

# Annual Security and Fire Safety Report

Monroe Park Campus, MCV Campus, VCU Qatar and VCU Inova Campus



2014



**VCU**

VCU Police is an essential element of a coordinated program of safety that involves the entire campus and surrounding communities.

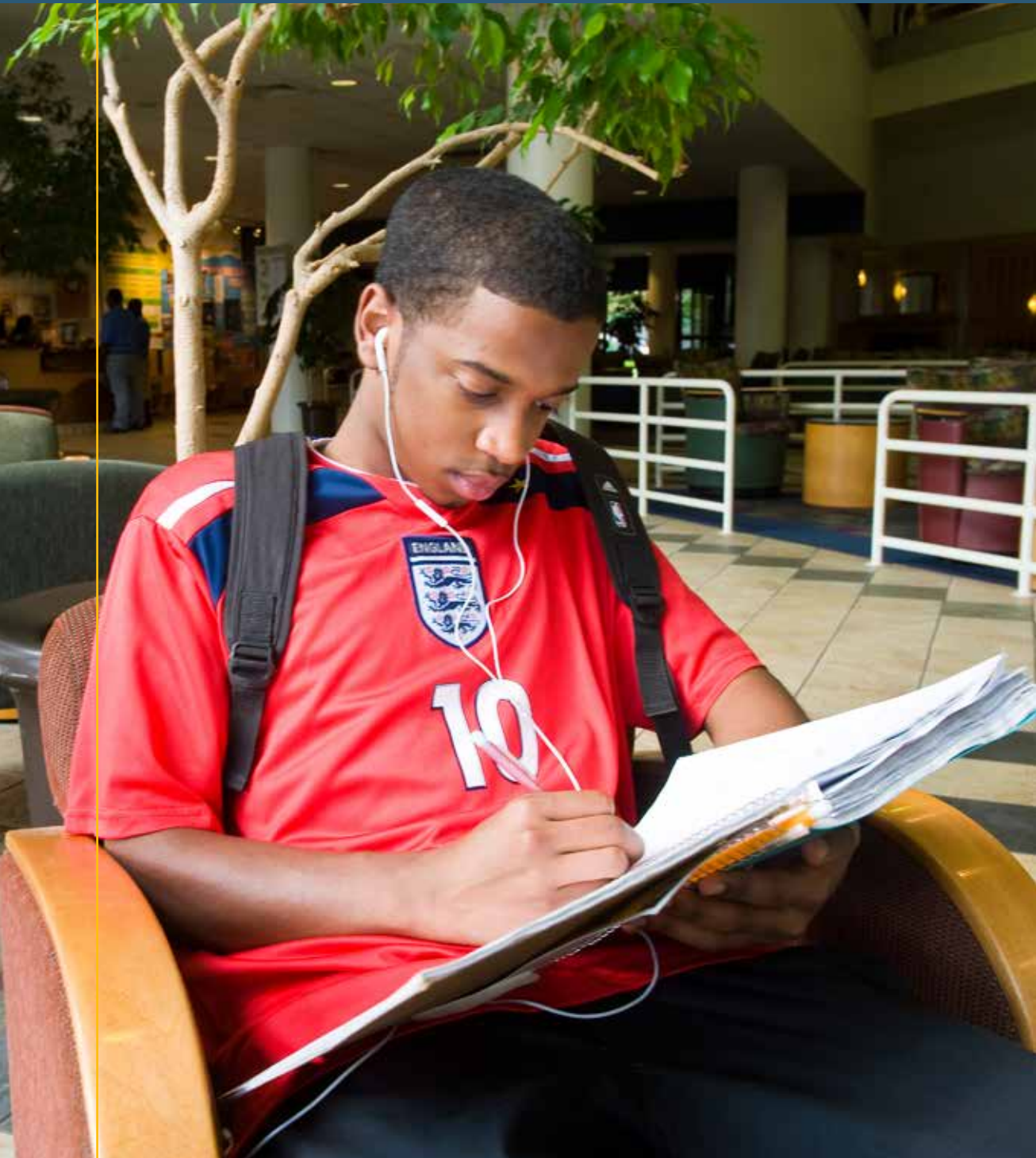


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## Monroe Park and MCV campuses

The mission of the Virginia Commonwealth University Police Department is to provide a safe and secure learning, living and working environment for the students, faculty, staff and visitors of VCU. This mission will be accomplished through the development of various community-based crime prevention strategies and initiatives in conjunction with traditional law enforcement and progressive community policing practices.

At VCU, keeping students, employees and visitors safe does not stop at the traditional campus borders. Instead, VCU Police — in partnership with the Richmond Police Department and community leaders — has aggressively expanded its outreach efforts in surrounding neighborhoods.

The ability to patrol in neighboring communities has fostered a new level of security for the on-campus community as well as for those who live and work in the areas surrounding the campuses. These efforts began in 1998 and comprise routine patrols that carry officers into neighborhoods adjacent to both campuses where VCU Police has jurisdiction to monitor and make arrests.

Another VCU Police initiative is aimed at keeping campus drug crime at low levels. Building on its commitment to involve everyone at the University in crime prevention, VCU Police uses both patrols and education to reach the goal of making our expanded environment drug-free.

On the Monroe Park and MCV campuses, VCU initiatives include electronic security systems that limit access to all campus residence halls and many buildings, and an expanded bicycle patrol that provides quick response on campus and in surrounding communities.



## VCU Police provides services to keep you safe.

### **Emergency Reporting Telephone System (ERTS)**

Yellow exterior and red interior telephones at more than 370 sites across both campuses allow electronic contact with VCU Police. An officer will be dispatched immediately to the site when the phones are accessed.

### **Access control**

Employees and students can swipe their VCUCards, the universal campus identification card, into readers at designated building entrances. A magnetic strip on the card identifies users and allows the encoded reader to open the door only to individuals with proper authority for that building.

### **RamSafe**

RamSafe provides free transportation service to on-campus locations and nearby residences and buildings. VCU faculty, students and staff are encouraged to contact RamSafe at [ramsafe.vcu.edu](https://ramsafe.vcu.edu) or (804) 828-SAFE during hours of operation. VCU Health System employees should continue to contact (804) 828-WALK for a security escort on the MCV Campus.

### **Bicycle patrol**

With a large campus bike patrol, officers are able to respond quickly to calls for service and provide visibility.

### **Defense systems against rape**

Rape Aggression Defense training teaches women – both students and employees – how to escape from threatening situations.

### **Bicycle and computer registration**

As part of the department's education program, VCU Police officers aid students and employees with registering their bicycles and personal computers to deter theft. VCU-branded bicycle U-locks, in conjunction with Student Affairs, are also offered free to students who have less-than-adequate locks.

### **Lighting and maintenance**

VCU Police take regular assessments of areas that may need repaired or upgraded lighting on campus, as well as assessing maintenance in physical areas that may provide protection for potential criminal activities.





## How VCU protects you

### **VCU Police Department**

VCU has authorized the operation of a full-time, professionally trained police department, responsible for the safety and welfare of all members of the University community and their guests. VCU Police is committed to providing a safe and secure learning environment on the Monroe Park and MCV campuses.

VCU Police enforces all state laws and University regulations, and prevents, detects and investigates any criminal activity on the campus. VCU Police is managed by a chief of police who is responsible for providing law enforcement service to the VCU community. The University's armed police officers have the authority to enforce state and federal laws and local ordinances, and have the authority to detain and arrest individuals who violate the law, as they are empowered by the Code of Virginia to do so. The VCU Police jurisdiction includes all University-owned, -leased and -controlled property and the adjacent streets and sidewalks. VCU Police maintains mutual aid agreements with the Richmond Police Department and the Virginia State Police. The Richmond Police Department agreement also gives VCU Police the authority to investigate criminal incidents occurring within its jurisdiction.

VCU Police maintains a strong working relationship with the Richmond Police Department, the Virginia State Police and the Department of Alcoholic Beverage

Control. A representative from VCU Police regularly attends Richmond Police Department meetings including, but not limited to, intelligence meetings, Target Review, weekly staff meetings and other informational meetings.

VCU Police officers are sworn and certified by the Virginia Department of Criminal Justice Services. All 92 VCU Police officers have completed 600 hours of law enforcement training from a certified criminal justice training academy and are required to complete 40 hours of in-service training biennially. In the event additional police resources are needed on campus, VCU Police utilizes the Richmond Police Department and the Virginia State Police.

Located at 938 W. Grace St., VCU Police is open 24 hours. The office staff maintains regular business hours, Monday through Friday, from 8 a.m. to 5 p.m. Copies of police reports are available, and recovered property can be collected during business hours. After business hours, contact may be made through the VCU Police Emergency Communications Center. The emergency telephone number is (804) 828-1234 and the nonemergency number is (804) 828-1196. VCU Police may also be contacted by activating one of the ERTS phones located on campus.

### **Campus security officers (CSO)**

The Virginia Department of Criminal Justice Services mandates that all security

officers employed by or contracted to a college or university will be required to complete approved training. Security officers assigned to residential housing, the Monroe Park Campus and the MCV Campus must complete the training and successfully pass written exams before being certified by DCJS.

## **CSO – contract security**

VCU Police is assisted in its mission by uniformed, contract security personnel. This auxiliary force is not empowered to make arrests or carry firearms; however, they assist the uniformed police officers in a variety of ways, such as building security, property checks and added visibility within the community.

Security personnel oversee building security at various academic buildings. Security personnel are charged with providing additional visual presence at various campus locations. They are responsible for checking faculty, student and staff identification, signing in visitors and conducting property checks of campus buildings. Security personnel are in constant contact with VCU Police via radio communications or through the ERTS phones.

## **CSO – housing security**

VCU Residential Life and Housing operates 15 residence halls. Each residence hall is staffed 24 hours per day with trained, uniformed student security personnel employed by VCU Police. All residents must enter their respective facility through the

main entrance. Exterior doors are locked and can only be opened with VCUCard access, which is granted to authorized personnel. Security personnel verify the identification of each resident who enters the building and also oversee guest sign-in for each facility. Guests must surrender valid photo identification, i.e., local, state or federal government identification with a current expiration date. Security personnel keep guest identifications at the security post until the guest signs out.

For policy violations or emergencies, security personnel may contact VCU Police using the police radio or ERTS phones.

## **CSO – hospital security**

The VCU Health System Safety and Security Department services the entire VCU Medical Center including patients, visitors and employees with the exceptions of those buildings, offices and/or locations under the sole responsibility of the VCU Police. VCU Health System security controls access to all of the VCU Health System buildings by both electronic access control and security checkpoints that are staffed by trained security officers. Security will patrol and control 3.8 million square feet of campus buildings. Staff is augmented with 191 CCTV cameras, 379 card readers and 351 duress alarms in and around nine different buildings.

Hospital security officers are assigned to a variety of posts when reporting for duty including, but not limited to, controlling

ingress to the emergency department, patrolling their assigned buildings and any other special assignment that their supervisor may deem appropriate.

In addition, hospital security maintains and monitors a sophisticated “code alert” system on the sixth, seventh and eighth floors of Main Hospital. This system’s sole purpose is to prevent infant abduction.

### **Crime prevention and security awareness programs**

Crime-prevention specialists offer strategies to help the campus community stay safe and prevent crime. Police officers also give security awareness and crime prevention presentations during orientations for both new students and employees. They conducted 99 of these in 2013. As part of the security awareness programs, students and employees are encouraged to be responsible for their own safety and the security of others. More than 310 personal safety awareness, larceny/robbery prevention and cyber safety presentations are made to university departments, programs and schools each year. VCU Police

hosted a university safety forum during 2013 and, between the VCU Police and the Wellness Resource Center, more than 320 sessions were conducted on domestic violence, sexual assault, stalking, healthy relationships and substance-abuse prevention. For information and presentations on the Monroe Park Campus, call (804) 828-4395. For the MCV Campus, call (804) 828-8730.

### **Things you can do**

#### **If someone tries to harm you**

- Stay calm and think rationally.
- Remember what the attacker looks like.
- Consider what you can do to defend yourself.

#### **At home and in your hall**

- Always lock your doors and windows.
- Be careful when inviting casual acquaintances into your home or office.
- Do not allow anyone to duplicate your keys.

#### **On the phone**

- List only first initials and last name in directories.



- Do not divulge your name and address to people you don't know.
- Hang up immediately on obscene phone callers.
- Never reveal that you are alone.

#### **In your car**

- Lock your doors and windows.
- Park in well-lit areas.
- Store valuables out of sight and lock them in the trunk when the car is parked.
- If your car breaks down, activate emergency flashers.
- Stay in the locked car.
- If someone stops to help, ask the person to call for help for you.
- Sound the horn if threatened.
- Never pick up hitchhikers.

#### **If you live off campus**

- Re-key locks when moving into a previously rented residence or after keys have been lost or stolen.
- Install deadbolt locks on all exterior doors and locks on windows.
- Make sure shrubbery is trimmed away from entryways and windows.
- Light entrances all night long.

#### **Community policing**

Community policing involves all students and employees in crime prevention. Officers provide a range of services,

including security inspections of facilities, presentations on personal safety tips and recommendations for safety measures. VCU Police joins in national community events such as Take Back the Night and National Night Out, as well as participating in a community health fair. Call (804) 828-1196 for more details.

#### **Investigations**

VCU Police investigators are fully sworn officers with the authorization to make arrests and investigate any crimes at VCU. They welcome your questions or any information that could help solve a crime. Just call (804) 828-6409.

#### **Victim-witness services**

The VCU Police victim-witness program consists of a victim-witness specialist coordinator and five specialists. The specialists attempt to contact every person who is the victim of a person-on-person crime whether they are a student, staff, faculty or visitor to the University and VCU Health System. Services the program provides include, but are not limited to, escorts to/from the magistrate and court, information on counseling services and other university resources, assistance with warrant(s), victim-witness compensation and general information regarding





the court process. We are here to help take care of your needs. Ask for any counseling, medical or academic help if you are a victim or witness. For more information call (804) 828-6356.

### **Threat assessment team**

The threat assessment team of VCU assesses and responds accordingly to any threatening behaviors and dangerous incidents involving students, faculty or staff. The team consists of representatives from VCU Police, VCU Human Resources, VCU University Counseling Services, VCU Division of Student Affairs, VCU University Counsel's Office and other units as determined necessary.

### **VCU Health System threat management team**

The VCU Health System threat management team assesses and manages all reported incidents of violence and threats of violence involving VCU Health System employees, visitors and property. The team consists of representatives from VCU Police, VCU Health System Human Resources, VCU Health System Risk Management, VCU Health System Patient Care Services and other units as determined necessary.

### **Student Assistance and Support Team**

The SAS Team provides a coordinated review and response to students involved in inappropriate behaviors, psychological distress and harm to self and/or others.

The team is composed of key personnel from the Division of Student Affairs including the central administrative office, University Counseling Services, University Student Health Services, the Office of Student Conduct and Academic Integrity, Residential Life and Housing, as well as the VCU Police Department and other units as deemed appropriate. The team meets weekly and is available to faculty and staff for case consultation to address significant student situations. The team provides a centralized mechanism to review incident reports, collect information, assess factors across individual points of contact, develop coordinated and timely responses to students, track progress of interventions and appropriately disseminate information. Information shared is considered confidential and is limited in its dissemination on a need-to-know basis.

### **Presidential Committee on Safety and Student Wellness**

This high-level committee primarily focuses on communications strategies to address safety and security issues, including an ongoing, University-level campaign that communicates the personal responsibility of students, faculty and staff in keeping VCU safe, and to raise the understanding of the Clery Act and importance of mandated timely and relevant crime information. The committee also convenes during significant crime events to assist in crisis communications.

## Campus security enhancements

VCU has implemented a multichannel communications system to keep students, faculty and staff informed, safe and secure.

In the event of an emergency, 10 sirens on VCU's two campuses will sound, alerting students, faculty, staff, patients, visitors and the surrounding communities to seek shelter.

VCU's text message alert system will notify students, faculty, staff and parents immediately about campus emergencies. It will also be used to report weather delays and cancellations. To sign up, visit [alert.vcu.edu/signup](http://alert.vcu.edu/signup). Registration is free.

During an emergency, alertus devices in classrooms, residence halls and other high-traffic areas on VCU's campuses will emit an alarm and a flashing strobe-light warning and will provide emergency information on the units' large-text digital displays.

Digital signboards in major academic buildings and residence hall lobbies will provide immediate information during campus emergencies.

The VCU Alert website at [alert.vcu.edu](http://alert.vcu.edu) will be updated regularly with information and instructions on how to respond should an emergency occur.



## VCU Campus Police and Emergencies

# 828-1234

Please note: In an emergency on campus, from a University phone, call (804) 828-1234.

## Important numbers

### Police/fire/emergency

On campus .....	828-1234
Off campus .....	911
To report a crime .....	828-1234
Text a tip to Crime Stoppers.....	274637; keyword VCUtip

### Other VCU Police numbers

Escort ride service (MCV Campus only).....	828-9255
Nonemergency Dispatcher .....	828-1196
Crime Prevention	
Monroe Park Campus Crime Prevention Specialist.....	828-4395
MCV Campus Crime Prevention Specialist.....	828-8730
Investigations .....	828-6409
Victim/Witness Coordinator .....	828-6356
Hospital Safety and Security .....	828-4300
Lost and Found .....	828-7071
Text a service tip (customer service feedback) .....	274637; keyword service

### VCU Police offices

938A W. Grace St. (open 24 hours).....	828-1196
938B W. Grace St./Patrol Operations .....	828-6199

### Other public safety and service resources

RamSafe (Monroe Park Campus only).....	828-7233
University Counseling Services	
Monroe Park Campus.....	828-6200
MCV Campus .....	828-3964
University Student Health Services	
Monroe Park Campus.....	828-8828
MCV Campus .....	828-9220
Environmental Health and Safety .....	828-6347
Residential Life and Housing .....	828-7666
Substance Abuse Services Coordinator .....	828-2086
Sexual Assault, Intimate Partner Violence and Stalking	
Advocacy Services.....	828-2085
Dean of Student Affairs.....	828-1244
Safety Case Manager .....	837-8753
Acting Title IX Coordinator for VCU .....	828-1347
Title IX Deputy Coordinator for Students.....	366-1643
Acting Title IX Deputy Coordinator for Employees .....	828-1347
YWCA rape crisis hotline .....	612-6126

\* Phone numbers above are area code (804).

## RamSafe

# 828-SAFE

(7233)

Please note: For free transportation services to on-campus locations and nearby residences and buildings call (804) 828-SAFE or visit [ramsafe.vcu.edu](https://ramsafe.vcu.edu).



# Policies, procedures and programs

## **Reporting a crime or emergency**

Located at 938A W. Grace St., the VCU Police Emergency Communications Center is open around-the-clock every day of the week. All individuals are encouraged to accurately and promptly report crimes or emergencies, including when the victim of a crime elects to or is unable to make such a report. Crimes and emergencies may be reported to the center by calling (804) 828-1234 (emergency) or (804) 828-1196 (nonemergency) or texting a tip. Individuals can text information via Crime Stoppers to 274637; keyword VCUtip. Members of the VCU community can also use the LiveSafe app to easily send high-quality information directly to the Emergency Communications Center. The app is free, user-friendly and is available on both iOS and Android mobile devices by searching “LiveSafe” in your app store. The ERTS telephones – located at more than 370 sites across both campuses – allow electronic contact with VCU Police, and an officer will be dispatched immediately to the site. Individuals should report crimes to VCU Police in order to have the incident assessed for a timely warning notice and for the purpose of annual statistical disclosure.

## **Voluntary confidential reporting and anonymous reporting procedures**

VCU does not allow voluntary confidential reporting because of state open-record laws. A state record may be accessed and any contact or identifying information

would therefore be open for viewing. To report crimes anonymously please call (804) 828-1234 (emergency) or (804) 828-1196 (nonemergency). Victims can withhold their names in order to remain anonymous. Victims also can file an anonymous report using the online anonymous reporting system at [police.vcu.edu](http://police.vcu.edu) and clicking “Report a crime.” Counselors at VCU are contacted on an annual basis about notifying clients, if and when they deem appropriate, about the online anonymous reporting system for inclusion of these reported crimes in the annual disclosure of crime statistics for the institution.

## **Reporting a crime or emergency to the Richmond Police Department**

A person reporting a crime to VCU Police has the right to report the crime to the Richmond Police Department by calling 911 or utilizing the Richmond Police non-emergency call center at (804) 646-5100.

## **Off-campus crime**

If the Richmond Police Department is contacted about criminal activity occurring at non-campus locations of student organizations, including those with non-campus housing facilities, involving VCU students, Richmond Police may notify VCU Police. However, there is no official Richmond Police policy requiring such notification. Students in these cases may be subject to arrest by Richmond Police and University disciplinary proceedings through the Office of Student Conduct and Academic Integrity.

## **VCU Police response to student organizations**

VCU student organizations do not occupy housing facilities on campus. There are several student organizations that occupy privately owned houses within VCU Police jurisdiction. If Richmond Police are called by a citizen to respond to one of these locations, they will typically notify VCU Police to respond with them or they will notify VCU Police after they have responded to inform VCU Police of the situation. However, the Richmond Police Department does this out of courtesy and is not required to notify or involve VCU Police when they respond to a call involving private property.

## **Response to reports**

Dispatchers are available 24 hours a day to answer your calls. VCU Police procedures require an immediate response to emergency calls. VCU Police works closely with the full range of city and county emergency resources 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, VCU Police will take the required action, either dispatching an officer or asking the victim to report to VCU Police to file an incident report. Special services include making use of experienced investigators as well as the availability of local, state and federal law enforcement agencies in providing support and assistance. A daily report

of all VCU Police activity is forwarded to the dean of student affairs' office for review and referral to the Office of Student Conduct and Academic Integrity for potential action, as appropriate.

## **Daily incident log**

VCU Police will maintain an incident log that will be posted daily to the VCU Police website. The log will include the nature, date, time and general location of incidents reported, as well as the disposition of the complaint, if that is known at the time the log is created. The log is updated within two business days of the reporting of the information to the VCU Police. A business day is Monday through Friday, except for days when the university is closed.

VCU Police reserves the right to exclude crime report information from the log in circumstances where posting may compromise ongoing police operations. Faculty, staff and students are encouraged to review the incident log periodically to become more familiar with the types and locations of incidents which may impact the University and VCU Health System communities. The daily incident log can be accessed at [police.vcu.edu/facts/incident\\_log.html](http://police.vcu.edu/facts/incident_log.html). An iPad to access the log is installed at 938A W. Grace St. on the Monroe Park Campus and at 401 N. 12th St., Suite 2-800 on the MCV Campus for those without Internet access.

# Policies, procedures and programs

## **Access to facilities**

VCU is part of the city of Richmond and, as such, is open to the public. Academic and administrative buildings are open to the public at a minimum during normal business hours, and often into the evening hours for night classes and activities. Most facilities have individual hours and the hours may vary at different times of the year. More than 200 buildings are owned or occupied by VCU. Access to facilities is managed in a variety of ways, according to use, size and other factors. Among the latest security strategies is an electronic access-control system that works with the VCUCard, the universal campus identification card. Faculty, staff and students can swipe their VCUCards into card readers at designated building entrances; a magnetic strip on the card identifies the user and allows the encoded reader to open the door only to those individuals with proper authority. Access to residential facilities is limited to building occupants as well as their authorized guests and visitors.

## **Security of campus facilities**

Most academic and administrative buildings do not have a VCU Police or security officer assigned to them. However, VCU officers patrol through the academic and administrative buildings on a regular

basis. Officers patrol the campus via foot, bike and cars. For information about the access protocol for a specific building, see the building manager, a department head or contact VCU Police at (804) 828-1196 (nonemergency). Housing staff and VCU officers conduct routine patrols of residential facilities to assess and monitor building security. Building occupants are helpful if they avoid allowing unknown individuals into the building.

## **Maintenance of campus facilities**

VCU Facilities Management takes safety and security service needs as its highest priority. Facilities Management immediately responds to reports of inoperable doors, burned-out lights, broken windows and screens, and requests from VCU Police to do such things as trim bushes for safety and security reasons.

VCU Police conduct lighting surveys prior to each semester, identifying lights that need to be replaced. VCU Police personnel closely monitor any security-related maintenance problems after hours until reported to and resolved by Facilities Management personnel. Other members of the University community can be helpful by reporting equipment problems to VCU Police or Facilities Management.



## Missing student policy

All students residing in an on-campus student housing facility have the option of identifying a contact person or persons whom the University will notify if the student is determined to be missing by VCU Police or the local law enforcement agency. The contact information will be confidential, accessible only by authorized campus officials and law enforcement and may not be disclosed outside a missing person investigation. When a student who resides in an on-campus student housing facility is determined to have been missing for 24 hours, the University will:

- Notify the missing person contact within 24 hours if the student has designated one.
- Notify the student's custodial parent or guardian and any other designated contact person within 24 hours if the student is less than 18 years of age and is not emancipated.
- Inform the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

The University will ensure that all students are able to update their contact information when needed. These procedures and form are communicated routinely to students by email during New Student Orientation, residence hall meetings and the start of fall and spring semesters. To update the contact

information, students should see their residence hall adviser. If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify VCU Police at (804) 828-1234 (emergency) or (804) 828-1196 (nonemergency).

## Timely warning/crime alert policy and procedures

(See pages 20 to 22 for notification methods under the mass notification systems section.)

The timely warning is triggered when the VCU Police identifies a Clery Act reportable crime that poses an ongoing or serious threat to students, faculty, staff and/or guests. The decision to inform the community shall be based upon the known facts of the incident. VCU has designated what has been deemed as VCU "core campus geography." A map of the core campus geography can be found at [police.vcu.edu/about/jurisdiction.html](http://police.vcu.edu/about/jurisdiction.html).

In consultation with the Chief of Police and/or the Vice President of University Relations, the Vice President for Finance and Administration will decide whether to inform the VCU community of crimes that may present a serious or ongoing threat or risk to members of the University community. In the event the Vice President for Finance and Administration is not available, the Chief of Police has the authority to determine whether the



# Policies, procedures and programs

incident requires a warning. Such timely warnings provide an opportunity for individuals to take reasonable precautions for their safety. Crimes that occur outside of the core campus geography but within the expanded VCU Police jurisdiction will be evaluated on a case-by-case basis. VCU is not required by law to issue a crime alert for off-campus crimes; however, if there is a crime that poses an ongoing or serious threat, information will be posted on the VCU Alert website so that students, faculty and staff can easily access information about crimes that occur in the surrounding area.

The University community will be notified of incidents that represent a serious or ongoing threat to the VCU community. The incidents may stem from reports to VCU Police, other state or local agencies or campus security authorities. Those incidents which prompt a timely warning notification could include, but are not limited to:

- Murder
- Non-negligent manslaughter
- Forcible sexual offenses
- Robbery
- Aggravated assault
- Arson

Any of these types of incidents will be evaluated on a case-by-case basis to determine if a serious or ongoing threat to the community exists. For example, if an assault occurs between two students

who have a disagreement, there may be no ongoing threat to other VCU community members and a timely warning notice would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a timely warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the VCU Police.

The VCU Chief of Police or a designee reviews all reports to determine if there is a serious or ongoing threat to the community and if the distribution of a crime alert is warranted. Crime alerts may also be posted for other crime classifications, as deemed necessary.

## **Notification process**

The Chief of Police or the senior police officer on duty will inform the Vice President for Finance and Administration of any incident that may pose a serious or ongoing threat to the personal safety of students, staff, patients and/or visitors.

In consultation with the Chief of Police, the Vice President for Finance and Administration and/or the Vice President of University Relations will determine whether the incident requires a warning. In the event the Vice President for Finance and Administration is not available, the Chief of Police has the authority to

determine whether the incident requires a warning. In situations in which the Vice President for Finance and Administration or Chief of Police is not available, or where any delay to brief these officials would significantly increase the risk to the VCU community, the on-duty police supervisor is authorized to develop a message and activate the text message system. If a warning is deemed necessary, it will promptly be developed and initiated for the VCU and VCU Health System communities by the appropriate office(s) as listed under the mass notification systems section (see pages 20 to 22). To maintain confidentiality, all warnings will be provided to students and employees without the names of victims. The warning will include the following information:

- Nature of the incident or immediate threat
- Location, date and time of incident
- Description of any suspect(s)
- Action recommended for University members
- Crime prevention information
- Contact number for VCU Police

Anyone with information warranting a timely warning should report the circumstances to the VCU Police by phone at

(804) 828-1234 (emergency) or in person at VCU Police headquarters located at 938 W. Grace St., Richmond, VA 23220. To view this policy visit [assurance.vcu.edu/Policy%20Library/Timely%20Warning%20Policy.pdf](https://assurance.vcu.edu/Policy%20Library/Timely%20Warning%20Policy.pdf).

## **Emergency notification, response and evacuation policy**

In accordance with the University's Emergency Preparedness Plan (EPP), University officials will coordinate the emergency notification, response and evacuation of the community, as needed, in the event of an emergency. These officials will also test the emergency response and evacuation procedures annually and publicize them throughout the community. Individuals who are responsible for carrying out these procedures include, but are not limited to the:

- President of the University
- Vice President for Finance and Administration (Incident Commander under the EPP)
- Chief of Police and/or VCU Police designee
- Associate Vice President for Facilities Management (acting as Deputy Incident Commander under the EPP)



# Policies, procedures and programs

Activation of the emergency notification system will occur immediately upon confirmation of a significant emergency or dangerous situation occurring on VCU's campuses involving an immediate threat to the health or safety of students, faculty and staff, so that they may take reasonable precautions for their safety. Emergencies on campus are typically confirmed by the VCU Police, in consultation with other offices such as Facilities Management, Office of Environmental Health and Safety, Office of Insurance and Risk Management, Office of the Vice Provost for Student Affairs, University Student Health Services, the National Weather Service and/or responding law enforcement or fire departments. The decision is made by the Vice President for Finance and Administration, in consultation with the Chief of Police. If an emergency notification is authorized, some or all of the systems listed under mass notification systems (see pages 20 to 22) will be activated, depending on the nature of the emergency. The notification messages will be developed and initiated by the appropriate department listed under mass notification systems (see pages 20 to 22) for each specific system that can be used to communicate to the

VCU and VCU Health System communities. The department that initiates the system will determine the appropriate segment(s) of the community to receive the notification as deemed necessary. Additionally, officials from VCU Police and/or University Relations will provide regular follow-up information to the community, as needed. Follow-up information may be distributed using some or all of the communication systems listed under mass notification systems (see pages 20 to 22), and they are posted at the VCU Alert website which can be accessed at [alert.vcu.edu](http://alert.vcu.edu).

In situations in which the Vice President for Finance and Administration or Chief of Police is not available, or where any delay to brief these officials would significantly increase the risk to the VCU community, the on-duty police supervisor is authorized to develop a message and activate the components of the emergency notification system (with exception of the email and website components). Parents and other members of the community who are interested in receiving information when there is an emergency on campus can sign up for the emergency text message system by visiting the VCU Alert website at [alert.vcu.edu](http://alert.vcu.edu). They also



can go to the University website or tune in to local or national media.

VCU will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

If only a segment or portion of the community needs to be informed, an emergency notification will be sent via email to the relevant segment of the campus community.

VCU has a full-time Director of Emergency Management and has created an Incident Response Team that assembles and manages major incidents on campus.

### **Emergency evacuation procedures**

VCU Police shall be responsible for the safe evacuation of all persons utilizing VCU and VCU Health System facilities in the event of fire, bomb threat, power outage, other natural disasters, civil disturbances and active threats. The level of necessity will determine the response by VCU Police. If large-scale events occur that are beyond the resource capabilities of VCU Police and the University, officials will request assistance from outside agencies such

as the Richmond Police and Fire and Emergency departments, state police, and Richmond and state departments of emergency management.

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately, proceed to the nearest exit and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit and notify VCU Police at (804) 828-1234 (emergency).

- Remain calm.
- Do NOT use elevators. Use the stairs.
- Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell and immediately inform VCU Police or the responding fire department of the individual's location.
- Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
- Make sure all personnel are out of the building.
- Do not re-enter the building.

### **Testing and exercise procedures**

VCU conducts various announced and unannounced exercises and drills each year. In accordance with the 2014 VCU Continuity of Operations Plan (COOP), VCU will utilize these procedures for

# Policies, procedures and programs

testing emergency notification, response and evacuation.

- Training, testing and exercises

To maintain the University's emergency management capability, an all-hazard COOP training, testing and exercise program was established in 2004. VCU annually certifies completion of plan updates and execution of tests on COOP plans in the event of natural or man-made disasters, including terrorist attacks. University emergency response and facility evacuation procedures are both publicized and are tested at least annually.

- After Action Review (AAR) and Improvement Plan

After Action Reviews will be conducted following each emergency event or exercise on a planning scenario. The formal AAR should be completed on emergency events and exercises within 60 days. Improvement plans will be included or recommended in formal AAR

documents. COOP or EPP modifications surfaced by the AAR process will be responsively made to applicable response plans.

To view this policy, visit [assurance.vcu.edu/Policy%20Library/Emergency%20Notification,%20Response,%20and%20Evacuation%20Policy.pdf](https://assurance.vcu.edu/Policy%20Library/Emergency%20Notification,%20Response,%20and%20Evacuation%20Policy.pdf).

## Mass notification systems

The University utilizes a multichannel communications system to provide timely warnings and emergency notifications to the VCU and VCU Health System communities. In the event of an impending or actual emergency on campus, one or more of the following communication channels will be activated:

**Outdoor siren system** consists of 10 sirens strategically located on campus. Siren tests are performed monthly. An authorized VCU Police department supervisor typically develops the messages for this system. Only VCU Police can activate the siren system.



**VCU Alert website**, found online at [alert.vcu.edu](http://alert.vcu.edu), is updated regularly with information and instructions about how to respond in an emergency situation. A link to the site can be found on the University website's home page. An authorized VCU Police department supervisor or the University Relations staff member on call typically develops the messages for this system. University Public Affairs activates the VCU Alert website and home page notifications. Parents and community members can view alerts and updates through this site.

**Alertus** devices in classrooms and high-volume areas transmit audio and visual alerts, as well as 80-character messages. An authorized VCU Police department supervisor typically develops the messages for this system. VCU Police, University Public Affairs and Technology Services can activate the alertus devices.

**Text messaging** provides personal communication to all cell phone users who register for the service. In addition to emergency communications, text messages will also be used to announce weather delays and cancellations. Students, faculty, staff, parents and community members can sign up for text messaging online at [alert.vcu.edu/signup](http://alert.vcu.edu/signup). An authorized VCU Police department supervisor

typically develops the messages for this system. VCU Police, University Public Affairs and Technology Services can activate the text messaging system through e2Campus.

**Digital screens** in major academic buildings, the University Student Commons and all residence halls will be used to provide visual alerts similar to those displayed on the VCU Alert website. An authorized VCU Police department supervisor typically develops the messages for this system. VCU Police, University Public Affairs and Technology Services can activate the digital screens through e2Campus.

**Email** will be used to send more detailed information to everyone with a VCU email account. An authorized VCU Police department supervisor or the University Relations staff member on call typically develops the messages for this system. University Public Affairs activates mass email.

**Social media** such as Twitter and Facebook will be used to send notices. An authorized VCU Police department supervisor or the University Public Affairs staff member on call typically develops the messages for this system. VCU Police, University Public Affairs and Technology Services utilize these social media tools.



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**Fire alarm system** may be used to evacuate a building(s) if there is a potential threat to the health and safety of that segment of the community.

If any of the systems using technology fails, the University may initiate face-to-face communication using building managers, residence life staff and other appropriate faculty, staff and students on campus.

## **VCU alcohol and drug policy**

In accordance with the federal Drug-Free Workplace Act of 1988, the federal Drug-Free Schools and Communities Act of 1989 and the state Policy on Alcohol and Other Drugs, VCU prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, sale or use of alcohol and other drugs by employees and students in the workplace, on University property or as part of any campus activity. Employee or student violators are subject to disciplinary action, up to and including termination of employment, expulsion, referral for prosecution and referral to an evaluation or rehabilitation program. VCU police officers enforce state underage drinking laws and local ordinances on campus. For additional information, view VCU's Alcohol and Drug Policy at [assurance.vcu.edu/Policy%20Library/Alcohol%20and%20Other%20Drug%20Policy.pdf](https://assurance.vcu.edu/Policy%20Library/Alcohol%20and%20Other%20Drug%20Policy.pdf).

Annually all students, staff and faculty are provided the policy in writing via email and, in addition, the VCU Insider, a

resource guide published by the Division of Student Affairs, includes the "VCU Alcohol and Drug Policy." This policy and its procedures incorporate the legal requirements of the Virginia Department of Alcoholic Beverage Control, which requires a person to be 21 years of age to drink alcoholic beverages. It is unlawful to serve or sell alcohol to persons under age 21. The sale, possession and use of illegal drugs and controlled substances are prohibited on campus and in VCU facilities. VCU police officers enforce federal and state drug laws on campus.

Student Affairs officials will notify parents of underage students found guilty of campus alcohol or substance abuse violations. This policy applies to students under age 21 and claimed as dependents by their parents.

## **Substance abuse education**

In addition to assessment, counseling, education and referral services available from University Student Health Services and University Counseling Services, several other VCU programs provide specific kinds of assistance, including education, information and treatment.

**VCU Wellness Resource Center**, 815 S. Cathedral Place, (804) 828-WELL (9355), provides a variety of programs, including Substance Abuse Education and Prevention, (804) 828-2086, which provides substance abuse prevention and educational programs including a free

basic alcohol education class. Staff members present in classes and residence halls, collaborate with student organizations to conduct educational activities and act as resources for any faculty, student or staff member who would like information on substance abuse prevention. A free alcohol self-assessment can be found online at [www.thewell.vcu.edu](http://www.thewell.vcu.edu).

## **Sexual assault, domestic violence, dating violence and stalking**

VCU does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence and stalking. As a result, VCU 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, VCU prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

For a complete list of VCU's policies governing sexual misconduct, visit [www.titleix.saf.vcu.edu/policies](http://www.titleix.saf.vcu.edu/policies).

The policy governing student sexual misconduct can be found at [assurance.vcu.edu/Policy%20Library/Title%20IX%20Student%20Sexual%20Harassment%20and%20Sexual%20Misconduct%20Anti-Discrimination%20Policy.pdf](http://assurance.vcu.edu/Policy%20Library/Title%20IX%20Student%20Sexual%20Harassment%20and%20Sexual%20Misconduct%20Anti-Discrimination%20Policy.pdf).

The policy governing employee sexual misconduct can be found at [assurance.vcu.edu/Policy%20Library/Prohibition%20Against%20Sexual%20Harassment.pdf](http://assurance.vcu.edu/Policy%20Library/Prohibition%20Against%20Sexual%20Harassment.pdf).

## **Definitions**

There are numerous terms used by VCU in our policy and procedures. The terms sexual assault, domestic violence, dating violence and stalking are defined differently by university policy, the Commonwealth of Virginia, the Department of Education and the Federal Bureau of Investigation. Students and employees reporting sexual misconduct have access to on campus administrative processes for reporting and complaint resolution as well as on and off campus criminal complaint reporting and resolution. For this reason, VCU has provided definitions from these sources in Appendix A on Page 48 to assist our community in understanding how we classify sexual misconduct on campus and how the Commonwealth of Virginia and U.S. government (inclusive of the FBI and Department of Education) define



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sexual misconduct. Not all terms are defined by all sources. For questions regarding the definitions provided in Appendix A, any person can contact VCU's Title IX Coordinator or the VCU Police Department (see on campus resource contact information at end of this section.)

## Education and prevention programs

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

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

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

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct
- b. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault and stalking
- c. Defines what behavior and actions constitute consent to sexual activity in the state of Virginia and/or using the definition of consent found in the Student Code of Conduct
- d. Provides a description of safe and positive options for bystander intervention (Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options and taking action to intervene.)
- e. Information on risk reduction (Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.)
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act

For a detailed description of VCU's educational programming including information on bystander intervention and risk reduction, see Appendix B on Page 56.

## Procedures for reporting a complaint

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence and stalking, including informing individuals about their right to file criminal charges; the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus; and options for, and available assistance in preventing contact between a complainant and an accused party through changes in academic, living, transportation and working situations if requested by the victim and if reasonably available. These options are available regardless of whether the victim chooses to report the crime to the VCU Police Department or local law enforcement.

To report an allegation of domestic violence, dating violence, sexual assault or stalking to the University, students and employees should contact one of VCU's Title IX Coordinators listed below by calling, writing or coming into the office to report in person as well as contact the VCU Police Department, if the victim so chooses.

## Acting VCU Title IX Coordinator

Jacqueline Kniska, J.D.  
(804) 828-1347  
iequity@vcu.edu

## Student-Only Involvement

Reuban Rodriguez, Ed.D.  
Title IX Deputy Coordinator for  
Students  
(804) 366-1643  
rbrodriguez@vcu.edu

## Employee-Employee and Employee-Student Involvement

Jacqueline Kniska, J.D.  
Acting Title IX Deputy Coordinator for  
Employees  
(804) 828-1347  
iequity@vcu.edu

After an incident of sexual assault and/or domestic violence, the victim should consider seeking medical attention as soon as possible at VCU Medical Center, St. Mary's Hospital or other proximate facility.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 72 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. For more information on evidence collection procedures, please see Appendix D



# Policies, procedures and programs

on Page 67. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University investigators, hearing boards or police.

Although the University strongly encourages all members of its community to report violations of the sexual misconduct policy/criminal statutes to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The University will assist any victim with notifying local police if they choose to make a report. See Page 30 for a list of University resources. The VCU Police Department has jurisdiction to investigate incidents of sexual assault, domestic violence, stalking and dating violence in VCU-owned or VCU-controlled property. The Richmond Police Department also responds to calls for the above referenced offenses that occur outside of the VCU Police Department's

jurisdiction. Both agencies work cooperatively to assist victims and investigate offenses as needed. The Richmond Police Department may be reached directly by calling (804) 646-5100 or in person at 200 W. Grace St., Richmond, VA 23220. Additional information about the Richmond Police Department may be found online at [www.richmondgov.com/Police/index.aspx](http://www.richmondgov.com/Police/index.aspx).

The University will provide resources, on campus, off campus or both, to include medical and health, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking and will apply appropriate disciplinary procedures to those who violate this policy.

The procedures set forth below are the procedures the University will follow to assist with a prompt response to reports of sexual assault, domestic or dating violence, and stalking; maintenance of confidentiality and fairness consistent with applicable legal requirements; and appropriate sanctions imposed on violators of this policy. The standard of evidence used by the University for administrative proceedings is a preponderance of the evidence, meaning it is more likely than not that the conduct occurred. The criminal justice system uses a higher standard – beyond a reasonable doubt.

Incident being reported:	Procedure VCU will follow:
Sexual assault	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs. delayed report), VCU administrators will provide complainant with access to medical care.</li> <li>2. University will assess immediate safety needs of complainant.</li> <li>3. University will assist complainant with contacting VCU Police Department and/or local police if complainant requests. Complainant provided with contact information for local police department.</li> <li>4. University will provide complainant with referrals to on and off campus resources, as required.</li> <li>5. University will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No contact" directive between both parties.</li> <li>6. University will provide a "No trespass" directive to accused party if deemed appropriate.</li> <li>7. University will provide written instructions on how to apply for Protective Order in the Commonwealth of Virginia.</li> <li>8. University will provide a copy of the appropriate policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.</li> <li>9. University will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.</li> <li>10. University will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</li> </ol>
Stalking, dating violence and/or domestic violence	<ol style="list-style-type: none"> <li>1. University will assess immediate safety needs of complainant.</li> <li>2. University will assist complainant with contacting local police if complainant requests and complainant provided with contact information for local police department.</li> <li>3. University will provide written instructions on how to apply for Protective Order and be provided resource information for both on and off campus.</li> <li>4. University will provide written information to complainant on how to preserve evidence.</li> <li>5. University will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</li> <li>6. University will provide a "No trespass" directive to accused party if deemed appropriate.</li> </ol>

# Policies, procedures and programs

## **A. Assistance for victims: Rights and options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence and stalking and will provide each victim with a written explanation of their rights and options. The University complies with Commonwealth of Virginia law in recognizing orders of protection and requests that any person who obtains an order of protection from Virginia or any other U.S. state should provide a copy to the VCU Police.

A complainant may then meet with campus police to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to, escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc. The University cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable

jurisdiction(s). The victim is required to apply directly for these services.

For detailed information regarding protective orders in Virginia, please see Appendix C on Page 65.

The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. Upon the victim's request, and to the extent of the victim's cooperation and consent, University offices will work cooperatively to assist the victim with their health, physical safety, work and academic status, pending the outcome of a formal University investigation of the complaint. Options for and assistance with reasonably available changes to academic, living, working or transportation situations, regardless of whether the victim chooses to report the crime to campus police or local law enforcement, will be offered. Examples may include, but are not limited to, the following: A potential change to the academic situation may be to transfer to a different section of a class. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible



changes in transportation may include having the victim/perpetrator park in a different location, assisting the victim/perpetrator with a safety escort, etc. To the extent possible, VCU will also provide assistance with and/or information about obtaining resources and services such as counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with those who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will

be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims nor house identifiable information regarding victims in the campus police departments Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request. The University will assist the student or employee with changing directory information.

## Resources for victims of domestic violence, dating violence, sexual assault and stalking

### On-campus

Resource	Address/ Location on campus	Phone number
University Counseling Services (Monroe Park Campus)	University Student Commons, Room 238, 907 Floyd Ave.	(804) 828-6200
University Counseling Services (MCV Campus)	Grant House, B011, 1008 E. Clay St.	(804) 828-3964
University Student Health Services (Monroe Park Campus)	1300 W. Broad St., Suite 2200	(804) 828-8828
University Student Health Services (MCV Campus)	1000 E. Marshall St., Room 305	(804) 828-9220
VCU Police Department	938 W. Grace St.	(804) 828-1234 (emergency) (804) 828-1196 (nonemergency)
Division of Inclusive Excellence	817 S. Cathedral Place	(804) 828-8947
Acting University Title IX Coordinator	918 W. Franklin St.	(804) 828-1347
Acting Title IX Deputy Coordinator for Employees	918 W. Franklin St.	(804) 828-1347
Title IX Deputy Coordinator for Students	Sitterding House 901 Floyd Ave.	(804) 828-8941
Wellness Resource Center: Sexual Assault, Intimate Partner Violence and Stalking Advocacy Services	815 S. Cathedral Place	(804) 828-2085
Interfaith Campus Ministries Association	901 Floyd Ave.	(804) 828-7525
Office of Multicultural Student Affairs	University Student Commons 907 Floyd Ave.	(804) 828-6672
Office of Student Conduct and Academic Integrity	University Student Commons, Suite 229, 907 Floyd Ave.	(804) 828-1963
Visa and Immigration Assistance	Blair House, 408 W. Franklin St.	(804) 828-6016

## Off-campus

Resource	Address/ Location on campus	Phone number
City of Richmond Police Department	200 W. Grace St., Richmond, VA 23220	911 (emergency) (804) 646-5100 (nonemergency)
VCU Medical Center, Emergency Department (Health)	401 N. 12th St., Richmond, VA 23298	(804) 828-5250
St. Mary's Hospital (Health)	5801 Bremono Road, Richmond, VA 23226	(804) 281-8184 (emergency dept) (804) 281-8574 (forensic nursing)
YWCA (Rape Crisis Center) (Counseling/mental health/advocacy)	6 N. 5th St., Richmond, VA 23219	(804) 612-6126 (crisis) (804) 643-6761 (office)
Henrico Safe Harbor	P.O. Box 17996, Richmond, VA 23226	(804) 287-7877
Hanover Safe Place	629A N. Washington Highway, Ashland, VA 23005	(804) 752-2702
Fan Free Clinic (Health)	1010 N. Thompson St., Richmond, VA 23230	(804) 358-6343 ext. 153
Richmond Magistrate System (Protective Orders)	Regional	(804) 786-6455
Richmond General District Courthouse (Protective Orders)	920 Hull St., Richmond, VA	(804) 646-6677
Richmond Juvenile and Domestic Relations Courthouse (Protective Orders)	1600 Oliver Hill Way, Richmond, VA 23219-1214	(804) 646-2942
Richmond City Victim Witness Services (Legal Assistance)	800 E. Marshall St., Richmond, VA 23219	(804) 646-7665
State Employee Assistance Program (Health)		(888) 238-6232
Department of Education- Office for Civil Rights	400 Maryland Ave. SW, Washington, DC 20202-1100	(800) 421-3481
Community United Against Violence (LGBTQ)	427 S. Van Ness Ave., San Francisco, CA 94103	(415) 777-5500
Central Virginia Legal Aid Society (Legal assistance)	101 W. Broad St., Suite 101, Richmond, VA 23220	(804) 648-1012 Toll free (800) 868-1012
Visa and Immigration Assistance	U.S. State Department 2201 C St. NW, Washington, DC 20520	(202) 547-4000



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

- [www.thewell.vcu.edu/docs/sa-broc.pdf](http://www.thewell.vcu.edu/docs/sa-broc.pdf) VCU informational brochure
- [vsdvalliance.org](http://vsdvalliance.org) Virginia Sexual and Domestic Violence Action Alliance
- [ywcarrichmond.org](http://ywcarrichmond.org) YWCA of Richmond, Virginia
- [dcjs.virginia.gov/victims/documents/stalking.pdf](http://dcjs.virginia.gov/victims/documents/stalking.pdf) Stalking – Virginia Department of Criminal Justice Services
- [victimsofcrime.org/help-for-crime-victims/get-help-bulletins-for-crime-victims/bulletins-for-teens/dating-violence](http://victimsofcrime.org/help-for-crime-victims/get-help-bulletins-for-crime-victims/bulletins-for-teens/dating-violence) Dating violence
- [rainn.org](http://rainn.org) Rape, Abuse and Incest National Network
- [ovw.usdoj.gov/sexassault.htm](http://ovw.usdoj.gov/sexassault.htm) U.S. Department of Justice
- <http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office for Civil Rights

Survivors of sexual assault react to their experiences in different ways. There are feelings and experiences that are common for many survivors, while others may be specific to the given circumstances. A survivor may:

- Feel a loss of control
- Feel a sense of shock and disbelief, numbness and difficulty concentrating

- Go through a period of acting as if nothing happened (after the initial shock is over)
- Be fearful and feel unsafe
- Have flashbacks and/or nightmares

If you have not experienced any of these, it does not mean there is something wrong with how you are healing from the assault. The feelings you experience are part of the healing process.

Responding to someone who has been sexually assaulted:

- Believe them
- Allow them to make choices on their own and heal at their own pace
- Avoid blaming or criticizing statements
- Refer them to the resources contained in this document

If you would like more suggestions on how to help someone who has experienced violence, visit The Well's website at [www.thewell.vcu.edu](http://www.thewell.vcu.edu).

## **B. Adjudication of violations**

Whether or not criminal charges are filed, the University or a person may file a complaint under the VCU's policies (Title IX Student Sexual Harassment and Sexual Misconduct Anti-Discrimination and for employees the prohibition on sexual harassment policy) alleging that a student or employee violated the University's policy on sexual harassment or sexual misconduct.

Reports of all domestic violence, dating violence, sexual assault and stalking made to VCU Police will automatically be referred to the Title IX Coordinators for investigation regardless of if the complainant chooses to pursue criminal charges.

## **University complaint resolution process**

The university disciplinary process is consistent with the university's policy and will include a prompt, fair and impartial investigation and resolution process transparent to the accuser and the accused. Usually, the resolution of complaints of sexual misconduct are completed within 60 days of the report, however the proceedings timeframe allows for extensions for good cause with notice to the accuser and the accused of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

Complaints involving students are specifically detailed here online at [assurance.vcu.edu/Policy%20Library/Title%20IX%20Student%20Sexual%20Harassment%20and%20Sexual%20Misconduct%20Anti-Discrimination%20Policy.pdf](https://assurance.vcu.edu/Policy%20Library/Title%20IX%20Student%20Sexual%20Harassment%20and%20Sexual%20Misconduct%20Anti-Discrimination%20Policy.pdf).

Complaints involving employees are specifically detailed online at [assurance](https://assurance.vcu.edu/Policy%20Library/Title%20IX%20Student%20Sexual%20Harassment%20and%20Sexual%20Misconduct%20Anti-Discrimination%20Policy.pdf)

[.vcu.edu/Policy%20Library/Prohibition%20Against%20Sexual%20Harassment.pdf](https://assurance.vcu.edu/Policy%20Library/Prohibition%20Against%20Sexual%20Harassment.pdf).

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

## **Sex offender registration**

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

Access this information at [sex-offender.vsp.virginia.gov/sor](https://sex-offender.vsp.virginia.gov/sor). This site allows users to query registered convicted offenders in the Commonwealth of Virginia.



# Policies, procedures and programs

## **Report preparation**

This report contains information and crime statistics for the three previous calendar years regarding crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by VCU; and on public property within, or immediately adjacent to and accessible from the campus. The report also contains information regarding campus security and personal safety topics such as crime prevention, fire safety, University police law enforcement authority, crime reporting policies, student conduct procedures and other information related to safety and security on campus. The preparation of the VCU Annual Security and Fire Safety Report is coordinated by the business manager of the VCU Police in collaboration with the following VCU staff: Wellness Resource Center, Human Resource Division, the

Division of Student Affairs, the Division of University Relations, and the Office of Environmental Health and Safety in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Crime statistics are gathered for the core campus and other buildings owned, controlled and used for educational purposes from local police agencies, VCU Office of Student Conduct and Academic Integrity and from campus security authorities, as defined by federal law. Information provided in this report can be accessed at [police.vcu.edu/facts](http://police.vcu.edu/facts). All policies referenced in this document are effective as of July 1, 2014. To view University policies, please visit [assurance.vcu.edu/policylibrary.html](http://assurance.vcu.edu/policylibrary.html).

## 2013 yearly totals\*

With the new regulations under the Violence Against Women Reauthorization Act (VAWA) of 2013, the Annual Security Report now includes crime statistics for dating violence, domestic violence and stalking. The fourth category under VAWA, sexual assault, has already been included as defined in the sex offense crime category. The statutory provisions were not effective until spring 2013; therefore, “good faith efforts” are to be utilized to track and record the new VAWA crime category statistics for calendar year 2013. As such, VCU has made every effort to identify and report all 2013 VAWA crime statistics in the 2013 tables below.

### Monroe Park Campus

	On campus	Non-campus**	Public property***	Total	Residential facilities****
<b>Offenses</b>					
Murder/non-negligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Sex offenses†	3	0	1	4	3
Sex offenses, nonforcible	0	0	0	0	0
Robbery	0	0	26	26	0
Aggravated assault	1	0	11	12	1
Burglary	23	2	0	25	19
Motor vehicle theft	2	0	21	23	0
Arson	0	0	1	1	0
Dating violence	3	0	5	8	2
Domestic violence	0	0	0	0	0
Stalking	9	0	1	10	4
<b>Arrests/referrals</b>					
Liquor law arrests	167	0	224	391	124
Liquor law referrals	95	0	3	98	93
Drug law arrests	56	0	137	193	32
Drug law referrals	41	0	0	41	40
Weapons law arrests	4	1	40	45	0
Weapons law referrals	1	0	0	1	1

### MCV Campus

	On campus	Non-campus	Public property***	Total	Residential facilities****
<b>Offenses</b>					
Murder/non-negligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Sex offenses	4	0	0	4	0
Sex offenses, nonforcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated assault	4	0	0	4	0
Burglary	1	0	0	1	0
Motor vehicle theft	9	0	2	11	0
Arson	1	0	0	1	0
Dating violence	0	0	0	0	0
Domestic violence	7	0	0	7	0
Stalking	6	0	0	6	0
<b>Arrests/referrals</b>					
Liquor law arrests	14	0	5	19	10
Liquor law referrals	5	0	0	5	5
Drug law arrests	21	0	16	37	4
Drug law referrals	9	0	0	9	9
Weapons law arrests	2	0	1	3	0
Weapons law referrals	0	0	0	0	0

\* Yearly totals for residential facilities and campuses supplied by VCU Police Department. Crime statistics for the MCV Campus may include incidents that occurred on VCU Health System property, which includes the hospital, located on that campus.

\*\* Information was requested from the following police departments. Either no reply was received or no information was provided from: Royal Barbados Police Force, Barbados; Shanghai Municipal Public Security, China; Commissariat de Police La Rochelle, France; Germany - Central Authority, Germany; Tourist Assistance Office (ASISTUR) of INGUAT, Guatemala; The Ministry of Public Security, Israel; Guardia Di Finanza, Italy; Polizia Di Stato, Italy; Preventative Police Department, Mexico; Lima, Peru Tourist Police Headquarters; SAPS Head Office, South Africa; Comisaria Provincial de Cordoba, Spain.

\*\*\* Public property includes statistics from VCU and Richmond Police Departments, Virginia ABC, Virginia State Police and Division of Capitol Police.

\*\*\*\*All residential facility counts are a subtotal of the on-campus total.

† Includes reports to other VCU departments and the victim declined to file a police report or identify a specific location.

# Crime statistics

2012 yearly totals\*

## Monroe Park Campus

	On campus	Non-campus**	Public property***	Total	Residential facilities****
<b>Offenses</b>					
Murder/non-negligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible sex offense	3	0	2	5	3
Nonforcible sex offense	0	0	0	0	0
Robbery	3	0	15	18	0
Aggravated assault	2	0	11	13	1
Burglary	15	0	0	15	13
Motor vehicle theft	4	0	11	15	0
Arson	1	0	0	1	1
<b>Arrests/referrals</b>					
Liquor law arrests	93	0	145	238	77
Liquor law referrals	76	0	0	76	75
Drug law arrests	78	0	138	216	55
Drug law referrals	38	0	0	38	32
Weapons law arrests	2	0	30	32	0
Weapons law referrals	1	0	0	1	1

## MCV Campus

	On campus	Non-campus	Public property***	Total	Residential facilities****
<b>Offenses</b>					
Murder/non-negligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible sex offense	2	0	0	2	1
Nonforcible sex offense	0	0	0	0	0
Robbery	1	0	0	1	0
Aggravated assault	5	0	0	5	0
Burglary	2	0	0	2	1
Motor vehicle theft	5	0	3	8	0
Arson	0	0	0	0	0
<b>Arrests/referrals</b>					
Liquor law arrests	8	0	9	17	3
Liquor law referrals	4	0	0	4	3
Drug law arrests	23	0	10	33	7
Drug law referrals	1	0	0	1	1
Weapons law arrests	0	0	5	5	0
Weapons law referrals	0	0	0	0	0

\* Yearly totals for residential facilities and campuses supplied by VCU Police Department. Crime statistics for the MCV Campus may include incidents that occurred on VCU Health System property, which includes the hospital, located on that campus.

\*\* Information was requested from the following police departments. Either no reply was received or no information was provided from: Vienna Police Department, Austria; Royal Barbados Police Force, Barbados; Sao Paulo Headquarters of the Specialized Tourist Police, Brazil; Rio Tourist Police, Brazil; US Embassy, Costa Rica; Commissariat de Police, France; Grafing Police Station, Germany; Quetzaltenango Tourist Security Office, Guatemala; City Police for Tourism, Guatemala; Police Commissioner Office, India; Polizia Di Stato, Italy; Preventative Police Department, Mexico; Panama Tourist Police, Panama; Lima, Peru Tourist Police Headquarters, Peru; Sibiu County Police Inspectorate, Romania; Ministry of Interior, Serbia; Main Station, Spain

\*\*\* Public property includes statistics from VCU and Richmond Police Departments, Virginia ABC, Virginia State Police and Division of Capitol Police.

\*\*\*\*All residential facility counts are a subtotal of the on-campus total.

Monroe Park Campus

	On campus	Non-campus**	Public property***	Total	Residential facilities****
Offenses					
Murder/non-negligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible sex offense	2	0	3	5	1
Nonforcible sex offense	0	0	0	0	0
Robbery	0	0	17	17	0
Aggravated assault	1	0	9	10	0
Burglary	9	0	0	9	8
Motor vehicle theft	1	0	18	19	0
Arson	1	0	0	1	0
Arrests/referrals					
Liquor law arrests	109	0	319	428	100
Liquor law referrals	169	0	72	241	159
Drug law arrests	110	0	202	312	87
Drug law referrals	151	0	17	168	142
Weapons law arrests	0	3	34	37	0
Weapons law referrals	0	0	0	0	0

MCV Campus

	On campus	Non-campus	Public property***	Total	Residential facilities****
Offenses					
Murder/non-negligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible sex offense	2	0	1	3	0
Nonforcible sex offense	0	0	0	0	0
Robbery	1	0	3	4	0
Aggravated assault	2	0	0	2	0
Burglary	2	0	0	2	1
Motor vehicle theft	1	0	0	1	0
Arson	0	0	0	0	0
Arrests/referrals					
Liquor law arrests	22	0	16	38	14
Liquor law referrals	33	0	1	34	31
Drug law arrests	34	0	28	62	6
Drug law referrals	12	0	0	12	12
Weapons law arrests	4	0	11	15	0
Weapons law referrals	2	0	0	2	2

\* Yearly totals for residential facilities and campuses supplied by VCU Police Department. Crime statistics for the MCV Campus may include incidents that occurred on VCU Health System property, which includes the hospital, located on that campus.

\*\* Information was requested from the following police departments. Either no reply was received or no information was provided from: Vienna Police Department, Austria; Royal Barbados Police Force, Barbados; Sao Paulo Headquarters of the Specialized Tourist Police, Brazil; Rio Tourist Police, Brazil; Ontario Provincial Police, Canada; Beijing Public Security Bureau, China; Shanghai Station Area Police Office, China; London Metropolitan Police, England; Commissariat de Police, France; Grafing Police Station, Germany; Quetzaltenango Tourist Security Office, Guatemala; City Police for Tourism, Guatemala; Police Commissioner Office, India; Polizia Di Stato Commissariato, Italy; Polizia Di Stato, Italy; U.S. Consulate in Tijuana, Mexico; Preventative Police Department, Mexico; Amsterdam Police-Amstelland, Netherlands; Panama Tourist Police, Panama; Lima, Peru Tourist Police Headquarters, Peru; Lothian and Borders Police Force Headquarters, Scotland; Main Station, Spain.

\*\*\* Public property includes statistics from VCU and Richmond Police Departments, Virginia ABC and Virginia State Police.

\*\*\*\*All residential facility counts are a subtotal of the on-campus total.

## 2011-13 Hate crimes (Monroe Park Campus)

**2013 – No hate crimes were reported.**

**2012 – No hate crimes were reported.**

**2011 – No hate crimes were reported.**

## 2011-13 Hate crimes (MCV Campus)

**2013 – No hate crimes were reported.**

**2012 – No hate crimes were reported.**

**2011 – No hate crimes were reported.**

## 2011-13 Additional crime statistics (Monroe Park and MCV campuses)

### Employee(s) referred for disciplinary action

Offenses	2013	2012	2011
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offense	0	0	0
Nonforcible sex offense	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Liquor law violations	0	0	0
Drug violations	0	0	0
Weapons violations	0	0	0

Information provided by VCU.

## 2014 Annual fire safety report – Monroe Park and MCV campuses

### Fire safety systems

All residence halls are fully equipped with sprinklers with quick-response heads in accordance with NFPA 13. Gladding Residence Center I and II are protected by limited-area sprinkler systems located in rooms adjacent to stairwells, mechanical rooms and store rooms. See the charts for specific information about each residential facility.

### Fire safety education and training

Fire safety and prevention training is available for all students and residence hall staff throughout the year during orientation, University functions and special events. There is a monthly fire extinguisher training given on the MCV Campus. Throughout the year, a variety of fire and life safety education opportunities are presented to residential students. Additional training is available upon request. Residence hall advisers, VCU Police and security personnel receive training every year. Every October, during National Fire Prevention Week, various safety activities are conducted.

### Plans for future improvements

We strive to constantly improve and expand on our in-service training sessions for all resident assistants, security staff and housing staff. This training includes basic fire safety topics and hands on fire extinguisher training courses.

A new barcode scanning system on all campus fire extinguishers allows for electronic tracking of monthly inspections. A building training session for security staff is in development, which will provide location information on fire suppression systems and alarm panels in the residential facilities. Currently, VCU does not have any future plans for fire safety system improvements.

### Procedures students should follow in case of a fire in a residential facility

Upon discovery of a fire, students and staff are trained to activate the fire alarm and exit the building immediately using the closest safe exit and proceed to the predetermined meeting place for that building. It is against the law to remain in a building during a nonscheduled or emergency fire alarm. Residents who do not evacuate in a timely manner or fail to adhere to instructions given by emergency personnel will be subject to disciplinary action.

Upon hearing the sounding of fire alarm horns: All residents and guests must immediately evacuate the building. At the sound

of a fire alarm or if you are instructed to evacuate, leave your work area immediately, proceed to the nearest exit and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit and notify VCU Police at (804) 828-1234 (emergency).

- Remain calm.
- Do NOT use elevators. Use the stairs.
- Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell and immediately inform VCU Police or the responding fire department of the individual's location.
- Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
- Make sure all personnel are out of the building.
- Do not re-enter the building.

### **Procedures to follow if smoke detector activation occurs in your room only**

(No other alarms sounding throughout the building)

1. If an activation occurs and fire, smoke and/or a burning odor is present:
  - Leave the room closing the door behind you.
  - Pull the fire alarm pull box located at the building exits.
  - Evacuate the building.
  - Call VCU Police at (804) 828-1234 to report the fire or possible fire. Be

prepared to give location, name and phone number if possible.

2. If an activation occurs and there is NO evidence of any fire, smoke and/or a burning odor:

- Leave the room and close the door behind you.
- Call VCU Police at (804) 828-1234 from a safe location to give report and then meet the responding fire department in a safe location outside of your room. Note: The fire department and VCU Police respond to all fire alarms including single smoke-detector activation in a room whether or not the building fire alarm system is activated.
- If you subsequently discover evidence of fire, smoke and/or burning odor, follow procedures outlined in Step 1.

### **Emergency evacuation**

1. When exiting your room and the building:

- If you are not in immediate danger from smoke or fire, make sure that you quickly dress appropriately for weather conditions (i.e., coat, shoes).
- If you are not in immediate danger from smoke or fire, make sure to close and lock all doors and bring your room key and ID card with you.
- Evacuate the building. If you are unable to evacuate, call VCU Police at (804) 828-1234 and give your name, location and phone number.

2. Once safely outside the building:

- Move away from building and immediately report to the designated

assembly area to check in with residential life staff.

- Stay clear of all emergency vehicles. Do not stand in roadway/walkway. Do not block emergency vehicles from getting through.
- Do not re-enter the building until you are instructed to do so by an emergency responder or residential life staff.

Report any vandalized or disconnected smoke detectors to the residential life staff immediately.

### **Procedures students and employees should follow in case of a fire**

In the event of a fire or other situation requiring evacuation and notification of emergency services personnel, please follow these directions:

- Sound the fire alarm by activating the nearest manual pull station.
- Move swiftly to the nearest emergency exit.
- Call VCU Police at (804) 828-1234 once in a safe place to report the emergency.
- Do NOT re-enter the building for any reason until given clearance by VCU Police or other emergency responders on the scene.

### **Fire evacuation drills**

The Code of Virginia requires four fire drills per year in residence halls, which the University meets. One drill must take place within 10 days of the commencement of the fall semester. One drill must take place before sunrise and one after sunset.

### **Policies regarding electrical appliances, smoking and open flames**

University policy prohibits the following in residence halls to prevent fire or the spread of fire:

- Smoking
- Electric grills
- Toaster ovens
- Live Christmas trees
- Hot plates
- Electric blankets
- Extension cords
- Halogen lamps/lights
- Electric frying pans
- Open flames/candles

### **Reporting a fire**

To report a fire, call VCU Police at (804) 828-1234. If a member of the VCU community finds evidence of a fire that has been extinguished and the person is not sure whether VCU Police has already responded, the community member should immediately notify VCU Police to investigate and document the incident. For more information on fire safety in residence halls, visit [vcu.edu/oehs/fire/VCUevacplan.pdf](http://vcu.edu/oehs/fire/VCUevacplan.pdf) or call the VCU Office of Environmental Health and Safety residential life safety liaison at (804) 827-0344. For information on the fire log, call (804) 827-0344 or go to [police.vcu.edu/facts/firelog.html](http://police.vcu.edu/facts/firelog.html). An iPad to access the log is installed at 938A W. Grace St. on the Monroe Park Campus and at 401 N. 12th St., Suite 2-800 on the MCV Campus for those without Internet access. To view other housing policies, visit [www.housing.vcu.edu](http://www.housing.vcu.edu).

# Fire safety

## 2013 Statistics and information regarding fires in VCU residential facilities

VCU residence halls		Total fires in each building	Fire number	Cause of fire	Number of injuries that required treatment at medical facility	Number of deaths related to a fire	Value of property damage caused by fire
Monroe Park Campus							
Ackell Residence Center	1100 W. Broad St.	0	N/A	N/A	N/A	N/A	N/A
Brandt Hall	710 W. Franklin St.	0	N/A	N/A	N/A	N/A	N/A
Broad and Belvidere Student Apts.	700 W. Broad St.	0	N/A	N/A	N/A	N/A	N/A
Cary and Belvidere Residential College	301 W. Cary St.	2	1	Cooking	0	0	\$0-\$99
			2	Cooking	0	0	\$0-\$99
Gladding Residence Center I, II, III	711 W. Main St.	1	1	Cooking	0	0	\$0-\$99
Honors College	701 W. Grace St.	0	N/A	N/A	N/A	N/A	N/A
Johnson Hall	801 W. Franklin St.	0	N/A	N/A	N/A	N/A	N/A
Rhoads Hall	710 W. Franklin St.	0	N/A	N/A	N/A	N/A	N/A
West Grace Street Student Housing – North	830 W. Grace St.	1	1	Cooking	0	0	\$0-\$99
West Grace Street Student Housing – South	835 W. Grace St.	1	1	Cooking	0	0	\$0-\$99
MCV Campus							
Bear Hall	602 N. 10th St.	0	N/A	N/A	N/A	N/A	N/A
Cabaniss Hall	615 N. 8th St.	0	N/A	N/A	N/A	N/A	N/A
McRae Hall	900 E. Leigh St.	0	N/A	N/A	N/A	N/A	N/A
Rudd Hall	901 Turpin St.	0	N/A	N/A	N/A	N/A	N/A
Warner Hall	600 N. 10th St.	0	N/A	N/A	N/A	N/A	N/A

2012 Statistics and information regarding fires in VCU residential facilities

VCU residence halls		Total fires in each building	Fire number	Cause of fire	Number of injuries that required treatment at medical facility	Number of deaths related to a fire	Value of property damage caused by fire
Monroe Park Campus							
Ackell Residence Center	1100 W. Broad St.	0	N/A	N/A	N/A	N/A	N/A
Brandt Hall	710 W. Franklin St.	1	1	Bush on fire	0	0	\$0-\$99
Broad and Belvidere Student Apts.	700 W. Broad St.	0	N/A	N/A	N/A	N/A	N/A
Cary and Belvidere Residential College	301 W. Cary St.	1	1	Cooking	0	0	\$1,000-\$9,999
Gladding Residence Center I, II, III	711 W. Main St.	1	1	Cooking	0	0	\$0-\$99
Honors College	701 W. Grace St.	0	N/A	N/A	N/A	N/A	N/A
Johnson Hall	801 W. Franklin St.	0	N/A	N/A	N/A	N/A	N/A
Rhoads Hall	710 W. Franklin St.	1	1	Arson	0	0	\$1,000-\$9,999
West Grace Street Student Housing – South	835 W. Grace St.	1	1	Cooking	0	0	\$100-\$999
MCV Campus							
Bear Hall	602 N. 10th St.	0	N/A	N/A	N/A	N/A	N/A
Cabaniss Hall	615 N. 8th St.	1	1	Cooking	0	0	\$0-\$99
McRae Hall	900 E. Leigh St.	0	N/A	N/A	N/A	N/A	N/A
Rudd Hall	901 Turpin St.	0	N/A	N/A	N/A	N/A	N/A
Warner Hall	600 N. 10th St.	0	N/A	N/A	N/A	N/A	N/A

# Fire safety

## 2011 Statistics and information regarding fires in VCU residential facilities

VCU residence halls	Address	Total fires in each building	Fire number	Cause of fire	Number of injuries that required treatment at medical facility	Number of deaths related to a fire	Value of property damage caused by fire
Monroe Park Campus							
Ackell Residence Center	1100 W. Broad St.	3	1	Cooking	0	0	\$0-\$99
			2	Cooking	0	0	\$0-\$99
			3	Cooking	0	0	\$0-\$99
Brandt Hall	710 W. Franklin St.	0	N/A	N/A	N/A	N/A	N/A
Broad and Belvidere Student Apts.	700 W. Broad St.	1	1	Cooking	0	0	\$1,000-\$9,999
Cary and Belvidere Residential College	301 W. Cary St.	8	1	Cooking	0	0	\$0-\$99
			2	Cooking	0	0	\$0-\$99
			3	Cooking	0	0	\$0-\$99
			4	Cooking	0	0	\$0-\$99
			5	Cooking	0	0	\$0-\$99
			6	Cooking	0	0	\$0-\$99
			7	Cooking	0	0	\$0-\$99
			8	Cooking	0	0	\$0-\$99
Gladding Residence Center I, II, III	711 W. Main St.	1	1	Undetermined	0	0	\$0-\$99
Johnson Hall	801 W. Franklin St.	0	N/A	N/A	N/A	N/A	N/A
Rhoads Hall	710 W. Franklin St.	1	1	Electrical	0	0	\$100-\$999
West Grace Street Student Housing	701 W. Grace St.	1	1	Electrical	0	0	\$0-\$99
MCV Campus							
Bear Hall	602 N. 10th St.	2	1	Cooking	0	0	\$0-\$99
			2	Cooking	0	0	\$0-\$99
Cabaniss Hall	615 N. 8th St.	1	1	Cooking	0	0	\$0-\$99
McRae Hall	900 E. Leigh St.	0	N/A	N/A	N/A	N/A	N/A
Rudd Hall	901 Turpin St.	1	1	Cooking	0	0	\$0-\$99
Warner Hall	600 N. 10th St.	0	N/A	N/A	N/A	N/A	N/A

2013 Security and safety amenities  
in VCU residence facilities

VCU residence halls	Address	Sprinklers	Alarms	Pull stations	Smoke detectors	Heat detectors	Fire extinguisher devices	Evacuation plans/placards	Number of evacuation (fire) drills each calendar year
Monroe Park Campus									
Ackell Residence Center	1100 W. Broad St.	X	X	X	X	X	X	X	4
Brandt Hall	710 W. Franklin St.	X	X	X	X	X	X	X	4
Broad and Belvidere Student Apts.	700 W. Broad St.	X	X	X	X	X	X	X	4
Cary and Belvidere Residential College	301 W. Cary St.	X	X	X	X	X	X	X	4
Gladding Residence Center I, II, III	711 W. Main St.	X	X	X	X	X	X	X	4
Honors College	701 W. Grace St.	X	X	X	X	X	X	X	4
Johnson Hall	801 W. Franklin St.	X	X	X	X		X	X	4
Rhoads Hall	710 W. Franklin St.	X	X	X	X		X	X	4
West Grace Street Student Housing – North	835 W. Grace St.	X	X	X	X	X	X	X	2*
West Grace Street Student Housing – South	835 W. Grace St.	X	X	X	X	X	X	X	4
MCV Campus									
Bear Hall	602 N. 10th St.	X	X	X	X	X	X	X	4
Cabaniss Hall	615 N. 8th St.	X	X	X	X		X	X	4
McRae Hall	900 E. Leigh St.	X	X	X	X	X	X	X	4
Rudd Hall	901 Turpin St.	X	X	X	X	X	X	X	4
Warner Hall	600 N. 10th St.	X	X	X	X	X	X	X	4

\*This new residential facility opened in August 2013.

## 2012 Security and safety amenities in VCU residence facilities

VCU residence halls	Address	Sprinklers	Alarms	Pull stations	Smoke detectors	Heat detectors	Fire extinguisher devices	Evacuation plans/placards	Number of evacuation (fire) drills each calendar year
Monroe Park Campus									
Ackell Residence Center	1100 W. Broad St.	X	X	X	X	X	X	X	4
Brandt Hall	710 W. Franklin St.	X	X	X	X	X	X	X	4
Broad and Belvidere Student Apts.	700 W. Broad St.	X	X	X	X	X	X	X	4
Cary and Belvidere Residential College	301 W. Cary St.	X	X	X	X	X	X	X	4
Gladding Residence Center I, II, III	711 W. Main St.	X	X	X	X	X	X	X	4
Honors College	701 W. Grace St.	X	X	X	X	X	X	X	4
Johnson Hall	801 W. Franklin St.	X	X	X	X		X	X	4
Rhoads Hall	710 W. Franklin St.	X	X	X	X		X	X	4
West Grace Street Student Housing – South	835 W. Grace St.	X	X	X	X	X	X	X	2*
MCV Campus									
Bear Hall	602 N. 10th St.	X	X	X	X	X	X	X	4
Cabaniss Hall	615 N. 8th St.	X	X	X	X		X	X	4
McRae Hall	900 E. Leigh St.	X	X	X	X	X	X	X	4
Rudd Hall	901 Turpin St.	X	X	X	X	X	X	X	4
Warner Hall	600 N. 10th St.	X	X	X	X	X	X	X	4

\*This new residential facility opened in August 2012.

2011 Security and safety amenities  
in VCU residence facilities

VCU residence halls	Address	Sprinklers	Alarms	Pull stations	Smoke detectors	Heat detectors	Fire extinguisher devices	Evacuation plans/placards	Number of evacuation (fire) drills each calendar year
Monroe Park Campus									
Ackell Residence Center	1100 W. Broad St.	X	X	X	X	X	X	X	4
Brandt Hall	710 W. Franklin St.	X	X	X	X	X	X	X	4
Broad and Belvidere Apts.	700 W. Broad St.	X	X	X	X	X	X	X	4
Cary and Belvidere	301 W. Cary St.	X	X	X	X	X	X	X	4
Gladding Residence Center I, II, III	711 W. Main St.	X	X	X	X	X	X	X	4
Johnson Hall	801 W. Franklin St.	X	X	X	X		X	X	4
Rhoads Hall	710 W. Franklin St.	X	X	X	X		X	X	4
West Grace Street Student Housing	701 W. Grace St.	X	X	X	X		X	X	4
MCV Campus									
Bear Hall	602 N. 10th St.	X	X	X	X	X	X	X	4
Cabaniss Hall	615 N. 8th St.	X	X	X	X		X	X	4
McRae Hall	900 E. Leigh St.	X	X	X	X	X	X	X	4
Rudd Hall	901 Turpin St.	X	X	X	X	X	X	X	4
Warner Hall	600 N. 10th St.	X	X	X	X	X	X	X	4

Fire safety

## Appendix A – Definitions

There are numerous terms used by VCU in our policy and procedures. The terms sexual assault, domestic violence, dating violence and stalking are defined differently by university policy, the Commonwealth of Virginia, the Department of Education and the Federal Bureau of Investigation. Since students and employees reporting sexual misconduct have access to institutional administrative processes for reporting and complaint resolution as well as on and off campus criminal complaint reporting and resolution, VCU is providing definitions from these sources to assist our community in understanding how we classify sexual misconduct at VCU and how the Commonwealth of Virginia and U.S. government (inclusive of the FBI and Department of Education) define sexual misconduct. Not all terms are defined by all entities. For questions regarding the definitions provided below, all persons are welcome to contact VCU's Title IX Coordinator or the VCU Police Department (see on-campus resource contact information on Page 11.)

### Consent

Consent is not defined by the Commonwealth of Virginia in state criminal law. The Student Code of Conduct defines consent in the following way:

"Consent is informed, knowing and voluntary. It is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions,

as long as those words and actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity and previous relationships or consent cannot imply consent to future sexual acts. Consent cannot be obtained by use of physical force, compelling threats, intimidating behavior or coercion. Consent cannot be given by someone known to be – or should be known to be – mentally or physically incapacitated. In order to give consent, one must be of legal age."

### Sexual assault

VCU's policies call sexual assault "sexual misconduct," which is inclusive of sexual assault. Sexual misconduct is defined in the following ways:

Sexual misconduct – Offenses include, but are not limited to, sexual harassment, non-consensual sexual intercourse (or attempts to commit same), non-consensual sexual contact (or attempts to commit same), and/or sexual exploitation. See also University Guidelines on Prohibition of Sexual Harassment.

Sexual harassment – Unwelcome verbal, non-verbal or physical conduct, including sexual violence, when:

1. Submission to such conduct is made a term or condition of employment, education, or participation in a University activity

2. Submission to or rejection of such conduct is a factor in a decision affecting employment, education, or participation in a University activity

Another form of sexual harassment is unwelcome verbal, non-verbal or physical conduct based on sex or gender that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with a student's academic (or work) performance or living conditions, or creates an intimidating, hostile, or offensive environment. This form of harassment may include acts of intimidation, aggression or hostility based on sex or sex-stereotyping, even if the acts do not involve conduct of a sexual nature.

Non-consensual sexual intercourse – Any sexual intercourse (anal, oral or vaginal), however slight, with any object by an individual upon another individual without consent. Intercourse, however slight, means vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital or genital to mouth contact).

Non-consensual sexual contact – Any intentional sexual touching, however slight, with any object by an individual upon another individual without consent. Sexual touching means intentional contact with the breasts, buttock, groin, or genitals or touching another with any of these body parts, or making another touch a person or themselves with or on any of these body parts; any intentional bodily contact in

sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Coercion – When someone makes it clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Sexual exploitation – Occurs when an individual takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

The Department of Education defines sexual assault as:

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

The FBI defines sexual assault as:

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

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

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

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

The Commonwealth of Virginia defines sexual assault in criminal statutes in the following ways:

***§ 18.2-67.4. Sexual battery.***

A. An accused is guilty of sexual battery if he sexually abuses, as defined in § 18.2-67.10, (i) the complaining witness against the will of the complaining witness, by force, threat, intimidation, or ruse, (ii) an inmate who has been committed to jail or convicted and sentenced to confinement in a state or local correctional facility or regional jail, and the accused is an employee or contractual employee of, or a volunteer with, the state or local correctional facility or regional jail; is in a position of authority over the inmate; and knows that the inmate is under the jurisdiction of the state or local correctional facility or regional jail, or

(iii) a probationer, parolee, or a pretrial defendant or posttrial offender under the jurisdiction of the Department of Corrections, a local community-based probation services agency, a pretrial services agency, a local or regional jail for the purposes of imprisonment, a work program or any other parole/probationary or pretrial services or agency and the accused is an employee or contractual employee of, or a volunteer with, the Department of Corrections, a local community-based probation services agency, a pretrial services agency or a local or regional jail; is in a position of authority over an offender; and knows that the offender is under the jurisdiction of the Department of Corrections, a local community-based probation services agency, a pretrial services agency or a local or regional jail.

B. Sexual battery is a Class 1 misdemeanor.

***§ 18.2-67.10. General definitions.***

“Sexual abuse” means an act committed with the intent to sexually molest, arouse, or gratify any person, where:

- a. The accused intentionally touches the complaining witness’s intimate parts or material directly covering such intimate parts;
- b. The accused forces the complaining witness to touch the accused’s, the witness’s own, or another person’s intimate parts or material directly covering such intimate parts;

- c. If the complaining witness is under the age of 13, the accused causes or assists the complaining witness to touch the accused's, the witness's own, or another person's intimate parts or material directly covering such intimate parts; or
  - d. The accused forces another person to touch the complaining witness's intimate parts or material directly covering such intimate parts.
- § 18.2-67.5:2. Punishment upon conviction of certain subsequent felony sexual assault.**
- A. Any person convicted of (i) more than one offense specified in subsection B or (ii) one of the offenses specified in subsection B of this section and one of the offenses specified in subsection B of § 18.2-67.5:3 when such offenses were not part of a common act, transaction or scheme, and who has been at liberty as defined in § 53.1-151 between each conviction shall, upon conviction of the second or subsequent such offense, be sentenced to the maximum term authorized by statute for such offense, and shall not have all or any part of such sentence suspended, provided it is admitted, or found by the jury or judge before whom the person is tried, that he has been previously convicted of at least one of the specified offenses.
  - B. The provisions of subsection A shall apply to felony convictions for:
    - 1. Carnal knowledge of a child between thirteen and fifteen years of age in violation of § 18.2-63 when the offense is committed by a person over the age of eighteen;
    - 2. Carnal knowledge of certain minors in violation of § 18.2-64.1;
    - 3. Aggravated sexual battery in violation of § 18.2-67.3;
    - 4. Crimes against nature in violation of subsection B of § 18.2-361;
    - 5. Adultery or fornication with one's own child or grandchild in violation of § 18.2-366;
    - 6. Taking indecent liberties with a child in violation of § 18.2-370 or § 18.2-370.1; or
    - 7. Conspiracy to commit any offense listed in subdivisions 1 through 6 pursuant to § 18.2-22.
  - C. For purposes of this section, prior convictions shall include (i) adult convictions for felonies under the laws of any state or the United States that are substantially similar to those listed in subsection B and (ii) findings of not innocent, adjudications or convictions in the case of a juvenile if the juvenile offense is substantially similar to those listed in subsection B, the offense would be a felony if committed by an adult in the Commonwealth and the offense was committed less than twenty years before the second offense.

The Commonwealth shall notify the defendant in writing, at least thirty days prior to trial, of its intention to seek punishment pursuant to this section.

**§ 18.2-67.3. Aggravated sexual battery; penalty.**

A. An accused shall be guilty of aggravated sexual battery if he or she sexually abuses the complaining witness, and

1. The complaining witness is less than 13 years of age, or
2. The act is accomplished through the use of the complaining witness's mental incapacity or physical helplessness, or
3. The offense is committed by a parent, step-parent, grandparent, or step-grandparent and the complaining witness is at least 13 but less than 18 years of age, or
4. The act is accomplished against the will of the complaining witness by force, threat or intimidation, and
  - a. The complaining witness is at least 13 but less than 15 years of age, or
  - b. The accused causes serious bodily or mental injury to the complaining witness, or
  - c. The accused uses or threatens to use a dangerous weapon.

B. Aggravated sexual battery is a felony punishable by confinement in a state

correctional facility for a term of not less than one nor more than 20 years and by a fine of not more than \$100,000.

**Domestic violence**

The term "domestic violence" is defined by the Department of Education as:

The term "domestic violence" means

- 1) Felony or misdemeanor crimes of violence committed —
  - (i) By a current or former spouse or intimate partner of the victim;
  - (ii) By a person with whom the victim shares a child in common;
  - (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - (v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- 2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this

definition is considered a crime for the purposes of Clery Act reporting.

“Domestic violence” is defined by the Commonwealth of Virginia in criminal statutes as:

**§ 18.2-57.2. Assault and battery against a family or household member; penalty.**

- A. Any person who commits an assault and battery against a family or household member is guilty of a Class 1 misdemeanor.
- B. Upon a conviction for assault and battery against a family or household member, where it is alleged in the warrant, petition, information, or indictment on which a person is convicted, that such person has been previously convicted of two offenses against a family or household member in violation of this section, (ii) malicious wounding in violation of § 18.2-51, (iii) aggravated malicious wounding in violation of § 18.2-51.2, (iv) malicious bodily injury by means of a substance in violation of § 18.2-52, or (v) an offense under the law of any other jurisdiction which has the same elements of any of the above offenses, in any combination, all of which occurred within a period of 20 years, and each of which occurred on a different date, such person is guilty of a Class 6 felony.

C. Whenever a warrant for a violation of this section is issued, the magistrate shall issue an emergency protective order as authorized by § 16.1-253.4, except if the defendant is a minor, an emergency protective order shall not be required.

D. The definition of “family or household member” in § 16.1-228 applies to this section.

**§ 16.1-228. Definitions.**

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

## Dating violence

“Dating violence” is defined by the Department of Education as:

The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and

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

For the purposes of this definition —

- (i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
- (ii) Dating violence does not include acts covered under the definition of domestic violence

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

Dating violence is not defined in the criminal statutes of the Commonwealth of Virginia.

## Stalking

“Stalking” is defined by the Department of Education as:

The term “stalking” means

- 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to —

- (i) Fear for the person’s safety or the safety of others

- (ii) Suffer substantial emotional distress

- 2) For the purposes of this definition —

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

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

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

- 3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this

definition is considered a crime for the purposes of Clery Act reporting

The term “stalking” as defined by the criminal statutes of the Commonwealth of Virginia:

**§ 18.2-60.3. Stalking; penalty.**

- A. Any person, except a law-enforcement officer, as defined in § 9.1-101, and acting in the performance of his official duties, and a registered private investigator, as defined in § 9.1-138, who is regulated in accordance with § 9.1-139 and acting in the course of his legitimate business, who on more than one occasion engages in conduct directed at another person with the intent to place, or when he knows or reasonably should know that the conduct places that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person’s family or household member is guilty of a Class 1 misdemeanor.
- B. Any person who is convicted of a second offense of subsection A occurring within five years of a prior conviction of such an offense when the person was also convicted within the five-year period prior to the instant offense of a violation of (i) § 18.2-51, 18.2-51.2, 18.2-51.6, 18.2-52, or 18.2-57 and the victim of that crime was the same person who is the victim of the stalking activity in the instant conviction, (ii) § 18.2-57.2, or (iii) a protective order, is guilty of a Class 6 felony.
- C. Any person convicted of a third or subsequent conviction of subsection A occurring within five years of a conviction for an offense under this section or for a similar offense under the law of any other jurisdiction is guilty of a Class 6 felony.
- D. A person may be convicted under this section irrespective of the jurisdiction or jurisdictions within the Commonwealth wherein the conduct described in subsection A occurred, if the person engaged in that conduct on at least one occasion in the jurisdiction where the person is tried. Evidence of any such conduct that occurred outside the Commonwealth may be admissible, if relevant, in any prosecution under this section provided that the prosecution is based upon conduct occurring within the Commonwealth.
- E. Upon finding a person guilty under this section, the court shall, in addition to the sentence imposed, issue an order prohibiting contact between the defendant and the victim or the victim’s family or household member.
- F. The Department of Corrections, sheriff or regional jail director shall give notice prior to the release from a state correctional facility or a local or regional jail of any person incarcerated upon conviction of a violation of this section, to any victim of the offense who, in writing, requests notice, or to any person designated in writing by the victim. The notice shall be given at least 15 days prior to release of a

person sentenced to a term of incarceration of more than 30 days or, if the person was sentenced to a term of incarceration of at least 48 hours but no more than 30 days, 24 hours prior to release. If the person escapes, notice shall be given as soon as practicable following the escape. The victim shall keep the Department of Corrections, sheriff or regional jail director informed of the current mailing address and telephone number of the person named in the writing submitted to receive notice.

All information relating to any person who receives or may receive notice under this subsection shall remain confidential and shall not be made available to the person convicted of violating this section.

For purposes of this subsection, “release” includes a release of the offender from a state correctional facility or a local or regional jail (i) upon completion of his term of incarceration or (ii) on probation or parole.

No civil liability shall attach to the Department of Corrections nor to any sheriff or regional jail director or their deputies or employees for a failure to comply with the requirements of this subsection.

G. For purposes of this section:

“Family or household member” has the same meaning as provided in § 16.1-228.

## Appendix B

### Education and prevention programs

The University engages in comprehensive, intentional and integrated programming, initiatives, strategies and campaigns intended to end dating violence, domestic violence, sexual assault and stalking. VCU also provides information for being an active bystander and for risk reduction techniques.

### How to prevent violence – be an active bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”<sup>1</sup> We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list<sup>2</sup> of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive toward another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.

<sup>1</sup> Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

<sup>2</sup> Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse

2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cash money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

## Risk reduction

With no intent to victim blame and in recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse and Incest National Network, [rainn.org](http://rainn.org)).

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.



# Appendix

12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Remember that even if you follow any, all, or none of the above, an assault can still occur. It is not your fault and you are not alone.

## Description of educational programming sessions

The University has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation.

### The University offered the following primary prevention and awareness programs for incoming students in 2013:

Name of program	Date held	Location held	Which prohibited behavior covered?*
3 New Student Campus Safety Talks	6/24/2013	Student Commons	DoV, DaV, SA, S
Physical Therapy New Student Orientation	7/3/2013	West Hospital	DoV, DaV, S, SA
1st Year Medical Student Orientation	7/11/2013	Sanger Hall	DoV, DaV, SA
Residence Assistant Training	8/13/2013	Student Commons	DoV, DaV, SA, S
Pharmacy Student Orientation	8/15/2013	Smith Building	DoV, DaV, S, SA
MCV Graduate Student Orientation	8/16/2013		DoV, DaV, S, SA
8 Love n Liquor	8/18-20/2013	Student Commons	SA
School of Nursing Orientation	8/19/2013	School of Nursing Building	DoV, DaV, S, SA
Theatre Students Orientation	8/21/2013	Performing Arts Center	DoV, DaV, S, SA
Allied Health Orientation	8/21/2013	Larrick Center	DoV, DaV, S, SA
Allied Health Orientation	8/22/2013	Larrick Center	SA
Pharmacy Student Orientation	9/12/2013	Smith Building	SA
66 Bystander Intervention Training	9/2013-11/2013	University College	DaV, SA
UNIV 101	9-11/2013	University College	SA

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

**The University offered the following primary prevention and awareness programs for new employees in 2013:**

<b>Name of program</b>	<b>Date held</b>	<b>Location held</b>	<b>Which prohibited behavior covered?*</b>
VCUHS New Employee Orientation	1/7/2013	MCV Alumni House	DoV, DaV, S, SA
VCUHS New Employee Orientation	1/8/2013	MCV Alumni House	DoV, DaV, S, SA
VCUHS New Employee Orientation	1/14/2013	MCV Alumni House	DoV, DaV, S, SA
VCUHS New Employee Orientation	1/20/2013	MCV Alumni House	DoV, DaV, S, SA
VCUHS New Employee Orientation	2/4/2013	MCV Alumni House	DoV, DaV, S, SA
VCUHS New Employee Orientation	3/4/2013	MCV Alumni House	DoV, DaV, S, SA
VCUHS New Employee Orientation	4/1/2013	MCV Alumni House	DoV, DaV, S, SA
VCUHS New Employee Orientation	4/15/2013	MCV Alumni House	DoV, DaV, S, SA
VCUHS New Employee Orientation	4/29/2013	MCV Alumni House	DoV, DaV, S, SA
VCUHS New Employee Orientation	5/13/2013	MCV Alumni House	DoV, DaV, S, SA
VCUHS New Employee Orientation	5/28/2013	MCV Alumni House	DoV, DaV, S, SA
VCUHS New Employee Orientation	6/10/2013	MCV Alumni House	DoV, DaV, S, SA
VCUHS New Employee Orientation	6/24/2013	MCV Alumni House	DoV, DaV, S, SA
VCUHS New Employee Orientation	7/8/2013	MCV Alumni House	DoV, DaV, S, SA
VCU New Employee Orientation	7/11/2013	922 W. Grace St.	DoV, DaV, S, SA
VCUHS New Employee Orientation	7/22/2013	MCV Alumni House	DoV, DaV, S, SA
VCU New Employee Orientation	7/25/2013	922 W. Grace St.	DoV, DaV, S, SA
VCUHS New Employee Orientation	8/5/2013	MCV Alumni House	DoV, DaV, S, SA

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

Name of program	Date held	Location held	Which prohibited behavior covered?*
VCU New Employee Orientation	8/8/2013	922 W. Grace St.	DoV, DaV, S, SA
VCUHS New Employee Orientation	8/19/2013	MCV Alumni House	DoV, DaV, S, SA
VCU New Employee Orientation	8/22/2013	922 W. Grace St.	DoV, DaV, S, SA
VCUHS New Employee Orientation	9/3/2013	MCV Alumni House	DoV, DaV, S, SA
VCU New Employee Orientation	10/3/2013	922 W. Grace St.	DoV, DaV, S, SA
VCUHS New Employee Orientation	10/14/2013	MCV Alumni House	DoV, DaV, S, SA
VCU New Employee Orientation	10/17/2013	922 W. Grace St.	DoV, DaV, S, SA
VCUHS New Employee Orientation	10/28/2013	MCV Alumni House	DoV, DaV, S, SA
VCU New Employee Orientation	10/31/2013	922 W. Grace St.	DoV, DaV, S, SA
VCUHS New Employee Orientation	11/11/2013	MCV Alumni House	DoV, DaV, S, SA
VCU New Employee Orientation	11/15/2013	922 W. Grace St.	DoV, DaV, S, SA
VCUHS New Employee Orientation	11/25/2013	MCV Alumni House	DoV, DaV, S, SA
VCUHS New Employee Orientation	12/9/2013	MCV Alumni House	DoV, DaV, S, SA
VCUHS New Employee Orientation	12/16/2013	MCV Alumni House	DoV, DaV, S, SA
VCU New Employee Orientation	12/19/2013	922 W. Grace St.	DoV, DaV, S, SA

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

**The University offered the following ongoing awareness and prevention programs for students in 2013:**

Name of program	Date held	Location held	Which prohibited behavior covered?*
Safety On Campus Talk	1/8/2013	Student Commons	DoV, DaV, SA, S
Safety On Campus Talk	1/9/2013	Student Commons	DoV, DaV, SA, S
Safety On Campus Talk	1/10/2013	Student Commons	DoV, DaV, SA, S
Stalking Awareness Table	1/16/2013	Student Commons	S
VAW class SAVES 101 presentation	1/24/2013	Department of Sociology	DoV, DaV
SAVES Stalking	1/31/2013	Student Commons	S
Healthy Relationships	2/11/2013	Student Commons	DoV, DaV
Healthy Relationships	2/12/2013	Student Commons	DoV, DaV
Healthy Relationships	2/13/2013	Student Commons	DoV, DaV
Healthy Relationships	2/14/2013	Student Commons	DoV, DaV
RAD Class	2/16/2013	Franklin Street Gym	SA
RAD Class	2/23/2013	Franklin Street Gym	SA
Phi Kappa Psi Risk Management Talk	3/16/2013	Hibbs Hall	DoV, DaV, SA, S
In-Service: Disney	3/22/2013	Student Commons	DoV, DaV
White Ribbon	3/26/2013	Student Commons	DoV, DaV
RAD Class	3/30/2013	500 Academic Center	SA
Let's Talk About Sex	4/5/2013		SA
Intercultural Festival	4/6/2013	Monroe Park Campus	DoV, DaV, SA
Whiskey Business	4/10/2013	Student Commons Virginia Room B	SA
Take Back The Night	4/17/2013	Student Commons	SA
Healthy Relationship and Sexual Assault	4/17/2013	School of Education	SA
Take Back the Night	4/17/2013	Student Commons Ballroom A-B	SA

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

Name of program	Date held	Location held	Which prohibited behavior covered?*
Jane Doe No More	4/29/2013	Student Commons	SA
Safety On Campus Talk	5/21/2013	Student Commons	DoV, DaV, SA, S
Safety On Campus Talk	5/22/2013	Student Commons	DoV, DaV, SA, S
Capital Police Training on Sexual Assault	5/29/2013	Capital Police	SA
Occupational Therapy Graduate Students	6/5/2013	Theatre Row Building, 2nd Floor	DoV, DaV, SA, S
4 Safety On Campus Talks	6/10/2013	Student Commons	DoV, DaV, SA, S
3 Safety On Campus Talks	6/11/2013	Student Commons	DoV, DaV, SA, S
3 Safety On Campus Talks	6/12/2013	Student Commons	DoV, DaV, SA, S
Safety On Campus Talk	6/14/2013	Student Commons	DoV, DaV, SA, S
Safety On Campus Talk	6/17/2013	Student Commons	DoV, DaV, SA, S
Safety On Campus Talk	6/18/2013	Student Commons	DoV, DaV, SA, S
Safety On Campus Talk	6/19/2013	Student Commons	DoV, DaV, SA, S
Safety On Campus Talk	6/21/2013	Student Commons	DoV, DaV, SA, S
2 Safety On Campus Talks	6/25/2013	Student Commons	DoV, DaV, SA, S
2 Safety On Campus Talks	6/26/2013	Student Commons	DoV, DaV, SA, S
Safety On Campus Talk	6/27/2013	Student Commons	DoV, DaV, SA, S
Girl Scout Leadership Institute	6/29/2013	Girls of the Commonwealth of VA	DoV, DaV
Safety On Campus Talk	7/1/2013	Student Commons	DoV, DaV, SA, S
Safety On Campus Talk	7/2/2013	Student Commons	DoV, DaV, SA, S
2 Safety On Campus Talks	7/8/2013	Student Commons	DoV, DaV, SA, S
2 Safety On Campus Talks	7/9/2013	Student Commons	DoV, DaV, SA, S
2 Safety On Campus Talks	7/10/2013	Student Commons	DoV, DaV, SA, S
2 Safety On Campus Talks	7/15/2013	Student Commons	DoV, DaV, SA, S
2 Safety On Campus Talks	7/16/2013	Student Commons	DoV, DaV, SA, S

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

Name of program	Date held	Location held	Which prohibited behavior covered?*
2 Safety On Campus Talks	7/17/2013	Student Commons	DoV, DaV, SA, S
2 Safety On Campus Talks	7/18/2013	Student Commons	DoV, DaV, SA, S
Student Leaders	9/27/2013	Student Commons	DoV, DaV, SA, S
Sociology Class	9/30/2013	Department of Sociology	DoV, DaV, SA, S
Student Leaders	10/4/2013	Student Commons	DoV, DaV, SA, S
LGBTQ Discussion Group	10/23/2013	Student Commons	DoV, DaV, SA, S
3 UNIV 101 with Athletes	11/4-5/2013	University College	DoV, DaV, SA, S
Sociology Class	11/13/2013	Department of Sociology	DoV, DaV, SA, S
International Students	11/14/2013	Globe	DoV, DaV, SA
Psychology Class	11/22/2013		DoV, DaV, SA, S

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

**The University offered the following ongoing awareness and prevention programs for employees in 2013:**

Name of program	Date held	Location held	Which prohibited behavior covered?*
Safety and Security Presentation	6/26/2013	Theatre Row/Rehab Counseling	DoV, DaV, SA, S
Safety and Security Presentation	7/26/2013	8700 Stony Point Parkway	DoV, DaV, SA, S
4 VCU Police In-service	8/13/2013, 9/17/2013, 9/19/2013 10/10/2013	VCU Police Department	DoV, DaV, SA, S
Conduct Hearing Board training	9/4-5/2013	Student Commons	SA
Equality VCU	9/28/2013	Student Commons	DoV, DaV, SA, S

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

## Appendix C

### Information regarding protective orders in Virginia

Protective orders are legal documents issued by a judge or magistrate to protect the health and safety of a person who is alleged to be a victim of any act involving violence, force or threat that results in bodily injury or places that person in fear of death, sexual assault or bodily injury. In Virginia, there are three kinds of Protective Orders that can protect you and others in your family or home:

- Emergency Protective Order (expires at the end of the third day following issuance or the next day court is in session, whichever is later)
- Preliminary Protective Order (lasts 15 days or until a full hearing)
- Protective Order (may last up to two years)

#### *How will I know when the Emergency Protective Order ends?*

You should look on the order for the date and time it expires. If you need protection for a longer period of time, you must ask the court for a Preliminary Protective Order.

#### *Where do I go to request a Preliminary Protective Order?*

If the person from whom you want protection is a family or household member or a juvenile, or if you are a juvenile, you should go to the juvenile and domestic relations

district court. Otherwise, you should go to the general district court.

#### *How do I get a Preliminary Protective Order?*

You must fill out court forms. If this matter will be in the juvenile and domestic relations district court, you file the forms with the Court Services Unit. If it will be in the general district court, you file the forms in the general district court clerk's office. You then may go into a courtroom where a judge may ask you questions to decide whether to give you a Preliminary Protective Order.

There is no cost to obtain a protective order.

#### *What should I bring with me?*

You should bring the name, address and identifying information of the person from whom you are seeking protection and a full description of the event that led you to seek a protective order. The address should be the place where the person can be found and not a P.O. Box. You should also bring your copy of the Emergency Protective Order and information about the warrant or petition alleging an act of violence, force or threat, if either was issued.

#### *How long should I expect to spend at court?*

You should allow at least two hours to complete your paperwork and file it with the court. For assistance filling out protective order petition forms online, you can go to [courts.state.va.us](https://courts.state.va.us), click Online Services, then click on Assistance with Protective Orders (I-CAN!).

# Appendix

*How long does a Preliminary Protective Order last?*

If the judge gives you a Preliminary Protective Order, it will last 15 days or until the full hearing. The full hearing is when both you and the other person get to present evidence before the court. The judge will tell you when the full hearing is, and it will be written on the Preliminary Protective Order.

*What if I do not go to the full hearing?*

If you do not go to the full hearing, the Preliminary Protective Order ends on the date of the hearing.

*What if I believe the other person is not coming to the hearing?*

You should go to court on that day anyway and ask the court for a Protective Order.

*When does the Protective Order take effect?*

A Protective Order is not effective until the person is “personally served.” To be served, a law enforcement officer or court official must give the Protective Order to the person from whom you want protection. You should give law enforcement information about how to find the person. (Address, phone number, place of work, photograph, etc.)

*How will I know if the person against whom the order was issued has been served?*

You can call law enforcement and ask if the person has been served.

*What if the person against whom the order was issued does not obey the order?*

You should tell law enforcement. The person can be arrested and criminal charges filed.

*What if the person comes to my house or work place?*

You should call law enforcement and tell them you have a Protective Order against the person.

*What if I need to change part of the Protective Order?*

You must fill out and file forms with the court.

*What is a “no contact” provision in a Protective Order?*

No contact means the other person cannot contact you directly or indirectly except as authorized by the court.

*What if I must sometimes contact the other person?*

You should tell the judge that at the hearing.

*If I go to another state, will my Protective Order be valid in that state?*

Federal law requires all states to enforce Protective Orders issued by other states. You should contact the nearest court in that state for more information. (This information is provided as general information only and is not legal advice.)

*Must I hire an attorney to represent me at the hearing?*

An attorney is not required, but can be helpful. You can also request that an advocate accompany you. Contact the Wellness Resource Center at (804) 828-2085 if you would like an advocate to meet you at court. *Note: the advocates provide support and resources, not legal advice.*

For legal help, call: Legal Aid Hotline (866) LEGLAID (534-5243)

Virginia Poverty Law Center (Family and Sexual Violence) (800) 868-8752

Virginia State Bar Lawyer Referral Service (804) 552-7977

To make a safety plan, call the VCU Police Department at (804) 828-1234. You may also contact the Virginia Family Violence and Sexual Assault Hotline by dialing (800) 838-8238 (v/tty).

For additional information on how court works, call: Virginia Department of Criminal Justice Services, Crime Victim Assistance INFO-LINE (888) 887-3418.

## Appendix D

### Evidence collection procedures and information

In Virginia, evidence may be collected even if you chose not to make a report to law enforcement. Victims may have evidence collected from their bodies by well-trained, sensitive, professionals known as Sexual Assault Nurse Examiners (SANE Nurses) at either hospital location. A PERK (Physical Evidence Recovery Kit) is the formal name for the package of evidence that is provided to law enforcement for holding following an assault. A victim must provide their identifying information to the hospital (their name) but do not have to file a report with the police in order to have evidence collected. If the victim chooses not to file a report, the police pick up the PERK kit and hold it for a period of one year, giving the victim an opportunity to have valuable evidence collected while making an informed decision then or later regarding criminal investigation and possible prosecution.

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



## Education City: Doha, Qatar

### Campus profile

VCUQatar is the Qatar campus of the Virginia Commonwealth University School of the Arts. Established in 1998 through a partnership with Qatar Foundation for Education, Science and Community Development, VCUQatar offers students the opportunity to earn a Bachelor of Fine Arts degree in fashion design, graphic design, interior design and painting and printmaking; a Bachelor of Arts degree in art history; and a Master of Fine Arts degree in design studies.

Located in Doha, the capital city of Qatar, VCUQatar is fully accredited by the National Association of Schools of Art and Design, the Southern Association of Colleges and Schools and the Council for Interior Design Accreditation. The current student body represents a diverse range of nationalities with students coming from more than 40 different countries.

VCUQatar was the first campus established in Education City, a unique 2,500-acre campus community. The university has since been joined by Weill Cornell Medical College, Texas A&M University, Georgetown University School of Foreign Service, Carnegie-Mellon University, Northwestern University, HEC Paris, University College London and Hamad Bin Khalifa University.

In 2010, VCUQatar more than doubled its facilities through a major expansion project. The expansion has allowed for the integration of the university's undergraduate and graduate programs under one roof, the

connection of the research and entrepreneurship offices with curricular programs, and the expansion of our technical spaces to support all forms of visualization and research with a media lab, digital fabrication lab, printmaking studios, photography studio, an expanded library and the first materials library in the region.

VCUQatar strives to provide an engaged, learner-centered environment that fosters inquiry, discovery and innovation in a global setting. The University hosts the biennial international design conference Tasmeeem and the biennial Hamad bin Khalifa Islamic Art Symposium, attracting globally recognized designers, academics and thinkers while fostering sustainable, university-community partnerships that enhance the educational, economic and cultural vitality of Qatar.

VCUQatar has substantial involvement with the emerging design industries in Qatar and is a significant catalyst for that growth. It has established itself as a center of excellence for education and research in art and design.

VCUQatar graduates are pursuing successful careers within the government, nonprofit and private industries in Qatar and around the world. Many of our graduates have gone on to establish their own businesses, thereby contributing to the development of the small and medium enterprise culture in Qatar.

For more information, refer to [qatar.vcu.edu/research](http://qatar.vcu.edu/research).

### **Qatar Foundation security provides services to keep you safe**

VCUQatar works in concert with the Qatar Foundation, Qatar Foundation-contracted security, Qatar Civil Defense and police services. Any event requiring interaction with these organizations is tracked by VCUQatar's Safety Department. All follow-up findings are documented and archived.

Additionally, the VCUQatar Safety Department monitors open-source data to monitor the security climate in Qatar, regionally and globally. Faculty, staff and students are notified by VCUQatar email and our mass notification system (e2Campus) should an event warrant such notification.

The VCUQatar Safety Department provides due diligence in the evaluation of local and international travel for all members of the VCUQatar community.

The VCUQatar Safety Department is available 24 hours a day, during normal school hours and after hours on a consultative basis.

### **How VCU protects you**

#### **VCUQatar security**

VCUQatar has a campus security force. The campus security force consists of contracted guards who do not possess police powers and are not sworn personnel. The Qatar Foundation provides and administers this service.

### **Enforcement authority of campus security**

The Qatar Foundation is responsible for campus security. The Qatar Foundation Health, Security, Safety and Environment Department has authority for security officers working on campus. Security officers comprise Qatar Foundation employees as well as contracted security officers assigned to Education City as a part of a third-party contract with Teyseer Services. The Qatar Foundation Health, Security, Safety and Environment Department and the contracted guard service has authority for ensuring compliance with applicable Education City protocols, but does not have the authority to arrest individuals who violate State of Qatar laws. The Qatar Foundation Health, Security, Safety and Environment Department security office has a relationship with State of Qatar law enforcement officials whereby Qatari police and investigators can be brought in for investigation of criminal offenses that allegedly occur within Education City.

Headquartered at Central Plant 2, the campus security force is open 24 hours a day. The reporting of incidents or emergencies can be made in person at Central Plant 2 or by calling (+974) 4454-0999.

If you are in the VCUQatar building, you can make notification to one of the three manned security posts located at the primary entrances. If on the Education City campus, notification can be made

at any of the other universities, as they are all manned with security personnel on a continual basis.

## **Crime prevention and security awareness programs**

All new faculty and staff members, upon arrival to their assignment at VCUQatar, experience a new employee orientation that includes a security and awareness presentation by the Qatar Foundation Health, Security, Safety and Environment Department and the Human Resources Department covering a broad spectrum of issues. Included in the presentation are specific recommendations applicable to living and working within Education City and the State of Qatar.

Given the social and cultural mores of the people of the Middle East and the State of Qatar, the approach on the part of VCUQatar differs somewhat from the VCU campus. Rather than offering public programs and workshops, the Office of Student Affairs offers opportunities for counseling and discourse by means of private educational sessions and counseling to students on various personal health and wellness matters ranging from drug and substance abuse to sexual harassment and personal safety.

## **Things you can do**

### **If someone tries to harm you**

- Stay calm and think rationally.
- Remember what the attacker looks like.
- Consider what you can do to defend yourself.

### **At home and in your dorm**

- Always lock your doors and windows.
- Be careful when inviting casual acquaintances into your home or office.
- Do not allow anyone to duplicate your keys.

### **On the phone**

- List only first initials and last name in directories.
- Do not divulge your name and address to people you don't know.
- Hang up immediately on obscene phone callers.
- Never reveal that you are alone.
- Note the date and time and what was said during the call for future reporting.

### **In your car**

- Lock your doors and windows.
- Park in well-lit areas.
- Store valuables out of sight and lock them in the trunk when the car is parked.



- If your car breaks down, activate emergency flashers.
- Stay in the locked car.
- Immediately call for assistance; if someone stops to help, ask the person to call for help for you.
- Sound the horn if threatened.
- Never pick up hitchhikers.

#### **If you live off campus**

- Have the landlord re-key locks when moving into a previously rented residence or after keys have been lost or stolen.
- Install deadbolt locks on all exterior doors and locks on windows.
- Make sure shrubbery is trimmed away from entryways and windows.
- Light entrances all night long.

#### **Important numbers**

- VCUQatar emergency hotline:  
(+974) 4454-0999
- Michael Arrighi, Chief Safety Officer,  
VCUQatar  
Office: (+974) 4402-0681  
Mobile: (+974) 3013-3450

- Valerie Jeremijenko, Assistant Dean for  
Student Affairs  
Office: (+974) 4402-0636  
Mobile: (+974) 3013-3472
- Gary Huff, Associate Dean  
for Administration  
Office: (+974) 4402-0677  
Mobile: (+974) 7022-0926

- Linda Carter, Director of Human  
Resources  
Office: (+974) 4402-0549  
Mobile: (+974) 3013-3458

#### ***Other VCUQatar numbers***

- VCUQatar Liaison Officer:  
(+974) 3013-3544
- VCUQatar Central Security Desk:  
(+974) 4402-0769
- VCUQatar Receptionist:  
(+974) 4402-0555
- Qatar Foundation Care Clinic:  
(+974) 4454-1244



*Photo courtesy VCU School of the Arts*

## Reporting criminal incidents and other emergencies

All students, faculty, staff and guests are encouraged to accurately and promptly report criminal incidents, suspicious circumstances, accidents and other emergencies to campus security or to local authorities including when the victim of a crime elects to or is unable to make such a report. Crimes and emergencies can be reported at any time of day or night, seven days a week by calling the Qatar Foundation main security control room at (+974) 4454-0999 or the VCUQatar security control room at (+974) 4402-0769. Crimes and emergencies can be reported in person at the Qatar Foundation Central Plant 2 to the VCUQatar Chief Safety Officer, first floor, Room 102, or at the Qatar Foundation main security control room, ground floor, Room G-04.

To further encourage the timely reporting of crimes on campus, the following persons have been designated as campus security officials to whom incidents may also be reported:

- Michael Arrighi, Chief Safety Officer, VCUQatar  
Office: (+974) 4402-0681  
Mobile: (+974) 3013-3450
- Valerie Jeremijenko, Assistant Dean for Student Affairs, VCUQatar  
Office: (+974) 4402-0636

- Gary Huff, Associate Dean for Administration, VCUQatar  
Office: (+974) 4402-0677
- Linda Carter, Director of Human Resources, VCUQatar  
Office: (+974) 4402-0549

In addition, VCUQatar provides a 24-hour, seven-day-a-week emergency hotline:

- VCUQatar emergency hotline:  
(+974) 4454-0999

## Voluntary confidential reporting and anonymous reporting procedures

To report crimes anonymously, call (+974) 4454-0999 (emergency) or (+974) 3013-3450.

All students, faculty, staff and guests are encouraged to accurately and promptly report criminal incidents confidentially to the Chief Safety Officer or to student affairs. Counseling services at VCUQatar is notified via video conferencing about alerting clients, if and when they deem appropriate, about confidential reporting for inclusion of these reported crimes in the annual disclosure of crime statistics for the institution.

## Reporting a crime or emergency to the local police

For emergency reporting of crime or other emergencies call 999. This is the emergency contact number countrywide for

criminal and emergency reporting. When the phone is answered, immediately advise of the nature of the call and you will be routed to the appropriate emergency service provider (police, fire, ambulance).

VCUQatar has officially recognized student organizations. VCUQatar does not monitor or record through local police agencies any criminal activity involving students engaged at non-campus locations of student organizations officially recognized by the university.

#### **Response to reports**

Qatar Foundation security will immediately dispatch a response upon notification. If warranted, local police will be alerted and respond as well. Qatar Foundation will also notify the VCUQatar Chief Safety Officer. The Chief Safety Officer will liaise and assist the responding public and private organizations if necessary.

For nonemergency reporting, the circumstances are noted for appropriate follow-up or advice.

#### **Daily incident log**

The Qatar Foundation Health, Security, Safety and Environment Department maintain an incident log. The log includes the nature, date, time and general location of incidents reported, as well as the disposition of the complaint, if that is known at the time the log is created. Incidents occurring at VCUQatar are included on the incident log.

### **Access to facilities**

VCUQatar building access rules are established for the safety and security of students, faculty, staff and visitors. VCUQatar wants to assure students and their parents that the safest possible environment is provided in which students can enjoy their education.

#### **General student access**

The VCUQatar building is considered open to VCUQatar students 24 hours a day; seven days a week (unless conditions require closure, in which case signs will be posted). The full access policy can be viewed on the VCUQatar intranet at <https://intranet.qatar.vcu.edu/facilities-safety/emergency/>.

While students will show identification to enter the building, students should carry their VCUQatar student ID at all times when at Education City. Students should provide their VCUQatar ID if asked by a security guard.

Security guards, when requested, will open doors to classrooms for students to work on projects. Security guards will not unlock doors to allow students access to offices, electrical or mechanical rooms, custodial storage rooms, the bookstore, technology services rooms or the library.

While in the building, students should report any incidents (injuries, suspicious activity, plumbing issues, etc.) immediately to the security guards on duty or to the facilities department.

### **Visitor access**

All visitors must sign in at the main security desk, present a photo ID and receive a visitor badge. The photo ID will be retained by security until the visitor leaves the building. If a visitor does not have a photo ID, he/she will not be allowed in the building, except as noted below.

Visitors meeting the above requirement are allowed in the building during normal building hours: 8 a.m. to 5 p.m., Sunday through Thursday.

Vendors (travel agents, office supply salespersons, hotel representatives, etc.) are not allowed in the building without an appointment. The vendor must provide security with the name of the VCUQatar person with whom they are scheduled to meet, the VCUQatar person's phone number and the time of the scheduled meeting. Security will call the VCUQatar person with whom the meeting is scheduled and confirm the appointment.

Outside the hours of 8 a.m. to 5 p.m., Sunday through Thursday, visitors will only be allowed if they meet the above requirements and if they have an appointment with faculty or staff. (Security will call the faculty or staff member for approval prior to admitting the visitor and the faculty or staff member must come to the security desk to meet the visitor.) Additionally, visitors will only be allowed if prior arrangement has been made for the visitor through a faculty or staff member and that faculty or staff

member has left a letter of approval for the visitor with security.

No visitors are allowed in the building after 9 p.m. After 9 p.m., only VCUQatar students, faculty and staff are allowed in the building (until 8 a.m. the following morning).

Anyone coming to pick up a student or deliver something to a student at any time must wait in the lobby for the student to come to the security desk/lobby.

### **Exceptions**

Exceptions to the above rules may be made during events within the building such as conferences, films and lectures when there are considerable VCUQatar faculty and staff and/or additional security present to oversee the event and there are a considerable number of members of the general public and Education City community, as well as VCUQatar students attending the event.

Community class participants: Class lists for community class participants will be provided to security and community class participants must show photo ID to the security guards and have their name checked off the class list for each visit. They need not give their ID to security.

Education City and Qatar Foundation faculty, staff and students will be allowed into VCUQatar upon showing ID Sunday through Thursday between the hours of 8 a.m. and 9 p.m. Outside of these days and hours, the above rules apply.

**Access during emergencies**

Emergencies are defined as fire, smoke, chemical spill, power outage or similar events that are potentially dangerous to occupants.

In the event of fire, smoke or chemical spill, the building will be evacuated at the direction of the VCUQatar Chief Safety Officer (or designee) or the Qatar Foundation Health, Security, Safety and Environment Department. The building should not be re-entered by anyone until the building is deemed to be safe by the Qatar Foundation Health, Security, Safety and Environment Department and permission to enter is given by the VCUQatar Chief Safety Officer (or designee).

In the event of a power outage, after consultation by the VCUQatar Chief Safety Officer (or designee) with the Qatar Foundation Health, Security, Safety and Environment Department and Qatar Foundation Operations and Maintenance, the building may be closed until the power is restored. If the building is closed due to a power outage, no one except security and VCUQatar and Qatar Foundation Facilities and Procurement staff will be allowed in the building for safety and security reasons.

**Security of campus facilities**

VCUQatar maintains a 24-hour security presence via the engagement of contract security and Qatar Foundation Security.

**Maintenance of campus facilities**

Facilities and landscaping are maintained in a manner to minimize hazardous conditions. The maintenance of the campus is the responsibility of the Qatar Foundation Facilities Department. The Qatar Foundation Health, Security, Safety and Environment Department reports to the Facilities Department, in writing, conditions that could be hazardous. Additionally, lighting is monitored by Qatar Foundation Health, Security, Safety and Environment Department officers and any lights that may not be working are also reported to the Mechanical and Electrical Department. Problems reported by visitors, students, faculty, staff and custodians are sent to Qatar Foundation Health, Security, Safety and Environment Department for action.

**Timely warning/crime alert policy and procedures**

The timely warning is triggered when the VCUQatar Chief Safety Officer identifies a Clery Act-reportable crime that poses an ongoing, serious threat to students, faculty, employees and/or guests. The decision to inform the community shall be based on the known facts of the incident. The Dean, Associate Dean for Administration and the Chief Safety Officer will decide whether to inform the VCUQatar community of crimes that

may present a serious threat or risk to members of VCUQatar. In the event the Dean is not available, the Associate Dean for Administration and the Chief Safety Officer possess the authority to determine whether the incident requires a warning. The timely warnings provide an opportunity for individuals to take reasonable precautions for their safety.

VCUQatar will consider any Clery Act-reportable event occurring anywhere in Education City, not solely in and around the immediate VCUQatar campus, as potentially reportable under the timely warning doctrine. Consideration will be made on a case-by-case basis. The incidents which prompt a timely warning notification include, but are not limited to:

- Murder
- Non-negligent manslaughter
- Forcible sexual offenses
- Robbery
- Aggravated assault
- Arson

Any of these types of incidents will be evaluated on a case-by-case basis to determine if a serious threat to the community exists.

### **Notification process**

The Chief Safety Officer will inform the Dean of any incident that may pose a serious or ongoing threat to the personal safety of students, staff or visitors. In consultation with the Chief Safety

Officer, the Dean and the Associate Dean for Administration will determine whether the incident requires a warning. In the event the Dean is not available, the Chief Safety Officer has the authority to determine whether the incident requires a warning. If a warning is deemed necessary, the message will be developed by the VCUQatar Incident Management Team. The warning will be initiated by the Chief Safety Officer using the mass notification system. To maintain confidentiality, all warnings will be provided to students and employees without the names of victims. The warning will include the following information:

- Nature of the incident or immediate threat
- Location, date and time of the incident
- Description of any suspect(s)
- Recommend action for the VCUQatar community
- Crime prevention information
- Contact number for follow up inquiries

Anyone with information warranting a timely warning should report the circumstances to the Qatar Foundation Security desk, (+974) 4454-0999, or in person to Command Post 2, North Campus.

These crime alerts will be issued through a posting to VCUQatar email distributions lists. In addition, as warranted by the emergency, the VCUQatar mass

notification system (e2Campus) will be activated. The system will notify the VCUQatar community via email and SMS system. During an emergency the SMS feature can be used to issue short, detailed instructions to the community for individuals to follow (e.g., shelter in place and do not leave the building).

### **Emergency notification, response and evacuation policy**

In accordance with the VCUQatar Incident Management Plan, VCUQatar officials will coordinate the emergency notification, response and evacuation of VCUQatar or the organized evacuation of the State of Qatar. These officials will publicize by email notification and will test the emergency response and evacuation procedures monthly. It is highly likely that elements of the VCU Incident Management Team emanating from home campus will also be consulted. Individuals who are responsible for carrying out these procedures locally include, but are not limited to, the:

- Dean
- Chief Safety Officer
- Associate Dean for Administration
- Associate Dean for Academic Affairs
- Associate Dean of Student Affairs

### **Methods of notification**

VCUQatar has a variety of methods to notify and provide timely warning, not only while students and faculty are on

premises, but while they are off campus. A mass notification system allows notification to a wide range of electronic and social media. These can include, but are not limited to:

- VCUQatar email
- Multiple private email accounts (opt in)
- SMS, number of record
- Multiple phones (opt in)
- Facebook (opt in)
- Twitter (opt in)

Activation of the emergency notification system will occur immediately upon confirmation of a significant emergency or dangerous situation at VCUQatar's Education City campus involving an immediate or ongoing threat to the health and safety of the students, faculty and staff, so they may take reasonable precautions for their safety. Emergencies on VCUQatar's campus and Education City are confirmed by Qatar Foundation proprietary and contract security providers, to include Qatar Foundation Health, Security, Safety and Environment Department.

The decision to activate the system is made by the Dean in consultation with the Chief Safety Officer. If an emergency notification is deemed necessary, the message will be developed by the VCUQatar Incident Management Team. The notification will be initiated by the Chief Safety Officer using the mass notification system.

The mass notification system as implemented can notify all students, faculty and staff. It has also been customized to send alerts to segments of the VCUQatar community as required, to be determined by the Chief Safety Officer. Follow up information will be communicated by VCUQatar email, SMS, or whichever notification method is applicable as it becomes available and prudent to communicate.

VCUQatar will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Qatar Foundation is responsible for disseminating emergency information to the larger community.

VCUQatar shall be responsible for the safe evacuation of all persons utilizing VCUQatar in the event of fire, bomb threat, power outage, other natural disasters, civil disturbances and active threats. When appropriate, the Qatar Foundation Health, Security, Safety and Environment Department and security will be notified to assist in any crisis situation.

### **Emergency evacuation procedures**

At the sound of a fire alarm or if you are instructed to evacuate, leave your work

area or classroom, immediately proceed to the nearest exit and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify Qatar Foundation Emergency Response (+974) 4454-0999 or Civil Defense (999).

- Remain calm.
- Do not use the lift. Use the stairs.
- Assist the physically impaired; emergency wheelchairs are strategically located on the first and second floor.
- If the person is not ambulatory, make sure they are in safe place and notify responding emergency services of the person's location.
- Move the designated assembly area.
- Keep all walkways clear for emergency vehicles
- Fire wardens and security will make sure the buildings are clear if safe to do so.
- Do not re-enter the building until the Qatar Foundation Health, Security, Safety and Environment Department advises it is safe to do so.

### **Testing and exercise procedures**

The e2Campus mass notification SMS and email system is tested monthly. Fire drills are held periodically. Tabletop exercises are conducted twice a year as part of the Business Continuity Plan. These exercises are conducted by both the Qatar Foundation and by the VCUQatar Safety Department.

### **Alcohol and other drug policies**

All members of the VCUQatar community are expected to fulfill their obligations and responsibilities pursuant to university policy as well as the laws of the State of Qatar.

#### **Alcohol policy**

Faculty, staff and students at VCUQatar are expected to be acquainted with, and abide by, all applicable laws and university regulations regarding alcohol and drugs, and to be aware of the social, physiological and psychological consequences of excessive drinking in order to make responsible and informed decisions about the serving and consumption of alcohol. Alcohol consumption is heavily regulated in the State of Qatar and forbidden to all Muslims. There also are strict laws that must be followed with respect to the possession, use and sale of alcoholic beverages by non-Muslims and these requirements are administered by the State of Qatar. All members of the VCUQatar community are expected to follow these requirements in order to obtain a permit that allows alcoholic beverages to be purchased from State of Qatar authorized vendors.

#### **Substance abuse education**

Currently, there are no formal substance abuse education programs offered at VCUQatar, but students are encouraged to read VCUQatar Health 101, a monthly Web magazine, that offers students important information on health

and safety issues ([readsh101.com/m/vcuqatar.html](http://readsh101.com/m/vcuqatar.html)). Students are also welcome to consult with student affairs staff for additional resources and personal consultations.

### **Sexual assault, domestic violence, dating violence and stalking**

VCU does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence and stalking. As a result, VCU 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, VCU prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

For a complete list of VCU's policies governing sexual misconduct, visit [www.titleix.saf.vcu.edu/policies](http://www.titleix.saf.vcu.edu/policies).

The policy governing student sexual misconduct can be found at [assurance.vcu](http://assurance.vcu)

[.edu/Policy%20Library/Title%20IX%20Student%20Sexual%20Harassment%20and%20Sexual%20Misconduct%20Anti-Discrimination%20Policy.pdf](https://vcu.edu/Policy%20Library/Title%20IX%20Student%20Sexual%20Harassment%20and%20Sexual%20Misconduct%20Anti-Discrimination%20Policy.pdf).

The policy governing employee sexual misconduct can be found at [assurance.vcu.edu/Policy%20Library/Prohibition%20Against%20Sexual%20Harassment.pdf](https://vcu.edu/Policy%20Library/Prohibition%20Against%20Sexual%20Harassment.pdf).

All members of the University community are encouraged to take every measure available to eliminate sexual assault, dating and domestic violence, and stalking on this campus. In addition to campus educational efforts, peer influence will be central to protecting members of the community from all forms of assault. Any student aware of a sexual assault on the campus is encouraged to immediately contact the Assistant Dean for Student Affairs. Sexual assault is prohibited by the State of Qatar and is an egregious violation of university community standards. In addition to potential criminal prosecution, VCUQatar community members found in violation of expectations regarding sexual assault may be removed from the University community. Dating and domestic violence and stalking are not specifically addressed by the State of Qatar. However, VCUQatar community members found in violation of expectations regarding these actions may be subject to local prosecution based on local definition of collateral law as enumerated in the State of Qatar criminal code. See Appendix A on Page 92 for a translation of Qatar law as it relates to domestic abuse, sexual abuse,

and harassment committed by computer.

### **Education and prevention programs**

The Office of Student Affairs is the primary provider of sexual violence, dating and domestic violence, and stalking education and prevention on campus. Sessions on the prevention of these actions for the entire campus community are available on request. To schedule a program, call the Assistant Dean of Student Affairs at (+974) 4402-0636. Information on bystander intervention and risk reduction is available in Appendix B on Page 95.

### **What to do if you or someone you know is sexually assaulted**

- **Get to a safe place.** Following an assault, the primary concern is to get the survivor to a safe place. Once there, the survivor has several options to consider. If the assault occurred on VCUQatar property, Education City, at a VCUQatar-sponsored and sanctioned function or while in Education City international housing she/he can:
- **Contact someone that she/he can trust – a friend or relative to stay with the survivor and support her/him.**
- **Call the Assistant Dean for Student Affairs or the Health, Wellness and International Student Coordinator.**

- Valerie Jeremijenko, Assistant Dean for Student Affairs: (+974) 4402-0636
- Health, Wellness and International Student Coordinator: (+974) 4402-0635

The preservation of evidence is important. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not a plastic, bag.

- **Seek medical attention.** After an incident of sexual assault and/or domestic violence, the victim should consider seeking medical attention as soon as possible. For assistance in obtaining medical attention please contact:

- Hamad Women’s Hospital: (+974) 4439-6666
- Qatar Foundation Medical Clinic: (+974) 4482-6887

- **Consider contacting local law enforcement in conjunction with VCUQatar officials.** For assistance contact:

- Michael Arrighi, VCUQatar Chief Safety Officer:  
Office: (+974) 4402-0681  
Mobile: (+974) 3013-3450
- Valerie Jeremijenko, Assistant Dean for Student Affairs: (+974) 4402-0636

Although the University strongly encourages all members of its community to report violations of the sexual misconduct policy/criminal statutes to law enforcement, it is the victim’s choice whether or not to make such a report and victims have the right to decline involvement with the police. The University will assist any victim with notifying local police if they choose to make a report. The University will provide resources, on-campus, off-campus or both, to include medical and health, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy.

The procedures set forth below are the procedures the University will follow to assist with a prompt response to reports of sexual assault, domestic or dating violence and stalking; maintenance of confidentiality and fairness consistent with applicable legal requirements; and appropriate sanctions imposed on violators of this policy. The standard of evidence used by the University for administrative proceedings is a preponderance of the evidence, meaning it is more likely than not that the conduct occurred. The criminal justice system uses a higher standard – beyond a reasonable doubt.

Incident being reported:	Procedure VCU will follow:
Sexual assault	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs. delayed report), VCU administrators will provide complainant with access to medical care.</li> <li>2. University will assess immediate safety needs of complainant.</li> <li>3. University will assist complainant with contacting VCU Police Department and/or local police if complainant requests. Complainant provided with contact information for local police department.</li> <li>4. University will provide complainant with referrals to on and off campus resources, as required.</li> <li>5. University will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No contact" directive between both parties.</li> <li>6. University will provide a "No trespass" directive to accused party if deemed appropriate.</li> <li>7. University will provide written instructions on how to apply for Protective Order in the Commonwealth of Virginia.</li> <li>8. University will provide a copy of the appropriate policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.</li> <li>9. University will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.</li> <li>10. University will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</li> </ol>
Stalking, dating violence and/or domestic violence	<ol style="list-style-type: none"> <li>1. University will assess immediate safety needs of complainant.</li> <li>2. University will assist complainant with contacting local police if complainant requests and complainant provided with contact information for local police department.</li> <li>3. University will provide written instructions on how to apply for Protective Order and be provided resource information for both on and off campus.</li> <li>4. University will provide written information to complainant on how to preserve evidence.</li> <li>5. University will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</li> <li>6. University will provide a "No trespass" directive to accused party if deemed appropriate.</li> </ol>

- **Consider contacting a counselor.**

Counseling services are available through the Office of Student Affairs at (+974) 4402-0635. Referrals to psychological and/or psychiatric services in the community are also made through this office. VCUQatar offers confidential counseling services to all students and Qatari students may receive additional guidance from Qatar Foundation Women and Children Protection at the following numbers: (+974) 4466-6671, (+974) 4466-6672 or (+974) 4466-6673. VCUQatar counselors are under no obligation to report without permission whereas other institutions may be required to report.

### **Procedures for reporting a complaint**

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence and stalking, including informing individuals about their right to file criminal charges; the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus; and options for, and available assistance in preventing contact between a complainant and an accused party through changes in academic, living, transportation and working situations if requested by the victim and if reasonably available. These options are available regardless of whether the victim chooses to report the crime to

the VCUQatar Chief Safety Officer or local law enforcement.

To report an allegation of domestic violence, dating violence, sexual assault or stalking to the University, students and employees should contact one of VCU's Title IX Coordinators listed below by calling or writing as well as contact the VCUQatar Chief Safety Officer, if the victim so chooses.

#### **Acting VCU Title IX Coordinator**

Jacqueline Kniska, J.D.  
(804) 828-1347  
iequity@vcu.edu

#### **Student-Only Involvement**

Reuban Rodriguez, Ed.D.  
Title IX Deputy Coordinator for Students  
(804) 366-1643  
rbrodriguez@vcu.edu

#### **Employee-Employee and Employee-Student Involvement**

Jacqueline Kniska, J.D.  
Acting Title IX Deputy Coordinator for Employees  
(804) 828-1347  
iequity@vcu.edu

After an incident of sexual assault and/or domestic violence, the victim should consider seeking medical attention as soon as possible at Hamad Women's Hospital or Qatar Foundation Medical Clinic.

It is important that a victim of sexual assault not bathe, douche, smoke, change

clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 72 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/ or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University investigators, hearing boards or police.

Although the University strongly encourages all members of its community to report violations of the sexual misconduct policy and of criminal statutes to law enforcement, it is the victim's choice whether or not to make such a report. Victims have the right to decline involvement with the police. The University will assist any victim with notifying local police if they choose to make a report. See Page 72 for a list of University resources. The Qatar Foundation Health, Security, Safety and Environment Department has authority to investigate incidents of sexual assault, domestic violence, stalking and dating violence in VCUQatar-owned or VCUQatar-controlled

property. The State of Qatar law enforcement officials also respond to calls for the above referenced offenses that occur outside of the Qatar Foundation Health, Security, Safety and Environment Department's authority. Both agencies work cooperatively to assist victims and investigate offenses as needed.

### **A. Assistance for victims: Rights and options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence and stalking and will provide each victim with a written explanation of their rights and options. The University complies with Commonwealth of Virginia law in recognizing orders of protection and requests that any person who obtains an order of protection from Virginia or any other U.S. state should provide a copy to the VCU Police and one of the two institutional Title IX Coordinators (depending on the status of the victim as student or employee.) The State of Qatar does not have any explicit statutes addressing protective orders. Victims are strongly encouraged to seek assistance from the VCUQatar Chief Safety Officer.

A complainant may also meet with the VCUQatar Chief Safety Officer to develop a Safety Action Plan, which is a plan for campus security and the victim to reduce risk of harm while on campus or coming and

going from campus. (This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc.)

The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. Upon the victim's request and to the extent of the victim's cooperation and consent, University offices will work cooperatively to assist the victim with their health, physical safety, work and academic status, pending the outcome of a formal university investigation of the complaint. Options for and assistance with reasonably available changes to academic, living, working or transportation situations, regardless of whether the victim chooses to report the crime to campus security or local law enforcement, will be offered. Examples may include, but are not limited to the following: A potential change to the academic situation may be to transfer to a different section of a class. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the victim/perpetrator park in a different location, assisting the victim/perpetrator with a safety escort, etc. To the extent possible, VCU will also provide assistance with and/or information about obtaining resources and services such counseling, health services, visa and immigration assistance and assistance in

notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with those who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims nor house identifiable information regarding victims in the campus police departments Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request. The University will assist students or employees with changing directory information.

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

- [www.thewell.vcu.edu/docs/sa-broc.pdf](http://www.thewell.vcu.edu/docs/sa-broc.pdf) VCU informational brochure
- [vsdvalliance.org](http://vsdvalliance.org) Virginia Sexual and Domestic Violence Action Alliance

- [dcjs.virginia.gov/victims/documents/stalking.pdf](https://dcjs.virginia.gov/victims/documents/stalking.pdf) Stalking – Virginia Department of Criminal Justice Services
- [victimsofcrime.org/help-for-crime-victims/get-help-bulletins-for-crime-victims/bulletins-for-teens/dating-violence](https://victimsofcrime.org/help-for-crime-victims/get-help-bulletins-for-crime-victims/bulletins-for-teens/dating-violence) Dating violence
- [rainn.org](https://rainn.org) Rape, Abuse and Incest National Network
- [ovw.usdoj.gov/sexassault.htm](https://ovw.usdoj.gov/sexassault.htm) U.S. Department of Justice
- <http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office for Civil Rights

Survivors of sexual assault react to their experiences in different ways. There are feelings and experiences that are common for many survivors, while others may be specific to the given circumstances. A survivor may:

- Feel a loss of control
- Feel a sense of shock and disbelief, numbness and difficulty concentrating
- Go through a period of acting as if nothing happened (after the initial shock is over)
- Be fearful and feel unsafe
- Have flashbacks and/or nightmares

If you have not experienced any of these, it does not mean there is something wrong with how you are healing from the assault. The feelings you experience are part of the healing process.

Responding to someone who has been sexually assaulted:

- Believe them
- Allow them to make choices on their own and heal at their own pace
- Avoid blaming or criticizing statements
- Refer them to the resources contained in this document

If you would like more suggestions on how to help someone who has experienced violence, visit The Well's website at [www.thewell.vcu.edu/](http://www.thewell.vcu.edu/).

## B. Adjudication of violations

Whether or not criminal charges are filed, the University or a person may file a complaint under the VCU's policies (Title IX Student Sexual Harassment and Sexual Misconduct Anti-Discrimination and for employees the prohibition on sexual harassment policy) alleging that a student or employee violated the University's policy on sexual harassment or sexual misconduct.

Reports of all domestic violence, dating violence, sexual assault and stalking made to VCUQatar Chief Safety Officer or to VCU Police will automatically be referred to the Title IX Coordinators for investigation regardless of if the complainant chooses to pursue criminal charges.

### University complaint resolution process

The university disciplinary process is consistent with the university's

policy and will include a prompt, fair and impartial investigation and resolution process transparent to the accuser and the accused. Usually, the resolution of complaints of sexual misconduct are completed within 60 days of the report, however the proceedings timeframe allows for extensions for good cause with notice to the accuser and the accused of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

Complaints involving students are specifically detailed here online at [assurance.vcu.edu/Policy%20Library/Title%20IX%20Student%20Sexual%20Harassment%20and%20Sexual%20Misconduct%20Anti-Discrimination%20Policy.pdf](https://assurance.vcu.edu/Policy%20Library/Title%20IX%20Student%20Sexual%20Harassment%20and%20Sexual%20Misconduct%20Anti-Discrimination%20Policy.pdf).

Complaints involving employees are specifically detailed online at [assurance.vcu.edu/Policy%20Library/Prohibition%20Against%20Sexual%20Harassment.pdf](https://assurance.vcu.edu/Policy%20Library/Prohibition%20Against%20Sexual%20Harassment.pdf).

The University will, upon written request, disclose to the alleged victim of a crime of violence, or a nonforcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased

as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

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

### **Sex offender registration**

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. The State of Qatar does not maintain a sex offender registry.

### **Report preparation**

This report contains information and crime statistics for the three previous calendar years regarding crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by VCUQatar; and on public property within, or immediately adjacent to and accessible from the campus. The

report also contains information regarding campus security and personal safety topics such as crime prevention, security law enforcement authority, crime reporting policies, student conduct procedures and other information related to safety and security on campus.

The preparation of the VCUQatar Annual Security Report is coordinated by the business manager of the VCU Police in collaboration with the following VCUQatar

staff: Chief Safety Officer, Assistant Dean for Student Affairs and Associate Dean for Administration in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Information provided in this report can be accessed at [police.vcu.edu/facts](http://police.vcu.edu/facts). All policies referenced in this document are effective as of July 1, 2014. To view University policies, please visit [assurance.vcu.edu/policylibrary.html](http://assurance.vcu.edu/policylibrary.html).



# Crime statistics

With the new regulations under the Violence Against Women Reauthorization Act (VAWA) of 2013, the Annual Security Report now includes crime statistics for dating violence, domestic violence and stalking. The fourth category under VAWA, sexual assault, has already been included as defined in the sex offense crime category. The statutory provisions were not effective until spring 2013; therefore, “good faith efforts” are to be utilized to track and record the new VAWA crime category statistics for calendar year 2013. As such, VCU has made every effort to identify and report all 2013 VAWA crime statistics in the 2013 tables below.

The following statistical information was furnished by the Qatar Foundation. In addition, for 2011-13, no hate crimes were reported by the Qatar Foundation. VCUQatar does not have any residential housing facilities.

## 2013 yearly totals

### VCUQatar Campus

	On campus	Non-campus	Public property	Total
<b>Offenses</b>				
Murder/non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses	0	0	0	0
Sex offenses, forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated assault*	1	0	0	1
Burglary	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0
Dating Violence	0	0	0	0
Domestic Violence	0	0	0	0
Stalking	0	0	0	0
<b>Arrests/referrals</b>				
Liquor law arrests	0	0	0	0
Liquor law referrals	0	0	0	0
Drug law arrests	0	0	0	0
Drug law referrals	0	0	0	0
Weapons law arrests	0	0	0	0
Weapons law referrals	0	0	0	0

\* Crime statistics for the VCUQatar Campus may include incidents that occurred on Education City property, on which the VCUQatar Campus is located.

## 2012 yearly totals

### VCUQatar Campus

	On campus	Non-campus	Public property	Total
<b>Offenses</b>				
Murder/non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Forcible sex offense	0	0	0	0
Nonforcible sex offense	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0
<b>Arrests/referrals</b>				
Liquor law arrests	0	0	0	0
Liquor law referrals	0	0	0	0
Drug law arrests	0	0	0	0
Drug law referrals	0	0	0	0
Weapons law arrests	0	0	0	0
Weapons law referrals	0	0	0	0

2011 yearly totals

VCUQatar Campus

	On campus	Non-campus	Public property	Total
Offenses				
Murder/non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Forcible sex offense	0	0	0	0
Nonforcible sex offense	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0
Arrests/referrals				
Liquor law arrests*	1	0	0	1
Liquor law referrals	0	0	0	0
Drug law arrests	0	0	0	0
Drug law referrals	0	0	0	0
Weapons law arrests	0	0	0	0
Weapons law referrals	0	0	0	0

\* Crime statistics for the VCUQatar Campus may include incidents that occurred on Education City property, on which the VCUQatar Campus is located.

2011-13 Additional  
crime statistics\*

VCU Qatar employee(s)  
referred for disciplinary action

	2013	2012	2011
Offenses			
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offense	0	0	0
Nonforcible sex offense	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Hate crime	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Liquor law violations	0	0	0
Drug violations	0	0	0
Weapons violations	0	0	0

\*Information provided by VCU.

## Appendix A - Definitions

There are numerous terms used by VCU in our policy and procedures. The terms sexual assault, domestic violence, dating violence and stalking are defined differently by university policy, the Commonwealth of Virginia, the Department of Education and the Federal Bureau of Investigation. The State of Qatar does not specifically define these terms. Since students and employees reporting sexual misconduct have access to institutional administrative processes for reporting and complaint resolution as well as on and off campus criminal complaint reporting and resolution, VCU is providing definitions to assist our community in understanding how we classify sexual misconduct at VCU. For questions regarding the definitions provided below, all persons are welcome to contact VCU's Title IX Coordinator, the VCU Police Department, or the VCUQatar Chief Safety Officer.

### Consent

Consent is not defined by the Commonwealth of Virginia in state criminal law. The Student Code of Conduct defines consent in the following way:

"Consent is informed, knowing and voluntary. It is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words and actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of

sexual activity cannot imply consent to other forms of sexual activity and previous relationships or consent cannot imply consent to future sexual acts. Consent cannot be obtained by use of physical force, compelling threats, intimidating behavior or coercion. Consent cannot be given by someone known to be – or should be known to be – mentally or physically incapacitated. In order to give consent, one must be of legal age."

### Sexual assault

VCU's policies call sexual assault "sexual misconduct," which is inclusive of sexual assault. Sexual misconduct is defined in the following ways:

Sexual Misconduct – Offenses include, but are not limited to, sexual harassment, non-consensual sexual intercourse (or attempts to commit same), non-consensual sexual contact (or attempts to commit same), and/or sexual exploitation. See also University Guidelines on Prohibition of Sexual Harassment.

Sexual harassment – Unwelcome verbal, non-verbal or physical conduct, including sexual violence, when:

1. Submission to such conduct is made a term or condition of employment, education, or participation in a University activity

2. Submission to or rejection of such conduct is a factor in a decision affecting employment, education, or participation in a University activity

Another form of sexual harassment is unwelcome verbal, non-verbal or physical conduct based on sex or gender that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with a student's academic (or work) performance or living conditions, or creates an intimidating, hostile, or offensive environment. This form of harassment may include acts of intimidation, aggression or hostility based on sex or sex-stereotyping, even if the acts do not involve conduct of a sexual nature.

**Non-consensual sexual intercourse** – Any sexual intercourse (anal, oral or vaginal), however slight, with any object by an individual upon another individual without consent. Intercourse, however slight, means vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital or genital to mouth contact).

**Non-consensual sexual contact** – Any intentional sexual touching, however slight, with any object by an individual upon another individual without consent. Sexual touching means intentional contact with the breasts, buttock, groin, or genitals or touching another with any of these body parts, or making another touch a person or themselves with or on

any of these body parts; any intentional bodily contact in sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

**Coercion** – When someone makes it clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**Sexual exploitation** – Occurs when an individual takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

### **Qatar law**

All policies and procedures that apply to VCU's main campus govern students and employees on all separate campuses. Because the laws in foreign countries are different than those of the U.S., below is the translation of Qatar law as it relates to domestic abuse, sexual abuse and harassment committed by computer.

#### **Article (279)**

Anyone who copulates with a female without her consent whether coercively, under duress or by ruse is sentenced to death or to life imprisonment.

The sentence is death if the culprit is the relative, the guardian, the caretaker or the servant of the victim or of the previously mentioned.

***Article (280)***

Anyone who copulates with a female without compulsion, duress or ruse knowing that she is mentally unstable or under sixteen is sentenced to life imprisonment. The culprit is sentenced to death if he is one of the previously mentioned in the second paragraph of the above article.

***Article (283)***

Anyone who copulates with a male without any consent whether coercively, under duress or by ruse is convicted to no more than fifteen years in prison. The culprit, being one of the previously mentioned in the second paragraph of article (279), is sentenced to death.

***Article (286)***

Anyone who commits rape by force, ruse or under duress is convicted to no more than fifteen years in prison. The culprit, being one of the previously mentioned in the second paragraph of article (279), is sentenced to life imprisonment or to no more than fifteen years in prison.

***Article (287)***

Anyone who copulates with a person without compulsion, duress or ruse, knowing that this person is mentally unstable, under sixteen, unwilling or unaware of the action being exposed to, is convicted to no more than fifteen years in prison. The culprit,

being one of the previously mentioned in the second paragraph of article (279), is sentenced to life imprisonment or to no more than fifteen years in prison.

***Article (293)***

Anyone who disturbs or annoys other people by using immoral expressions or words through tireless set or electronic means is convicted to no more than six months and to a fine of no more than three thousand riyals, or to one of these two penalties.

***Article (306)***

Anyone who purposely assaults a human being without having the intention to kill them but the assault led to their death, is convicted to no more than ten years in prison. If the deed is premeditated, the penalty is no more than fifteen years in prison. In any ways, the culprit is convicted to no more than three years in prison if the victim's parents forgive or accept the wergild.

***Article (307)***

Anyone who purposely leaves a person with a permanent deformity is convicted to no more than seven years in prison. If this is premeditated, the penalty is no more than ten years in prison. A permanent deformity is any injury leading to the amputation of an organ or a part of it, or the total or partial disablement of one of the senses in a permanent way. In all cases, the culprit is convicted to no more than two years in prison if the victim or the victim's parents forgive or accept the amount of money.

### **Article (308)**

One is convicted to no more than two years and to a fine of no more than ten thousand riyals, or to one of these two penalties in case of purposely assaulting anyone anyhow and the assault leads to their sickness or incapability of accomplishing their work for more than twenty days. The penalty is no more than three years in prison in addition to a fine of no more than fifteen thousand riyals, or one these two penalties if the deed is premeditated or is executed by more than one person.

### **Article (309)**

One is convicted to no more than a year in prison and to a fine of no more than five thousand riyals, or to one of these two penalties in case of purposely assaulting anyone anyhow and the assault is not as grave as it is stipulated in the two previous articles.

### **Article (310)**

One is convicted to any of the penalties stipulated in articles (307), (308), (309) according to the result of the assault in case of giving a person medications or materials leading to a disease or an incapability.

### **Article (315)**

One is convicted to no more than ten years in prison in case of assaulting a pregnant woman which leads to abortion.

## **Appendix B**

### **How to prevent violence - be an active bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."<sup>1</sup> We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list<sup>2</sup> of some ways to be an active bystander. If you or someone else is in immediate danger, dial 999. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

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

<sup>1</sup> Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

<sup>2</sup> Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse

Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

### **Risk reduction**

With no intent to victim blame and in recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse and Incest National Network, [rainn.org](http://rainn.org)).

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cash money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (call 999, the emergency contact number countrywide for criminal and emergency reporting).
11. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
12. If you suspect you or a friend has been drugged, contact law enforcement immediately (call 999, the emergency contact number countrywide for criminal and emergency reporting). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
13. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - a. Remember that being in this situation is not your fault. You did not

do anything wrong, it is the person who is making you uncomfortable that is to blame.

- b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

- d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

14. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

Remember that even if you follow any, all, or none of the above, an assault can still occur. It is not your fault and you are not alone.

# VCU Inova Campus



## Falls Church, Virginia

### Campus profile

Inova Fairfax Hospital has been a teaching hospital for more than 45 years. Currently, there are approximately 100 residents and approximately 85 medical students rotating through many of the hospital departments each month. Additionally, pharmacy and other allied health departments (nursing, respiratory therapy, radiology and others) have been involved in helping train future practitioners for nearly as long.

Building on this strong educational foundation, in 2005, the hospital expanded its educational offerings through a strategic partnership with Virginia Commonwealth University School of Medicine, developing the first regional branch medical campus in Northern Virginia. Twenty-four third-year and 24 fourth-year medical students attend the branch school located in the Claude Moore Health Education and Research Center within the campus of Inova's flagship Fairfax Hospital. The center features 11,000 square feet of modern space dedicated to the educational needs of our highly valued VCU students.

In 2007, the VCU School of Pharmacy Inova Campus was established. The pharmacy program follows a similar model to the VCU School of Medicine, with up to 24 students from each of the P3 and P4 classes completing the last two years of their education on the grounds of the Inova Fairfax Medical Campus. The VCU School of Pharmacy Inova Campus is located just one building away from

the Claude Moore Health Education and Research Center in the Educational Conference Center building.

The combination of a diverse patient population, state-of-the-art hospital facilities and a committed teaching faculty has created an exceptional learning environment for both medical and pharmacy students. For more information, refer to [medschool.vcu.edu/inova](https://medschool.vcu.edu/inova) and [www.pharmacy.vcu.edu/inova](https://www.pharmacy.vcu.edu/inova).

Throughout this report, the VCU School of Medicine Inova Campus and the VCU School of Pharmacy Inova Campus will be referred to jointly as the VCU Inova Campus, or simply VCU Inova.

### Inova Fairfax Hospital security provides services to keep you safe

The Inova Fairfax Medical Campus Safety and Security Department serves the entire campus to include select off-site locations licensed under IFMC. Uniformed Old Dominion Security service is available 24 hours by calling the Security Control Center at (703) 776-3180 for routine service or during emergency or critical incidents by calling the center at (703) 776-4911.

The campus, including buildings, parking areas, grounds and roadways, is patrolled by security officers using a zone concept. Officers in the field are dispatched by one of two security dispatchers located in the Security Control Center. During select hours, security officers staff the Women's

Hospital, the Children's Hospital, the Heart and Vascular Institute, the South Patient tower and the Trauma Building lobby. Officers respond to calls for service from these locations. The security force is augmented with more than 800 security cameras, more than 1,000 ID prox readers, more than 50 emergency security call stations and more than 200 portable and fixed duress panic alarms. More than 35 stairwell voice discriminators are located throughout the campus. Identification badges are required by all students, faculty and staff.

Administrative services are provided by the Director of Safety and Security, Security Manager, Safety Manager, Parking Services Manager and Safety Technician. Managers are available 24 hours a day for matters involving critical incidents.

The Administrative Assistant is available Monday through Friday from 7 a.m. to 3:30 p.m. for processing applications for ID badges, parking permits and shuttle and car-pooling requests.

## How VCU protects you

### **VCU Inova Security**

VCU Inova has a campus security force via the Inova Fairfax Medical Campus. The campus security force consists of contracted security officers without police powers and who are not sworn personnel. The Inova Fairfax Medical Campus provides and administers this service.

### **Enforcement authority of campus security**

The Inova Fairfax Medical Campus is responsible for campus security. The security officers are assigned to a variety of patrol posts while on duty. This includes, but is not limited to, controlling ingress to the emergency department, patrolling their assigned buildings and any other special assignment that their supervisor may deem appropriate.

The department goals are to provide an environment of care which is as safe and secure as reasonably possible for our internal and external customers (which include patients, employees and students on the Inova Fairfax Medical Campus).



Old Dominion Security, contracted by Inova Health System to provide security officers for Inova, does not have power of arrest although they are licensed by the Department of Criminal Justice Services. Arrests would be made by the Fairfax County Police.

Fairfax County Police do not sign memorandums of understanding with facilities. Criminal incidents are reported to the Fairfax County Public Safety Communications Center by way of 911 or nonemergency at (703) 691-2131.

Inova Fairfax Medical Campus security maintains liaisons with federal, state and local law enforcement with an emphasis on preplanning; VIP/executive protection; and medical care access (emergency and nonemergent).

### **Crime prevention and security awareness programs**

The security and crime prevention program is called Security Awareness for Fairfax Employees. The objective of the program is to promote security awareness among all staff and to encourage employees and physicians at all levels to participate in and support a proactive security and crime prevention program.

Inova Health System includes education in security concerns as part of new employee orientation. The Safety and Security Department conducted ongoing training in security awareness and crime prevention

during three annual orientation sessions, tracking trends in the field and communicating industry best practices for responding to these trends. Security officers and select staff are provided training in recognizing and dealing with aggressive behaviors through a nonviolent crisis intervention program.

Security and crime prevention training is arranged by contacting the Security Manager at (703) 776-3837.

### **Things you can do**

#### **If someone tries to harm you**

- Stay calm and think rationally.
- Remember what the attacker looks like.
- Consider what you can do to defend yourself.

#### **At home**

- Always lock your doors and windows.
- Be careful when inviting casual acquaintances into your home or office.
- Do not allow anyone to duplicate your keys.
- Re-key locks when moving into a previously rented residence or after keys have been lost or stolen.
- Install deadbolt locks on all exterior doors and locks on windows.
- Light entrances all night long.

#### **On the phone**

- List only first initials and last name in directories.

- Do not divulge your name and address to people you don't know.
- Hang up immediately on obscene phone callers.
- Never reveal that you are alone.
- Note the date and time and what was said during the call for future reporting.

### In your car

- Lock your doors and windows.
- Park in well-lit areas.
- Store valuables out of sight and lock them in the trunk when the car is parked.
- If your car breaks down, activate emergency flashers.
- Stay in the locked car.
- Immediately call for assistance; if someone stops to help, ask the person to call for help for you.
- Sound the horn if threatened.
- Never pick up hitchhikers.

### Shopping

- Be aware of your surroundings.
- Check ATM's for foreign attachments before inserting your card.
- Keep pocketbooks/purses/bags in close proximity of one's person.
- Do not carry unreasonable amounts of cash or valuables.

### Important numbers

To report critical incidents (24/7) .....776-4911  
 Security Control Center (24/7) .....776-3180  
 IHVI Security and  
 Fire Command Center (24/7) .....776-7020

Safety and Security Office  
 (7 a.m.-3:30 p.m.) ..... 776-3685  
 Director, Safety and Security ..... 776-2987  
 ODS Security Manager..... 776-3837  
 Safety Manager ..... 776-2808  
 Parking Services Manager ..... 776-3557  
 Fairfax County Rape Crisis/  
 Sexual Assault Hotline ..... 360-7273

### Other VCU Inova numbers

#### Counseling and mental health services

George Mason University Counseling  
 and Psychological Services ..... 993-2380  
 Learning Services ..... 993-2999  
 Self-Help Library..... 993-2999  
 Peer Empowerment Program... 993-2384  
 Roy Stefanik, D.O., Psychiatry.....830-1500  
 5675 Stone Road, Suite 320  
 Centreville, VA 20120

#### Student health services

Fairfax Family Practice.....391-2020  
 Sandy Cave, Practice Administrator  
 3650 Joseph Siewick Drive, Suite 400  
 Fairfax, VA 22033  
 VCU School of Medicine,  
 Office of Student Services ..... 776-3249  
 VCU School of Pharmacy,  
 Student Services Coordinator .....776-7972

\* Phone numbers throughout the VCU Inova report are area code (703) unless otherwise indicated.

### Reporting a crime or emergency

#### Security Control Center: (703) 776-3180

The Safety and Security Department employs an officer to staff its Security Control Center 24 hours a day. Dialing this number will get an officer who can assist with most any need and is capable of dispatching one or more officers to any

location for routine or emergency needs. If that number is busy, there are sufficient numbers available for the phones to roll over to so that no call should go unanswered. All individuals are encouraged to accurately and promptly report crimes or emergencies, including when the victim of a crime elects to or is unable to make such a report.

### **Emergencies: extension 4911**

The 4911 extension can be dialed from any Inova telephone and can be used to report critical incidents and other emergencies such as fire emergencies, Code Pink, violent behavior, and other life threatening security-related incidents.

### **Recognizing officers**

Officers are distinguished by a common uniform – black pants with gold stripe and white shirt with shoulder patches, as well as related security equipment. Part of this equipment is a two-way radio that can summon help immediately. Either on foot or in the security vehicle, officers should be approached for any assistance you might require.

### **Parking lots**

There are 24-hour Emergency Call Boxes located on surface lots and each level of the parking garages. If you need to contact security from those areas, it does not have to be an emergency.

- a. Push the red button to activate the system. After a few seconds an officer will speak to you over the two-way radio inside the box.
- b. To speak to the officer after he/she has acknowledged your first push of the button, push and hold the button as you speak. Release the button to hear the reply.
- c. If you have an emergency and for some reason cannot speak, push the button. Officers will be dispatched to your call box location to investigate.

### **VCU Inova security response to student organizations**

VCU Inova does not have any officially recognized student organizations other than those on the Monroe Park and MCV campuses. VCU Inova students participate



remotely via Skype or videoconference access. As such, VCU Inova does not monitor or record through local police agencies any criminal activity involving students engaged at off-campus locations of student organizations officially recognized by the university.

## Workplace violence

Inova Health System endeavors to provide a workplace that is safe for its employees. Threats or acts of violence that are made toward or by an employee will not be tolerated in support of a zero tolerance policy. Although not all inclusive, workplace violence may include assaults, arguments, employee desertion, gossip, rumors, prejudice, unsafe working conditions, numerous accidents, petty or major thefts, domestic problems, use of drugs or alcohol, narcotic diversion, harassment, troublemakers, angry phone conversations and carrying a weapon at work. To report workplace violence:

1. Notify immediate Supervisor/  
Director/Administrative Supervisor
2. Notify Human Resources
3. Notify Safety and Security\*
4. Notify the Employee Assistance  
Program
5. Notify the Compliance Hotline

6. Submit 'Safety Always' form
7. Contact Employee Occupational  
Health Services
8. Notify Risk Management/Legal

\* For acts of physical violence or threats, immediately notify the Security Control Center at (703) 776-3180. Incidents may be reported by any of the described reporting methods.

## Voluntary confidential reporting and anonymous reporting procedures

Crimes may be reported anonymously in multiple ways:

- Security Control Center – (703) 776-3180
- Security Manager – (703) 776-3837
- Director, Safety and Security – (703) 776-2987
- Compliance Hotline – (888) 800-4030
- Fairfax County Police Crime Solvers – (703) 691-8888 or (866) 411-TIPS

All students, faculty, staff and guests are encouraged to accurately and promptly report criminal incidents confidentially to the Security Control Center.

## Reporting a crime or emergency to the Fairfax County Police Department

A person reporting a crime to Inova Fairfax Medical Campus Security has the right to report the crime to the Fairfax County Police Department by calling 911





or utilizing the Fairfax County Police non-emergency call center at (703) 691-2131.

## **Response to reports**

Inova Fairfax Medical Campus maintains Security Control Dispatch Officers on duty 24 hours a day in two Security Command Centers. Security procedures are in place which require a Security Officer(s) on the scene within six minutes or less for all critical (emergency) incident calls. Routine calls (nonemergency) require a Security Officer(s) on-scene within 12 minutes. Security Dispatchers have the ability to communicate with Fairfax County Police through the Public Safety Communication Center and through the county radio system as a backup. Fairfax County Police have immediate access to three Rapid Deployment Stations on campus for rapid entry into buildings and for communication with security.

All reported safety and security incidents are documented in reports, and those reports are submitted to the Security Manager, Safety Manager, Parking Manager and/or Director of Safety and Security for appropriate follow-up. Reports are further provided to Risk Management/Legal, appropriate department leaders and appropriate senior leaders for action. The current report classification system is composed of 44 report categories.

## **Daily incident log**

The Safety and Security Department will maintain an incident log. The log

will include the nature, date, time and general location of incidents reported, as well as the disposition of the complaint, if that is known at the time the log is created.

The Safety and Security Department reserves the right to exclude crime report information from the log in circumstances where posting may compromise ongoing police operations. Faculty, staff and students are encouraged to review the incident log periodically to become more familiar with the types and locations of incidents which may impact the Inova community. The daily incident log can be accessed at the Safety and Security Office, Original Building, Second Floor, Inova Fairfax Medical Campus, 3300 Gallows Road and is available during regular business hours, Monday through Friday, 7 a.m. to 3:30 p.m.

## **Access to facilities**

Inova Fairfax Medical Campus is open to patients, staff, physicians, students, contractors and visitors. Building entrances, to include the Claude Moore Health Education and Research Center and the Educational Conference Center, are open for exterior access typically from 5 a.m. to 9 p.m. During these hours, entrances to buildings are controlled by coded ID prox card access issued in the form of a photo identification badge to authorized individuals or by means of a video intercom system commonly known as an Aphone.

Interior space access is controlled by a combination of keys, cipher locks, electronic locks using ID prox cards or video intercom system. Access to designated staff, physician, student and contractor parking areas is controlled by the issued ID prox card system. All ID use is monitored in two security control centers where dispatchers can view the name, department, title, and photo of the individual using the ID. Select areas have a secondary validation by means of a video system.

### **Security of campus facilities**

The Claude Moore Health Education and Research Center and the Educational Conference Center buildings are provided with security features consisting of:

1. ID badge prox readers
2. Electronic locking systems
3. Panic alarm systems
4. Security cameras
5. Voice discrimination systems
6. Aphones
7. Random Security Officer patrols
8. Emergency Call Boxes  
(24-hour boxes on campus grounds)
9. Vehicle patrols

### **Maintenance of campus facilities**

The Safety Management Program is designed to develop, coordinate, manage and evaluate safety activities in an effort to provide a safe, effective and functional environment of care in a manner consistent with standards and federal, state and

local regulatory requirements. The Safety Management Program is based on monitoring and evaluation of the environment of care, applicable laws and regulations, education about the environment, staff knowledge and skills to perform their responsibilities, and recognized practice.

Facilities Management immediately responds to reports including, but not limited to, inoperable doors, burned-out lights and broken windows and screens. The hospital requires and supports an effective safety management program and requires quarterly reports from the Environment of Care Safety Committee on key items, issues and concerns.

Hazards can be reported to security dispatchers by calling (703) 776-3180. Security officers will investigate, complete a report and take action to make the hazard safe, including notifying the Engineering Department, Safety Manager, Director of Safety and Security, Safety and Security Technician and/or other departments as appropriate.

### **Timely warning/crime alert policy and procedures**

The timely warning is triggered when the Safety and Security Director identifies a Clery Act-reportable crime that poses an ongoing or serious threat to students, faculty, employees and/or guests. The decision to inform the community shall be based on the known facts of the incident. The Safety and Security Director and the Inova

Fairfax Medical Campus senior leaders will decide whether to inform the Inova Fairfax Medical Campus of crimes that may present a serious or ongoing threat or risk to members of the community, which includes VCU Inova. The senior leaders include:

- Chief Executive Officer
- Chief Financial Officer
- Senior Director, Support Services
- Administrator On-Call
- Director, Media and Communications
- VP Human Resources (if staff related)

The timely warning provides an opportunity for individuals to take reasonable precautions for their safety.

VCU Inova will consider any Clery reportable event occurring anywhere on Inova Fairfax Medical Campus, not solely in and around the immediate VCU Inova Campus, as potentially reportable under the timely warning doctrine. Consideration will be made on a case-by-case basis. The incidents which prompt a timely warning notification include, but are not limited to:

- Murder
- Non-negligent manslaughter
- Forcible sex offenses
- Robbery

- Aggravated assault
- Arson

Any of these types of incidents will be evaluated on a case-by-case basis to determine if a serious or ongoing threat to the community exists.

### Notification process

The Safety and Security Director or ODS Security Manager will inform the Inova Fairfax Medical Campus senior leaders of any incident that may pose a serious or ongoing threat to the personal safety of students, staff or visitors. On consultation with the Safety and Security Director, the Inova Fairfax Medical Campus senior leaders will determine whether the incident requires a warning. If a warning is deemed necessary, it will promptly be developed and initiated for the Inova Fairfax Medical Campus, which includes VCU Inova, by the appropriate office(s) as listed under the “Methods of notification” section (see pages 108 to 109). To maintain confidentiality, all warnings will be provided to students and employees without the names of victims. The warning will include the following information:



- Nature of the incident or immediate threat
- Location, date and time of the incident
- Description of any suspect(s)
- Recommended action for the VCU Inova community
- Crime prevention information
- Contact number for follow-up inquiries

Anyone with information warranting a timely warning should report the circumstances to the Safety and Security Department, (703) 776-3180, or in person to Original Building, Second Floor.

### **Emergency notification, response and evacuation policy**

In accordance with the Inova Fairfax Medical Campus Incident Management Plan, Safety and Security officials will coordinate the emergency notification, response and evacuation of the Inova Fairfax Medical Campus, which includes VCU Inova. Emergencies on the Inova Fairfax Medical Campus are typically confirmed by the Safety and Security Department. These officials will also test the emergency response and evacuation procedures annually. Individuals who are responsible for carrying out these procedures locally include, but are not limited to the:

- Chief Executive Officer
- Chief Financial Officer

- Senior Director, Support Services
- Administrator On-Call
- Director, Media and Communications
- VP Human Resources (if staff related)

Safety and Security shall be responsible for the safe evacuation of all persons utilizing VCU Inova in the event of fire, bomb threat, power outage, other natural disasters, civil disturbances and active threats. When appropriate, Fairfax County Police will be notified to assist in any crisis situation.

### **Methods of notification**

VCU Inova has a variety of methods to notify and provide timely warning. A mass notification system allows notification to a wide range of electronic media. In the event of an impending or actual emergency, one or more of the following communication channels will be activated. The following individual(s) typically develops the messages for these systems while Security Control Center dispatchers and/or Media Relations activates the message:

- Director, Safety and Security
- Emergency Management Manager
- Safety Manager
- Media Relations Manager On-Call
- Emergency Management Operations Center
- Information Systems
- Any Senior Director or above position

**Email** will be used to send information to everyone with an Inova email account.

**Pocket pagers**, which are issued to all hospital staff, including VCU Inova students, will be used similar to email.

**Message boards** on campus can be programmed and activated.

**Emergency Communication Speaker System** is utilized for digital and live voice for emergency alert announcements. The emergency alert announcements are made using the campus fire alarm system which is a Class A system, allowing the system to be used under the most extreme conditions. The system allows the Security Control Center dispatchers to communicate to all campus buildings; to select campus building(s); and to select floors within buildings.

**Public Address System** is operated by the Telecommunications Department and serves as a backup to the Emergency Communication Speaker System, if required. This system is also hospitalwide.

Follow-up information will be communicated as it becomes available and prudent to communicate. After-action campus communication(s) are typically prepared in conjunction with the Emergency Management Team and the Inova Communications Department.

In addition to the above internal notification methods, the exterior of the campus currently has **four digital message signs**. These signs are capable of being programmed from the Emergency

Operations Center and from Safety and Security, for messages by hospital administration, Safety and Security, and Emergency Management. Two VDOT-type **towable message boards** are located on the campus and are capable of being programmed in the field by Safety and Security personnel and Design and Construction personnel.

### **Emergency evacuation procedures**

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area or classroom and immediately proceed to the nearest exit and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit and notify Safety and Security, (703) 776-3180 or extension 4911 from any Inova telephone.

- Remain calm.
- Do not use elevators. Use the stairs.
- Assist the physically impaired; emergency wheelchairs are strategically located on the first and second floor.
- If the person is not ambulatory make sure they are in a safe place and notify responding emergency services of the person's location.
- Move to the designated assembly area.
- Keep all walkways clear for emergency vehicles.
- Fire wardens and security will make sure the buildings are clear if safe to do so.

- Do not reenter the building until Fairfax County Emergency and/or Safety and Security personnel advise it is safe to do so.

### **Testing and exercise procedures**

The emergency alert system is tested once per shift, per quarter, per building during campuswide fire drills and quarterly or semi-annually for other emergency plan activations. In addition, all speaker circuits are inspected, serviced and tested in order to maintain compliance with applicable codes/standards.

### **VCU Inova alcohol and drug policies**

In accordance with the federal Drug-Free Workplace Act of 1988, the federal Drug-Free Schools and Communities Act of 1989 and the state Policy on Alcohol and Other Drugs, VCU prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, sale or use of alcohol and other drugs by employees and students in the workplace, on university property or as part of any campus activity. Employee or student violators are subject to disciplinary action, up to and including termination of employment, expulsion, referral for prosecution and referral to an evaluation or rehabilitation program. Fairfax County Police officers enforce state underage drinking laws and local ordinances on campus. For additional information, view VCU's Alcohol and Drug Policy at [assurance.vcu.edu/Policy%20Library/Alcohol%20and%20Other%20Drug%20Policy.pdf](https://assurance.vcu.edu/Policy%20Library/Alcohol%20and%20Other%20Drug%20Policy.pdf).

Annually all students, staff and faculty are provided the policy in writing via email and, in addition, the VCU Insider, a resource guide published by the VCU Division of Student Affairs, includes the VCU Alcohol and Drug Policy. This policy and its procedures incorporate the legal requirements of the Virginia Department of Alcoholic Beverage Control, which requires a person to be 21 years of age to drink alcoholic beverages. It is unlawful to serve or sell alcohol to persons under the age of 21. The sale, possession and use of illegal drugs and controlled substances are prohibited on campus and in VCU facilities. Fairfax County Police officers enforce federal and state drug laws on campus.

Student affairs officials will notify parents of underage students found guilty of campus alcohol or substance abuse violations. This policy applies to students under age 21 and claimed as dependents by their parents.

### **Substance abuse education**

George Mason University's Counseling and Psychological Services can be contacted at (703) 993-2380 or (800) 273-TALK (24 hour hotline for non-life threatening emergencies) for assistance.

At the Richmond campus, in addition to assessment, counseling, education and referral services available from University Student Health Services and University Counseling Services, several other VCU programs provide specific kinds of



assistance, including education, information and treatment.

**VCU Wellness Resource Center**, 815 S. Cathedral Place, Richmond, VA 23230, (804) 828-WELL (9355), provides a variety of programs, including the Substance Abuse Education and Prevention program, (804) 828-2086, which provides substance abuse prevention and educational programs including a free basic alcohol education class. Staff members act as resources for any faculty, student or staff member who would like information on substance abuse prevention. A free online alcohol self-assessment can be found at [www.thewell.vcu.edu](http://www.thewell.vcu.edu).

### **Sexual assault, domestic violence, dating violence and stalking**

VCU does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence and stalking. As a result, VCU 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, VCU prohibits the offenses of

domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

For a complete list of VCU's policies governing sexual misconduct, visit [www.titleix.saf.vcu.edu/policies/](http://www.titleix.saf.vcu.edu/policies/).

The policy governing student sexual misconduct can be found at [assurance.vcu.edu/Policy%20Library/Title%20IX%20Student%20Sexual%20Harassment%20and%20Sexual%20Misconduct%20Anti-Discrimination%20Policy.pdf](http://assurance.vcu.edu/Policy%20Library/Title%20IX%20Student%20Sexual%20Harassment%20and%20Sexual%20Misconduct%20Anti-Discrimination%20Policy.pdf).

The policy governing employee sexual misconduct can be found at [assurance.vcu.edu/Policy%20Library/Prohibition%20Against%20Sexual%20Harassment.pdf](http://assurance.vcu.edu/Policy%20Library/Prohibition%20Against%20Sexual%20Harassment.pdf).

### **Definitions**

There are numerous terms used by VCU in our policy and procedures. The terms sexual assault, domestic violence, dating violence and stalking are defined differently by university policy, the Commonwealth of Virginia, the Department of Education and the Federal Bureau of Investigation. Students and employees reporting sexual misconduct have access to on campus administrative processes for reporting and complaint resolution as well as on and off campus criminal complaint reporting and resolution. For this reason, VCU has provided definitions from these sources in Appendix A on Page 48 to assist our

community in understanding how we classify sexual misconduct on campus and how the Commonwealth of Virginia and U.S. government (inclusive of the FBI and Department of Education) define sexual misconduct. Not all terms are defined by all sources. For questions regarding the definitions provided in Appendix A, any person can contact VCU's Title IX Coordinator or the VCU Police Department (see on campus resource contact information at end of this section.)

### **Education and prevention programs**

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

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

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

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct
- b. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault and stalking
- c. Defines what behavior and actions constitute consent to sexual activity in the state of Virginia and/or using the definition of consent found in the Student Code of Conduct
- d. Provides a description of safe and positive options for bystander intervention (Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options and taking action to intervene.)
- e. Information on risk reduction (Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.)



- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act

For a detailed description of VCU's educational programming including information on bystander intervention and risk reduction, see Appendix B on Page 56.

### Procedures for reporting a complaint

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence and stalking, including informing individuals about their right to file criminal charges; the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus; and options for, and available assistance in preventing contact between a complainant and an accused party through changes in academic, living, transportation and working situations if requested by the victim and if reasonably available. These options are available regardless of whether the victim chooses to report the crime to the Fairfax Inova Medical Campus Safety and Security Department, the VCU Police Department or the Fairfax County Police Department.

To report an allegation of domestic violence, dating violence, sexual assault or stalking to the University, students and employees should contact one of VCU's

Title IX Coordinators listed below by calling, writing or coming into the office to report in person as well as contact the Fairfax Inova Medical Campus Safety and Security Department or the VCU Police Department, if the victim so chooses.

#### Acting VCU Title IX Coordinator

Jacqueline Kniska, J.D.  
(804) 828-1347  
iequity@vcu.edu

#### Student-Only Involvement

Reuban Rodriguez, Ed.D.  
Title IX Deputy Coordinator  
for Students  
(804) 366-1643  
rbrodriguez@vcu.edu

#### Employee-Employee and Employee-Student Involvement

Jacqueline Kniska, J.D.  
Acting Title IX Deputy Coordinator  
for Employees  
(804) 828-1347  
iequity@vcu.edu

After an incident of sexual assault and/or domestic violence, the victim should consider seeking medical attention as soon as possible at Inova Fairfax Hospital, George Washington University Hospital or other proximate facility.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the

offense occurred within the past 72 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. For more information on evidence collection procedures, please see Appendix D on Page 67. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University investigators, hearing boards or police.

Although the University strongly encourages all members of its community to report violations of the sexual misconduct policy/criminal statutes to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The University will assist any victim with notifying local police if they choose to make a report. See Page 118 for a list of University resources. The Fairfax County Police Department is the law enforcement agency with jurisdiction at VCU Inova and

is the primary law enforcement agency to investigate incidents of sexual assault, domestic violence, stalking and dating violence. Both Fairfax County Police and VCU work cooperatively to assist victims and investigate offenses as needed. The Fairfax County Police Department may be reached directly by calling (703) 691-2131 or in person at 4100 Chain Bridge Road, Fairfax, VA 22030. Additional information about the Fairfax County Police Department may be found online at [fairfaxcounty.gov/police](http://fairfaxcounty.gov/police).

The University will provide resources, on campus, off campus or both, to include medical and health, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking and will apply appropriate disciplinary procedures to those who violate this policy.

The procedures set forth below are the procedures the University will follow to assist with a prompt response to reports of sexual assault, domestic or dating violence and stalking; maintenance of confidentiality and fairness consistent with applicable legal requirements; and appropriate sanctions imposed on violators of this policy. The standard of evidence used by the University for administrative proceedings is a preponderance of the evidence, meaning it is more likely than not that the conduct occurred. The criminal justice system uses a higher standard – beyond a reasonable doubt.



Incident being reported:	Procedure VCU will follow:
Sexual assault	<ol style="list-style-type: none"><li>1. Depending on when reported (immediate vs. delayed report), VCU administrators will provide complainant with access to medical care.</li><li>2. University will assess immediate safety needs of complainant.</li><li>3. University will assist complainant with contacting VCU Police Department and/or local police if complainant requests. Complainant provided with contact information for local police department.</li><li>4. University will provide complainant with referrals to on and off campus resources, as required.</li><li>5. University will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No contact" directive between both parties.</li><li>6. University will provide a "No trespass" directive to accused party if deemed appropriate.</li><li>7. University will provide written instructions on how to apply for Protective Order in the Commonwealth of Virginia.</li><li>8. University will provide a copy of the appropriate policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.</li><li>9. University will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.</li><li>10. University will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</li></ol>
Stalking, dating violence and/or domestic violence	<ol style="list-style-type: none"><li>1. University will assess immediate safety needs of complainant.</li><li>2. University will assist complainant with contacting local police if complainant requests and complainant provided with contact information for local police department.</li><li>3. University will provide written instructions on how to apply for Protective Order and be provided resource information for both on and off campus.</li><li>4. University will provide written information to complainant on how to preserve evidence.</li><li>5. University will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</li><li>6. University will provide a "No trespass" directive to accused party if deemed appropriate.</li></ol>

## **A. Assistance for victims: Rights and options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence and stalking and will provide each victim with a written explanation of their rights and options. The University complies with Commonwealth of Virginia law in recognizing orders of protection and requests that any person who obtains an order of protection from Virginia or any other U.S. state should provide a copy to the VCU Police in Richmond.

A complainant may then meet with campus police to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to, escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc. The University cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services.

For detailed information regarding protective orders in Virginia, please see Appendix C on Page 65.

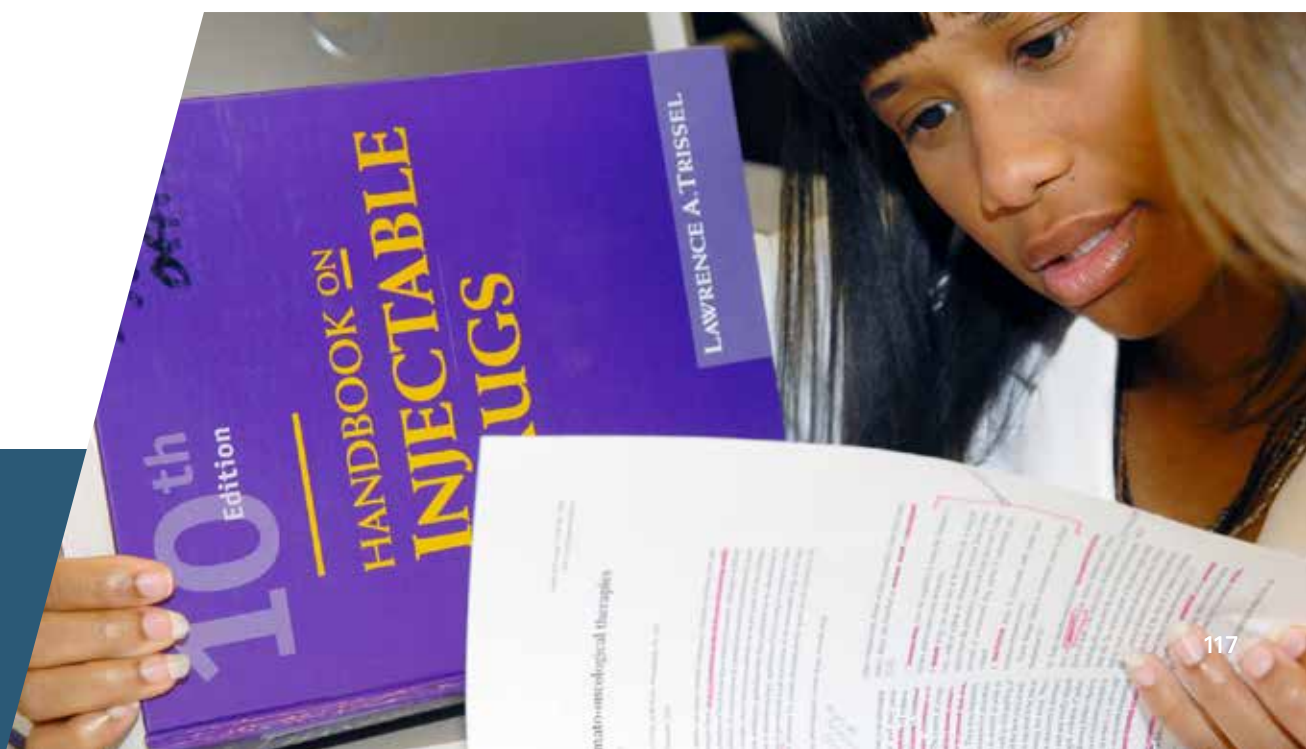
The University, not Inova Fairfax Hospital, may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. Upon the victim's request and to the extent of the victim's cooperation and consent, University offices will work cooperatively to assist the victim with their health, physical safety, work and academic status, pending the outcome of a formal university investigation of the complaint. Options for and assistance with reasonably available changes to academic, living, working or transportation situations, regardless of whether the victim chooses to report the crime to campus police or local law enforcement, will be offered. Examples may include, but are not limited to the following: A potential change to the academic situation may be to transfer to a different section of a class. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the victim/perpetrator park in a different location, assisting the victim/perpetrator with a safety escort, etc. To the extent possible, VCU will also provide assistance with and/or information about obtaining resources and services such counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with those who are investigating/adjudicating



the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would

not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims nor house identifiable information regarding victims in the campus police departments Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request. The University will assist students or employees with changing directory information.



**Resources for victims of domestic violence,  
dating violence, sexual assault and stalking**

**Off-campus**

Resource	Address/ Location on campus	Phone number
Fairfax County Police Department	4100 Chain Bridge Road, Fairfax, VA 22030	911 (emergency)  (703) 691-2131 (nonemergency)
George Mason University Counseling and Psychological Services	Fairfax Campus Student Union Building I, Room 3129, Fairfax, VA 22030	(703) 527-4077 (crisis link)  (703) 993-2380 (nonemergency)
Virginia Hospital Center	1701 N. George Mason Drive, Arlington, VA 22205	(703) 558-6168 (emergency dept)
YWCA (Rape Crisis Center)  (Counseling/Mental Health/ Advocacy)	2303 14th St. NW, Suite 100, Washington, DC 20009	  (202) 626-0700 (office)
State Employee Assistance Program (Health)		(888) 238-6232
Department of Education-Office for Civil Rights	400 Maryland Ave. SW, Washington, DC 20202-1100	(800) 421-3481
Community United Against Violence (LGBTQ)	427 S. Van Ness Ave., San Francisco, CA 94103	(415) 777-5500
Central Virginia Legal Aid Society (Legal Assistance)	101 W. Broad St., Suite 101, Richmond, VA 23220	(804) 648-1012  Toll free (800) 868-1012
Visa and Immigration Assistance	U.S. State Department 2201 C St. NW, Washington, DC 20520	(202) 547-4000



Richmond campus

Resource	Address/ Location on campus	Phone number
VCU Police Department	938 W. Grace St., Richmond, VA 23220	(804) 828-1234 (emergency)  (804) 828-1196 (nonemergency)
VCU Division of Inclusive Excellence	817 S. Cathedral Place, Richmond, VA 23220	(804) 828-8947
Acting VCU Title IX Coordinator	918 W. Franklin St., Richmond, VA 23220	(804) 828-1347
Acting VCU Title IX Deputy Coordinator for Employees	918 W. Franklin St., Richmond, VA 23220	(804) 828-1347
VCU Title IX Deputy Coordinator for Students	Sitterding House, 901 Floyd Ave., Richmond, VA 23220	(804) 828-8941
VCU Wellness Resource Center:  Sexual Assault, Intimate Partner Violence and Stalking Advocacy Services	815 S. Cathedral Place, Richmond, VA 23220	(804) 828-2085
VCU Counseling Services (Monroe Park Campus)	University Student Commons, Room 238, 907 Floyd Ave., Richmond, VA 23220	(804) 828-6200
VCU Counseling Services (MCV Campus)	Grant House, Room B011, 1008 E. Clay St., Richmond, VA 23219	(804) 828-3964
VCU Student Health Services (Monroe Park Campus)	1300 W. Broad St., Suite 2200, Richmond, VA 23220	(804) 828-8828
VCU Student Health Services (MCV Campus)	1000 E. Marshall St., Room 305, Richmond, VA 23219	(804) 828-9220
VCU Office of Multicultural Student Affairs	University Student Commons, 907 Floyd Ave., Richmond, VA 23220	(804) 828-6672
VCU Office of Student Conduct and Academic Integrity	University Student Commons, Suite 229, 907 Floyd Ave., Richmond, VA 23220	(804) 828-1963

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

- [www.thewell.vcu.edu/docs/sa-broc.pdf](http://www.thewell.vcu.edu/docs/sa-broc.pdf) VCU informational brochure
- [vsdvalliance.org](http://vsdvalliance.org) Virginia Sexual and Domestic Violence Action Alliance
- [ywcanca.org](http://ywcanca.org) YWCA of North Capital Area
- [dcjs.virginia.gov/victims/documents/stalking.pdf](http://dcjs.virginia.gov/victims/documents/stalking.pdf) Stalking – Virginia Department of Criminal Justice Services
- [victimsofcrime.org/help-for-crime-victims/get-help-bulletins-for-crime-victims/bulletins-for-teens/dating-violence](http://victimsofcrime.org/help-for-crime-victims/get-help-bulletins-for-crime-victims/bulletins-for-teens/dating-violence) Dating violence
- [rainn.org](http://rainn.org) Rape, Abuse and Incest National Network
- [ovw.usdoj.gov/sexassault.htm](http://ovw.usdoj.gov/sexassault.htm) U.S. Department of Justice
- <http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office for Civil Rights

Survivors of sexual assault react to their experiences in different ways. There are feelings and experiences that are common for many survivors, while others may be specific to the given circumstances. A survivor may:

- Feel a loss of control
- Feel a sense of shock and disbelief, numbness and difficulty concentrating
- Go through a period of acting as if

nothing happened (after the initial shock is over)

- Be fearful and feel unsafe
- Have flashbacks and/or nightmares

If you have not experienced any of these, it does not mean there is something wrong with how you are healing from the assault. The feelings you experience are part of the healing process.

Responding to someone who has been sexually assaulted:

- Believe them
- Allow them to make choices on their own and heal at their own pace
- Avoid blaming or criticizing statements
- Refer them to the resources contained in this document

If you would like more suggestions on how to help someone who has experienced violence, visit The Well's website at [www.thewell.vcu.edu](http://www.thewell.vcu.edu).

## B. Adjudication of violations

Whether or not criminal charges are filed, the university or a person may file a complaint under VCU's policies (Title IX Student Sexual Harassment and Sexual Misconduct Anti-Discrimination and for employees the prohibition on sexual harassment policy) alleging that a student or employee violated the University's policy on sexual harassment or sexual misconduct.

Reports of all domestic violence, dating violence, sexual assault and stalking made to Fairfax Inova Safety and Security Department or the VCU Police will automatically be referred to the Title IX Coordinators for investigation regardless whether the complainant chooses to pursue criminal charges.

### **University complaint resolution process**

The university disciplinary process is consistent with the university's policy and will include a prompt, fair and impartial investigation and resolution process transparent to the accuser and the accused. Usually, the resolution of complaints of sexual misconduct are completed within 60 days of the report, however the proceedings time-frame allows for extensions for good cause with notice to the accuser and the accused of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

Complaints involving students are specifically detailed here online at [assurance.vcu.edu/Policy%20Library/Title%20IX%20Student%20Sexual%20Harassment%20and%20Sexual%20Misconduct%20Anti-Discrimination%20Policy.pdf](https://assurance.vcu.edu/Policy%20Library/Title%20IX%20Student%20Sexual%20Harassment%20and%20Sexual%20Misconduct%20Anti-Discrimination%20Policy.pdf).

Complaints involving employees are specifically detailed online at [assurance.vcu.edu/Policy%20Library/Prohibition%20Against%20Sexual%20Harassment.pdf](https://assurance.vcu.edu/Policy%20Library/Prohibition%20Against%20Sexual%20Harassment.pdf).

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

### **Sex offender registration**

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

Access this information at [sex-offender.vsp.virginia.gov/sor](https://sex-offender.vsp.virginia.gov/sor). This site allows users to query registered convicted offenders in the Commonwealth of Virginia.

## **Report preparation**

This report contains information and crime statistics for the three previous calendar years regarding crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by VCU Inova; and on public property within, or immediately adjacent to and accessible from the campus. The report also contains information regarding campus security and personal safety topics such as crime prevention, university security law enforcement authority, crime reporting policies, student conduct procedures and other information related to safety and security on campus.

The preparation of the VCU Inova Annual Security Report is coordinated by the business manager of the VCU Police in

collaboration with the following VCU Inova staff: Associate Dean for Medical Education, Assistant Dean for (medical) Student Affairs, Assistant Dean for Pharmacy, and Director, Safety and Security in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Crime statistics are gathered for the core campus and other buildings owned, controlled and used for educational purposes from Inova security, the local police agency and from campus security authorities, as defined by federal law. Information provided in this report can be accessed at [police.vcu.edu/facts](http://police.vcu.edu/facts). All policies referenced in this document are effective as of July 1, 2014. To view University policies, please visit [assurance.vcu.edu/policylibrary.html](http://assurance.vcu.edu/policylibrary.html).

Crime statistics

With the new regulations under the Violence Against Women Reauthorization Act (VAWA) of 2013, the Annual Security Report now includes crime statistics for dating violence, domestic violence and stalking. The fourth category under VAWA, sexual assault, has already been included as defined in the sex offense crime category. The statutory provisions were not effective until spring 2013; therefore, “good faith efforts” are to be utilized to track and record the new VAWA crime category statistics for calendar year 2013. As such, VCU has made every effort to identify and report all 2013 VAWA crime statistics in the 2013 tables below.

2013 yearly totals\*

VCU Inova Campus

	On campus	Non-campus	Public property	Total
<b>Offenses</b>				
Murder/non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses	0	0	0	0
Sex offenses, Nonforcible	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	1	0	0	1
Burglary	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0
Dating Violence	0	0	0	0
Domestic Violence	6	0	0	6
Stalking	0	0	0	0
<b>Arrests/referrals</b>				
Liquor law arrests	0	0	0	0
Liquor law referrals	0	0	0	0
Drug law arrests	8	0	0	8
Drug law referrals	0	0	0	0
Weapons law arrests	0	0	0	0
Weapons law referrals	0	0	0	0

\* Information provided by the Fairfax County Police Department. Crime statistics for the VCU Inova Campus may include incidents that occurred on Inova Fairfax Hospital property, on which the VCU Inova Campus is located.

2012 yearly totals\*

VCU Inova Campus

	On campus	Non-campus	Public property	Total
<b>Offenses</b>				
Murder/non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Forcible sex offense	0	0	0	0
Nonforcible sex offense	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	1	0	0	1
Burglary	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0
<b>Arrests/referrals</b>				
Liquor law arrests	3	0	0	3
Liquor law referrals	0	0	0	0
Drug law arrests	4	0	0	4
Drug law referrals	0	0	0	0
Weapons law arrests	1	0	0	1
Weapons law referrals	0	0	0	0

\* Information provided by the Fairfax County Police Department. Crime statistics for the VCU Inova Campus may include incidents that occurred on Inova Fairfax Hospital property, on which the VCU Inova Campus is located.

# Crime statistics

## 2011 yearly totals\*

### VCU Inova Campus

	On campus	Non-campus	Public property	Total
Offenses				
Murder/non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Forcible sex offense	0	0	0	0
Nonforcible sex offense	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	1	0	0	1
Burglary	0	0	0	0
Motor vehicle theft	1	0	0	1
Arson	0	0	0	0
Arrests/referrals				
Liquor law arrests	0	0	0	0
Liquor law referrals	0	0	0	0
Drug law arrests	5	0	0	5
Drug law referrals	0	0	0	0
Weapons law arrests	0	0	0	0
Weapons law referrals	0	0	0	0

\* Information provided by the Fairfax County Police Department. Crime statistics for the VCU Inova Campus may include incidents that occurred on Inova Fairfax Hospital property, on which the VCU Inova Campus is located.

## 2011-13 Additional crime statistics\*

### VCU Inova employee(s) referred for disciplinary action

Offenses			
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offense	0	0	0
Nonforcible sex offense	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Hate crime	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Liquor law violations	0	0	0
Drug violations	0	0	0
Weapons violations	0	0	0

\*Information provided by VCU.



# VCU

# Emergency Preparedness



## Tornado



- ☐ Move to lowest level in shelter.
- ☐ Close all doors, including main corridors.
- ☐ If outside, quickly move to nearest sturdy building.



## Utility failures



- ☐ For VCU water, power, heating, or cooling outages, call **804.828.9444**.
- ☐ For VCU Health System outages, call **804.628.4772**.



## Hazardous materials



- ☐ Call **804.828.1234**.
- ☐ Evacuate and designate someone to talk with the Fire Department.
- ☐ Notify emergency personnel if exposed, or have details on the spill.



## Suspicious object



- ☐ **DO NOT** disturb the object and be prepared to evacuate.
- ☐ Call **804.828.1234**.



## Explosion



- ☐ Evacuate the building as quickly, and calmly as possible.
- ☐ If items are falling, get under a sturdy table or desk.
- ☐ Call **804.828.1234**.



## Fire



- ☐ Activate the nearest fire alarm, stay low if there is smoke, and evacuate the building.
- ☐ Call **804.828.1234**.



## Suspicious person



- ☐ **DO NOT** let anyone follow into a locked building or office.
- ☐ **DO NOT** confront the person or block the person's exit.
- ☐ Call **804.828.1234**, and provide all possible details.



## Violent incident



- ☐ Call **804.828.1234**.
- ☐ Consider escaping if a safe route is immediately available.
- ☐ **IF UNSAFE TO ESCAPE** Immediately seek protection by locking, or barricading the door using whatever means available.



- Calmly evacuate using stairs and assemble at safe distance.
- Stay quiet and calm, while paying attention to surroundings.
- Assist persons with disabilities, functional, or access needs.
- Notify designated personnel and provide details of event.
- Listen and follow directions from authorities.

**Additional information at [police.vcu.edu](http://police.vcu.edu)**