



# 2019

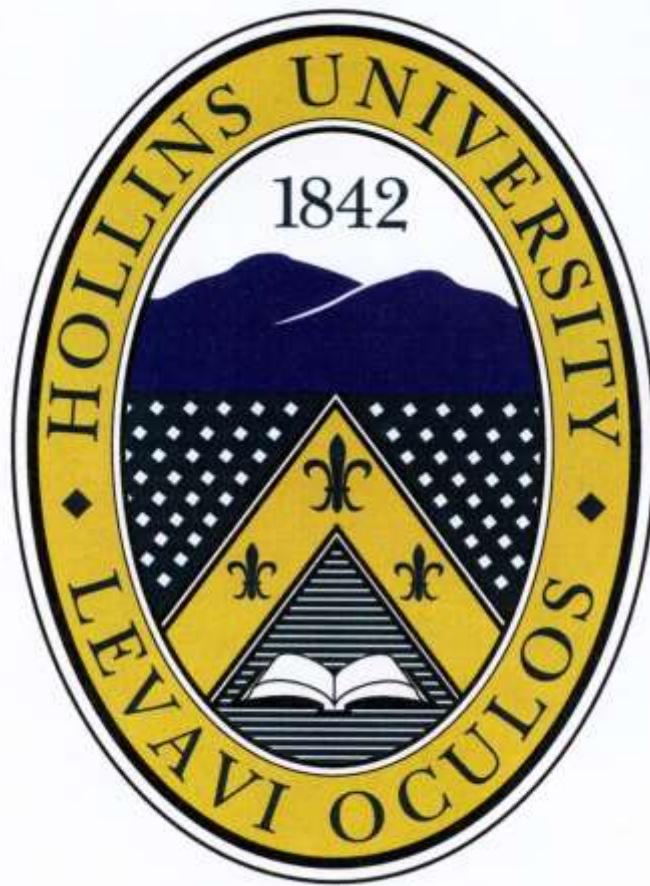
## NOTICE OF ANNUAL SECURITY AND FIRE SAFETY REPORTS!

HOLLINS UNIVERSITY HAS  
CHOSEN TO ISSUE A SEPARATE  
ANNUAL SECURITY REPORT AND  
A SEPARATE ANNUAL FIRE  
SAFETY REPORT!

ALTHOUGH THESE TWO  
IMPORTANT REPORTS ARE  
SEPARATE DOCUMENTS, FOR  
EASE OF DISTRIBUTION, HOLLINS  
UNIVERSITY HAS COMBINED  
BOTH IMPORTANT REPORTS INTO  
ONE PDF DOCUMENT!

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# Annual Security Report 2019



Issued October 1, 2019

Hollins University  
Roanoke, Virginia



## ANNUAL SECURITY REPORT 2019

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## ANNUAL SECURITY REPORT 2019

### INTRODUCTION

Hollins University is a small institution with a workforce of about 300, a student body of about 1,000 and numerous visitors each year. Ensuring a safe environment is a shared responsibility that involves all members of the Hollins University campus community.

We rely on all members of the campus community to help identify and report potential safety concerns. In addition, certain individuals and departments have unique responsibilities for helping to ensure a safe and secure campus; they include those identified as “other Campus Security Authorities” and Hollins University Campus Security.

Hollins University Campus Security provides 24-hour security services for the main academic campus in Roanoke County. Campus Security works closely with members of the campus community to solve problems and proactively address issues that will reduce the likelihood of crime occurring on our campus.

Each year, Hollins University issues an annual report about safety and security programs and crime statistics as part of compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”). The statistics reflect incidents that have occurred within the main academic campus and those from local police for the public areas immediately adjacent to the campus. In addition to these numbers, we include crime statistics for properties that are frequented by students that are owned or controlled by Hollins University but are not immediately adjacent to the main campus.

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 at Hollins University, please feel free to call us at (540) 362-6419 or send an email to [dispatch@hollins.edu](mailto:dispatch@hollins.edu).

### OVERVIEW OF CAMPUS SECURITY

#### **Law Enforcement Authority of Campus Security**

Hollins University employs state certified ‘Campus Security Officers’ who are not law enforcement officers and therefore have no authority to arrest, detain, or perform criminal investigations for referral to criminal court. ‘Campus Security Officers’ are authorized to enforce university policies, rules, and regulations. CSOs may file student judicial referrals and testify during student judicial proceedings. CSOs may issue Trespass Notices to persons who commit crimes or other serious policy violations on campus or to persons with no legitimate business on campus. CSOs enforce policies on the use of alcohol, drugs, and the possession of weapons on campus.

#### **Working Relationship of Campus Security with Local Law Enforcement**



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Hollins University Campus Security works closely with the Roanoke County Police Department. Roanoke County Police are the official law enforcement agency that provides law enforcement response and investigation on campus property. Hollins University Campus Security has a solid working relationship with the Roanoke County Police Department through which local crime statistics and other criminal and incident information that may impact or relate to the campus community is discussed on a continuous basis. RCPD has made available a liaison officer to assist the Director of Campus Security with questions on law enforcement issues.

### **Memoranda of Understanding**

Hollins University has entered into a Memoranda of Understanding with both the Roanoke County Police Department and the Virginia Department of State Police stating that in the event that either the Roanoke County Police or the Virginia State Police conduct an investigation that involves a felony criminal sexual assault, occurring on, or about the campus, a reasonable amount of investigatory support will be provided to the incident, and the Commonwealth Attorney for Roanoke County shall be notified of the investigation within forty-eight (48) hours.

### **For Further Information**

Further information about Campus Security can be obtained from the Campus Security station located in Botetourt Hall or by calling 540-362-6419, or by accessing the HU Security Web Site at: <http://security.press.hollins.edu/>

## **CAMPUS SECURITY ACT AND LEGAL REQUIREMENTS**

### **The Campus Security Act requires colleges and universities to:**

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have “significant responsibility for student and campus activities;”
- Provide “timely warning” notices of those crimes that have occurred and “pose an ongoing threat to students and employees;”
- Disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department;” and
- Disclose any agreements with state and/or local law enforcement.

### **Preparation of the Annual Security Report**

The Annual Security Report is currently prepared by the Director of Campus Security, in conjunction with information provided by the Roanoke County Police Department, Campus Security Incident



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Reports, Crime Reports submitted by identified Campus Security Authorities, and disciplinary reports submitted by campus disciplinary authorities. Much effort has gone into the preparation of this report.

### **Daily Crime Log**

Hollins University maintains a Daily Crime Log documenting all alleged criminal incidents, including non-*Clery Act* crimes, reported to Hollins University Campus Security regardless of how much time has passed since the alleged incident occurred. Crimes are recorded by the date they were reported.

### **Notice of Fire Safety Report**

Hollins University has chosen to issue a separate Annual Fire Safety Report. Both the Annual Security Report and the Annual Fire Safety Report will be electronically distributed to the Campus Community by October 1<sup>st</sup> of each calendar year as well as posted on the My.Hollins network. Paper copies of both reports are available at the Campus Security station, the Office of Human Resources, and the Office of Admission. The reports are printable from all electronic posting areas.

## **PROFESSIONAL STANDARDS**

The Security Department's relationship with the community is vital to a safe and secure campus. All members of the Hollins University community should expect to be treated in a courteous and professional manner by members of our department. The Security Department will not tolerate unprofessional behavior by an employee. We do 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. The Security Department has a professional standards process in place to respond to citizen complaints and concerns. The department also has various ways in which we are able to recognize outstanding performance by our employees.

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

- Request the Director/Chief of Campus Security by calling (540) 362-6419; this phone number is monitored 24/7/365.
- Address written correspondence to: Director/Chief of Campus Security, Hollins University, Box 9525, 7916 Williamson Road, Roanoke, VA 24020.

## **INCIDENT REPORTING AND RESPONSE**

### **How to Report a Crime or Emergency**

Community members, students, faculty, staff, and guests should report all crimes and emergency incidents to Campus Security in a timely manner.



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To report a crime in progress or an emergency incident, call Campus Security at extension 6911 or, from outside of the HU phone system, (540) 362-6911. To report a 'cold crime' or non-emergency incident, call Campus Security at extension 6419 or, from outside the HU phone system, (540) 362-6419.

Campus Security Dispatchers are available at these respective telephone numbers 24 hours a day to answer your calls. In response to a call, Campus Security will take the required action, either by dispatching an officer to the caller's location or asking the caller to report to Campus Security to file an incident report. A person may also 'walk-in' to Campus Security at any time to report a crime or incident.

### **Response to Calls**

A Dispatcher is available at Campus Security 24/7/365 to answer your calls. Campus Security procedures include an immediate response to emergency calls. Campus Security works closely with the full range of Roanoke County first responders to assure a complete and timely response to all emergency calls. Priority response is given to crimes against persons and personal injuries. In response to a non-emergency call Campus Security will take the required action, either dispatching an officer or asking the victim to report to Campus Security to file an incident report. Incident information involving students is forwarded to the Assistant Dean of Students for potential action, as appropriate; if the incident involves an employee, this information may be reported to the Director of Human Resources.

### **Reporting Crimes to Roanoke County Police Department**

For any crime occurring on campus property, a student has the right to have their crime investigated by the local law enforcement agency. This should be done through Campus Security so that the university has notice that a crime has occurred on campus property. Hollins University will never interfere with a student's option to have their crime investigated by local police. CSOs regularly discuss this option with the victim of a crime and will assist the victim with that process.

### **Reporting Crimes to "other Campus Security Authorities"**

Hollins University has identified "other Campus Security Authorities" to whom crimes may be reported by victims, witnesses, other third parties, or offenders. A list of identified "other Campus Security Authorities" can be found in the HU Student Handbook and posted on the HU Campus Security Website. Reports taken by "other Campus Security Authorities" will be forwarded to the Director of Campus Security for review, inclusion in the Daily Crime Log, the annual disclosure of crime statistics, and for Timely Warning purposes. "Other CSAs" will record the names of victims, witnesses, other third parties, or offenders, but at the request of the reporting person, a confidential report may be taken without the recording of names, to be used for crime statistics only. Below is a list of identified "other Campus Security Authorities:"

1. Dean of Academic Success
2. Student Success Coordinator
3. Associate Dean, Cultural and Community Engagement
4. VP for Student Affairs and Dean of Students





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5. Assistant Dean of Students/Director of Housing and Residence Life
6. Associate Director of Housing and Residence Life
7. Assistant Director(s) of Housing and Residence Life
8. Director of Student Activities and Orientation
9. Associate Director of The Center of Career Development and Life Design
10. Manager of Career Center Events and Promotions
11. Director of The Center of Development and Life Design
12. All Varsity Coaches
13. Director of Hollins Outdoor Program (HOP)
14. Athletic Trainer
15. Director of Human Resources
16. Graduate Assistants for Cultural and Community Engagement (CCE) and Student Activities and Orientation
17. Director of Student Engagement Programs
18. Director of Athletics
19. Manager of Graduate Services

### **Statistical Disclosure of Reported Incidents**

Incidents reported to Campus Security that fall into one of the required reporting classifications will be disclosed as a statistic in this annual security report published by Hollins University.

### **Reporting Methods Available on Campus**

Campus Security can be contacted from on-campus telephones by dialing a 4 digit extension. For an emergency on campus, dial 6911 and for a non-emergency, dial 6419. Free on-campus telephones are located in the offices, corridors, and lobbies of many campus buildings.

Hollins University has fourteen emergency phones located at various strategic points around the campus community, thirteen of which can be identified by a blue light atop metal or wooden poles. Blue lights are lit and visible at night. By pressing the red button, the caller opens a direct telephone line to the Campus Security Dispatcher. The dispatcher will see a display showing the location of the caller. The caller can talk directly to the dispatcher and the line will remain open until the dispatcher ends the call. Three phones located in the area of the Student Village have video capability allowing the Dispatcher to view the caller. The emergency phone at the front of the Dana Science Building is a red phone to signify that it is an emergency phone.

## **VOLUNTARY AND CONFIDENTIAL REPORTING**

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

As allowed by the Clery Act, pastoral and professional counselors who receive confidential reports are not required to report these crimes to the University for inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning. These positions are defined as follows:



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**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.

Pastoral counselors and professional counselors, if and when they deem it appropriate, are encouraged to inform the persons they are counseling of the procedures to a report crime to Hollins University for inclusion in the annual disclosure of crime statistics.

Certain other university officials may accept confidential reports from a victim. The Clery Act, however, requires these officials to report the crime to the University. This reporting allows the University to maintain accurate records on the number of incidents for inclusion in the annual disclosure of crime statistics, 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. See section above on Reporting Crimes to "other Campus Security Authorities."

### TIMELY WARNING NOTIFICATION

#### **Notice to the HU Community about Reported Crimes**

Hollins University will issue a 'Timely Warning' when a crime is reported to, or brought to the attention of, Campus Security or "other Campus Security Authorities," and that crime represents a serious or ongoing threat to the safety of members of the university community. Information for timely warnings may also come from law enforcement authorities. Every attempt will be made to issue the warning as soon as possible after the incident is reported to Hollins University; however, the release is subject to the availability of accurate facts concerning the incident. Warnings are created by the combined efforts of the University President, the Executive Vice President and Chief Operating Officer, and the Director of Public Relations, in conjunction with Campus Security.

Crimes for which a timely warning is appropriate include, but are not limited to: Murder/Non-Negligent Manslaughter, Manslaughter, Forcible Sex Offenses, Non-Forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Domestic Violence, Dating Violence, Stalking, and Hate Crimes in the additional categories of Larceny/Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of property.

Hollins University maintains a Daily Crime Log that contains Clery Act crimes as well as non-Clery Act crimes and is available in Campus Security for review by any person. Persons may record notes from the Crime Log but may not remove the Crime Log from the Campus Security station.

### EMERGENCY EVACUATION PROCEDURES AND POLICIES

#### **Emergency Response and Evacuation Procedures**



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The University's Emergency Response Plan includes information about the Emergency Response Management Team; response to incidents; shelter-in-place and evacuation guidelines. University departments are responsible for developing contingency plans for their staff and areas of responsibility.

When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually Campus Security, Roanoke County Police Department and the Roanoke County Fire and Rescue Department, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other Hollins University departments and other local or federal agencies could also be involved in responding to the incident.

### **Notification to the HU Community about an Immediate Threat**

Hollins University has in place, an Emergency Notification System to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

Hollins University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the Emergency Response Management Team, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The President (or designee), after receiving notification from governmental authorities that an emergency has been declared for this area, or that an obvious emergency condition exists or has occurred on campus property, shall determine when emergency procedures are to be placed in effect, including the interruption of classes and normal administrative functions. The President (or designee) will convene a meeting of the Emergency Response Management Team at the designated Emergency Operations Center or alternate place, if necessary. Recommendations may be provided by the Vice Presidents, the Dean of Students, the Director of Facilities Management, and the Director of Campus Security. After normal university hours and on weekends and holidays, Campus Security will be responsible for monitoring possible emergency conditions and/or notification to the President and if necessary to the ERMT of a current emergency situation that has occurred on campus. CSOs will notify the Campus Security Dispatcher of field emergencies that are occurring. The Campus Security Dispatcher will notify the Director of Campus Security so that he/she can authorize notification of other ERMT members. The Director of Campus Security will confer with the Executive Vice President and Chief Operating Officer.

Hollins University has in place; university e-mail, networked university computer messages, the university phone system, cell phone text messaging, building emergency coordinators, and university personnel equipped with two-way radios, to aid in the immediate notification to the campus community of an on-campus emergency.

Hollins University has installed an Area Warning System to be used for extreme threats to community safety. These two extreme threats are a violent intruder situation and a severe weather situation. We have designated these two types of extreme threats as "Take Cover" incidents with specific response procedures. A "Take Cover" notification utilizes a loudspeaker/siren combination as well as university



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e-mail, university phone system, cell phone text messages, building emergency coordinators, and university personnel equipped with two-way radios. Campus Security Dispatch also has direct two-way communications with the Roanoke County Emergency Communications Center to be used during a “Take Cover” situation.

### **Emergency Response and Evacuation Testing Procedures**

The University conducts one emergency response table top exercise or field training exercise each year, and three tests of the emergency notification system of the campus. These exercise/tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

### **Incident Information**

Incidents may occur on campus that do not appear to involve an immediate threat to health and safety of students or employees, but due to their significance, may justify community notification.

Incidents may include, but are not limited to: follow up to an emergency notification; a significant incident on or off campus; severe weather warning; or a major facilities failure.

## **SEXUAL ASSAULT, DOMESTIC OR DATING VIOLENCE, AND STALKING**

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

### **To Whom the Alleged Offense Should be Reported**

Sexual Assaults, domestic violence, dating violence, or stalking incidents that occur on campus property should be reported to Campus Security immediately through any of the methods listed in this document. Reports are accepted from the victim, witness, other third party, or the offender, of the crime. Sexual Assaults may be confidentially reported to identified “other Campus Security Authorities,” if no discipline or criminal action is desired, for inclusion in crime statistics, the Crime Log, and for timely warning consideration.

Sexual misconduct may also be reported to the Director of Human Resources, who serves as the Title IX Coordinator for Hollins University.

### **Victims Option to Involve Campus Authorities**

The victim has the option to notify Campus Security or “other Campus Security Authority” of the institution, but is not required to.



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### **Students Option to Notify Local Police**

For any crime occurring on campus property, a student has the right to have their crime investigated by the local law enforcement agency, but is not required to. This should be done through Campus Security so that the university has notice that a crime has occurred on campus property. Hollins University will never interfere with a student's option to have their crime investigated by local police. CSOs regularly discuss this option with the victim of a crime and will assist the victim with that process.

### **Rights of Victims in Virginia**

All crime victims in the Commonwealth of Virginia have the right to report their crime to law enforcement and obtain protective orders if applicable. Hollins University will assist victims with notification to law enforcement and information on protective orders.

### **Preserving Evidence**

The immediate reporting of any crime, especially sexual assaults, domestic violence, dating violence, or stalking incidents assists in the preservation of evidence, which may be necessary to convict a person involved in such criminal activity or obtain a protective order. If the victim wishes to report the crime to the local police, then the Roanoke County Police will be summoned.

### **Campus Authorities will assist in Notifying Law Enforcement Authorities**

Campus Security will assist a victim with notifying the Roanoke County Police Department, if that is the desire of the victim, as the victim may decline such involvement.

### **Who Should be Contacted**

Hollins University Health and Counseling Services should be contacted for counseling and support and the Office of Human Resources has information on off-campus resources.

### **Bystander Intervention**

A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence or stalking. Bystanders, if active, can prevent harm or intervene with safe and positive options before a situation gets worse. Examples of active bystander intervention include: not leaving an overly intoxicated person in a bar/party alone, walking a classmate to his/her car after class, calling authorities when a potentially violent situation is unfolding, not leaving an unconscious person alone, or intervening when someone is being belittled, degraded or emotionally abused.

### **State Sex Offender Registry**

The federal Campus Sex Crimes Prevention Act became effective in October of 2002. The law requires institutions of higher education to issue a statement advising the university community where to obtain law enforcement agency information provided by the State concerning registered sex offenders. It mandates that sex offenders already required registering in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. In the Commonwealth of Virginia convicted sex offenders must register with the *Sex Offender and Crimes against Minors Registry* maintained by the Virginia Department of State Police. Information



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concerning offenders registered may be disclosed to any person requesting information on a specific individual in accordance with the law.

The Virginia State Police web site has further information and searches for information on offenders by location or name and can be done electronically at: <http://sex-offender.vsp.virginia.gov/sor/>

### **Warning Signs of Abusive Behavior and Future Risks**

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual assault, domestic violence or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, recognize warnings signs of abusive behavior and avoid potential attacks.

#### Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

- Being afraid of your partner.
- Constantly watching what you say to avoid a “blow up.”
- Feelings of low self-worth and helplessness about your relationship.
- Feeling isolated from family or friends because of your relationship.
- Hiding bruises or other injuries from family or friends.
- Being prevented from working, studying, going home, and/or using technology (including your mobile phone).
- Being monitored by your partner at home, work or school.
- Being forced or pressured to do anything you don’t want to do.

#### Help Reduce Your Risk and Avoid Potential Attacks

- If you are being abused or suspect that someone you know is being abused, speak up or intervene.
- Get help by seeking information and support services.
- Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.
- Consider making a report with Campus Security, Student Affairs, and/or the Title IX Coordinator and ask for a No Contact Order from the University to prevent future contact.
- Consider getting a protective order from the local court. Contact Campus Security for more information.
- Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
- Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it.

#### Sexual Assault Prevention

- Be aware of rape drugs.



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- Try not to leave your drink unattended.
- Only drink from un-opened containers or from drinks you have watched being made and poured.
- Avoid group drinks like punch bowls.
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested.
- Keep track of how many drinks you have had.
- Try to come and leave with a group of people you trust.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.

### Walking Around Campus

- Make sure your cell phone is easily accessible and fully charged.
- Be familiar with where emergency phones are installed on the campus.
- Be aware of open buildings where you can use a phone.
- Take major, public paths rather than less populated shortcuts.
- Avoid dimly lit places and talk to Facilities Management if lights need to be installed in an area.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Walking back from remote areas very late at night is sometimes unavoidable, so try to walk with a friend.
- Carry a noisemaker (like a whistle) on your keychain.
- Carry a small flashlight on your keychain.
- If walking feels unsafe, contact Campus Security for a Personal Security Escort. The service is available to lone persons during the hours of darkness by calling (540) 362-6419.

### **Disciplinary Actions at Hollins University**

Hollins University has disciplinary procedures for undergraduate students, graduate students, and for employees of the university.

### Undergraduate Conduct Structure

The undergraduate conduct structure is comprised of three entities: Honor Court, Student Conduct Council and Appeal Board. All three entities consist of students selected by SGA procedures. The assistant dean of students (ADOS) serves as the functional advisor to all three entities. Each entity also has a faculty/staff advisor for hearing proceedings.

### Graduate Student Conduct Structure

The Graduate Student Conduct Council consists of graduate students and/or faculty and staff selected by the manager of graduate services and graduate program directors. The Graduate Student Conduct



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Council hears issues that involve conduct standards, policies, regulations, and non-vehicular security matters.

Employee disciplinary procedures are conducted by the Director of Human Resources.

For more information about the Hollins University Harassment Policy, please contact the university Human Resources Office at 540-362-6660; [hollinshr@hollins.edu](mailto:hollinshr@hollins.edu); or Hollins University, Human Resources Office, Box 9716, Roanoke, VA 24020.

Timeline for the Conduct Process

Hollins University makes every effort to complete all disciplinary actions in a timely manner.

Violations of the Law

Violations of federal, state and local laws are incorporated as offenses under the Student Handbook. When such offenses occur off campus, Hollins University will typically institute conduct proceedings only for grave misconduct that demonstrates extreme or reckless disregard for the values of the university community and poses a potential threat to that community. Hollins University may institute conduct proceedings against a student charged with violation of a federal, state or local law without regard to the existence or possibility of civil or criminal legal proceedings.

Filing a Report

Any faculty member, administrator, staff, student or guest with knowledge of an alleged violation may file a written report detailing pertinent facts of the violation to the board chairs (undergraduate students only), the assistant dean of students, the vice president for student affairs and dean of students (undergraduate students only), or the manager of graduate services (graduate students only), or with the director of human resources (employees).

### **Disclosure of Disciplinary Proceedings of Perpetrator to Victim**

Hollins University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offenses, the report on the results of any disciplinary proceeding conducted by Hollins University 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.

### **Written Notification of Services Available for Victims**

Hollins University provides written notification to students and employees about existing services available to victims through the Office of Human Resources and Student Affairs.

Hollins University provides written notification to victims on options available to request changes to academic situations, living situations, transportation situations, working situations, and protective measures.

### **Educational Programs Regarding Sexual Assault, Domestic Violence, Dating Violence, or Stalking**





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Sexual Assault, Domestic Violence, Dating Violence, and Stalking education is provided by Student Affairs and the Office of Human Resources.

### **Notification of Existing Counseling/Other Student Services For Victims of Sexual Assault**

The HU Student Handbook provides notification of existing counseling and other student services for the victims of sexual offenses.

### **Notice that HU will Change Victim's Academic and Living Situations**

HU will change a victim's academic and living situations, if requested by the victim.

### **The Accused and Accuser to be notified in Writing**

HU will notify both the accused and accuser in writing of an allegation, the right to appeal, and any changes to the result.

### **The Accused and Accuser Have Same Opportunity to Have Others Present At Proceeding**

HU will provide the same opportunity to the accused or the accuser, to have others present at any student disciplinary proceeding for a sexual offense.

### **Accuser and Accused Must Be Informed Of Outcome**

HU will inform both the accuser and the accused of the final outcome of any student disciplinary proceeding for a sexual offense, domestic violence, dating violence, or stalking incident.

### **Confidentiality**

Hollins University will maintain confidentiality of the victim by not disclosing personally identifying information about the victim, if so desired.

Hollins University will also maintain as confidential, accommodations and 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.

### **Sanctions That May Be Imposed**

University judicial action, criminal prosecution and civil litigation are options to victims of sexual assault. University sanctions for sexual misconduct and other offenses follow the disciplinary procedures as detailed in the Hollins University Student Handbook. Such sanctions may include suspension or dismissal from the University.

## **SECURITY AND ACCESS TO CAMPUS FACILITIES**

### **Residence Halls**

All exterior doors to the student residence halls are locked 24 hours a day except specific doors of Main Building and East Residence first floor middle door, which are accessible during normal business hours. Students are responsible for locking their own individual rooms. Male guests in residence halls must be escorted at all times by the student they are visiting. Student rooms in newer residence halls



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have deadbolts, but some older residence hall rooms have conventional door locks. A two part system is required for entry into a student's residence; first, the exterior door, and second, the door to the student's room. All Student Residence Halls now have ID card access systems which allow only authorized persons to enter the exterior doors of the residence halls, as long as residents follow safety rules.

### **Academic and Administrative Buildings**

While administrative buildings are secured after normal business hours, some academic buildings are open 24/7 for student access. Some academic buildings have been fitted with 'Card Reader' security devices to restrict unauthorized persons from accessing the buildings after normal hours. CSOs, to ensure the safety of the community, patrol all 24/7 buildings. Some university facilities are equipped with video camera surveillance systems and monitored 24/7/365 at the Campus Security Dispatch Center.

### **Maintenance of Campus Facilities**

The Director of Facilities Management maintains university buildings and grounds with concern for safety and security. CSOs patrol facilities on every duty tour, and write repair orders to ensure prompt repairs. Repairs affecting personal or residence hall security are made the same day, when possible. The university campus is well lit with lighting in parking lots, on building entrances, and along walkways on campus.

## **ALCOHOL AND DRUG POLICIES**

### **Alcohol Use Policy**

Hollins University has an extensive Alcohol Use Policy which can be found in the Student Handbook and Employee Information Manual.

### **Drug Use Policy**

Hollins University has an extensive Drug Use Policy which can be found in the Student Handbook and Employee Information Manual.

### **Drug and Alcohol Education**

Pamphlets, books, and videos are available for loan to students and employees at Hollins University Health and Counseling Services.

## **FIREARMS AND WEAPONS POLICY**

No person shall carry, maintain, or store a weapon as defined in university policy, concealed or otherwise, on any property owned, leased, or controlled by Hollins University, except as allowed by university policy. This policy applies to weapons carried about the person and maintenance or storage of any weapon in any university facility, building, residence hall, or within any parked or moving vehicle on university premises. Law Enforcement Officers in the course of official duty are fully exempt.



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This policy further restricts state law set out in section 18.2-308: Personal protection; carrying concealed weapons; when lawful to carry, of the Code of Virginia. Section 15.2-915: Control of firearms; applicability to authorities and local governmental agencies, does not apply to Hollins University and therefore allows the university to prohibit ‘open carry’ and ‘concealed carry’ weapons on university properties. Vehicles found on university property that contain firearms are subject to removal from university property.

### **MISSING STUDENT NOTIFICATION POLICY**

In compliance with the “Higher Education Opportunity Act (2008)” Missing Resident Student Notification Policy and Procedures, it is the policy of Hollins University to actively investigate any report made to HU Campus Security about a missing student who is enrolled at the university and residing in on-campus housing. Each student will be notified of the Missing Resident Student Policy and Procedures via the Student Handbook.

If a member of the University community has reason to believe that a resident student is ‘missing’, that member **MUST** contact Campus Security at (540) 362-6419 immediately. The initial university security investigation will begin as a ‘Welfare Concern’ and will be upgraded to a Missing Persons incident if local police determine the resident student to be a Missing Person under Virginia laws.

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

Upon receiving notification, Campus Security, Residence Life, the Dean of Students, and other applicable University personnel will make reasonable efforts to locate the student to determine their state of health and well-being. These efforts may include, but are not limited to, checking the student’s room, class schedule, ID card use, talking with friends, locating the resident’s vehicle and calling the student’s cell phone number if one is on file with the university. As part of the investigation, the university reserves the right to communicate with emergency contacts to help determine the whereabouts of the student.

Each student has the option to identify the name and telephone number of the individual(s), to be notified in case of emergency or in the event that the student is reported missing. In the event the student is under the age of 18 and is not emancipated, the university is required to contact the custodial parent or guardian.

If upon investigation by Campus Security and staff, the resident student has been determined to be ‘missing’ for at least 24 hours, the following will occur within the next 24 hours:

- a. A university representative will attempt to notify the resident’s designated emergency contact person, or



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- b. If the student is under 18 years of age, a university representative will contact the custodial parent or legal guardian, and
- c. Campus Security will inform the appropriate law enforcement agency.

The investigation will continue in collaboration with law enforcement officers, as appropriate.

### **CRIME REDUCTION: INFORMATION AND SERVICES**

#### **Education of Members of the University Community**

Currently, Hollins University provides no formal crime prevention education to the university community.

#### **Responsibilities of the University Community**

The cooperation and participation of individual community members in a campus safety program is absolutely essential. Members must accept responsibility for their own personal safety and the security of their belongings by taking common sense precautions. They should walk on lighted sidewalks near emergency call boxes when walking at night and should walk in pairs whenever possible. Room doors should be locked at night and anytime the room is unoccupied. Valuable items should be stored out of sight and safeguarded by locks whenever possible. Cars should be parked in assigned areas and kept locked at all times with valuable items locked in the trunk out of sight.

### **CRIME REDUCTION TIPS**

#### **Personal Safety**

- Walk or jog with a friend, not alone.
- Avoid isolated areas.
- Use Personal Security Escorts
- Know your limits on dates and communicate them to your partner.
- Know your limits with alcohol and do not accept drinks from others.
- Tell a friend where you are going and when you will return.
- Report concerning behaviors (unwanted texts, threats, etc.)
- Use a help phone or raise the hood and stay in your car if it breaks down. If people stop to assist, ask them to call the police.
- Be aware of your surroundings.

#### **Protection from Date Rape Drugs**

- Never leave your drink unattended. Because they are colorless and odorless, date rape drugs can be slipped into any type of beverage.
- Do not accept drinks from anyone but a bartender or server.
- Try to attend bars or parties with a group of friends, arranging beforehand to watch each other's drinks.



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- If you think your drink has been tampered with, seek medical attention immediately and request the hospital conduct toxicology testing.

### **Residential Safety**

- Lock your dorm room or apartment whenever you leave and when you are sleeping.
- Do not prop open card reader doors.
- Call Campus Security 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 Campus Security.

### **Protecting Your Property**

- Record the serial number of valuables.
- Protect your data and devices.
- Register your bike with Campus Security.
- 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.

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

- Lost or stolen ID Cards should be reported to Campus Safety at (540) 362-6419.
- Campus Security will deactivate your card to prevent unauthorized use.

## **CAMPUS CRIME DEFINITIONS**

### **Definition of Terms**

#### ***Aggravated Assault means:***

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of 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.)



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***Arson means:***

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.

***Burglary means:***

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; safe-cracking; and all attempts to commit any of the aforementioned.

***Consent means:***

An affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone.

***Dating Violence means:***

The term “dating violence” means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

***Destruction, Damage, or Vandalism of Property means:***

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

***Domestic Violence means:***

The term “domestic violence” includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

***Drug Law Violations mean:***

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (Morphine, Heroin Codeine); Marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

***Hate Crimes mean:***

Crimes that manifest evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, disability, national origin, or gender identity.

***Intimidation means:***

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

***Larceny-Theft means:***



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The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

***Liquor Law Violations mean:***

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

***Manslaughter by Negligence means:***

The killing of another person through gross negligence.

***Motor Vehicle Theft means:***

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 joy riding.)

***Murder and Non-negligent Manslaughter means:***

The willful (non-negligent) killing of one human being by another.

***Non-campus Building or Property means:***

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

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.

***On Campus means:***

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

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

***On Campus Student Housing Facility means:***

Any student housing facility that is owned or controlled by the institution, or that 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 is considered an on-campus student housing facility.

***Public Property means:***



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

### ***Robbery means:***

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.

### ***Sex Offenses:***

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

### ***Sexual Assault means:***

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

### ***Simple Assault means:***

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

### ***Stalking means:***

The term "stalking" means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

### ***Weapon Law Violations mean:***

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.

## CAMPUS CRIME STATISTICS

The statistical information provided below complies with the required reporting of the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act. Crime statistics for the most





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recent three-year periods are published. These statistics reflect incidents reported to Hollins University Campus Security and the Roanoke County Police Department, and involve incidents occurring on campus, in residential housing, on/in non-campus properties or buildings, and in areas adjacent to the university campus.

The statistical data reported is compiled from records maintained by Campus Security, the Dean of Student's, the Director of Human Resources, and the Roanoke County Police Department. The criminal offenses are classified using the FBI's uniform crime reporting system definitions. The "Clery Act" defines the location categories used.

### **Hate Crimes**

Hate Crimes include all of the reportable crimes below and any other crime causing bodily injury, with the new addition of **larceny/theft, simple assault, intimidation, and destruction, damage, or vandalism of property**, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, or disability of the victim that are reported to campus security authorities or local police agencies, which data will be collected and reported according to category of prejudice.

**Hollins University had no reported Hate Crimes for calendar years 2016, 2017, or 2018.**

The additional crimes of Domestic Violence, Dating Violence, and Stalking were required to be reported beginning in the 2014 Annual Security Report for crimes that occurred in calendar year 2013, and forward.

### **Unfounded Crimes**

Hollins University may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where local law enforcement has fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded.

**Hollins University had no Unfounded Crimes for calendar years 2016, 2017, or 2018.**

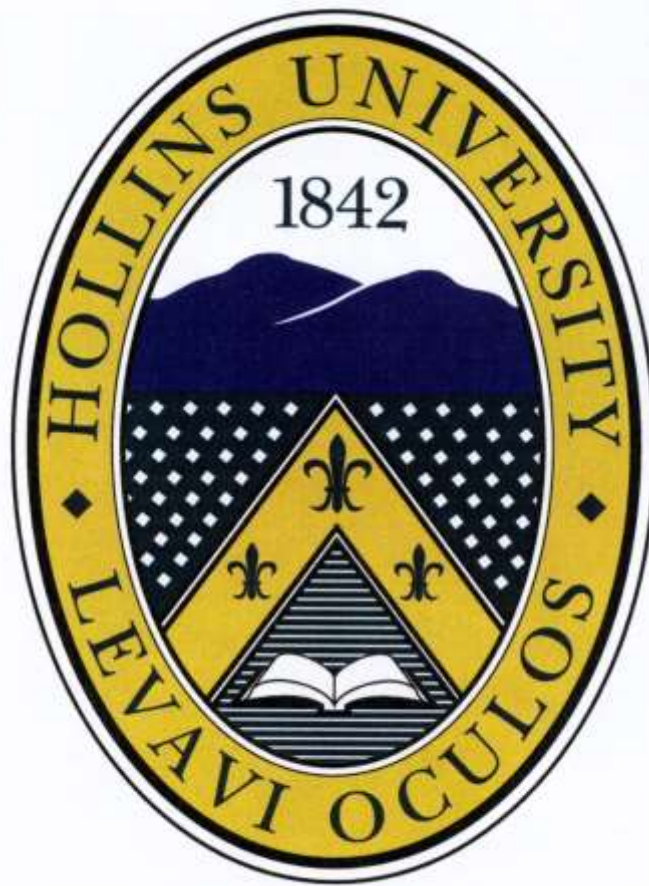


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| <b>Hollins Campus</b>     | <b>Student Housing</b> |           |           | <b>On Campus Total</b> |           |           | <b>Non Campus Prop/Bldg.</b> |           |           | <b>Public Property</b> |           |           |
|---------------------------|------------------------|-----------|-----------|------------------------|-----------|-----------|------------------------------|-----------|-----------|------------------------|-----------|-----------|
|                           | <b>16</b>              | <b>17</b> | <b>18</b> | <b>16</b>              | <b>17</b> | <b>18</b> | <b>16</b>                    | <b>17</b> | <b>18</b> | <b>16</b>              | <b>17</b> | <b>18</b> |
| <b>Criminal Offenses</b>  | <b>16</b>              | <b>17</b> | <b>18</b> | <b>16</b>              | <b>17</b> | <b>18</b> | <b>16</b>                    | <b>17</b> | <b>18</b> | <b>16</b>              | <b>17</b> | <b>18</b> |
| Murder/Non-Negligent      | 0                      | 0         | 0         | 0                      | 0         | 0         | 0                            | 0         | 0         | 0                      | 0         | 0         |
| Negligent Manslaughter    | 0                      | 0         | 0         | 0                      | 0         | 0         | 0                            | 0         | 0         | 0                      | 0         | 0         |
| Rape                      | 0                      | 0         | 0         | 0                      | 0         | 0         | 0                            | 0         | 0         | 0                      | 0         | 0         |
| Fondling                  | 1                      | 0         | 1         | 1                      | 0         | 1         | 0                            | 0         | 0         | 0                      | 0         | 0         |
| Incest                    | 0                      | 0         | 0         | 0                      | 0         | 0         | 0                            | 0         | 0         | 0                      | 0         | 0         |
| Statutory Rape            | 0                      | 0         | 0         | 0                      | 0         | 0         | 0                            | 0         | 0         | 0                      | 0         | 0         |
| Robbery                   | 0                      | 0         | 0         | 0                      | 0         | 0         | 0                            | 0         | 0         | 0                      | 0         | 0         |
| Aggravated Assault        | 0                      | 0         | 0         | 0                      | 0         | 0         | 0                            | 0         | 0         | 0                      | 0         | 0         |
| Burglary                  | 2                      | 1         | 1         | 3                      | 1         | 1         | 0                            | 0         | 0         | 0                      | 0         | 0         |
| Motor Vehicle Theft       | 0                      | 0         | 0         | 0                      | 0         | 0         | 0                            | 0         | 0         | 0                      | 0         | 0         |
| Arson                     | 0                      | 0         | 0         | 0                      | 0         | 0         | 0                            | 0         | 0         | 0                      | 0         | 0         |
| <b>VAWA Offenses</b>      | <b>16</b>              | <b>17</b> | <b>18</b> | <b>16</b>              | <b>17</b> | <b>18</b> | <b>16</b>                    | <b>17</b> | <b>18</b> | <b>16</b>              | <b>17</b> | <b>18</b> |
| Dating Violence           | 2                      | 0         | 0         | 2                      | 0         | 0         | 0                            | 0         | 0         | 0                      | 0         | 0         |
| Domestic Violence         | 0                      | 0         | 0         | 0                      | 0         | 0         | 0                            | 0         | 0         | 0                      | 0         | 0         |
| Stalking Incidents        | 0                      | 0         | 0         | 0                      | 0         | 0         | 0                            | 0         | 0         | 0                      | 0         | 0         |
| <b>Arrests</b>            | <b>16</b>              | <b>17</b> | <b>18</b> | <b>16</b>              | <b>17</b> | <b>18</b> | <b>16</b>                    | <b>17</b> | <b>18</b> | <b>16</b>              | <b>17</b> | <b>18</b> |
| Liquor Law Violations     | 0                      | 0         | 0         | 0                      | 0         | 0         | 0                            | 0         | 0         | 0                      | 0         | 0         |
| Drug Abuse Violations     | 0                      | 0         | 0         | 0                      | 0         | 0         | 0                            | 0         | 0         | 0                      | 0         | 0         |
| Weapons Law Violations    | 0                      | 0         | 0         | 0                      | 0         | 0         | 0                            | 0         | 0         | 0                      | 0         | 0         |
| <b>Judicial Referrals</b> | <b>16</b>              | <b>17</b> | <b>18</b> | <b>16</b>              | <b>17</b> | <b>18</b> | <b>16</b>                    | <b>17</b> | <b>18</b> | <b>16</b>              | <b>17</b> | <b>18</b> |
| Liquor Law Violations     | 1                      | 0         | 1         | 1                      | 0         | 1         | 0                            | 0         | 0         | 0                      | 0         | 0         |
| Drug Abuse Violations     | 1                      | 3         | 3         | 1                      | 3         | 3         | 0                            | 0         | 0         | 0                      | 0         | 0         |
| Weapons Law Violations    | 0                      | 0         | 0         | 0                      | 0         | 0         | 0                            | 0         | 0         | 0                      | 0         | 0         |

Please refer to the definition of terms section for definitions of the above reportable crimes and for the definitions of; On Campus, On Campus Student Housing Facility, Non-Campus Building or Property, and Public Property.

# Annual Fire Safety Report 2019



Issued October 1, 2019

Hollins University  
Roanoke, Virginia



## ANNUAL FIRE SAFETY REPORT 2019

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## ANNUAL FIRE SAFETY REPORT 2019

### **Introduction**

The Annual Fire Safety Report is published by Hollins University in compliance with the Higher Education Opportunity Act of 2008 and applies to on-campus student housing facilities of the university. The Annual Fire Safety Report must include three (3) years of data and be distributed to current employees and prospective employees and students by October 1<sup>st</sup> of each year.

Hollins University is committed to providing a campus environment in which each student and employee feels safe and secure. Campus fire safety is the responsibility of all members of the campus community. As students make up the largest percentage of this group, fire safety is highly impacted by student actions. The University coordinates its effort, and maintains a close relationship, with local fire department officials. Each new academic year, the Office of Housing and Residence Life conducts residence hall programs on fire awareness and safety. All fires occurring on campus property should be immediately reported to Hollins University Campus Security so that the proper first responders can be dispatched and a report can be completed for accurate fire statistics.

### **Notice of Annual Security Report**

Hollins University has chosen to issue a separate Annual Security Report. Both the Annual Security Report and the Annual Fire Safety Report will be electronically distributed to the Campus Community by October 1<sup>st</sup> of each calendar year as well as posted on the My.Hollins network. Paper copies of both reports are available at the Campus Security station, the Office of Human Resources, and the Office of Admission. The reports are printable from all electronic posting areas.

### **Preparation of the Annual Fire Safety Report**

The Annual Fire Safety Report is currently prepared by the Director of Campus Security, in conjunction with information provided by Campus Security Incident Reports, the Director/Coordinator of Facilities Management, and the Director of Housing and Residence Life. Much effort has gone into the preparation of this report.

### **On Campus Housing Fire Statistics**

Hollins University operated twelve on-campus student residence halls in 2018. The tables in Appendix A indicate the fire safety equipment in each hall as well as fire events for the past three calendar years. Fire alarm systems are networked and monitored 24/7 by Campus Security. When an alarm is activated Campus Security Patrol Officers are immediately dispatched in addition to the Roanoke County Fire Department. Campus Security dispatchers have two way radio communications with the Roanoke County Emergency Communications Center and can converse with fire department personnel while they are enroute to the campus.



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### **Definitions**

***Fire:***

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

***Fire Drill:***

A fire drill is a supervised practice of a mandatory evacuation of a building for a fire.

***Fire Safety System:***

Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including:

- ✓ Sprinkler or other fire extinguishing systems
- ✓ Fire detection devices
- ✓ Standalone smoke alarms
- ✓ Devices that alert one to the presence of a fire, such as horns, bells or strobe lights
- ✓ Smoke-control and reduction mechanisms
- ✓ Fire doors and walls that reduce the spread of fire

***On Campus Student Housing Facility:***

Any student housing owned or controlled by the institution or that is located on property owned or controlled by the institution within the reasonably contiguous geographic area that makes up the campus.

### **Supervised Fire Drills**

Fire evacuation drills are conducted in the residence halls two times per academic year. The drills are supervised and conducted by the Office of Housing and Residence Life with assistance of Maintenance personnel. Students must participate in the fire drills and it is a violation of the university student conduct code to not evacuate during a drill.

**NOTE: A total of 24 fire drills were conducted in calendar year 2018.**

### **Evacuation Policy and Procedures**

Students must evacuate a residence hall when a fire alarm sounds. The Community Assistants, living in each hall, assist in the evacuation process. Residents are instructed on the location of the assembly area for their hall by the CAs. Residents are not permitted to re-enter the building until the "all clear" is given by Campus Security and the Fire Department. Should weather conditions be inclement or the situation prohibits a timely re-entry, evacuated students will be temporarily relocated to another campus building.



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Evacuation routes are posted in each residence hall. Students should become familiar with multiple evacuation routes out of their building and leave from the nearest safe exit. Students evacuating should take only important personal possession within their immediate vicinity as well as shoes and outer clothing suitable for the weather. Elevators are not to be used during a fire alarm evacuation of the building.

HRL Staff and students are to assist individuals with disabilities. If someone cannot be evacuated due to an injury or disability, they are to notify the first emergency responder encountered when leaving the building.

### **Fire Safety Violations and Prohibitions**

The Hollins University Student Handbook contains information on residence hall policies. Each resident student is given a hard copy of the handbook. The Student Handbook is also located on the university web site under Student Life. HRL Staff conduct health and safety inspections of residence hall rooms on a periodic basis each semester. Listed below are fire safety guidelines and prohibitions.

- Nothing may be hung from or attached to ceilings or other horizontal surfaces above the head.
- Nothing may be hung or draped over electrical outlets, smoke detectors, lamps, or other items with the potential to ignite the item through excessive heat exposure.
- Nothing may be hung from sprinkler pipes, or within 18" of any sprinkler head.
- Electrical outlets and extension cords may not be overloaded.
- All extension cords must be UL (Underwriter Laboratory) certified and should not run across open areas of the floor. Extension cords used for refrigerators and air conditioners must be of the heavy-duty type with circuit breakers.
- Surge protectors should be UL approved. Instead of extension cords, use surge protectors for multiple plugs. Surge protectors should not be linked to other surge protectors or be placed underneath carpets.
- The smoke detector battery must remain in the smoke detector. In the event that the battery needs to be replaced, the student should submit a work order to Facilities Management as soon as possible.
- Candles and/or incense are prohibited in residence hall rooms. Evidence of violations will result in disciplinary action.
- The use of halogen and multi-colored floor lamps is prohibited in residence hall rooms or common areas. Having such lamps will result in disciplinary action and immediate removal of the lamp.
- No flammable materials or equipment that contains flammable materials (such as camping stoves, lanterns, etc.) may be stored in residence halls.
- Live Holiday trees are not allowed in residence halls. HRL staff in each building will provide guidelines for holiday decorations to residents.



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- Keep room clear of fire hazards that are created through the accumulation of potentially flammable materials such as newspapers, magazines, boxes, etc.
- SMOKING is not permitted in any residence hall.
- Fireworks, flammable liquids or other hazardous materials are not permitted in Residence Halls.
- Tampering with fire alarm or fire protection systems or deliberating causing a false fire alarm are violations of the student conduct code and students found responsible are subject to strict sanctions and/or criminal charges.

### **Fire Safety Education and Training**

The Associate Director of HRL, Assistant Directors of HRL, and Community Assistants are staff who live in and manage the university's residence halls. The staff holds educational floor meetings when students arrive on campus at which fire safety and evacuation procedures are covered with the resident students. Fire evacuation routes and procedures are posted in each residence hall.

The Hollins University Emergency Actions Guide, which is distributed to the campus community (being published on the university website), outlines procedures for building evacuation and response to fire alarms.

The Director/Coordinator of Facilities Management maintains an active working relationship with the Roanoke County Fire Marshal and consults with his office on matters of fire safety when questions arise. The Fire Marshal's office conducts periodic inspections of campus facilities and provides fire safety information to new students during New Student Check-In in the Fall Term. Employees that work in a student Residence Hall or an 'Assembly Building' are provided fire safety training provided by the Roanoke County Fire Marshal's office.

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

Future planning for fire safety improvement is an ongoing endeavor; however, no new plans have been established at the time of this report.





## ANNUAL FIRE SAFETY REPORT 2019

### On Campus Housing Fire Safety Systems

| <b>Fire Safety Systems 2018</b>                |                                      |                        |                      |                         |                           |
|--|--------------------------------------|------------------------|----------------------|-------------------------|---------------------------|
| <b>Residence Hall</b>                          | <b>Monitored Detection and Alarm</b> | <b>Smoke Detectors</b> | <b>Pull Stations</b> | <b>Sprinkler System</b> | <b>Fire Extinguishers</b> |
| Apartments Row 1 and 2<br>7773 Williamson Road | NO                                   | YES                    | YES                  | NO                      | YES                       |
| Apartments Row 3 and 4<br>7777 Williamson Road | NO                                   | YES                    | YES                  | NO                      | YES                       |
| Carvin Dorm<br>8148 East Campus Drive          | YES                                  | YES                    | YES                  | YES                     | YES                       |
| East Dorm<br>8041 Quadrangle Lane              | YES                                  | YES                    | YES                  | YES                     | YES                       |
| French Dorm<br>8016 Hill House Court           | YES                                  | YES                    | YES                  | YES                     | YES                       |
| Main Dorm<br>8060 Quadrangle Lane              | YES                                  | YES                    | YES                  | YES                     | YES                       |
| Randolph Dorm<br>8135 East Campus Drive        | YES                                  | YES                    | YES                  | NO                      | YES                       |
| Rath Haus Dorm<br>8142 East Campus Drive       | YES                                  | YES                    | YES                  | YES                     | YES                       |
| Rose Hill Dorm<br>8132 East Campus Drive       | YES                                  | YES                    | YES                  | YES                     | YES                       |
| Sandusky Dorm<br>8136 East Campus Drive        | YES                                  | YES                    | YES                  | YES                     | YES                       |
| Tinker Dorm<br>8212 Tinker Lane                | YES                                  | YES                    | YES                  | NO                      | YES                       |
| West Dorm<br>8040 Quadrangle Lane              | YES                                  | YES                    | YES                  | YES                     | YES                       |

**NOTES:**

1. The HU Apartments have Pull Stations on the exterior of each building row. If activated, the building row audible alarm will sound notifying residents in the building row of a fire. Residents must then notify Campus Security.



## ANNUAL FIRE SAFETY REPORT 2019

### On Campus Housing Reported Fires

| <b>Fire Statistics 2018 Calendar Year</b>      |                              |                            |                              |                                     |
|--|------------------------------|----------------------------|------------------------------|-------------------------------------|
| <b>Residence Hall</b>                          | <b>Total Number of Fires</b> | <b>Fire Related Deaths</b> | <b>Fire Related Injuries</b> | <b>Amount of Damage to Property</b> |
| Apartments Row 1 and 2<br>7773 Williamson Road | 0                            | 0                          | 0                            | 0                                   |
| Apartments Row 3 and 4<br>7777 Williamson Road | 0                            | 0                          | 0                            | 0                                   |
| Carvin Dorm<br>8148 East Campus Drive          | 0                            | 0                          | 0                            | 0                                   |
| East Dorm<br>8041 Quadrangle Lane              | 0                            | 0                          | 0                            | 0                                   |
| French Dorm<br>8016 Hill House Court           | 0                            | 0                          | 0                            | 0                                   |
| Main Dorm<br>8060 Quadrangle Lane              | 0                            | 0                          | 0                            | 0                                   |
| Randolph Dorm<br>8135 East Campus Drive        | 0                            | 0                          | 0                            | 0                                   |
| Rath Haus Dorm<br>8142 East Campus Drive       | 0                            | 0                          | 0                            | 0                                   |
| Rose Hill Dorm<br>8132 East Campus Drive       | 0                            | 0                          | 0                            | 0                                   |
| Sandusky Dorm<br>8136 East Campus Drive        | 0                            | 0                          | 0                            | 0                                   |
| Tinker Dorm<br>8212 Tinker Lane                | 0                            | 0                          | 0                            | 0                                   |
| West Dorm<br>8040 Quadrangle Lane              | 0                            | 0                          | 0                            | 0                                   |
| NOTES:   |                              |                            |                              |                                     |



ANNUAL FIRE SAFETY REPORT 2019

**On Campus Housing Reported Fires**

| <b>Fire Statistics 2017 Calendar Year</b>      |                              |                            |                              |                                     |
|--|------------------------------|----------------------------|------------------------------|-------------------------------------|
| <b>Residence Hall</b>                          | <b>Total Number of Fires</b> | <b>Fire Related Deaths</b> | <b>Fire Related Injuries</b> | <b>Amount of Damage to Property</b> |
| Apartments Row 1 and 2<br>7773 Williamson Road | 0                            | 0                          | 0                            | 0                                   |
| Apartments Row 3 and 4<br>7777 Williamson Road | 0                            | 0                          | 0                            | 0                                   |
| Carvin Dorm<br>8148 East Campus Drive          | 0                            | 0                          | 0                            | 0                                   |
| East Dorm<br>8041 Quadrangle Lane              | 0                            | 0                          | 0                            | 0                                   |
| French Dorm<br>8016 Hill House Court           | 0                            | 0                          | 0                            | 0                                   |
| Main Dorm<br>8060 Quadrangle Lane              | 1                            | 0                          | 0                            | \$500.00                            |
| Randolph Dorm<br>8135 East Campus Drive        | 0                            | 0                          | 0                            | 0                                   |
| Rath Haus Dorm<br>8142 East Campus Drive       | 0                            | 0                          | 0                            | 0                                   |
| Rose Hill Dorm<br>8132 East Campus Drive       | 0                            | 0                          | 0                            | 0                                   |
| Sandusky Dorm<br>8136 East Campus Drive        | 0                            | 0                          | 0                            | 0                                   |
| Tinker Dorm<br>8212 Tinker Lane                | 0                            | 0                          | 0                            | 0                                   |
| West Dorm<br>8040 Quadrangle Lane              | 0                            | 0                          | 0                            | 0                                   |
| NOTES:   |                              |                            |                              |                                     |



## ANNUAL FIRE SAFETY REPORT 2019

### On Campus Housing Reported Fires

| <b>Fire Statistics 2016 Calendar Year</b>      |                              |                            |                              |                                     |
|--|------------------------------|----------------------------|------------------------------|-------------------------------------|
| <b>Residence Hall</b>                          | <b>Total Number of Fires</b> | <b>Fire Related Deaths</b> | <b>Fire Related Injuries</b> | <b>Amount of Damage to Property</b> |
| Apartments Row 1 and 2<br>7773 Williamson Road | 0                            | 0                          | 0                            | 0                                   |
| Apartments Row 3 and 4<br>7777 Williamson Road | 0                            | 0                          | 0                            | 0                                   |
| Carvin Dorm<br>8148 East Campus Drive          | 0                            | 0                          | 0                            | 0                                   |
| East Dorm<br>8041 Quadrangle Lane              | 0                            | 0                          | 0                            | 0                                   |
| French Dorm<br>8016 Hill House Court           | 0                            | 0                          | 0                            | 0                                   |
| Main Dorm<br>8060 Quadrangle Lane              | 0                            | 0                          | 0                            | 0                                   |
| Randolph Dorm<br>8135 East Campus Drive        | 0                            | 0                          | 0                            | 0                                   |
| Rath Haus Dorm<br>8142 East Campus Drive       | 0                            | 0                          | 0                            | 0                                   |
| Rose Hill Dorm<br>8132 East Campus Drive       | 0                            | 0                          | 0                            | 0                                   |
| Sandusky Dorm<br>8136 East Campus Drive        | 0                            | 0                          | 0                            | 0                                   |
| Tinker Dorm<br>8212 Tinker Lane                | 0                            | 0                          | 0                            | 0                                   |
| West Dorm<br>8040 Quadrangle Lane              | 0                            | 0                          | 0                            | 0                                   |
| NOTES:   |                              |                            |                              |                                     |