



UNIVERSITY OF RICHMOND
JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY,
CAMPUS CRIME STATISTICS ACT
AND ANNUAL FIRE SAFETY REPORT— 2009

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The security of all members of the campus community is of vital concern to the University of Richmond. The information provided in this document is intended to comply with the required reporting under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Statistical data on offenses reported in this document reflect reports to the University Police, which are assumed to have actually occurred unless determined to be unfounded through the investigative process, reports made to local police agencies, and reports made by other University officials. This document includes crime statistics for the most recent 3 calendar year period and reports all crimes by UCR definition broken down by geographic location.

POLICE PATROL

The University Police actively patrol the campus 24 hours a day. It is believed that high visibility of uniformed police officers is an effective deterrent to criminal activity. It is felt that the relatively small number of reported vehicle thefts and burglaries, given the size and extensive nature of our campus, is at least, in part, a direct result of the efforts made in our Campus Police operation to have visible police patrol. We hope that this statistical information is relevant in terms of reporting the appropriate and required statistics, yet done in a way which is helpful to you in understanding the context in which these events occur.

The University of Richmond has an excellent Campus Police organization; the University is presently one of only a handful of private institutions in the country that has a full service law enforcement agency accredited by the Commission on Accreditation for Law Enforcement Agencies and the International Association of Campus Law Enforcement Administrators. We were the first private institution and are currently the longest running university law enforcement agency to be accredited by CALEA and share this distinction with over 600 municipal, state and institutional police agencies nationwide. The University Police Department was reaccredited by CALEA for the sixth time in August 2009.

The University of Richmond is geographically located within the City of Richmond and the County of Henrico. As judicially appointed police officers, its members have the authority to provide protection and to enforce the laws of the Commonwealth of Virginia on all University property and adjacent streets. University Police officers have full investigative and arrest authority on campus as well as on contiguous streets. A criminal or traffic summons issued by the University Police will be adjudicated by the court system of the City of Richmond or the County of Henrico.

While no University of Richmond organizations are physically located off campus, the University Police will assist local police departments in monitoring the activity of any student organization while off campus with coordination and cooperation as needed. Information received during University Police investigations that may impact on other investigations being conducted by the City of Richmond or County of Henrico Police is provided to the appropriate investigative personnel of that agency.

REPORTING A CRIME OR EMERGENCY

All crimes or emergencies that occur on the campus of the University of Richmond should be reported to the University Police in person or by phone by calling 9-1-1, 289-8911, or 289-8715. **It should be noted that when using a cell phone to call University Police, callers should dial 804-289-8911 as dialing 9-1-1 directly may route them to another police agency.** If you should be routed to another police department, you need to advise them of your specific location at the University of Richmond so that they may dispatch that information to UR Police. The University of Richmond Police Department responds to all reports of criminal activity occurring on its campus. There are 48 emergency telephone

locations throughout the campus, designated by blue lights for easy identification at night. Simply picking up the receiver or pressing a button activates them. They are directly connected to the Police Communications Center, which is staffed 24 hours a day. The location of the activated telephone is automatically identified to the Police Communications Officer. When calling, tell the communications officer the following information:

- Location from where you are calling,
- What is the nature of your call,
- When the event actually occurred, and
- Who you are with your name.

Crimes may also be reported anonymously by utilizing the police department's on-line "Silent Witness" program. This can be accessed on line at <http://police.richmond.edu/reporting/silent-witness.html>. Crimes may also be reported in person at the police department, which is located on the ground floor of building #31, Special Programs Building. The University Police will assist students in reporting crimes on University property and to other law enforcement agencies if needed. Crimes may be reported any time day or night.

PROCEDURES FOR GATHERING CRIME STATISTICS

The University of Richmond Police Department is charged with the responsibility for collecting data, preparing the annual crime report, and distributing the annual Clery report. At the beginning of each calendar year, the police department completes an analysis of all crimes reported to the police department. Data is also collected from other University Officials and local police agencies. Names and dates of offenses are compared to assure duplicate reporting does not occur. University Officials include University employees from athletics, Student Development, Dean's Offices, and faculty and staff advisors to student groups.

ANNUAL STATISTICS FOR 2007, 2008 AND 2009

Offense statistical totals which are required to be reported by the Jeanne Clery Disclosure of Campus Crime Security Policy and Campus Crime Statistics Act include: homicide, manslaughter, arson, hate crimes, assault, robbery, burglary, forcible and non-forcible sex offenses and motor vehicle theft. The following statistics provide the total number of reported offenses to the University of Richmond Police Department for 2007, 2008, and 2009. Legal definitions of these offenses are also included.

- **Murder and Non-Negligent Manslaughter** is the willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter** is the killing of another person through gross negligence.
- A **forcible sex offense** is defined as any sexual act directed against another person forcibly and/or against that person's will' or not forcible or against the person's will where the victim is incapable of giving consent due to a temporary or permanent disability to include:
 - Forcible Rape
 - Forcible Sodomy
 - Sexual Assault with an object
 - Forcible Fondling
- A **non-forcible sex offense** is defined as unlawful, non-forcible sexual intercourse to include:
 - Incest
 - Statutory Rape

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- **Robbery** is defined as the taking or attempting to take anything of value from the care, custody, and control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated assaults** are defined as an unlawful attack by one person upon another for the purpose in inflicting severe or aggravated bodily injury. This type of assault usually involves a weapon or means likely to cause death or great bodily harm.
- **Burglary** is defined as the unlawful entry into a structure to commit a felony or theft and all attempts to commit the above mentioned.
- **Arson** is maliciously burning or causing to be destroyed by burning any public or private property.
- The next category that the law required reporting in is that of **motor vehicle theft**, which is defined as the theft or attempted theft of a motor vehicle. (This Classification also includes "joyriding"). The majority of these thefts are attributed to "joy riders" and the vehicles are usually recovered quickly and for the most part undamaged.
- **Hate crimes** are defined for this report as crimes committed against a person which manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, ethnic/national origin, disability, or sexual orientation. For this report, the hate crime must have been for one of the criminal offenses listed in the report, larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property or any other crime involving bodily injury where the victim was intentionally selected because one of the above listed biases motivated the perpetrator.
- Under the reporting act, arrests for liquor law, drug abuse and weapon violations must be reported. Liquor law **violations** are defined as violations of laws or ordinances prohibiting the manufacture, sale, possession, transporting, or furnishing of intoxicating liquors or alcoholic beverages and all attempts to commit any of the aforementioned. (Public drunkenness and driving under the influence are not included).
- **Drug abuse violations** are defined as violations of State and local laws relating to the unlawful possession, sale, use, growing or manufacturing and making of narcotic drugs.
- **Weapons possession violations** are defined as violations of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons, carrying of deadly weapons, concealed or openly, furnishing deadly weapons to minors, aliens possessing deadly weapons and all attempts to commit any of the above.

Offense Type	Reporting Year	On Campus	Dorms	Non-Campus Building or Property	Public Property*	Totals
Murder/Non-Negligent Manslaughter	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Negligent Manslaughter	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Forcible Sex Offenses	2007	2	1	0	0	2
	2008	2	1	0	0	2
	2009	1	1	0	0	1

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Non-Forcible Offenses	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Robbery	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Aggravated Assault	2007	1	0	0	0	1
	2008	2	0	0	0	2
	2009	2	0	0	0	2
Burglary	2007	17	14	2	0	19
	2008	29	25	0	0	29
	2009	13	9	0	0	13
Arson	2007	1	1	0	0	1
	2008	1	1	0	0	1
	2009	0	0	0	0	0
Motor Vehicle Theft	2007	2	0	0	0	2
	2008	2	0	0	0	2
	2009	16	0	0	0	16
Hate Crimes (by prejudices)						
Race	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Gender	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Religion	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Sexual Orientation	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Ethnicity	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Disability	2007	0	0	0	0	0
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Liquor Law Violations						
Arrest	2007	42	6	0	1	43
	2008	9	4	1	0	10
	2009	11	1	0	0	11
Referral	2007	304	227	2	0	306
	2008	298	262	0	0	298
	2009	243	196	0	0	243

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Drug Law Violations						
Arrest	2007	36	26	0	1	37
	2008	15	11	1	1	17
	2009	5	2	0	0	5
Referral	2007	26	16	1	0	27
	2008	9	8	0	0	9
	2009	6	3	0	0	6
Weapons Law Violations						
Arrest	2007	1	0	0	0	1
	2008	0	0	0	0	0
	2009	0	0	0	0	0
Referral	2007	2	0	0	0	2
	2008	0	0	0	0	0
	2009	0	0	0	0	0
<p>*These incidents/arrests occurred on property adjacent to campus or on property where off campus University controlled housing or classrooms are located, and may have been handled by the University of Richmond Police Department, the City of Richmond Police Department, the Henrico County Division of Police, the Chesterfield County Police Department, Goochland Sheriff's Office or the Chesapeake Police Department. As part of an amendment to the Jeanne Clery Act, the University is required to report crime statistics that occur on property adjacent to the University campus and crime statistics, which occur on University controlled property.</p> <p>Effective July 1999, all information for "Residence Halls" is duplicated in the "On Campus" column. If an incident occurred in a student residential area, it counts as one statistic in the "Residence Hall" category and as one statistic in the "On Campus" category. However, it is only counted once in the "Total" column for that particular offense.</p> <p>All statistics may include information reported by University Officials and local police departments in addition to information reported by the University of Richmond Police Department.</p>						

RESIDENCE HALL ACCESS

Members of the University community, invited guests, and those conducting lawful business on campus are authorized access to nonresidential buildings. Only students, their invited guests, necessary University employees, and other authorized specifically by the University are authorized access to residential buildings. The Westhampton College and Richmond College residence halls are equipped with a 24-hour card access system and an alarmed exterior door system. Residents may gain entry to their residence halls by using their University ID card. While no electronic monitoring system can guarantee a totally safe environment, the overall level of security is certainly improved by its existence. Dead bolt locks are affixed to the front and rear doors to secure the University Forest Apartments. If applicable, secondary sliding-bolt locks are attached to the rear sliding glass door. This secondary lock makes it more difficult to jar the sliding glass door from its track. All residence halls and apartments have a "Don't forget to lock your door" sticker on the front door.

DRUG AND ALCOHOL POLICY

Use of illegal drugs and the unlawful use of alcohol by students and employees on University property are prohibited. Violators are subject to University sanctions as well as prosecution through the appropriate legal channels. The University annually publishes a University Alcohol Policy. A copy of this publication is available through the Westhampton and Richmond College Dean’s offices, Student Activities Office and the Office of the Vice President for Student Development.

CAMPUS SEXUAL ASSAULT PREVENTION PROGRAMS AND SERVICES

The University of Richmond publishes a sexual assault pamphlet and distributes it to first year students at the beginning of each academic year. The pamphlet provides students with valuable information about sex offenses and, most importantly, the procedures to follow if a student becomes a victim of a sex offense. It advises the students of whom they can contact to report the offense, the importance of getting medical attention and the importance of the preservation of evidence as may be necessary to the proof of criminal sexual assault. Brochures containing this and additional contact information can be obtained at the University Police Department, any Dean's Office, or at the Office of the Vice President for Student Development.

If you are raped or sexually assaulted:

- **Get to a safe place as soon as you can.**
- **Try to preserve all physical evidence.**
 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 bag, not plastic.
- **Get medical attention.**
 A medical examination will provide any necessary treatment and collect important evidence.
- **Contact University Police by dialing 911 or 8715 on any on campus phone or 804 289-8715 or 804 289-8911 for cell phones. Any member of the Westhampton College or Richmond College Dean’s office, any Resident Assistant and any Area Coordinator will assist you in contacting the police, upon request.**
 Reporting an incident is an important decision. Reporting may help to protect yourself and others from future victimization, apprehend the alleged assailant, and maintain future options regarding criminal prosecution, University disciplinary action, and/or civil action against the perpetrator. Prompt reporting could be the key to successful completion of the case.
- **Talk with counselors**
 On-campus call Counseling and Psychological Services
 Off-campus call YWCA's Crisis Center or Henrico County
 Victim Witness Assistance

RESOURCES	
On-Campus Emergency: 911 for on campus phones or 804 289-8911 for cell phones	
Medical Treatment	Counseling & Emotional Support
Student Health Center – 289-8064	Counseling & Psychological Services – 289-8119
St. Mary's Emergency Center – 281-8230	YWCA Crisis Center – 643-0888

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Henrico Doctors' Emergency Center – 289-4600	Henrico County Victim/Witness Assistance – 501-5142
University Police & Other Information	Student Development Offices
Non-Emergency – 289-8715	Dean of Richmond College – 289-8061
Emergency – 911	Dean of Westhampton College – 289-8468
City of Richmond Commonwealth Attorney's Office – 646-3500	Vice President for Student Development – 289-8032
County of Henrico Commonwealth Attorney's Office – 501-4218	

PROCEDURES FOR ON-CAMPUS DISCIPLINARY ACTION IN THE CASE OF ALLEGED SEX OFFENSES ARE AS FOLLOWS:

- The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Attorneys are not permitted to participate in the proceedings.
- Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought against them alleging a sexual assault.
- All campus hearing board meetings are closed to the public. The hearing board is comprised of faculty and staff members. It is chaired by either the Dean of Richmond or Westhampton College.
- Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. (The institution's final determination and any sanction against the accused).
- If requested by the victim and depending on available resources, academic and living situations could be altered following an alleged sexual assault incident.
- For more information, including a description of the disciplinary sanctions that may be imposed by the University for a sexual assault, refer to the Judicial System and Sexual Misconduct sections of the University of Richmond Student Handbook at <http://studentdevelopment.richmond.edu/conduct-and-safety/student-handbook/richmond-student-handbook-2009-2010.pdf>

CRIME PREVENTION

The University Police Crime Prevention function encourages students and employees to be responsible for their own security and the security of their property. The University of Richmond Police Department has a comprehensive and interactive crime prevention program available to all students and employees of the university. The University community is asked to support University Police by reporting any unusual circumstances that might be observed.

Crime Alerts - Crime Alerts are posted throughout the University community whenever there is a need to target a particular crime and inform the community as to the nature of the crime. The description of the possible suspects and detailed instructions on actions to take may to help reduce the possibility of becoming a victim.

Notification Of Sex Offenders - In accordance with the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Virginia State Police will advise the University of Richmond Police Department if a registered sex offender is employed, carries a vocation, or is a student at the University of Richmond. This information is also available at the Virginia State Police Sex Offender Information Web Site located at <http://sex-offender.vsp.virginia.gov/sor/>

Educational Seminars & Demonstrations - Personnel from the University Police Department are available to host educational seminars and demonstrations on self-defense, alcohol abuse, driving under the influence, rape awareness, residence hall and apartment and upcoming presentations are advertised through sponsoring student organizations, the college paper and radio station and fliers posted throughout the University community.

Gotcha – The GOTCHA program is conducted through the University Police Department and the RA's of campus dorms including the University Forest Apartments. The program is designed to find unlocked doors in residential units and alert students living in these residences that their door(s) were found unlocked.

Vehicle Safety Checks - During the spring and fall semesters, the crime prevention unit and the university police hold the vehicle safety check. This check includes a vehicle inspection for minor mechanical problems before students drive home for the holidays.

Student Voice Against Violence - The University of Richmond provides students with various programs and services relating to sex offenses. We believe that education is an important tool in the fight against sexual assaults. Stealing Home is an educational program intended to promote awareness of rape, acquaintance rape, and other sex offenses. This student peer-group program consists of a series of vignettes, lasting 30 to 45 minutes, and is followed by a short question and answer period for the audience. This ongoing program is designed for sororities, fraternities, student government organizations, residence halls, and other interested groups.

The University of Richmond provides various drug and alcohol education programs. We subscribe to the philosophy that an “ounce of prevention is worth a pound of cure.” We continually seek more effective means of education, prevention and enforcement. The following is a list of the programs that are currently offered:

R.I.S.K. (Reducing Impairment Through Supplemental Knowledge) – An education program providing prevention and intervention services for those students at the University of Richmond identified as demonstrating a possible problem with substance abuse (i.e., alcohol and/or other drugs). This is an ongoing program and students are assigned to participate, as the need becomes apparent.

Narcotic Identification, Detection, And Abuse – A University Police presentation that identifies the most commonly abused narcotics and controlled substances; it also highlights the most popular methods of obtaining and concealing these drugs. Participants are advised of the health risks associated with drug abuse and the legal ramifications resulting from illegal usage. This program is available upon request and is normally presented in residence hall programs and/or other university social groups.

Alcohol Abuse – This program conducted by the University Police outlines the University of Richmond's Alcohol Policy and emphasizes the University Police Department's commitment to enforcing the laws pertaining to alcohol possession and consumption in the Commonwealth of Virginia. The seminar is

available upon request and the audience consists of students from the Westhampton and Richmond College residence halls, fraternities, sororities, and other interested student groups.

Driving Under The Influence – This University Police presentation explains the criminal offense of driving under the influence of drugs or other intoxicants. Students are advised of the penalties of the crime and the long-term hardships experienced if convicted of driving under the influence. This program is available upon request for University groups or organizations.

URAWARE (ON CAMPUS TALK ABOUT ALCOHOL) - Mandatory alcohol education and prevention program for all incoming University of Richmond freshman students. It's a four-hour block of instruction given by Wellness Instructors of the Student Affairs Campus Recreation Division.

Active Shooter Presentations- “Active Shooter” presentations are conducted throughout the year on campus to faculty, staff, and students. The program is designed to define an “Active Shooter”, provide signs to be aware of, and tips on what to do in the event of such an incident.

EMERGENCY RESPONSE AND EVACUATION POLICIES

University of Richmond Evacuation Policy requires all persons to leave any facility where an emergency evacuation alarm is activated as promptly as possible via the nearest available exit. If an alarm has not been activated, but it becomes clear that an emergency exists, all persons must leave immediately. Building alarm pull stations should be activated upon exit. The University has Emergency Evacuation plans for each building. Each building will have a Building Emergency Coordinator and Floor Monitors to ensure everyone has evacuated.

The University has developed a Critical Incident and Emergency Operations plan that includes information regarding the procedures to be followed in the event of a significant emergency. University Departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The university conducts tests of the emergency notification system not less than annually. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

University of Richmond police officers have received training in Incident Command and responding to critical incidents on campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the UR Police Department and local fire departments. They typically respond, access the situation and work together to manage the incident. Depending on the nature of the incident, other UR departments and other federal, state and local agencies could also be involved in responding to the incident.

The University Emergency Management Team (EMT) will be contacted and will meet if the incident warrants additional resources. The EMT is comprised of key University administrators and student leaders who are responsible for preparing for and responding to campus emergencies.

NOTIFICATION TO THE UR COMMUNITY ABOUT AN IMMEDIATE THREAT

In the event of a campus-wide emergency, the University of Richmond has a comprehensive communication system in place—UR Alert—to send emergency messages via voice, text, and e-mail to faculty, staff, and students. This system will only be used for emergency communications.

The incident commander or officer in charge at the scene of an emergency or dangerous situation will assess the situation and, based on the information available at the time, will make a determination as to whether it is a significant emergency or dangerous situation involving an immediate threat to the health and safety of members of the campus community. The incident commander or officer in charge may consult with the University's Emergency Management Coordinator in making this assessment. If the situation appears to be a significant emergency or dangerous situation involving an immediate threat to the health or safety of members of the campus community, the incident commander or officer in charge will notify the Chief of Police (or designee). The Chief of Police (or designee) will oversee the content and delivery of an emergency message via the UR Alert System. The University Police Department will determine the content of the message and will, without delay, use some or all of the systems described below to communicate the threat to the community or an appropriate segment of the community, if the threat is limited to a particular building or segment of the population. University Police will issue a notification, unless in the judgment of the first responders sending the notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency. UR Alert is delivered via Connect-ED software, licensed from NTI Group, Inc., a leading provider of emergency communication systems for colleges and universities.

In the event of an emergency, UR Alert will send critical news and instructions as follows:

- To students, via their dorm or local phone
- To faculty, staff, and students, via their @richmond.edu e-mail address
- To faculty, staff, and students, via their cell phone (but ONLY if they "opt in" for this feature)
- To faculty, staff, and students, via text messaging (but ONLY if they "opt in" for this feature)
- To faculty and staff, via their work phone
- To faculty and staff, via their home phone (but ONLY if they "opt in" for this feature)

During an emergency, UR will distribute information to the campus community via:

- **Audio**–Tornado siren and PA system
- **Web**–This Web site, alert.richmond.edu
- **E-mail**–Blast e-mail to "@richmond.edu" accounts
- **Text/voice messages**–UR Alert text messages and/or voice messages to registered users (cell and home). Faculty, staff and students [register through BannerWeb](#).
- **Campus phones**–Telephone messages to campus telephones
- **TV**–UR TV channel 16 broadcasts
- **People**–Resident assistants and area coordinators
- **Hotline**–UR Emergency Hotline: (804) 289-8760 or toll free at (866) 386-0403
- **Classroom Intercom Phones** –Spoken messages by intercom to classroom phones
- **Building Fire Alarm Systems** – Evacuations

IMPORTANT EMERGENCY TERMS

Shelter in Place: Choose an interior room or one with as few doors and windows as possible. Remain there until the danger has passed. *Examples: Tornado or other severe weather, nuclear alert, hazardous materials spill.*

How to Prepare to "Shelter in Place"

Although it is unlikely that you will ever need to shelter in place, it is helpful to know what to do just in case. The longest you should expect to stay inside is about 12 hours-usually less. A few simple items can make it easier and more comfortable should you ever need to shelter in place on campus. First, keep a supply of required medications with you. The following additional items would be good to keep in the

place where you spend the most time-your residence hall room or office- to support your personal comfort:

- Extra prescription medicine (if you need to take it during the period of shelter in place or in case local pharmacies don't open immediately following the incident.)
- First aid supplies
- Non-perishable food and bottled water (Most bottled water is good for about six months. If the bottle does not have an expiration date on, mark the date of purchase.)
- Flashlight
- Battery-operated radio
- Extra batteries
- A telephone

Seek Secure Shelter: Get into a lockable space, like an office or classroom, and remain there. Lock and barricade doors, turn off lights, and turn cell phones to silent or vibrate mode. Get under a desk or other surface to hide. Wait for further instruction from law enforcement. If the threat is in your building and you can safely flee, then do so.

Examples: Active shooter or dangerous person immediately threatening the campus.

Evacuate: Immediately leave the building that you are in, exiting through the nearest and safest exit. If the fire alarm has not been activated, do so. *Examples: Fire, smoke.*

Avoid Area, Warn Others: In these types of incidents, the emergency is localized on campus. University officials do not want anyone near the area and want you to alert others of the emergency. *Examples: Hazardous materials spill, flooded roads, aircraft accident, bomb threat, civil disturbance, fire, gas leak, or power lines down.*

MISSING STUDENT NOTIFICATION POLICY FOR RESIDENT STUDENTS

Anytime 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 University of Richmond Police at (804) 289-8715. URPD will generate a missing person report and initiate an investigation.

URPD will investigate all reports of missing persons. Within 24 hours of taking an initial Missing Persons report, URPD will notify local law enforcement agencies. If the missing student is under the age of 18 and is not an emancipated individual, URPD will notify the student's parent or legal guardian immediately after URPD has determined that the student has been missing for more than 24 hours. If the preliminary investigation indicates a need, the law enforcement agencies and parents will be notified immediately.

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

ANNUAL FIRE SAFETY REPORT

Reporting a Fire Emergency

All fire emergencies are to be reported to the central station located the University Police Department. You can reach the central station by using an ERT's phone, dialing 911 from any building phone, or (804) 289-8911 if using a cell phone. Make sure you place your call from a safe location outside the building. Provide emergency personnel with specific information including your name, location of the incident, and nature of the emergency.

FIRE STATISTICS

<u>Police Report Incident Number</u>	<u>Incident Date/Time</u>	<u>Nature of Fire</u>	<u>Location</u>	<u>Number of Deaths</u>	<u>Number of Injuries</u>	<u>Value Property Damaged</u>
2008-002181	10-12-08 14:38 hrs	Intentional Fire: (Arson) a burnt towel was found at the side door off main staircase. During the investigation two burned floor tiles were discovered on the ground floor near the main staircase.	Wood Hall	0	0	\$20.00

Under the Nature of Fire the cause categories used are;

- **Unintentional Fire**

Cooking	Hazardous Products
Smoking Materials	Machinery/Industrial
Open Flames	Natural
Electrical	Other
Heating Equipment	

- **Intentional Fire (Arson)**
- **Undetermined Fire**

PROCEDURES FOR FIRE EMERGENCIES

Fire Alarm System not Activated

- If you discover or suspect a fire immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.** Sound the building fire alarm by activating the nearest pull station and or verbally sounding the alarm and knocking on doors as you evacuate the building by the nearest exit.
- Notify emergency personnel by pushing the red button on an ERT's phone, dial 911 from any campus emergency phone, or if using a cell phone (804)289-8911 and inform authorities of your situation and location.

Fire Alarm System is Activated

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside. (**See Shelter In Place**)
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- Resident life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- **DO NOT USE ELEVATORS.** Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.
- Each resident should report to their assigned assembly area. Resident life staff should report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.
- The Head Resident will meet emergency responders (UR Police) outside their building to provide information, i.e. persons still in building, as needed. If an officer is not already on site dial 911 from any campus emergency phone or if using a cell phone (804)289-8911 and inform authorities of your situation and location.
- Following the evacuation and receiving the all clear, the Head Resident will meet briefly with the student staff at a predetermined location to process the evacuation and provide the information necessary to complete the Fire Alarm Evacuation Report. This report must be completed by the Head Resident (or another staff member) and submitted to the Residence Life Administrative Assistant within 24 hours of the evacuation.

Shelter In Place Due to Fire

If for any reason you are not able to leave your room, dial 911 or on cell phone (804)289-8911 and inform authorities of your location. Make sure the door to your room is tightly closed and use a bed sheet or blanket to fill the cracks around the door.

- If possible, open the window two-thirds at the top to allow hot air and gases to escape—and one-third at the bottom. Keeping your face near the bottom opening will allow you to breathe fresh air while waiting for help to arrive. Never break the window. If you do, you will no longer have the ability to control the influx of smoke from other floors.
- Wave a towel or brightly colored shirt from the window, and yell for help this will aid rescuers in locating you. The Fire Department looks for this type of signal.
-

If You are On Fire

STOP, DROP AND ROLL. If your clothes catch on fire, Stop, Drop, and Roll, wherever you are. Rolling smothers the fire.

POLICIES FOR SAFETY EDUCATION AND TRAINING

- All first year students receive fire safety indoctrination during the orientation process.
- All Residence Life staff receives annual fire safety training.
- Fire safety videos are shown on TV during the month of September.
- Safety and Risk Management staff offers literature and information in a public venue during the month of September.
- Safety and Risk Management staff offers a fire safety program for use in the residence halls. The program includes:
 - Fire Safety Policy
 - Tips For Fire Evacuation
 - Discussion on the nature of fire.
 - Discussion of evacuation plans and how to respond to smoke or fire in an exit pathway.
 - Fire Survival Procedures- Discuss what needs to be done if escape from a room or the building is not an option.
 - Fire Extinguisher Use
 - Explain our policy pertaining to fire extinguisher usage.
 - Discussion on the necessary conditions which need to be in place prior to fighting a fire, i.e. exit to users back, fire in the insipient stages.
 - Discussion on how to operate a fire extinguisher.
 - Question and Answer sessions
 - Residence hall room fire safety inspections are conducted and help to increase awareness of, and compliance with fire safety regulations.

FIRE DRILLS

Each residence hall conducts four fire drills during a calendar year. Residence Life staff are trained prior to the beginning of each year to facilitate and critique fire drills. The goal being to ensure in the event of a fire emergency;

- People who may be in danger act in a calm manner.
- Those people who have responsibilities carry out their tasks.
- Occupants evacuate by the nearest available exit
- Evacuation of the building is achieved in a speedy and orderly manner.

An evacuation report is filled out by the residence life staff member in charge. Following the evacuation, the Head Resident will meet briefly with the student staff at a predetermined location to process the evacuation and provide the information necessary to complete the Fire Alarm Evacuation Report. This report must be completed by the Head Resident (or another staff member in case of unscheduled alarms) and submitted to the Residence Life Administrative Assistant within 24 hours of the evacuation. All reports are sent to Safety Services and Risk Management for review.

FIRE PROTECTION EQUIPMENT/SYSTEMS IN RESIDENCE HALLS

All residence halls are equipped with an addressable fire detection system. The systems are networked and are constantly monitored at the Central Station located within campus police.

- All residence hall rooms have a single station/stand alone smoke detector or smoke detector hardwired to the building fire alarm system.
- All residence halls are fully sprinkled with the exception of Jeter Hall (not sprinkled) and North Court (partially sprinkled).
- Fire extinguishers are located in each residence hall room.

CHART OF FIRE PROTECTION SAFETY SYSTEMS FOR EACH RESIDENCE

Building	Fire Alarm Type	Combustible Gas/CO detectors	Suppression System(s)
Atlantic House	Addressable system continuously monitored by a Central Station throughout common areas with stand alone detectors in each student room.	CO only	<ul style="list-style-type: none"> • (Wet System) building is fully sprinkled. • Fire extinguishers in common areas and in each student room.
Dennis Hall	Addressable system continuously monitored by a Central Station throughout common areas with stand alone detectors in each student room.	Yes	<ul style="list-style-type: none"> • (Wet System) building is fully sprinkled. • Fire extinguishers in each student room.
Freeman Hall	Addressable system continuously monitored by a Central Station throughout the entire building to include each student room.	N/A	<ul style="list-style-type: none"> • (Wet System) building is fully sprinkled. • Kitchen Hood for limited access kitchen. • Fire extinguishers in each student room.
Gray Court	Addressable system continuously monitored by a Central Station throughout the entire building to include each student room.	Yes	<ul style="list-style-type: none"> • (Wet System) building is fully sprinkled. • Fire extinguishers in each student room.
Jeter Hall	Addressable system continuously monitored by a Central Station throughout the entire building to include each student room.	N/A	<ul style="list-style-type: none"> • Building not sprinkled. • Fire extinguishers in each student room.
Keller Hall	Addressable system continuously monitored by a Central Station throughout common areas with stand alone detectors in each student room.	Yes	<ul style="list-style-type: none"> • (Wet System) building is fully sprinkled. • Fire extinguishers in each student room.
Lakeview Hall	Addressable system continuously monitored by a Central Station throughout the entire building to include each student room.	Yes	<ul style="list-style-type: none"> • (Wet System) building is fully sprinkled. • Kitchen Hood for limited access kitchen. • Fire extinguishers in each student room.

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CAMPUS CRIME STATISTICS ACT AND ANNUAL FIRE SAFETY REPORT– 2009

Law Dorm III	Addressable system continuously monitored by a Central Station throughout common areas with stand alone detectors in each student room.	CO only	<ul style="list-style-type: none"> • Building not sprinkled • Fire extinguishers in each student room.
Lora Robins Court	Addressable system continuously monitored by a Central Station throughout common areas with stand alone detectors in each student room.	Yes	<ul style="list-style-type: none"> • (Wet System) building is fully sprinkled. • Fire extinguishers in each student room.
Marsh Hall	Addressable system continuously monitored by a Central Station throughout common areas with stand alone detectors in each student room.	Yes	<ul style="list-style-type: none"> • (Wet System) building is fully sprinkled. • Fire extinguishers in each student room.
Moore Hall	Addressable system continuously monitored by a Central Station throughout common areas with stand alone detectors in each student room.	Yes	<ul style="list-style-type: none"> • (Wet System) building is fully sprinkled. • Fire extinguishers in each student room.
North Court	Addressable system continuously monitored by a Central Station throughout common areas with stand alone detectors in each student room.	Yes	<ul style="list-style-type: none"> • (Wet System) building common areas sprinkled. • Fire extinguishers in each student room.
Pacific House	Addressable system continuously monitored by a Central Station throughout common areas with stand alone detectors in each student room.	CO only	<ul style="list-style-type: none"> • (Wet System) building is fully sprinkled. • Fire extinguishers in common areas and in each student room.
Robins Hall	Addressable system continuously monitored by a Central Station throughout common areas with stand alone detectors in each student room.	N/A	<ul style="list-style-type: none"> • (Wet System) building is fully sprinkled. • Fire extinguishers in common areas and in each student room.
South Court	Addressable system continuously monitored by a Central Station throughout common areas with stand alone detectors in each student room.	Yes	<ul style="list-style-type: none"> • (Wet System) building is fully sprinkled. • Fire extinguishers in common areas and in each student room.
Thomas Hall	Addressable system continuously monitored by a Central Station throughout common areas with stand alone detectors in each student room.	N/A	<ul style="list-style-type: none"> • (Wet System) building is fully sprinkled. • Fire extinguishers in common areas and in each student room.
Wood Hall	Addressable system continuously monitored by a Central Station throughout common areas with stand alone detectors in each student room.	Yes	<ul style="list-style-type: none"> • (Wet System) building is fully sprinkled. • Fire extinguishers in common areas and in each student room.
University Forest Apartments 100's – 2100's	Single station detectors are located at the 1 st and 2 nd floor landing and in each student room.	Yes	The apartments are not sprinkled.

RESIDENCE HALL POLICIES

- Smoking is prohibited in University housing – Exception: University Forest Apartments

- Candles, Incense, Flame Producing Products are prohibited.
- The following items are prohibited in all residential facilities
 - Space heaters
 - Hot plates
 - Toaster ovens (not permitted in residence halls)
 - Grilling machines of any form (not permitted in residence halls)
 - All open/visible coil electrical equipment of any type
- University policy prohibits cooking in residence halls. The only exception to this rule is locked, limited access kitchens. Food preparation is allowed using only the following authorized electrical appliances:
 - Microwave oven
 - Automatic coffee maker
 - Hot pot with automatic shut-off
- Complete residence hall room fire safety inspections are conducted by staff from both the Richmond and Westhampton Colleges and Safety Services and Risk Management two times per year.

The entire University Housing Fire Safety Policy can be viewed [here](#).

REPORTING A FIRE EMERGENCY

All fire emergencies are to be reported to the central station located at campus police. You can reach the central station by using an ERT's phone, calling 911 from any building phone, or (804) 289-8911 if using a cell phone. Make sure you place your call from a safe location outside the building. Provide emergency personnel with specific information including your name, location of the incident, and nature of the emergency.

PLANS FOR IMPROVING FIRE SAFETY

In conjunction with the current housing redevelopment projects schedule, the remaining two residence halls are tentatively scheduled to be sprinkled as follows: Jeter Hall in 2013 and North Court Residence Rooms in 2014. The North Court common areas are already sprinkled.