported. As well there were additional Hate Crimes classifications for National Origin Bias and Gender Identity Bias. Additionally, VAWA required changes to the tracking and cataloging of Sexual Assault Crimes. Previously under Clery, Forcible Sex Offenses (included Rape, Forcible Sodomy, Sexual Assault with an Object and Forcible Fondling) were based upon the National Incident-Based Reporting System (NIBRS) definitions. This requirement has been changed to use the Federal Bureau of Investigations (FBI) Uniform Crime Report (UCR) definition of Rape which within its definition includes the crimes of Sodomy and Sexual Assault with an Object. Therefore, the Forcible Sexual Offenses category has been changed to Rape or Fondling and the Non-Forcible Sexual Offenses has been changed to Incest and Statutory Rape with each of the statistics being individually reported.

Reportable Incidents and Their Definitions

Definitions given are the Federal Bureau of Investigations (FBI) Uniform Crime Report (UCR)

1. Homicide: The willful (non-negligent) killing of one human being by another.
2. Manslaughter-by Negligence: The killing of another person through gross negligence.
3. Sex Offenses;

Rape: 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: The touching of the private body parts of another person for the purpose of sexual gratification without consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or temporary or permanent mental or physical incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory rape: sexual intercourse with a person who is under the statutory age of consent.

5. Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
6. Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
7. Burglary: The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking, and all attempts to

commit any of the aforementioned. The unlawful entry must show evidence that the entry was made in order to commit a felony or theft.

8. Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, or aircraft, personal property of another, etc.

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

10. Hate Crimes: is a criminal offense committed against a person or property which is motivated in whole or in part by the offender's bias. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias.

Bias; is a preformed negative opinion or attitude towards a group of persons based on their race, religion, ethnicity, national origin, gender, sexual orientation, disability or gender identity

** Hate crime data must be collected and reported according to category of prejudice for all Clery Act primary crimes (except negligent manslaughter) as well as Larceny, Simple Assault, Intimidation and Destruction/Vandalism of property.

** Hate crimes are not reported for; liquor, Drug or Weapons Law Violations, Dating Violence, Domestic Violence or Stalking.

11. Liquor Violations/Arrests

12. Drug Abuse Violations/Arrests

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

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

On-Campus:

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

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

Residential Facilities:

(1) Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the *reasonably contiguous geographic area that makes up the campus. 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.

**Reasonably contiguous has been defined by the 2016 Clery Handbook as within one mile of the college campus.*

The following charts reflect the number of crimes reported on Ferrum campus from January 1 2018 - December 31 2018. The statistics are based upon the calendar year in which the crime was reported.

CRIME STATISTICS 2016- 2017 -2018

Offense (Reported By Hierarchy)	Year	On Campus	Non- campus	Public Property	Total	Residential Facilities*	Unfounded Crimes
Murder/Non Negligent Manslaughter	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Negligent Manslaughter	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Rape	2018	5	0	0	5 **	5	0
	2017	0	0	0	0	0	0
	2016	1	0	0	1	1	0
Fondling	2018	1	0	0	1	1	0
	2017	1	0	0	1	1	0
	2016	1	0	0	1	1	0
Incest	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Statutory Rape	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Robbery	2018	1	0	0	1	0	0
	2017	2	0	0	2	1	0
	2016	0	0	0	0	0	0
Aggravated Assault	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Burglary	2018	2	0	0	2	2	0
	2017	3	0	0	3	3	0
	2016	3	0	0	3	3	0

Motor Vehicle Theft	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	1	0	0	1	0	0
Liquor Law Violation Arrests	2018	0	0	0	0	0	0
	2017	1	0	0	1	1	0
	2016	0	0	1	1	0	0
Drug Law Violation Arrests	2018	1	0	0	1	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Weapons Law Violation Arrests	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2018	31	0	0	31	31	0
	2017	29	0	1	30	29	0
	2016	41	0	15	56	29	--
Drug Law Violation Referrals for Disciplinary Action	2018	46	0	0	46	40	0
	2017	29	0	0	29	29	0
	2016	37	0	4	41	29	0
Weapons Law Violation Referrals for Disciplinary Action	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0

Offense (Not Reported By Hierarchy)	Year	On Campus	Non- campus	Public Property	Total	Residential Facilities*	Unfounded Crimes
Arson	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Domestic Violence	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Dating Violence	2018	3	0	0	3	3	0
	2017	2	0	0	2	1	0
	2016	2	0	0	2	2	0
Stalking	2018	0	0	0	0	0	0
	2017	1	0	0	1	1	0
	2016	2	0	0	2	1	0
						Total	0
						Unfound:	

**Residential Facility crime statistics are a subset of the On Campus category, i.e. they are counted in both categories.*

*** Three of the reported Rapes in 2018 actually occurred in previous years according to the reporting party.*

UNFOUNDED CRIMES

If a crime is reported as occurring On Campus, in On-campus Residential Facilities, in or on Non-campus buildings or property, or on Public Property, and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.

HATE CRIME REPORTING: (Not included in the charts above)

2018 - There were no hate crimes reported.

2017 – There were no hate crimes reported.

2016 - There were no hate crimes reported.

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 college has prepared the 2019 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 Ferrum College Police Department, and may be viewed by any member of the public or the college 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 college 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:

Student Housing Facility: any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, **and** is within the reasonably contiguous geographic area that makes up the campus. Clery defined this as within one mile of campus in the updated 2016 Clery Handbook

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.

**** indicates Fire equipment is checked for functionality each month by Resident Life Staff**

Facility	Year	Number of Fires	Injuries	Deaths	Amount of Damage	Cause of Fire	Drills Conducted
Dyer Hall	2018	0	0	0	0	0	1
	2017	0	0	0	0	0	1
	2016	0	0	0	0	0	1
Clark Hall	2018	0	0	0	0	0	1
	2017	0	0	0	0	0	1
	2016	0	0	0	0	0	1
Susannah Wesley	2018	0	0	0	0	0	1
	2017	0	0	0	0	0	1
	2016	0	0	0	0	0	2
Bassett Hall, East / West	2018	0	0	0	0	0	1
	2017	0	0	0	0	0	1
	2016	0	0	0	0	0	0
Moore Hall	2018	0	0	0	0	0	1

	2017	0	0	0	0	0	1
	2016	0	0	0	0	0	1
Arthur Hall	2018	0	0	0	0	0	1
	2017	0	0	0	0	0	1
	2016	1	0	0	\$300	Cooking	1
Roberts Hall	2018	0	0	0	0	0	1
	2017	0	0	0	0	0	1
	2016	0	0	0	0	0	1
Chapman Hall	2018	0	0	0	0	0	1
	2017	0	0	0	0	0	1
	2016	0	0	0	0	0	1
Riddick Hall	2018	0	0	0	0	0	1
	2017	0	0	0	0	0	1
	2016	0	0	0	0	0	1
602 Apartments	2018	0	0	0	0	0	*0
	2017	0	0	0	0	0	*0
	2016	0	0	0	0	0	*0

Hillcrest Apartments	2018	0	0	0	0	0	*0
	2017	0	0	0	0	0	*0
	2016	0	0	0	0	0	*0
Village West Apartments	2018	0	0	0	0	0	*0
	2017	0	0	0	0	0	*0
	2016	0	0	0	0	0	*0
Village East Apartments	2018	0	0	0	0	0	*0
	2017	0	0	0	0	0	*0
	2016	0	0	0	0	0	*0

Fire Statistics Housing Facilities

CLARK HALL, 125 Museum Dr

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

DYER HALL, 135 Museum Dr

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

CHAPMAN HALL, 165 Museum Dr

Not Sprinkled, monitored smoke detectors in hall, stairways and mechanical room and student room has an independent smoke detector

RIDDICK HALL, 110 Museum Dr

Not Sprinkled, monitored smoke detectors in hall, stairways and mechanical room. Each student room has an independent smoke detector

SUSANNAH WESLEY HALL, 210 Museum Dr

Not Sprinkled, monitored smoke detectors in hall, stairways and mechanical room. Each student room has an independent smoke detector

BASSETT HALL, East, 575 Ferrum Mountain Rd

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

BASSETT HALL, North, 575 Freeum Mountain Rd

Not sprinkled, monitored smoke detectors in hallways, stairways elevator and mechanical room. Student rooms have independent smoke detectors.

ARTHUR HALL, 315 Ferrum Mountain Rd

Not Sprinkled, monitored smoke detectors in common areas, stairways and mechanical room. Each student room has an independent smoke detector

MOORE HALL, 325 Ferrum Mountain Rd

Not Sprinkled, monitored smoke detectors in common areas, stairways, and room, student room and living areas.

ROBERTS HALL, 295 Ferrum Mountain Rd - Not Sprinkled, monitored smoke detectors in common areas, stairways and mechanical room, student room and living area.

602 APARTMENTS, 142-144 - 13 Ferrum Mountain Rd

146-149 – 45 Ferrum Mountain Rd

150-151 – 67 Ferrum Mountain Rd

**Each apartment has smoke detector and fire extinguisher. Not sprinkled. Not monitored.
(Equipment is checked every month by Resident Life Staff)**

HILLCREST APT.'s, - 308-315 – 60 Fieldview Dr.

316-323 – 270 Arthur Cir,

324-331 – 100 Fieldview Dr.

**Each apartment has smoke detector and fire extinguisher. Not sprinkled. Not monitored.
(Equipment is checked every month by Resident Life Staff)**

VILLAGE WEST APT'S, - 215 Nolen Hills Rd

205 Nolen Hills Rd

**Each apartment has smoke detector and fire extinguisher. Not sprinkled. Not monitored.
(Equipment is checked every month by Resident Life Staff)**

VILLAGE EAST APT'S, - 55 Woodcott Rd

45 Woodcott Rd

Each apartment has smoke detector and fire extinguisher. Not sprinkled. Not monitored.(Equipment is checked every month by Resident Life Staff)

Drills Conducted:

February 27th	2018
November 2 nd	2017
September 29 th	2016

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. In designated locations roommates may have one microwave that is 700 watts or less and one fridge that is 2 amps or less per room.

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

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

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

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

Decorations:

To comply with international fire code no more than 10% of room walls and doors can be covered with flammable items. Also, nothing can be attached to or hanging from the ceiling. Purchasing shelves to display items is a good way to personalize your room. Consult your RA 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 college-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 college;
- Smoking is prohibited in all outdoor athletic and other facilities and spaces that are defined by a fence or wall;
- Smoking is prohibited within 100 feet of the entrance of any such building or facility;
- Smoking is prohibited in all college vehicles, whether owned or leased;
- 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! College policy mandates that you must evacuate the building and remain evacuated until notified by college officials that it is safe to reenter.

As you leave your room:

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

If an exit is blocked, proceed to the nearest safe exit. If ALL exits are blocked go back to your room, close the door, and call 540-365-4444 (Ferrum College Police Department) to report your location.

If room exit is blocked:

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

Fire Safety Education Program

Ferrum College 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 Resident Hall Educators. Staff then conducts fire safety training and periodic inspections on all other residential students.

New employees receive training on fire safety procedures by their supervisors on the job.

Fire safety education for staff and faculty is offered at the beginning of each school year by Franklin Co. Fire Safety.

If fire is discovered students and staff are instructed to:

1. Pull the fire alarm if available and call the Fire Department at 9-911.
2. Report the fire to the Campus Police at 540-365-4444.
3. Evacuate the building as calmly and quickly as possible going to the nearest safe exit. Alert all persons in your area.
4. Housekeeping and Maintenance staff will assist in the evacuation of the building by directing occupants to the nearest usable exit. They will be trained in the proper use of fire extinguishers, the location of fire alarm pull stations, and will know the location of all approved exits.
5. If the fire is small, Housekeeping and Maintenance staff who are trained 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 Franklin County Public Safety.

If a member of the Ferrum College community finds evidence that a fire occurred and is extinguished, they should still report the fire to Ferrum College Police at 540-365-4444 so that the incident can be investigated and included in the annual fire safety statistics.

Plans for Future Improvements to Fire Safety

There are no plans for improvement at this time.

Quick Reference Telephone Directory

Ferrum College Police Department

All Calls:	On Campus Phones	“4444”
	Local Phones	365-4444
	Non-local Phones	540-365-4444

Franklin County Sheriff, Fire, Rescue

Emergencies:	On Campus Phones	9-911
	Non-Campus Phones	911
	Non-local Phones	911

Medical, EMS, Fire

Student Health Services	540-365-4469
Carillion Franklin County Memorial	540-483-5277
Franklin County EMS	911

Counseling and Support

Student Counseling Services	540-365-4219
Dean of Students	540-365-4541
Residential Life	540-365-4541
Women’s Resource Center	540-483-5088
Legal Aid of Franklin County	540-344-2088
SARA (Sexual Assault Response and Awareness)	540-981-9352

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