The Annual Campus Security and Fire Safety Report is published annually by the Department of Safety and Security. While every effort is made to provide accurate information at the time of release, Randolph College reserves the right to change policies, safety procedures, and any statements in this publication. Current information about Randolph College’s safety and security-related policies and procedures is available online on the Campus Security webpage: http://www.randolphcollege.edu/security, and in materials published by the Dean of Students and Human Resources offices.
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A message from the Director:

Randolph College shares the concerns of families, students, and the community for the well-being and safety of all members of our campus population. However, Randolph knows that the basic responsibility lies with each of us to take measures to ensure our personal safety as well as that of our possessions. While the College has experienced a history of a safe and secure environment, it must be remembered that no community is immune to crime or emergency situations. The community can remain safe only if members act responsibly toward themselves and others. Campus safety is a shared responsibility.

Kris L. Irwin
Director of Safety & Security

“The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses. Because the law is tied to participation in federal student financial aid programs (Title IX) it applies to most institutions of higher education, both public and private. It is enforced by the U.S. Department of Education.”

Courtesy of Security On Campus, Inc.

Campus Safety and Security Department

The Randolph College Department of Safety and Security provides services to the campus community twenty-four-hours-a-day, through patrols of all facilities, buildings and grounds, and other College-owned properties. Security officers may be reached any time day or night by calling the Reception and Information Desk located in the Main Hall lobby at extension 8000, “0” or by dialing 434-947-8000, or by activating one of the thirty-four emergency phones across campus. The Campus Security Office is currently located in the lower level of the Campus Mail Center. The office of the Director of Safety and Security may be found in the Dean of Student’s suite of offices.

Randolph College security officers are not armed and do not have arrest powers. All officers are certified by and registered with the Virginia Department of Criminal Justice Services (DCJS). In addition, training in basic first aid, CPR, Automated External Defibrillation (AED), fire prevention and response, as well as a host of other security officer duties is provided. Advanced Certification Training (ACT) is also conducted along with progressive instruction on various security and safety matters. Officers are also certified as Campus Security Officers by individual examination afforded by the Commonwealth of Virginia.

As a member of the Lynchburg community, the College receives assistance from the City police when needed. Response time is minimal. The Department of Safety and Security, along with the Lynchburg Police Department, responds to and investigates on-campus crimes and reported incidents. The Lynchburg Police Department and other City emergency services can be reached by dialing 911.

A safety escort service is provided upon request to any campus community member to or from any point on campus. Please call the Reception and Information Desk at extension 8000, “0” or
dial 434-947-8000 from any cellular telephone to ask for a safety escort. The department also responds to emergency medical situations, reports faulty lighting, and any safety concerns. Safety and Security officers provide crime prevention information and programming with the assistance of the Lynchburg Police Department.

The Office of the Dean of Students and the Department of Safety and Security provide residential life staff with campus safety training, materials, and literature about alcohol, drug abuse, and sexual assault prevention to keep our students well informed.

The Adopt-A-Hall program was initiated as an effort to make it easier for students and campus security officers to communicate with one another, as participating officers spend non-invasive time working closely with residents within a selected hall. The educational and crime prevention needs of each residence hall are periodically assessed and programming is specifically designed and implemented to address these needs.

Officers visit their respective residence halls infrequently and interact with the staff and residents of these halls. As a result, residents develop a rapport with officers and are more likely to report concerns and issues, thus utilizing the assigned officer as a community resource.

**Residence Halls**

Safety and Security officers routinely patrol common residence halls areas from dusk to dawn. All outside doors are secured and controlled by electronic card access twenty-four-hours-day. Each student has a programmed access card and an individual room key. A resident director and resident assistant(s) staff each hall.

Protective features include security screens, window alarms on all outside fire escapes, dead-bolt locks on students’ room doors, and smoke and heat detectors in the rooms. The fire alarm systems are centrally coordinated at the Reception and Information Desk where a computer indicates the activated alarm location. Campus Security Officers respond to detect the presence of smoke or fire. Should an officer confirm an actual fire, the Lynchburg Fire Department will immediately react. Fire drills are conducted a minimum of two times per academic year during sleeping hours by the residence hall staff and campus security.

Note: The College’s Annual Fire Safety Compliance Report and Fire Logs are published under separate cover and are available for review at the College’s Reception and Information Desk in Main Hall lobby during normal business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m.

**Communication – Timely Warnings and Safety Notifications**

At times it may be necessary for a ‘timely warning’ to be issued to the Randolph community. The Lynchburg Police Department has historically shared information with Randolph College regarding any serious or dangerous incident that occurs within one mile of the campus. Should a crime, emergency event or weather-related emergency occur and notification is essential to warn the campus of a potentially dangerous situation, the Safety and Security Department should be informed. The Director of Safety and Security, Lead Security Supervisor, Security Shift Supervisor, or Communications Operator on duty at the time the information is received will promptly collaborate with other key individuals prior to sending a community-wide message alert. However, should a situation warrant immediate notification of the community, campus security team members have the authority to transmit emergency message alerts and to activate the campus emergency sirens. The Director of Safety and Security, the Vice President for
Constituent Relations or Strategic Communications Manager, and the Dean of Students, will, without delay, prepare an updated release to be disseminated to students, staff and faculty by multiple means: electronic mail, text message, campus voicemail, or room-to-room notification. The Campus Emergency Notification System will be activated. This may also trigger the College’s Critical Incident Management Team to convene, requiring collaboration of its members either in-person or by telephone conference in response to the situation or information. Lynchburg police and/or emergency personnel may be summoned to assist in resolving the situation or incident, depending upon the nature and severity of the event.

Students are encouraged to register for the free Randolph Alerts text message system via the College Portal found here: http://web.randolphcollege.edu/security/emergency_alerts.asp

**Reporting Crimes and Incidents**

It is necessary for all members of the community to assume responsibility for themselves and their belongings. This can be accomplished in a number of ways:

- Report all suspicious activity or persons Campus Security at extension “0” or 8000 - When in doubt, always err on the side of safety by calling Campus Security!
- Do not leave ground-floor windows open or unlocked when you are not in your room or office
- Lock your car
- Use the safety escort service
- Lock your door at night or when you are out of your room or office
- Keep your keys and access badge with you
- Be aware of the dangers posed by alcohol and drug use. Violent crimes and sex crimes occur more often when people are under the influence of drugs or alcohol. The College complies with the Drug-Free Schools and Communities Act.

Reporting all crimes and incidents that involve violence, threats of violence, theft or other crimes to the Department of Safety and Security is extremely important, as it effectively reduces the likelihood of crime on campus. By reducing opportunities for crime to occur, we can all work together to maintain a safe and secure environment. Educational programs on sexual assault prevention and crime prevention are offered by the Dean of Students Office, Campus Security, the Lynchburg Police Department, and other community organizations. Programs include a required session for new students during orientation, mandatory hall meetings at the beginning of the academic semester/year, a number of campus-wide and hall-based programs presented throughout the year. Currently, a self-defense class is taught for academic credit quarterly.

**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 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 Department of Safety and Security for inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning. 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 departments may accept confidential reports from a victim. The Clery Act, however, requires these departments to report the crime to Campus Security. 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. Campus Security and/or Lynchburg police will investigate crime that is reported to them.

**Campus Security Authorities**

Federal law defines four categories of Campus Security Authorities or CSA’s: College or University Police; Non-police security staff responsible for monitoring College property; People/offices designated under our policy as those to whom/which crimes should be reported; and Officials with significant responsibility for student and campus activities. On the Randolph College campus, the following departments, offices or individuals are identified as CSA’s:

- Campus Security Officers – primary receiver of campus incident reports
- Residence Life Staff - Resident Directors, Hall Directors and Resident Assistants
- Student Activities/Affairs Coordinators
- Faculty and Staff advisors to student organizations

CSA’s are obligated to report crimes reported to them which occurred on campus, in public areas bordering campus and in certain non-campus buildings owned or controlled (leased) by the College. CSA’s should only report those crimes that have not been previously reported to Campus Security or another College CSA. The intent of including non-law enforcement personnel in the CSA role is to acknowledge that some community members and students in particular, may be hesitant about reporting crimes to security or the police, but may be more inclined to report incidents to other campus-affiliated individuals.

The Director of Safety and Security reviews all incident report forms and makes a determination if an incident qualifies as a Clery Act reportable crime and as such, is reportable in the Annual Security Report. The Director of Safety and Security will consolidate crime data from multiple sources, report the data to the federal Department of Education, publish the campus Annual Security Report and inform the campus community when and where crime data is available.

The Campus Security Authority report form and crime definitions may be found here*:

- [http://web.randolphcollege.edu/security/csa_definitions.asp](http://web.randolphcollege.edu/security/csa_definitions.asp)

*Crime definitions can also be seen on page 12 of this report.

**Critical Incident Management Plan**

Randolph College is committed to supporting the welfare of its students, faculty, staff, and visitors. Preparing a campus critical incident management plan and allocating resources to respond to possible emergencies is one way in which the College offers this support. The College
conducts continuous planning to minimize the risk of personal injury and property loss from critical incidents.

The Critical Incident Management Plan (CIMP) is designed to maximize human survival and preservation of property; minimize danger; restore normal operations of the College; and assure responsive communications with the College, surrounding neighborhoods, and cities. This Plan is set in operation whenever a natural or induced crisis affecting the College reaches proportions that cannot be handled by established measures. A crisis may be sudden and unforeseen, or there may be varying periods of warning. The CIMP is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration.

The College regularly reviews its Critical Incident Management Plan to adapt appropriate responses to campus emergencies. This Plan may be viewed here: http://www.randolphcollege.edu/documents/security/rc_critical_incident_management_plan.pdf

Critical Incident Management Team
In the event of a crisis or serious incident, whether observed or reported, the Director of the Department of Safety and Security will notify the President, The Vice President for Academic Affairs and Dean of the College, the Vice President for Student Affairs and Dean of Students, and the Vice President for Finance and Administration to convene the Critical Incident Management Team (CIMT). The CIMT is comprised of members from Randolph College administration and selected department heads, and is further illustrated in the document link found above (section XII, pages 11-15). The CIMT will be assembled to address the immediate crisis and disband when the crisis has ended and normal operating systems are in place, as determined by incident commanders. The Incident Command System, developed by the Federal Emergency Management Agency, has been adapted as standing protocol by Randolph College and is utilized during times of emergency.

Campus Emergency Notification System Testing
Randolph College has adopted a quarterly testing policy for its Campus Emergency Notification System. Testing is part of normal maintenance and no public action is necessary, unless an emergency drill is included. (Key personnel may be notified should such a drill/exercise be conducted.) Testing will include activation of the campus sirens, Randolph Alerts - e2Campus text messaging, mass campus email messaging, desktop alerts and telephone voicemail messaging.

During each test, the sirens will sound steadily for 30 seconds. During an actual emergency, the sirens will sound intermittently for 1 minute and will likely be repeated multiple times depending upon the emergency. The alert system will be tested on the first Thursday of the following months:
- January
- April
- July
- October

The emergency alert system is tested at 11:00 a.m. in the months indicated above, on a specific date announced prior to actual testing. The entire testing period should last no longer than 5 minutes. As mentioned previously, emergency drills may also be included with proper
notification to key personnel, thus extending the testing period indefinitely. Note: Planned campus events may require testing dates to be altered.

Emergency Telephones
The Randolph campus is also equipped with thirty-four emergency telephones in the parking lots, outside all residence halls, adjacent to athletic fields and on major walkways. Once the activation button is pressed, the caller is connected directly to the College communications operator at the Reception and Information Desk. A similar system, utilizing a handset receiver, is located in each campus elevator.

Emergency Preparedness
Campus preparedness is critical to the effectiveness of the response during a time of emergency. Following an “all-hazards” approach assumes that regardless of the cause, many emergencies call for the same response processes. The Randolph community is working effectively together to gain an understanding of what resources are available to react to an emergency and to recover. A large part of the preparedness process is to build upon established relationships with local emergency responders, including police and fire department personnel.

The College’s Emergency Procedures flier may be viewed here and printed: http://www.randolphcollege.edu/documents/security/rc_emergency_procedures.pdf

Closed Circuit Television (CCTV) Monitoring
Randolph College is committed to providing a safe environment by incorporating the best practices of campus security with state of the art technology. A critical component of a comprehensive security plan is the use of Closed Circuit Television (CCTV) cameras. Such technology is capable of monitoring and recording campus activity. The purpose of CCTV monitoring is to deter crime and to protect the safety and property of the Randolph College community in accordance with existing College policies. Monitoring of residence hall entrances/exits and adjoining public areas for safety and security purposes at the College is limited to uses that do not violate a reasonable expectation of privacy as consistent with the traditions of liberal arts colleges.

A CCTV Committee was established to monitor the use of cameras and to make decisions regarding their use. The Committee is comprised of seven (7) members including College administrative personnel, faculty and students.

Missing Student Notification Policy for Resident Students
Anytime a member of the Randolph College community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Department of Safety and Security at 434-947-8000 or call 9-1-1 to alert Lynchburg police. Campus Security will fully cooperate with local police to generate a missing person report and initiate an investigation.

All reports of missing persons will be investigated. If the missing student is under the age of 18 and is not an emancipated individual, the Department of Safety and Security or a representative of the Dean of Student's office will notify the student's parent or legal guardian immediately after it is determined that the student has been missing for more than 24 hours. If the preliminary
investigation indicates a need, local law enforcement agencies and parents will be notified immediately.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Randolph College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through the College’s Dean of Student’s office.

**Firearms/Weapons Policy**

Employees and students are not allowed to have firearms or weapons of any kind in their possession on Randolph College property or at any Randolph College-sponsored event. Weapons including, but not limited to, handguns, rifles, shotguns, B-B guns, pellet guns, ammunition, switchblade knives, butterfly knives, metal/brass knuckles, bows and arrows, or other devices that are commonly considered to be weapons which may be deemed as a threat to the safety and well being of others. (This policy does not apply to law enforcement personnel.)

The College retains the final authority in evaluating potential dangers and determining what constitutes a weapon. Items that may be deemed as weapons may be removed or confiscated from the possession of anyone on campus. Any violation of this policy may result in disciplinary action up to and including termination of employment, student sanction or expulsion, and/or criminal charges. Questions regarding this policy should be directed to the Director of Safety and Security at 434-947-8000.

**Alcohol Policy**

It shall be the responsibility of each member of the Randolph College community to know and comply with all Virginia state laws and college regulations and to help prevent any abuses or excesses stemming from the use of alcoholic beverages. In particular, students are reminded of their general responsibility for the safety and welfare of one another, as well as their specific responsibility to the College community for the highest standards of conduct and behavior for themselves and their guests.

I. **Virginia State Law**

Persons who are under 21 years of age may not purchase, possess, or consume beer, wine, or distilled spirits. Persons 21 years of age or older may purchase, possess, and consume any type of alcoholic beverage. It is illegal for any person of legal drinking age to buy alcohol for consumption by persons who are not of legal drinking age. Any student who is under 21 years of age may not consume or possess alcoholic beverages on campus or at any College-sponsored event.

II. **College Regulations**

Students of legal drinking age may possess and consume alcoholic beverages on campus in a responsible manner in the following areas:

- In a student room with the door closed
- At registered private parties for which consumption for those of legal age has been approved
Alcoholic beverages MAY NOT be possessed or consumed in the areas listed below:

- Grounds of the College, including WildCat Stadium and all parking lots
- Academic buildings
- Residence hall public areas (hallways, lobbies, lounges, study rooms, parlors, kitchens)
- Stairwells
- Caldwell Commons and Darden Conference areas
- Main Hall Lobby and corridors (an exception may include some College sponsored events with approval)
- Student Center

Key points:
- Individuals who choose to consume alcoholic beverages, regardless of their age, are responsible for their behavior.
- It is a violation of state law and College policy to provide alcohol to an underage person.
- It is a violation of College policy to be intoxicated in public, as determined by College and residence hall staff.
- It is a violation of state law and College policy to drive a vehicle on the campus while under the influence of alcohol.
- A student, regardless of age, who as a result of alcohol consumption has become physically ill, injured herself/himself or another, or lost consciousness for any period of time will be referred to the Dean of Students for follow up and action.
- Alcoholic beverage containers may not be displayed in a manner that renders them visible from outside a campus building.
- Student Government funds shall not be used to purchase alcoholic beverages.
- A party contract must be approved in advance by the Dean of Students Office if any oversized container of alcoholic beverage will be brought onto the Randolph campus, no matter the location (including a student room) or the number of persons attending the private party. ALL persons attending a gathering where there is an oversized container of alcohol must be 21 years of age.

Parties at which alcohol will be consumed must be approved in advance by the Dean of Students Office before space can be reserved for the party. Copies of the College's party policy are available from the Director of Student Activities in the Dean of Students office.

Counseling and Treatment for Alcohol Use
Students should be familiar with the health risks associated with alcohol abuse. These include possible addiction, reduced resistance to disease, danger of overdose, and impairment of motor skills and judgment, which may cause the user to engage in behaviors that place her at risk. Students may seek alcohol counseling and referrals at the College's Counseling Center, (434) 947-8158.

Drug Use Policy
The unlawful possession, use, or distribution of illicit drugs is prohibited by the College. Students are obligated to function under the legal standards set forth in local, state, and federal statutes. Law enforcement officials with proper documents may search any campus building without prior notice, within the constraints of a legal search. Disciplinary action may include referral for prosecution.
Students should be familiar with the health risks associated with the use of illicit drugs. These include possible dependence or addiction, reduced resistance to disease, danger of overdose, and impairment of motor skills and judgment, which may cause the user to engage in behaviors that place her/him at risk. Students may seek drug counseling and referrals at the College's Counseling Center, (434) 947-8158.

**Sexual Assault Policy**
The Student Handbook distributed to each student contains a section explaining procedures a student should follow if a sexual assault occurs, the medical and counseling services available on campus and in the Lynchburg area, what the options are for reporting a sexual assault, and the importance of filing a police report.

The Dean of Students Office advises the student and helps them to make an informed decision about the reporting procedure. This office also advocates for the student in the legal system as well as in the campus judicial process at another college or university or on the Randolph campus.

**Notification of Sex Offenders**
In accordance with the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Virginia State Police will advise the Randolph College Department of Safety and Security if a registered sex offender is employed, carries a vocation, or is a student at the College. This information is also available at the Virginia State Police Sex Offender Information Web Site located at: [http://sex-offender.vsp.virginia.gov/sor/](http://sex-offender.vsp.virginia.gov/sor/)

**Definitions of Crimes and Reportable Incidents**
Under the Federal Crime Awareness and Campus Security Act of 1990, the following is a list of crimes that must be reported by all colleges and universities. Incidents that are reported by a college under the campus act have actually occurred on that campus.

- **Murder and Non-Negligent Manslaughter** are defined as the willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter** is defined as the killing of another person through gross negligence.
- **Rape** is defined as sexual intercourse against the will of another person by using force, the threat of force, intimidation, or victim incapacitation.
- **Other sexual offenses** - forcible and non-forcible. Other sexual offenses are defined as sexual crimes other than rape.
- **Robbery** is defined as a larceny from a person in his/her presence by violence or intimidation.
- **Aggravated assault** occurs when a victim is attacked by physical means.
- **Burglary** is defined as the breaking and entering of a dwelling or a place of business with intent to commit a crime.
- **Motor vehicle theft** is defined as the theft or attempted theft of a motor vehicle.
- **Hate crimes** are defined by the Department of Education for reporting purposes as any crime that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.
- **Arson** is defined as 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.

**Arrests**
- Liquor law violations are defined as violations of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.
- Drug abuse violations are defined as violations of laws prohibiting the production, distribution, and/or use of certain controlled substance and equipment or devices utilized in their preparation and/or use.
- Weapons possession violations are defined as violations of laws that prohibit the manufacture, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Location Definitions from the Jeanne Clery 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 vendors).

**Residential Facilities:**
(1) Residence Halls on College property.

**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.
*Randolph College has no off-campus housing or student organization facilities.*

**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.

**Note:** Reported crime statistics do not include crimes that occur in privately owned homes or businesses on or adjacent to Randolph College property.

**Statistical Information**
The campus crime log and fire log are available for review at the Reception and Information Desk in Main Hall lobby during normal business hours, Monday through Friday, 8:00 a.m. to
4:00 p.m. Three-year crime statistics are included in this report and are also available at this web address:  [http://web.randolphcollege.edu/about/crime_data_2010.asp](http://web.randolphcollege.edu/about/crime_data_2010.asp)

### 2010 Crime Statistics

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<th>Crime/Offense Type</th>
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<th>Non-Campus Building or Property</th>
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continued
### 2010 Crime Statistics

<table>
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<tr>
<th>Crime/Offense Type</th>
<th>Reporting Year</th>
<th>On Campus</th>
<th>Residence Halls</th>
<th>Non-Campus Building or Property</th>
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### Liquor Law Violations

<table>
<thead>
<tr>
<th>Crime/Offense Type</th>
<th>Reporting Year</th>
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<th>Residence Halls</th>
<th>Non-Campus Building or Property</th>
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<th>Totals</th>
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## Drug Law Violations

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<th>Residence Halls</th>
<th>Non-Campus Building or Property</th>
<th>Public Property*</th>
<th>Totals</th>
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## Weapons Law Violations

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<th>Residence Halls</th>
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# Hate Crimes (By Prejudice)

*The reported hate crime statistics are separated by type of prejudice, but the numbers for each specific crime category are part of the total overall statistics reported for the year.*

<table>
<thead>
<tr>
<th>Crime/Offense Type</th>
<th>Reporting Year</th>
<th>On Campus</th>
<th>Residence Halls</th>
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</table>
Overview
The Higher Education Opportunity Act was enacted and became law in August 2008, requiring all academic institutions in the United States to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related campus statistics associated with student housing. The following public disclosure report details all information required by this law as it relates to Randolph College.

Fire Safety
Each year college and university students across the country experience a growing number of fire-related emergencies. There are several causes for these fires; however, most are due to a general lack of knowledge about fire safety and prevention, or general carelessness. Unfortunately, most college students do not realize how quickly a fire can occur. Proper fire safety education helps students realize they are not invincible and that fires do happen in campus-related settings. Students and employees should take steps to protect themselves no matter where they live.

Residential Housing Fire Safety
At Randolph College, all residence halls are protected by fire detection and alarm systems that are centrally monitored 24 hours per day, seven days per week. Campus buildings are also equipped with emergency generators in critical areas or emergency lighting fixtures that incorporate backup batteries should a loss of power occur. Each is tested on a monthly basis. These systems activate automatically to assure adequate egress lighting in hallways and emergency exit stairwells. Five of six residence halls are fully sprinklered. Carbon monoxide detectors have been installed in areas where products of combustion could occur. All fire safety systems are strictly maintained and tested in accordance with applicable national standards.

*Note: additional fire safety equipment/system information and fire alarm activation data is documented later in this report.

Reporting Fire Emergencies
1. Sound the building alarm by activating the fire alarm pull station at the nearest exit.
2. EVACUATE THE BUILDING!
3. Call the Reception and Information Desk at extension ‘0’, 434-947-8000 or dial 9-1-1 to report the location of the fire, and if known, what is burning.
4. Campus Security may also be contacted by using one of the EMERGENCY phones located on campus.

*Callers should be prepared to provide the communications operator with specific information, including name, location and nature of the fire.

Fire Safety Education, Training and Fire Drills
All on-campus residents, including those with special needs, receive comprehensive fire safety information during orientation and small group settings during the academic year. More formal fire and life safety training is provided annually by the city of Lynchburg Fire Marshal’s staff for Residence Life staff, including Resident Assistants, Resident Directors and Head Residents, and
intermittently for College employees. Floor and hall meetings are held each semester to discuss fire safety issues and proper evacuation measures. Residents are required to comply with safety requirements outlined in the “Student Handbook,” which includes information on fire safety and proper action to take during an emergency.

A video demonstration of the proper use of a fire extinguisher may be seen at this link provided by the Fire Equipment Manufacturer’s Association: http://www.youtube.com/watch?v=BLjoWjCrDqg

Preparation of emergency evacuation maps is continuing for each residence hall floor to direct occupants to primary and secondary exits. Mandatory supervised fire drills are conducted in residence halls each semester in coordination with Campus Safety and Security and Residence Life. The drills are carried out to ensure proper function of the building fire alarm system and to familiarize residents with proper evacuation procedures and designated gathering locations. Occupants of the residence hall must evacuate for a drill just as they would for an actual fire. Upon completion of the drills, any noted concerns or deficiencies, such as not being able to hear the alarm and untimely exits, are assessed and attended to.

When the fire alarm sounds, everyone must evacuate the building immediately every time. ALL fire alarms must be treated as an actual fire emergency. Failure to evacuate in a timely manner may result in judicial action and/or fines. Anyone involved in initiating a false alarm or inappropriately discharging a fire extinguisher will face severe disciplinary action and possible criminal charges. Additional fire safety and emergency preparedness information may be found here: http://www.randolphcollege.edu/documents/security/rc_emergency_procedures.pdf and at this web address: http://www.randolphcollege.edu/documents/security/rc_critical_incident_management_plan.pdf

Fire Prevention Policies
All residential facilities have fire alarm systems that report directly to Campus Safety and Security. To reduce fire hazards, the following items are not permitted in any College residential facility:

- Candles, incense, and any device with an open flame or exposed heating element.
- Toasters, toaster ovens, hot plates, halogen lights and microwaves (MicroFridges are allowed).
- Frying is prohibited in residence hall kitchens
- Smoking is prohibited in all residence halls (and campus buildings), including all interior spaces, student rooms, common areas, restrooms, lounges and corridors.
- Smoking is also prohibited within 50 feet of any campus building or structure entrance.

Many factors contribute to the problem of residential housing fires including:

- Student apathy is prevalent as many are unaware that fire is a risk or threat in the environment.
- Evacuation efforts are hindered since fire alarms are often ignored.
- Building evacuations are delayed due to lack of preparation and preplanning.
- Vandalized and improperly maintained smoke alarms and fire alarm systems inhibit early detection of fires.
• Misuse of cooking appliances, overloaded electrical circuits and extension cords increase the risk of fires.

Safety Precautions
• Provide students with a program for fire safety and prevention. Involve the local fire department.
• Teach students how to properly notify the fire department using the 911 system.
• Maintain and regularly test smoke alarms and fire alarm systems. Replace smoke alarm batteries every semester – Quinlan 5 only.
• Regularly inspect rooms and buildings for fire hazards.
• Inspect exit doors and windows and make sure they are working properly.
• Create and update detailed floor plans of buildings, and make them available to emergency personnel, resident advisors and students.
• Conduct fire drills and practice escape routes and evacuation plans. Urge students to take each alarm seriously.
• Do not overload electrical outlets and make sure extension cords are used properly.
• Learn to properly use and maintain heating and cooking appliances.
• Do not tamper with any smoke or heat detector, fire alarm, fire extinguisher, emergency light, sprinkler heads or valves, or any other fire safety equipment as this is strictly prohibited.
• Do not hang items from sprinkler heads or pipes as this could result in flooding and extensive damage to personal and College property.

Fire Log
A Campus Fire Log, similar to the crime log required for the Clery Act, is maintained at the College Switchboard in Main Hall. This document contains the following information:
1. The nature of the fire
2. The date of occurrence
3. The time of day the fire occurred
4. The general location of the fire

The log is available for inspection at the Reception and Information Desk in the Main Hall lobby during normal business hours, Monday through Friday 8:00 a.m. to 4:00 p.m. It contains information from the most recent sixty-day period. Requests for inspection of logs older than sixty days will be fulfilled and made available within two business days of the request. As with other required documentation, the fire log must be kept for three years following the publication of the last annual fire safety compliance report to which it applies (in effect, seven years).

Fire Statistics
Fire statistics are collected and reported, both in the annual fire safety compliance report and the Department of Education’s web-based data collection system, for each on-campus student housing facility. Note: Arson is a reportable crime. Any fire investigated by police determined to be arson must be reported as a fire statistic and as a crime statistic.
## Residence Hall Fire Alarm Activations
### Calendar Year 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Nature</th>
<th>Injury?</th>
<th>$ Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/12/10</td>
<td>2:17 a.m. – 3:30 a.m.</td>
<td>ALL Residence Halls (6)</td>
<td>Evacuation drills</td>
<td>N/A</td>
<td>None</td>
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<tr>
<td>1/25/10</td>
<td>3:45 a.m.</td>
<td>Main Hall</td>
<td>Unknown cause - fire alarm activation</td>
<td>N/A</td>
<td>None</td>
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<tr>
<td>2/03/10</td>
<td>5:59 p.m.</td>
<td>West Hall</td>
<td>Unknown cause - fire alarm activation</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>2/07/10</td>
<td>1:54 p.m.</td>
<td>Bell Hall</td>
<td>Overheated curling iron</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>2/20/10</td>
<td>11:56 p.m.</td>
<td>Wright Hall</td>
<td>Pull station maliciously activated</td>
<td>N/A</td>
<td>None</td>
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<tr>
<td>2/21/10</td>
<td>12:58 a.m.</td>
<td>Main Hall</td>
<td>Smoke/fire alarm due to burned food</td>
<td>N/A</td>
<td>None</td>
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<td>3/08/10</td>
<td>1:10 p.m.</td>
<td>Main Hall</td>
<td>Smoke/fire alarm due to burned food</td>
<td>N/A</td>
<td>None</td>
</tr>
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<td>3/13/10</td>
<td>7:21 p.m.</td>
<td>Webb Hall</td>
<td>Cooking utensils left on hot stove</td>
<td>N/A</td>
<td>None</td>
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<tr>
<td>5/19/10</td>
<td>8:32 a.m.</td>
<td>Wright Hall</td>
<td>Smoke alarm due to paint overspray</td>
<td>N/A</td>
<td>None</td>
</tr>
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<td>5/19/10</td>
<td>7:48 p.m.</td>
<td>Webb Hall</td>
<td>Smoke/fire alarm due to burned food</td>
<td>N/A</td>
<td>None</td>
</tr>
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<td>8:05 p.m.</td>
<td>Webb Hall</td>
<td>Unknown cause – fire alarm activation</td>
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<td>5/23/10</td>
<td>12:59 p.m./1:06 p.m./1:42 p.m.</td>
<td>Wright Hall</td>
<td>Smoke alarms due to paint overspray</td>
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<tr>
<td>5/27/10</td>
<td>12:23 p.m.</td>
<td>Webb Hall</td>
<td>Smoke/fire alarm due to burned food</td>
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<td>5/27/10</td>
<td>2:29 p.m.</td>
<td>Webb Hall</td>
<td>Smoke/fire alarm due to burned food</td>
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<tr>
<td>6/07/10</td>
<td>2:38 a.m.</td>
<td>West Hall</td>
<td>Sprinkler/water pressure alarm</td>
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<td>None</td>
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<td>6/09/10</td>
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<td>Main Hall</td>
<td>Unknown cause – fire alarm activation</td>
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<td>7/24/10</td>
<td>3:48 p.m.</td>
<td>Main Hall</td>
<td>Unknown cause – fire alarm activation</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>8/02/10</td>
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<td>Main Hall</td>
<td>Smoke alarm due to paint overspray</td>
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</tr>
<tr>
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<td>10:40 a.m.</td>
<td>West Hall</td>
<td>Unknown cause – fire alarm activation</td>
<td>N/A</td>
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<td>8:05 p.m.</td>
<td>Bell Hall</td>
<td>Smoke/fire alarm due to burned food</td>
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<td>None</td>
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<tr>
<td>9/03/10</td>
<td>10:52 a.m.</td>
<td>Wright Hall</td>
<td>Pull station maliciously activated</td>
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<td>9/14/10</td>
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<td>ALL Residence Halls (6)</td>
<td>Evacuation drills</td>
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<tr>
<td>Date</td>
<td>Time</td>
<td>Location</td>
<td>Event Description</td>
<td>Analysis</td>
<td>Cause</td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
<td>----------</td>
<td>--------------------------------------------------</td>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td>9/19/10</td>
<td>1:40 a.m.</td>
<td>Bell Hall</td>
<td>Smoke/fire alarm due to burned food</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>10/05/10</td>
<td>11:45 a.m.</td>
<td>West Hall</td>
<td>Unknown cause – fire alarm activation</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>10/16/10</td>
<td>1:15 a.m.</td>
<td>Main Hall</td>
<td>Smoke/fire alarm due to burned food</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>10/20/10</td>
<td>10:49 a.m.</td>
<td>Bell Hall</td>
<td>Water leak caused false activation</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>10/29/10</td>
<td>6:43 p.m.</td>
<td>Main Hall</td>
<td>Elevator equipment malfunction</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>11/14/10</td>
<td>7:13 p.m.</td>
<td>Webb Hall</td>
<td>Unknown cause – fire alarm activation</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>11/21/10</td>
<td>12:20 a.m.</td>
<td>Bell Hall</td>
<td>Smoke/fire alarm due to burned food</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>11/28/10</td>
<td>5:17 p.m.</td>
<td>Webb Hall</td>
<td>Unknown cause – fire alarm activation</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>12/01/10</td>
<td>3:10 a.m.</td>
<td>Main Hall</td>
<td>Water leak caused false activation</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>12/01/10</td>
<td>3:47 a.m.</td>
<td>Bell Hall</td>
<td>Pull station maliciously activated</td>
<td>N/A</td>
<td>None</td>
</tr>
</tbody>
</table>

**2010 Report Summary**

- Total Number of Actual Fires: **0**
- Total Number of Residence Hall Fire Alarm Activations: **32** (drills not included)
- Persons Injured: **0**
- Value of Property Damage: **$0**

### Student Residential Facilities - Fire Safety Information

<table>
<thead>
<tr>
<th>Residence Hall/Facility Name</th>
<th># Rooms/Maximum Capacity</th>
<th>Sprinkler or Fire Suppression?</th>
<th>Sprinklers in storage areas?</th>
<th>Detection Type: Heat or Smoke</th>
<th>Fire Alarm Sound: Horns/Bells</th>
<th>Strobe lights?</th>
<th>Centrally Monitored?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bell</td>
<td>85/145</td>
<td>N</td>
<td>Mechanical Rooms</td>
<td>Heat/Smoke</td>
<td>Horns</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Main</td>
<td>113/203</td>
<td>Y</td>
<td>Y</td>
<td>Heat/Smoke</td>
<td>Horns</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>West</td>
<td>38/68</td>
<td>Y</td>
<td>Y</td>
<td>Heat/Smoke</td>
<td>Bells</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Moore</td>
<td>38/69</td>
<td>Y</td>
<td>Y</td>
<td>Heat/Smoke</td>
<td>Bells</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Wright</td>
<td>53/87</td>
<td>Y</td>
<td>Y</td>
<td>Heat/Smoke</td>
<td>Horns</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Webb</td>
<td>68/68</td>
<td>Y</td>
<td>Y</td>
<td>Heat/Smoke</td>
<td>Horns</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Quinlan 5</td>
<td>3/3</td>
<td>N</td>
<td>N</td>
<td>Smoke</td>
<td>None</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>
Mailing Address:

Randolph College
Department of Safety and Security
2500 Rivermont Avenue
Lynchburg, Virginia 24503-1555
434-947-8000