

# 2023 ANNUAL SECURITY & FIRE SAFETY REPORT

(Statistics for 2020, 2021, 2022)



2023 Annual Security & Fire Safety Report  
for Washington and Lee University  
Lexington, VA 24450

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## **Washington and Lee University Non-Discrimination Statement**

In compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and all other applicable non-discrimination laws, Washington and Lee University does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, gender identity, gender expression, sexual orientation, age, disability, veteran's status, or genetic information in its educational programs and activities, admissions, and with regard to employment. Inquiries may be directed to Lauren E. Kozak, Title IX Coordinator, Elrod Commons 237, (540) 458-4055, [kozakl@wlu.edu](mailto:kozakl@wlu.edu), who is designated by the University to coordinate compliance efforts and carry out its responsibilities under Title IX, as well as those under Section 504 and other applicable non-discrimination laws.

The Coordinator has designated the following Title IX Assistant Coordinators:

- **Employment** -- Jodi Williams, Executive Director of Human Resources, Two South Main 109, (540) 458-8318, [jwilliams@wlu.edu](mailto:jwilliams@wlu.edu); and
- **Gender Equity in Athletics** -- Lauren Kozak, Title IX Coordinator and Director of Disability Resources, Elrod Commons 237, (540) 458-4055, [kozakl@wlu.edu](mailto:kozakl@wlu.edu).

## **Preparation of the Annual Security Report and Disclosure of Crime Statistics**

The Department of Public Safety publishes this report to inform the Washington and Lee University ("W&L") community about campus security policies, initiatives to prevent and respond to crime and emergencies, and the occurrence of crime on campus. This report complies with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act as amended and uses information collected by the Department of Public Safety; information provided by other University offices such as Student Affairs, Title IX Coordinator, Admissions, and Human Resources. This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased, or controlled by Washington and Lee University. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, and other drugs. The Department of Public Safety distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of the University community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting the Department of Public Safety at (540) 458-8999 or can access an electronic copy of the Annual Security and Fire Safety Report at the following link:

<https://my.wlu.edu/student-life/health-and-safety/public-safety/campus-safety-and-crime-reporting/annual-campus-security-report>

## **Annual Security & Fire Safety Report**

This annual security and fire safety report is presented in accordance with the required reporting under the Clery Act ("The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," formerly The Campus Security Act of 1990), as amended, including specifically the Campus Sexual Violence Elimination Act (a 2013 amendment to the Campus Security Act), and the Violence Against Women Reauthorization Act, as amended, and the applicable Higher Education Amendments, including the Higher Education Reauthorization Act of 1998, as amended.

### **Washington and Lee University Campus**

Washington and Lee University is a private liberal arts institution, comprising a community of just over 3,000 people (approximately 1,875 undergraduates, 376 law students, and 1290 faculty and staff in ongoing positions) within the borders of a 325-acre campus. Approximately 1,347 students, 43 faculty and staff members, and 3 law students live in university-owned housing. While the Washington and Lee campus and the City of Lexington are relatively safe places, neither community is immune from incidents of crime.

Washington and Lee University awards the Bachelor of Arts and Bachelor of Science degrees, normally completed in four years. Statistical information on student retention may be obtained from the Office of Accreditation and Institutional Research in Early-Fielding. W&L offers no athletically related aid. The six-year completion rate for our cohort of 465 full-time students who entered Washington and Lee University in Fall 2016 is 95%.

### **Equity in Athletics Disclosure Act Report**

In accordance with the requirements of the Equity in Athletics Disclosure Act, Washington and Lee University prepares an annual report on its intercollegiate men's and women's athletic program participation rates and financial support data. The report is on file with and may be obtained by any student, prospective student, or member of the public from the Office of the Athletic Director, the Admissions Office, and the Public Affairs Office. This report data may also be reviewed at the following Department of Education website by searching for Washington and Lee University data: <http://ope.ed.gov/athletics/#/institution/search>.

### **Campus Safety and Security: Responsibilities of the University Community**

Members of the University community must assume responsibility for their own personal safety and the security of their personal property. The following precautions should be used for guidance. Note: the only person responsible for any abuse or harassment is the perpetrator.

1. Report all suspicious activity to Public Safety immediately.
2. Install LiveSafe on your cell phone. Make sure your cell phone is with you and charged.
3. Never take personal safety for granted.
4. Avoid walking alone at night. Contact Public Safety for an escort.
5. Be aware of your surroundings.
6. Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Call Public Safety at the first sign of trouble.
7. Don't leave your drink unattended and avoid taking a drink when you did not watch it be made and poured. At parties, don't drink from the punch bowl or other large, common open containers.
8. Be careful about posting your location on social media.
9. Carry only small amounts of cash.
10. Never leave valuables (wallets, purses, books, computers, etc.) unattended.
11. Carry your keys with you at all times and don't lend them to anyone.
12. When you go to a social gathering, go with people you trust and have a plan. Agree to watch out for each other and plan to leave together.
13. Lock up your bicycles. Lock your car doors and close the windows when leaving your car.

14. Always lock the door to your residence hall room whether you are there or not. Be certain that your door is locked when you go to sleep and keep the windows locked when you are not at home.
15. Never leave valuables in your vehicle, especially if they are easily noticeable.
16. Inventory your personal property and make records of the serial numbers of all items of value.

### **Public Safety Department**

Washington and Lee University Public Safety is staffed by 22 full-time and 27 part-time staff members - a Director, Associate Director, Technology Manager, Transportation Coordinator, 2 Lieutenants, 4 Sergeants, 2 Investigators, 6 Officers, 3 full-time Dispatchers, 4 part-time Dispatchers, 1 full-time Shuttle Driver, and 27 part-time Officers and Shuttle Drivers. Public Safety officers, while responsible for the enforcement of rules and regulations prescribed by the University are not empowered with arrest authority. These officers protect and serve the community 24 hours daily. Public Safety officers present an open and helping attitude that creates a trusting relationship with students and other members of the community. Public Safety personnel are always available to answer questions and deal with the problems young people encounter during their careers at Washington and Lee. Although Washington and Lee University does not have formal MOU's with law enforcement agencies, the relationship with the Lexington Police Department, Rockbridge County Sheriff's Office, and Virginia State Police is excellent and the departments hold regular meetings to discuss common problems, share criminal/arrests reports including criminal activities by students off campus, and discuss ways to strengthen coordination.

### **Security and Access to University Facilities**

Members of Public Safety patrol the campus grounds 24 hours daily and provide various support services for members of the community. Escorts are provided to more distant parking areas, residence halls are patrolled with extra emphasis on major weekends, and the officers maintain a high degree of visibility. There are currently 80 emergency phones (17 "Blue Light"/emergency phones and 63 other emergency phones, including 36 elevator emergency phones) located at various places on campus to allow contact with Public Safety personnel at all times. In 2015, the University also implemented the LiveSafe App, which can also be used to contact Public Safety at any time. LiveSafe App is a mobile safety technology that can be used to share information and make reports to Public Safety, as well as access emergency information and lots of other useful information and resources.

### **Access and Security in the Residential Areas**

Residential buildings are closed to the public and may be entered or occupied only by authorized residents, their guests, and University employees. An electronic access control system was first installed in most campus residence halls in 1995-1996, and over the years has been expanded to include most campus buildings. Members of Public Safety conduct daily security patrols of residence halls to monitor building security. Residents receive safety training and are encouraged to maintain a safe and secure living environment. Residents are responsible for their unaffiliated guests and their guests' behavior. As such, guests should remain with their hosts and refrain from roaming about campus unattended. Guests and visitors are required to comply with University rules and regulations.

## **Maintenance and Security of Campus Facilities**

The University maintains a strong commitment to campus safety and security. Members of Public Safety conduct routine security patrols of campus buildings to monitor activity and assess buildings for potential security concerns. Members of Public Safety are required to report hazardous and unsafe conditions during their routine patrols. Public Safety works closely with Facilities Management to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that enhance security. Public Safety encourages our campus community to report inoperative exterior lights, malfunctioning emergency phones, and other hazardous conditions immediately to Public Safety or Facilities Management, at which time they will be given the highest priority to assure the completion of necessary repairs.

## **Reporting Crimes**

Individuals are encouraged to report all criminal activity to Public Safety. Public Safety can assist students or employees in reporting criminal activity to appropriate law enforcement authorities, including the Lexington Police, Rockbridge County Sheriff's Office, or Virginia State Police. A Crime Log is maintained in the Public Safety Office and can be reviewed upon request at the Public Safety Dispatch Desk, which is staffed 24/7 every day of the year. In accordance with the Campus Sex Crimes Prevention Act, law enforcement agency information concerning registered sex offenders may be obtained from the Virginia State Police online at <http://sex-offender.vsp.virginia.gov/sor/>.

Individuals who become victims of crime are encouraged to immediately report to Public Safety at (540) 458-8999. Public Safety officers are on duty 24 hours per day, seven days per week. In addition to the 24-hour patrol coverage, the Public Safety Office, in the Heating/Cooling Plant, is staffed 24 hours daily. Any Public Safety Officer will take a report of crime. The Director of Public Safety or the Associate Director of Public Safety can also be reached for this purpose by calling (540) 458-8400. The Public Safety Department will investigate any criminal activity reported. Reports may also be made to the Lexington Police Department by calling 911 or (540) 463-9177, the Rockbridge County Sheriff's Office by calling (540) 463-7328, or the Virginia State Police by calling (804) 674-2000.

Students and employees who do not wish to contact Public Safety are encouraged to report criminal offenses to any of the following University administrators: Vice President for Student Affairs and Dean of Students, Dean of Student Life, Dean for Diversity, Inclusion and Student Engagement, Associate Dean of Students and Dean for First-Year Experience, Assistant Dean of Students and Dean of Sophomores, Associate Dean of Students and Dean of Juniors and Seniors, Associate Dean of Students, Assistant Dean of Students, Director of Residence Life, Title IX Coordinator and Director of Disability Resources, Director of Student Activities, Director of Outdoor Education and Recreation, Director of Athletics, Associate Dean of Law Student Affairs, Community, and Belonging, Associate Director of International Education, and Executive Director of Human Resources. Criminal offenses reported to the Public Safety Department or to one of the designated administrators will be investigated and those that fall into one of the required reporting classifications will be disclosed as a statistic in the University's annual compliance information. Public Safety has a good relationship with the University Counseling Center, and is sometimes called to do wellness checks on students. Public Safety encourages counselors to inform their clients to report crimes voluntarily and provides methods for them to do so confidentially or anonymously.

### **Anonymous Reporting**

If you are a victim of a crime and do not want to pursue action within the University conduct system or the criminal justice system, you may still want to consider making a confidential report. Confidential reports of crimes that will not reveal your identity may be made by using the anonymous crime reporting form at

<https://managementtools3.wlu.edu/WLUForms/Default.aspx?Form=1646>. Reports filed in this manner will be counted in the annual crime statistics information, but will only be further investigated if the information provided leads Public Safety to believe that someone may be in imminent danger and where the information provided is sufficient to allow for follow up investigation.

### **Timely Warning & Emergency Notifications**

Public Safety will provide Timely Warning Notifications, also known as Campus-Wide Alerts to the University community in cases of crimes and other emergency situations that occur in or near the W&L campus, are reported to either Public Safety or local law enforcement, and are considered to represent a serious and continuing threat to students, faculty and staff members or their property. These notices will be posted at various locations on campus and will be sent by campus wide e-mail. Public Safety may not provide Timely Warning Notifications with respect to a crime reported to a pastoral or professional counselor. Public Safety also meets regularly with members of the student newspaper staffs to discuss and release timely information concerning safety and security.

W&L uses several different systems and methods of communication to alert students, faculty, staff, and others of a significant emergency. These include, as appropriate to the type and scope of emergency:

- Mass emails to wlu.edu accounts
- Text alerts to mobile phones through the "Generals Alerts" system (be sure to log in at <http://go.wlu.edu/general-alerts> at least annually to check that your contact information is accurate, and to update your account when any of your contact information changes)
- Posting information to the W&L Emergency Website (<http://emergency.wlu.edu>) and main W&L Website ([www.wlu.edu](http://www.wlu.edu))
- Social media: Facebook (<http://www.facebook.com/washingtonandlee>) and Twitter (<https://twitter.com/wlunews>)
- LiveSafe App (<http://go.wlu.edu/livesafe>)
- Broadcast media: TV stations (WDBJ-7, WSLS-10, WSET-13), Radio stations (WREL-1450 AM, WWZW- 96.7 FM, WMRA- 89.9 FM, WKDW- 900 AM, WLUR- 91.5 FM)
- Other possible alternative methods (bullhorns, flyers, building runners, personal emails, phone calls)

In case of a significant emergency, some or all of these systems will provide information about the nature of the emergency, what to do, and where to get additional details. Emergency updates and further information will be provided by postings to the listed websites, emails or texts to the campus community, and other methods as needed.

### **Crime Prevention Education and Awareness**

Members of Public Safety provide training to the University community on how to respond to emergency situations, education on crime prevention, and emergency resources. Members of

Public Safety provide training to new employees at employee orientation held twice a year in the fall and spring. A law enforcement panel comprised of Members of Public Safety and local law enforcement provide education on crime prevention annual to incoming students at orientation. Public Safety has a liaison program with student groups such as Greek Life, International students, etc. where they provide education on crime prevention and information on emergency resources.

## **Get Help Now (Emergency Resources)**

### Emergency Numbers

- Public Safety: 540-458-8999
- Student Health Center: 540-458-8401
- 911
- Poison Control: 1-800-222-1222

### After-Hours Medical or Mental Health Concerns

- W&L Student Health Center: 540-458-8401  
Your concern will be assessed by a nurse who can contact the on-call physician or the counselor on-call if needed.
- [MySSP](#) for Mental Health Concerns - My Student Support Program - Call. Chat. 24/7. Download the app or 1-866-743-7732 to talk or text.

### Sexual Misconduct Resources

For immediate help or safety concerns

- W&L Public Safety: 540-458-8999
- Dial 911

### For immediate medical or psychological care

- Get somewhere safe. You may come to the Student Health Center at any time 24/7 for safety and support. Contact someone who can help you (a friend, police, parents or victim-advocate agency).
- Seek medical attention as soon as possible after sexual assault or abuse. Even if you do not want to report the assault to the police, you may have injuries or health risks that need medical attention.
- If you wish to pursue physical evidence collection for possible prosecution you should not shower, brush your teeth, eat, drink or change your clothes, in order to preserve the most evidence. A forensic examination for physical evidence collection must be performed by a trained forensic nurse examiner, and should be completed as soon as possible. Even if you have eaten or showered, some physical evidence can still be collected up to 72-120 hours (3-5 days) after an assault.
- Student Health Center: 540-458-8401  
For a safe place and access to information about resources, next steps and campus-based medical and counseling services and support.
- Project Horizon: 24-hour crisis hotline 540-463-2594. 120 Varner Lane, Lexington, VA  
For community-based advocacy, services and support for those affected by dating, domestic and sexual violence.

- Carilion Rockbridge Community Hospital: 1 Health Circle, Lexington, VA. 540-458-3300  
For STI evaluation/treatment and pregnancy prevention only; this facility does not offer sexual assault forensic evidence collection. Public Safety can assist with transportation.
- Augusta Health: 78 Medical Center Drive, Fishersville, VA. 540-332-4423  
The closest hospital ER where a sexual assault forensic evidence collection exam can be done. Project Horizon and/or Public Safety can assist with transportation, which may be coordinated through the Student Health Center.
- Carilion Roanoke Memorial Hospital, 1906 Belleview Ave., Roanoke, VA. 540-981-7000  
Another regional hospital ER where a sexual assault forensic evidence collection exam can be done. Project Horizon and/or Public Safety can assist with transportation, which may be coordinated through the Student Health Center.

#### Alcohol Emergencies

- Student Health Center: 540-458-8401
- W&L Public Safety: 540-458-8999

#### Mental Health

- University Counseling Center: 540-458-8590
- After Hours Emergency Counselor-on-Call: 540-458-8401
- MySSP for Mental Health Concerns - My Student Support Program - Call. Chat. 24/7. Download the app or 1-866-743-7732 to talk or text.
- Crisis Text Line: Text "GO" to 741-741 (free, 24/7, confidential)
- Suicide Prevention Lifeline: 1-800-273-TALK (8255)
- Rockbridge Area Community Services Behavioral Health Crisis Hotline: 1-855-222-2046
- Mental Health Treatment Finder: <https://www.samhsa.gov/find-treatment>

#### Helping Others

- Faculty, staff, family, or friends concerned about the mental health of a student may contact University Counseling for advice.
- For information about signs and symptoms of suicidal behavior or for information about helping a friend in crisis, please visit our health library resources at [go.wlu.edu/healthlibrary](http://go.wlu.edu/healthlibrary).
- If you are worried about a student who refuses to seek help, consider contacting the Dean of Students, who has the authority to act to preserve the safety of the student, or others.

#### Personal Safety

- Public Safety Office: 540-458-8999.  
If you are being stalked, threatened, or have concerns about your personal safety, the Public Safety Office can help and get you home safely.
- Traveller: 540-458-8900  
If you need a safe ride, Traveller can dispatch a vehicle to get you home.

## **Sexual Misconduct**

All forms of sexual misconduct are an affront to human dignity and fundamentally at odds with the values of Washington and Lee University (“W&L” or “University”). The University is committed to fostering a climate free from sexual misconduct through clear and effective policies, a coordinated education and prevention program, and prompt and equitable procedures for resolution of complaints that are accessible to all. The University encourages all members of its community to participate in creating a safe, welcoming, and respectful environment on campus. Ultimately, all members of the community are expected to assume responsibility for their conduct. All members of the community are also encouraged to report behaviors that may violate the sexual misconduct policy and to take reasonable and prudent actions to prevent acts of sexual misconduct. The University will not tolerate retaliation against any individual who makes a report, participates or refuses to participate in a resolution process, or assists as a bystander to prevent sexual misconduct.

W&L does not tolerate prohibited discrimination, harassment, sexual misconduct, or retaliation of any kind. The University seeks to eliminate all forms of prohibited discrimination, harassment, sexual misconduct, or retaliation by providing resources for prevention, intervention, education and a fair conduct process. The Harassment and Sexual Misconduct Board (HSMB) has jurisdiction over the following matters:

- Allegations of student conduct in violation of the University's Policy on Prohibited Discrimination, Harassment, and Retaliation Other Than Sex ("Policy") at [go.wlu.edu/OGC/DiscriminationPolicy](http://go.wlu.edu/OGC/DiscriminationPolicy). The Policy prohibits discrimination, including harassment, on the basis of race, color, religion, national or ethnic origin, age, disability, veteran's status, and genetic information in its educational programs;
- Allegations of student conduct and Title IX complaints in violation of the Interim Sexual Discrimination and Misconduct Policy at [go.wlu.edu/OGC/SexualMisconductPolicy](http://go.wlu.edu/OGC/SexualMisconductPolicy).

Washington and Lee University encourages all individuals to seek help and immediately report incidents of sexual misconduct. Student Affairs professionals, clinicians in the Student Health and Counseling Center, and the Title IX Coordinator and Assistant Title IX Coordinator(s) are available as resources for support and to understand policies and procedures related to complaints of sexual misconduct. Designated university investigators are specially trained to respond to sexual misconduct complaints. Below is a list of emergency numbers, law enforcement, and confidential and nonconfidential resources contact information.

## **Resources Contact Information**

### Emergency Numbers

- Public Safety: 540-458-8999
- Student Health Center: 540-458-8401
- 911
- Poison Control: 1-800-222-1222

### Law Enforcement Contact Information

- 911
- Lexington Police Department: (540) 462-3705
- Rockbridge County Sheriff's Office: (540) 463-7328

- W&L Public Safety: (540) 458-8999

### Confidential Resources

#### Medical Care

- W&L Student Health Center Phone: 540-458-8401 Location: 200 Generals Lane
- Carilion Rockbridge Community Hospital: Phone: 540-458-3300 Location: 1 Health Cir. Lexington, VA 24450. Carilion Rockbridge Community Hospital can conduct a forensic exam by a Sexual Assault Nurse Examiner during certain hours. The purpose of a forensic exam is to document and collect evidence of sexual contact and/or physical trauma. Individuals are not required to report an incident to law enforcement or the University in order to receive a forensic exam.

#### Counseling/Professional Support Resources

- W&L Student Counseling Center: Phone: (540) 458-8590 Location: Early Fielding Building
- Project Horizon: Phone: (540) 463-2594 Location: 120 Varner Lane
- Employee Assistance Program (EAP): (800) 992-1931

#### Hotlines

- **Virginia State Domestic & Sexual Violence Hotline (VSDS)**  
(800) 838-8238 (24-hour hotline)  
<http://www.dss.virginia.gov/community/dv/>
- **National Domestic Violence Hotline (NDV)**  
(800) 799-7233 (SAFE)  
[www.thehotline.org](http://www.thehotline.org)
- **Rape, Abuse and Incest National Network (RAINN)**  
(800) 656-4673  
[www.rainn.org](http://www.rainn.org)

### Nonconfidential Resources

Nonconfidential resources can provide support, information about University or other resolution options, and referrals to resources. These resources include Public Safety, local law enforcement, the Title IX office, the Dean of Student's Office, and Human Resources.

- 911
- Lexington Police Department: (540) 462-3705
- Rockbridge County Sheriff's Office: (540) 463-7328
- W&L Public Safety: (540) 458-8999
- Dean of Students Office: (540) 458-8754
- Dean on Call 24/7 by calling Campus Public Safety: (540) 458-8999
- Title IX Coordinator: (540) 458-4055
- Executive Director of Human Resources: (540) 458-8250

### **Reporting**

There are University conduct procedures available to all students and employees reporting instances of sexual misconduct, as specified and incorporated in the University's Interim Sexual Discrimination and Misconduct Policy found at <https://my.wlu.edu/general-counsel/code-of->

[policies/discrimination-harassment-and-retaliation/sexual-discrimination-and-misconduct-policy](#).

The policy and the procedures are designed to provide prompt, fair, and impartial investigation and resolution processes from the initial investigation to the final result. Impartial investigations will be conducted by individuals who have received annual training on the issues related to sexual misconduct cases (including domestic violence, dating violence, sexual assault, and stalking). The procedures also address supportive measures that can include, but not be limited to, changes in academic, living, and working situations and no-contact directives. Supportive measures are available upon a report if they are reasonably available, regardless of whether or not the student or employee chooses to report to local law enforcement or proceed with a formal complaint under the University's Interim Sexual Discrimination and Misconduct Policy. The University will maintain the privacy of any supportive measures provided under the Interim Sexual Discrimination and Misconduct Policy to the extent practicable.

#### Reporting to Law Enforcement

The University encourages complainants to pursue criminal action for incidents of sexual misconduct that may also be crimes under state criminal statutes. Complainants have the right to notify or decline to notify law enforcement authorities. The University will assist a complainant, at the complainant's request, in contacting local law enforcement; filing a police report; or requesting a protective order. The University will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process. Complainants have the right to participate or decline to participate in any investigation to the extent permitted under state or federal law.

#### University Reporting Resources

Making a report to the University means notifying the Title IX Coordinator or another University employee with the authority to institute corrective measures regarding complaints of sexual misconduct of an incident of sexual misconduct in person, by telephone, in writing, by email, or through an online report. A report may be accompanied by a request:

- for supportive measures,
- to file a formal complaint to initiate a formal resolution process; or
- for no further action.

All W&L community members are encouraged to report all incidents of sexual misconduct or retaliation directly to the Title IX Coordinator or Assistant Title IX Coordinator for Employment, or, if after hours, to Public Safety.

- **Lauren E. Kozak, Title IX Coordinator**  
Elrod Commons 237  
Phone: 540.458.4055  
Email: [kozakl@wlu.edu](mailto:kozakl@wlu.edu)  
Online Report: [go.wlu.edu/sexualmisconductreport](http://go.wlu.edu/sexualmisconductreport)
- **Jodi Williams, Assistant Title IX Coordinator**  
Office of Human Resources  
Two South Main 109  
Phone: 540.458.8318  
Email: [jwilliams@wlu.edu](mailto:jwilliams@wlu.edu)

- **Department of Public Safety**  
Public Safety Dispatch on E. Denny Circle  
Phone: 540.458.8999  
Available 24 hours a day/7 day a week/365 day a year

### **Anonymous Reporting**

With the exceptions of Authorized Employees and Mandatory Reporters, any individual may make an anonymous report concerning incidents of sexual misconduct. An individual may report the incident without disclosing their name, identifying the respondent, or requesting any action. Depending on the extent of information available about the incident or the individuals involved, however, the University's ability to respond to an anonymous report may be limited. The Anonymous Sexual Misconduct Reporting Form can be found at: [go.wlu.edu/sexualmisconductreport](http://go.wlu.edu/sexualmisconductreport). The Title IX Coordinator will receive the anonymous report and will determine how to proceed, as appropriate and in compliance with all federal and state legal obligations.

### **Timeliness of Report & Location of Incident**

Complainants and third-party witnesses are encouraged to report incidents of sexual misconduct as soon as possible in order to maximize the University's ability to respond promptly and effectively. However, there is no time limit on reporting violations of this policy. If the respondent is no longer a student or employee, the University may not be able to proceed with a resolution process and/or take disciplinary action against the respondent, but it will offer and provide supportive measures to a complainant. An incident does not have to occur on campus to be reported to the University. Off-campus conduct may be covered, including conduct that occurs in the City of Lexington, City of Buena Vista, and County of Rockbridge, conduct that occurs in connection with University programs or events, and conduct that results in a continuing adverse effect while on campus or other property owned or controlled by the University or in any University employment or education program or activity. The University will process all complaints regardless of where the conduct occurred to determine whether Title IX or other University conduct provisions contained in this policy may apply.

### **Resolution Process**

Upon a report of sexual misconduct to the University, the University will ensure that students and employees receive written notification of their rights and options, as well as resources available. Throughout the applicable resolution process (informal or formal), the complainant and respondent have the right to an Advisor. The role of an Advisors is to advise the complainant or respondent of applicable procedures, offer support, and to provide information on additional resources. The University is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. No information shall be released, including the identity of any individual who has made a report, any complainant, any respondent, and any witness, except as required or permitted by law or required to carry out the provisions of the **Interim Sexual Discrimination and Misconduct Policy**. The University will complete publicly available record keeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the complainant.

### Filing a Complaint

The University's resolution processes under this policy are initiated by the filing of a formal complaint. A complainant may submit a formal complaint by providing a written or electronic document to the Title IX Coordinator or Assistant Title IX Coordinator alleging sexual misconduct against a respondent and requesting that the University investigate the allegation. A formal complaint can be submitted to the Title IX Coordinator in person, by mail (Elrod Commons 237, Washington and Lee University, 204 W. Washington Street, Lexington, VA 24450, email ([kozakl@wlu.edu](mailto:kozakl@wlu.edu)), or by submitting an online report ([go.wlu.edu/sexualmisconductreport](http://go.wlu.edu/sexualmisconductreport)). Faculty and Staff can also submit a formal complaint to the Assistant Title IX Coordinator by email at ([jwilliams@wlu.edu](mailto:jwilliams@wlu.edu)). The document must include the complainant's physical or digital signature, or in some way indicate that the complainant is the person filing the formal complaint. A complainant can only file a formal complaint if, at the time they file the complaint, the complainant is participating in or attempting to participate in a University program or activity. The Title IX Coordinator or Assistant Title IX Coordinator can file a formal complaint by submitting a signed writing.

### Investigation

When a formal complaint of allegations potentially constituting Title IX sexual harassment or non-Title IX sexual misconduct against a student is filed, unless informal resolution is in process, the University will designate trained investigator(s) to investigate. The investigation is a neutral fact-gathering process. The respondent is presumed to be not responsible; this presumption may be overcome only where a Harassment and Sexual Misconduct Board hearing panel concludes that there is sufficient evidence, by a preponderance of the evidence, to support a finding that the respondent violated the policy.

The respondent and the complainant are also entitled to prompt notification of the outcome of these proceedings as specified in the procedures, including contemporaneous written notice of the decision, the appeal process, any change to the decision, and when the decision becomes final.

### Hearing

All hearings are closed to the public and are private to protect the privacy interests of all involved. Hearings will be live and may be conducted with all parties physically present in the same geographic location, or, upon request of either party, all parties will appear at the hearing virtually with technology enabling the parties to simultaneously see and hear each other. Hearings will generally take place within twenty (20) calendar days after the submission of the investigation report to the parties. Within three (3) calendar days of the decision, the Chair of the HSMB shall simultaneously provide to the parties a copy of the written report of the HSMB hearing panel decision.

### Potential Sanctions

If the Respondent is found responsible, the University may impose sanctions for Complaints against students, nonstudents, and employees. Potential sanctions for Complaints against students may range from:

- Dismissal;
- Suspension;

- Probation;
- Community Service;
- Educational/Counseling Consultation;
- Loss of Privileges (denial of the use of certain University facilities or the right to participate in certain activities or to exercise certain privileges for a designated period of time);
- Restitution (reimbursement for damages to property);
- On Campus Residential Relocation;
- Changing Academic Schedule;
- trespassing respondent from the University

Potential sanctions for Complaints against non-students may range from:

- Verbal or written warning;
- Trespassing the respondent from the University;
- Dismissal from academic course if respondent is taking a course at the University; and/or
- Modification or termination of the non-employee's relationship with the University.

Potential sanctions for Complaints against employees may range from:

- Verbal or written warning;
- Requirement to utilize the Employee Assistance Program or other mandatory conditions, which may include training, or some other professional development;
- A no contact directive;
- Loss of privilege;
- Modified employment duties;
- Suspension with pay;
- Suspension without pay;
- Nonrenewal or non-reappointment;
- Demotion in rank or pay;
- Loss of rank;
- Denial of salary increase;
- Transfer to another position;
- Relocation of office;
- Dismissal from academic course if respondent is taking a course at the University;
- Termination or referral/recommendation for dismissal under the Faculty Dismissal Procedures; and/or
- Trespassing respondent from the University.

### Appeal

Either party may appeal the finding of a policy violation/non-violation, and/or a sanction by the HSMB within three (3) calendar days of receipt of the written HSMB hearing report form. Appeals must be submitted to the Title IX Coordinator in writing and must specify in detail the basis for the appeal. The Appeal Panel will draft a written notice of its decision and rationale and provide it simultaneously to both parties within fifteen (15) calendar days from the submission of a written request for appeal.

## **Definitions of Prohibited Sexual Misconduct & Relationship Violence**

Washington and Lee University prohibits sexual misconduct and related relationship violence offenses constituting crimes under Virginia and/or federal law, specifically including sexual assault, domestic violence, dating violence, and stalking, as well as sexual misconduct prohibited under Section V of the University's Interim Sexual Discrimination and Misconduct Policy. A detailed summary of sexual assault, domestic and dating violence, stalking, and related federal and Virginia laws is set out below. For purposes of this section, "sexual misconduct" includes all such misconduct and criminal offenses outlined in the prior sentence.

*The following is a paraphrase. For detailed information see the VA. Code sections cited.*

NOTE: Victims of criminal offenses involving violence, force or threat that result in bodily injury or create reasonable fear of death, sexual assault, or bodily injury may obtain a protective order prohibiting contact and other conditions necessary to prevent further such acts. (19.2-152.8; 19.2-152.7:1) *This includes victims of dating violence, which is not a separate offense under Virginia law.*

Also, NOTE: Under Virginia law, victims of sexual assault are no longer required to cooperate with police or participate in the criminal justice system in order to be provided with forensic medical exams. (19.2-165.1)

1. **Rape** (18.2-61)
  - Vaginal sexual intercourse with a person against her/his will and by force.
  - Penalty: 5 years to life imprisonment
2. **Aggravated Sexual Battery** (18.2-67.3)
  - Sexual abuse (fondling) of the victim
    - through the victim's mental incapacity or physical helplessness OR
    - by force, threat or intimidation where either serious bodily harm or mental injury to the victim results or the assailant uses or threatens use of a weapon.
  - Penalty: 1 to 20 years imprisonment and a fine of not more than \$100,000.
3. **Sexual Battery** (18.2-67.4)
  - Sexual abuse (fondling) of the victim
    - by force, threat, intimidation or ruse, against the will of the victim OR
    - intentionally and without the victim's consent on more than one occasion within a two-year period, or of more than one victim within a two-year period.
  - Penalty: 12 months jail and/or up to \$2,500 fine
4. **Attempted Rape and Other Attempted Sexual Offenses #1-5 above** (18.2-67.5)
  - Penalty:
    - Attempted Rape/Forcible Sodomy/Object Sexual Penetration = 2 to 10 years imprisonment and a fine of not more than \$100,000.
    - Attempted Aggravated Sexual Battery = 1 to 5 years imprisonment OR 12 months in jail and/or up to \$2,500 fine.
    - Attempted Sexual Battery = same penalty as Sexual Battery.
5. **Incest** (18.2-366)
  - Sexual intercourse between two people who are not permitted by law to marry.
  - Penalty: 12 months jail and/or up to \$2,500 fine

6. **Stalking** (18.2-60.3 and 8.01-42.3)
  - Engaging in conduct on more than one occasion directed at another person, when the offender intends to place, or knows or should know that the conduct places, the other person in reasonable fear of death, criminal sexual assault or bodily injury to self or family.
  - Penalty: 12 months jail and/or up to \$2,500 fine, plus an order prohibiting contact between the offender and the victim/victim's family. Additionally, victim may bring a civil suit for damages, whether or not criminal charges are filed.
7. **Domestic Violence** (18.2-57.2, 18.2-61 et seq., etc.)
  - "Family abuse" includes any act of violence, force, or threat resulting in bodily injury or placing one in reasonable apprehension of death, sexual assault, or bodily injury, including forceful detention, stalking, criminal sexual assault, or any other offense meeting those elements, which is committed against a member of the person's family or household member. Family or household member includes an individual's spouse, former spouse, parents, stepparents, children, stepchildren, siblings, half siblings, grandparents, grandchildren, in-laws, any individual who has a child in common with the person, and someone with whom the person has lived together and had conjugal relations in the last 12 months.
8. **Dating Violence** (federal law definition per 34 U.S.C. Section 12291(a)(ii))
  - "Dating violence" means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined by the reporting party based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.
9. **Consent** (the following definition is from the Interim Sexual Discrimination and Misconduct Policy)
  - Individuals who choose to engage in sexual activity of any type must first obtain the consent of the other party. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity.
10. **Hate Crime** (8.01-42.1, 8.01-49.1, 18.2-57, 18.2-121, and 52-8.5)
  - Hate crime includes the following acts when these acts are committed because of the victim's race, religion, gender, disability, gender identity, sexual orientation, or ethnic origin: (i) a criminal act committed against a person or his property with the specific intent of instilling fear or intimidation, or an act to restrain that person from exercising their Constitutional rights, (ii) any illegal act committed against a person or their property, and (iii) all other incidents, as determined by law-enforcement authorities, intended to intimidate or harass any individual or group.
  - Penalty: minimum 6 months jail. Additionally, the victim may bring a civil suit for damages.

### **Educational and Prevention Programs**

Members of the Student Affairs staff, including the Office of Public Safety, in cooperation with the Office of Health Promotion, coordinate student drug and alcohol prevention programs, sexual misconduct awareness/prevention and reporting/resources programs, and general crime

prevention programs beginning with first-year orientation and continuing throughout each academic year. There are on-going programs that include lectures, workshops, videos and student surveys.

All new undergraduate and law students are required to complete an online Sexual Assault Prevention program, which addresses sexual assault, stalking, and relationship violence. This online program includes a statement that the University prohibits dating violence, domestic violence, stalking, and sexual assault; a description of safe and positive options for bystander intervention, and information on risk reduction. All new students are also required to participate in Bystander Intervention Training, which builds students' skills in recognizing situations of potential harm and safe and positive options for intervention. There are also sessions for all new undergraduate and law students on W&L's policies, procedures and resources for sexual assault, domestic/dating violence, and stalking. All incoming undergraduate students also complete an online Alcohol Edu program, as well as a Voices of W&L theatrical presentation and discussion. Voices of W&L is performed and edited by upper-class students and addresses typical high-risk behaviors that first-year students may encounter, including situations involving drugs and alcohol, as well as sexual assault and harassment. Following the virtual performance, students participate in a one hour follow up discussion, which provides an opportunity to clarify and reemphasize the role that each student plays in creating a safe environment at the University.

There are numerous other ongoing educational programs and training efforts to prevent sexual assault, domestic/dating violence and stalking for incoming and continuing students. These programs focus on various content areas including: definitions of dating violence, domestic violence, sexual assault, sexual harassment, stalking, sexual exploitation, and consent; addressing the root causes of sexual assault; promoting healthy relationships and sexual encounters; safe and positive options for bystander intervention; the effects of trauma; relationship between alcohol and sexual assault; and risk awareness and risk reduction. Some of these offered during the spring and fall of 2022 (2021-2022 and 2022-2023 academic years) included DIY Your Sex Life presented to all new members of Greek organizations, which encouraged students to consider various topics on sex-positive culture, such as what healthy sexuality means to them, what healthy consent looks like and how to set comfortable boundaries; training for all athletic teams with definitions of prohibited conduct, reporting information, and bystander intervention information; Defend Yourself, a risk reduction program designed to provide tools to defend oneself against harassment, abuse and assault; articles in Student Health 101 (online resource distributed to all students) that include information about options following an assault; Take Back the Night programming; Stand Up Speak Out, where students submitted personal statements and those statements were read between musical performances; Sex in the Dark, a Q&A where experts addressed students' sexual health and relationship concerns with factual answers and empathetic advice while infusing values of consent, communication, and LGBTQ inclusiveness throughout; and training for student leaders (residence life staff, peer counselors, Student Executive Committee, and Kirgis Fellows).

There are a variety of educational programs and training efforts for new and existing employees to prevent sexual assault, domestic/dating violence and stalking, and to communicate the University's expectations and resources for reporting of such offenses. All new employees are oriented in person on University sexual misconduct policies, procedures, and resources at new employee orientation held twice a year. Additionally, all new employees are required to complete an online United Educators program on workplace harassment. There are also sessions

for mandatory reporters under the Interim Sexual Discrimination and Misconduct Policy (those required to report sexual misconduct), and all University faculty, staff, and students who handle complaints of sexual misconduct. Supervisors and managers also receive training on sexual misconduct policies, procedures, and resources.

There are educational resources online on the University website designed to promote positive and healthy behaviors and relationships and to educate the campus community on reporting and resources for sexual assault, domestic/dating violence, and stalking (some of these can be found at <https://my.wlu.edu/sexual-misconduct-resources>).

## **University Policies and Procedures**

### Alcohol and Drugs Policy

Washington and Lee University supports the Commonwealth of Virginia laws on the licensing, distribution and consumption of alcoholic beverages. A fundamental principle of the Washington and Lee University Policy on Alcohol is that students are adults who are personally responsible for conforming their behavior to state and local laws and University policy. Washington and Lee Public Safety works with the Lexington Police, the Rockbridge County Sheriff, and the Virginia Alcoholic Beverage Control Board to promote awareness of and adherence to the alcohol laws.

Furthermore, Washington and Lee University supports the Commonwealth of Virginia and federal laws on the possession, use, sale, or transfer of illegal drugs/controlled substances and tobacco products. It is the responsibility of all members of the University community to abide by those laws.

Through the appropriate University administrative offices, committees and organizations, Washington and Lee University conducts on-going educational programs to acquaint students with the Commonwealth of Virginia and federal laws on alcohol and other drugs, the health dangers of the abuse of alcohol and other drugs, and the medical and counseling resources available for students. A student who violates Washington and Lee University's alcohol and/or drug policies will be referred to the Office of the Vice President for Student Affairs and Dean of Students to be handled administratively or by the Student Judicial Council. Resolution of the alleged violation will be handled in accordance with the University Policies on Alcohol and Other Drugs.

As a recipient of federal aid and federal grants, the University must certify under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 that it will take certain steps to provide a drug-free workplace. The possession, use, consumption, sale, dispensing, distribution or manufacture of alcohol or controlled substances is prohibited on University property, while conducting University business or as a part of University activities, except on occasions when the consumption of alcoholic beverages in a social setting is authorized and sponsored by the University. Employees who violate this policy will be subject to appropriate disciplinary action, consistent with local, state and federal law, which may include counseling, mandatory participation in an appropriate rehabilitation program, unpaid suspension from employment, loss of the privilege of operating a W&L vehicle, and/or termination of employment and referral for prosecution. Employees are prohibited from working, and from operating any W&L vehicle or equipment, while under the influence of alcohol or non-prescribed controlled substances. Employees using prescribed

or over-the-counter medication are prohibited from operating W&L vehicles or equipment at any time when their ability to do so might be impaired by the medication. In addition, no passenger in a W&L vehicle may consume alcoholic beverages or use non-prescribed controlled substances while in the vehicle.

In furtherance of its commitment to a safe workplace and a safe learning environment, with a workforce free of alcohol or drugs that may impair judgment and job performance and result in injury to self or others, the University reserves the right to require testing of employees for alcohol (including medications containing alcohol) or illegal or controlled substances, on the basis of reasonable suspicion.

Any employees who are directly engaged in the performance of work pursuant to the provisions of a federal grant or contract are required under the Drug-Free Workplace Act to notify their supervisors within five days of a conviction for a drug-statute violation occurring in the workplace. Additionally, employees must report any drug-related or alcohol-related misdemeanor or felony conviction to the Office of Human Resources (see p. 61 of the Employee Handbook).

In accordance with the Drug-Free Schools and Communities Act of 1989, the University distributes annually to employees information on applicable legal sanctions found at <https://my.wlu.edu/general-counsel/code-of-policies/alcohol-drugs-safety/drug-free-workplace-and-drug-free-schools/selective-summary-of-laws-governing-alcohol-and-drugs> and health risks found at <https://my.wlu.edu/general-counsel/code-of-policies/alcohol-drugs-safety/drug-free-workplace-and-drug-free-schools/health-effects-of-drugs-and-alcohol> associated with the unlawful possession or distribution of alcohol or illegal drugs, and a description of drug and alcohol treatment programs found at <https://my.wlu.edu/general-counsel/code-of-policies/alcohol-drugs-safety/drug-free-workplace-and-drug-free-schools/rockbridge-area-substance-abuse-treatment-facilities> available to members of the University community. Separate from the legal requirements, the University is concerned with the health and well-being of members of the University community. Employees may contact the executive director of Human Resources, in confidence, for referrals or information regarding available and appropriate substance counseling, treatment or rehabilitation programs. In addition, employees may avail themselves of the Employee Assistance Plan, found at <https://my.wlu.edu/human-resources/benefits/health-dental-and-voluntary-vision-benefits/employee-assistance-program> which provides confidential consultation and resources for issues such as child care and elder care; alcohol and drug abuse; life improvement; difficulties in relationships; stress and anxiety with work or family; depression; personal achievement; emotional well-being; financial and legal concerns; and grief and loss. The University group health plan offers comprehensive coverage for substance abuse treatment, and patients may make direct contact with the insurer with no physician or employer referral required.

#### Missing Student Notification Policy

For the purposes of this policy, a student may be considered to be a "*missing person*" if the student's absence from campus is contrary to his or her usual pattern of behavior and W&L has reasonable belief that the unusual circumstances may have caused the absence. Such circumstances may include, but not be limited to: a report or suspicion that the student may be a victim of foul play; the student has expressed suicidal thoughts, may be drug dependent

or in a life-threatening situation; or if the student is overdue returning to campus and is not heard from after giving a specific return time to friends or family.

If a member of the University Community has reason to believe that a student is missing, whether or not the student resides on campus, that individual should contact the university's Public Safety. Public Safety will collaborate with the Student Affairs staff to try to locate the student and determine his or her state of health and well-being. Public Safety will gather pertinent information about the student from the reporting person. Such information may include description, cellular phone number, clothes last worn, vehicle description, information about the physical and emotional well-being of the student, an up-to-date photograph, etc. University officials will also endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student, and determine whether the student has been attending classes, scheduled organizational or academic meetings, and work. If the student is an on-campus resident, Public Safety may make a welfare entry into the student's room. If the student resides off-campus, Public Safety will informally enlist the aid of the neighboring police agency having jurisdiction.

Students and employees who do not wish to contact Public Safety are encouraged to report a missing person to any of the following University administrators: Vice President for Student Affairs and Dean of Students, Dean of Student Life, Dean for Diversity, Inclusion and Student Engagement, Associate Dean of Students and Dean for First-Year Experience, Assistant Dean of Students and Dean of Sophomores, Associate Dean of Students and Dean of Juniors and Seniors, Associate Dean of Students, Assistant Dean of Students, Director of Residence Life, Title IX Coordinator and Director of Disability Resources, Director of Student Activities, Director of Outdoor Education and Recreation, Director of Athletics, Associate Dean of Law Student Affairs, Community, and Belonging, Associate Director of International Education, and Executive Director of Human Resources.

If a residential student is reported missing and cannot be located, certain notices will be made as follows:

- **Parents/Guardians** will be notified within 24 hours (after Public Safety receives the initial missing person report) to determine whether they know the whereabouts of the student.
- **Local law enforcement** will be notified within 24 hours after Public Safety determines that the student is missing.
- The student's **designated emergency contact** (if any) will be notified once Public Safety or local law enforcement personnel make a determination that the student has been missing for more than 24 hours.

If the student is an off-campus resident, Public Safety will notify the appropriate family members or associates within 24 hours of receiving the initial report. These individuals will then be encouraged to make an official missing-person report to the law enforcement agency with jurisdiction. Public Safety will cooperate, aid, and assist the primary investigate agency as appropriate. After the student has been located, Public Safety will attempt to verify the student's state of health and intention of returning to the campus. When and where appropriate, a referral may be made to the Counseling Center and/or the Student Health Center.

Students will be given an opportunity at the beginning of each academic term to designate an individual to be contacted by the University if the student is determined to be missing. Returning and transfer students will be given an opportunity to provide this information during the fall term. The designation will remain in effect until changed or revoked by the student. The form provided for designation will state the circumstances in which the designated emergency contact information will be used, and will include a statement that the University is required by law to also notify the student's custodial parent or guardian if the student is under 18 at the time he or she is discovered to be missing. Students are advised that their contact information will be registered confidentially, will be accessible only to authorized W&L officials, and will not be disclosed to any third party except to law enforcement personnel in furtherance of a missing person investigation.

### Weapons Policy

Washington and Lee University is committed to providing a safe and secure learning and working environment for students, faculty, staff and visitors on all campus properties. The use, possession and storage of all firearms, components of firearms, live ammunition, blowguns, BB guns, air guns, stun weapons, explosives, machetes, electric shock devices, knives (except pocket knives having a folding metal blade of less than three inches) or other dangerous articles or items that could be used as weapons, including but not limited to sticks, torches, clubs, poles, swords, shields, or rigid signs that can be used as a shield, body-armor, helmets and other garments, such as military or athletic protective gear, that alone or in combination could be reasonably construed as weapons, are prohibited on all properties owned, leased or otherwise controlled by Washington and Lee University. Law enforcement officers duly authorized to carry such instruments are excepted. Open flames or items designed to maintain an open flame also are prohibited, unless they are approved in advance by the Director or Associate Director of Public Safety or fall within the following categories:

- Religious ceremonies: Open flames used in University-sanctioned religious and spiritual ceremonies.
- University Catering: Open flames used in food heating devices (e.g., Sterno heaters, tea lights, etc.) used by University Catering.
- University Laboratories and Classrooms: Open flames used in laboratory buildings for experiments and research, under the supervision of a Professor or Lab Instructor.
- Maintenance: Open flames used in "hot works" by qualified and authorized maintenance workers or other University-sanctioned construction or maintenance projects.
- Theatrical Productions: Open flames used in University-sanctioned theatrical or artistic productions.
- Bonfires and grills: Open flames in University-provided grills and fire pits.

Any person violating this policy will be subject to disciplinary action up to and including suspension or dismissal from the University or termination of employment. Student violations should be reported to the Director of Public Safety and the Office of the Vice President for Student Affairs and Dean of Students. Staff and faculty violations should be reported to the Director of Public Safety and the Executive Director of Human Resources. Any other suspected violations should be reported to the Director of Public Safety.

## Crime Statistics

The Campus Security Act requires that institutions collect and report statistics for certain offenses. In addition to collecting information from Public Safety officers and from those administrators specifically designated as alternatives to receive reports of crimes (identified above in the section on "Reporting Crimes,") the Act requires that all other "campus security authorities" report to Public Safety statistical information only (not including any personally identifiable information) on any of those offenses reported to them. "Campus security authorities" are individuals who have significant responsibility for student and campus activities, including but not limited to student housing, student discipline, and campus judicial proceedings. For purposes of collecting statistical information, Public Safety considers that campus security authorities at Washington and Lee include, but are not limited to, the following positions (in addition to Public Safety officers, and those individuals designated under the heading "Reporting Crimes" in this document):

- Title IX Coordinator and Assistant Title IX Coordinators
- All Deans and Associate and Assistant Deans for Academics, Student Affairs, Career Development, Admissions, and in the School of Law
- All professional staff in the office of the Vice-President for Student Affairs and Dean of Students
- Associate Director of International Education and International Student Advisor
- DPAs (Discrimination Policy Advisers), and IROs (Information Review Officers) under the University's Policy on Prohibited Discrimination, Harassment, and Retaliation Other Than Sex and Interim Sexual Discrimination and Misconduct Policy
- Athletic Director, Associate and Assistant Athletic Directors
- Athletic Team Coaches, Assistant Coaches, and Athletic Trainers
- Faculty and staff accompanying students on off-campus programs or other University-related trips, within and outside the United States
- Resident Advisers and Community Assistants
- Director and Associate and Assistant Directors of the Shepherd Program for the Interdisciplinary Study of Poverty and Human Capability
- Bonner Program Director
- Director, Assistant Director, and Coordinator of Community-Based Learning
- Greek House Directors
- Chairs of the Harassment and Sexual Misconduct Board
- Advisor to the Student Judicial Council

The statistical data gathered for Washington and Lee University includes reported violations for the period January 1 — December 31 for 2020, 2021, and 2022. Washington and Lee maintains statistics using the FBI Uniform Crime Reporting System as a guideline. Public Safety also maintains a daily crime log as required by the Clery Act.

The law requires statistics for an expanded area beyond the campus and it requires these statistics to be shown in specific geographic categories. (Note that incidents shown in the On-Campus Residential category are also included in the statistics shown in the Campus\* category.) The following statistics are provided in compliance with the specific time periods, crime classifications, geographic categories and arrest data mandated by federal law.

The Clery Act defines:

**Campus** as “any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution and is owned by the institution but controlled by another person, is used by students, and supports the institutional purposes, such as a food or other retail vendor.”

**On-Campus Residential** is a sub-category of Campus showing the number of on-campus incidents that occur “in dormitories or other residential facilities for students on campus.”

**Non-Campus Building or Property** as “any building or property owned or controlled by a student organization recognized by the institution; and any building or property, other than a branch campus, owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonable contiguous geographic area of the institution.”

**Public Property** as “all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.

Clery Stats 2022:

<b>Crime</b>	<b>Campus</b>	<b>On-Campus Residential</b>	<b>Non-Campus</b>	<b>Public Property</b>	<b>Totals</b>
<b>Murder/Non-negligent Manslaughter</b>	0	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0
<b>Motor Vehicle Theft</b>	1	0	1	0	2
<b>Arson</b>	0	0	0	0	0
<b>Hate Crimes</b>	0	0	0	0	0

<b>Crime</b>	<b>Campus</b>	<b>On-Campus Residential</b>	<b>Non-Campus</b>	<b>Public Property</b>	<b>Totals</b>
<b>Weapons Possession, Arrests</b>	0	0	0	0	0
<b>Drug Law Violations, Arrests</b>	0	0	0	0	0
<b>Liquor Law Violations, Arrests</b>	2	2	0	0	2
<b>Weapons Possession, Disciplinary Referrals</b>	0	0	0	0	0
<b>Drug Law Violations, Disciplinary Referrals</b>	31	30	0	0	31
<b>Liquor Law Violations, Disciplinary Referrals</b>	119	84	0	0	119
<b>Rape</b>	3*	3	0	0	3*
<b>Fondling</b>	1	1	0	0	1
<b>Incest</b>	0	0	0	0	0
<b>Statutory Rape</b>	0	0	0	0	0
<b>Domestic Violence</b>	0	0	0	0	0
<b>Dating Violence</b>	3	2	0	0	3
<b>Stalking</b>	6	3	0	0	6

*\*One incident was reported in 2022 concerning allegations that occurred in 2018; One incident was reported in 2022 concerning allegations that occurred in 2021.*

Clery Stats 2021:

<b>Crime</b>	<b>On-Campus (including residential)</b>	<b>On-Campus Residential</b>	<b>Non-Campus</b>	<b>Public Property</b>	<b>Totals</b>
<b>Murder/Non-negligent Manslaughter</b>	0	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0	0
<b>Forcible Sex Offenses</b>	8	8	0	0	8
<b>Non-forcible Sex Offenses</b>	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0
<b>Domestic Violence</b>	0	0	0	0	0
<b>Dating Violence</b>	1	1	0	0	1
<b>Stalking</b>	7	5	0	0	7
<b>Burglary</b>	2	2	0	0	2
<b>Motor Vehicle Theft</b>	3	0	0	0	3
<b>Arson</b>	0	0	0	0	0
<b>Weapons Possession, Arrests</b>	0	0	0	0	0
<b>Drug Law Violations, Arrests</b>	1	0	0	0	1
<b>Liquor Law Violations, Arrests</b>	2	0	0	1	3

<b>Crime</b>	<b>On-Campus (including residential)</b>	<b>On-Campus Residential</b>	<b>Non-Campus</b>	<b>Public Property</b>	<b>Totals</b>
<b>Weapons Possession, Disciplinary Referrals</b>	0	0	0	0	0
<b>Drug Law Violations, Disciplinary Referrals</b>	55	54	0	0	55
<b>Liquor Law Violations, Disciplinary Referrals</b>	149	146	0	0	149
<b>Hate Crimes</b>	4*	0	0	0	4*

*\*One intimidation incident characterized by racial bias in an on-campus non-residential location; One intimidation incident characterized by sexual orientation bias in an on-campus non-residential location; Two vandalism incidents characterized by racial bias in an on-campus non-residential location.*

Clery Stats 2020:

<b>Crime</b>	<b>On-Campus (including residential)</b>	<b>On-Campus Residential</b>	<b>Non-Campus</b>	<b>Public Property</b>	<b>Totals</b>
<b>Murder/Non-negligent Manslaughter</b>	0	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0	0
<b>Forcible Sex Offenses</b>	2	2	0	0	2
<b>Non-forcible Sex Offenses</b>	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0

<b>Crime</b>	<b>On-Campus (including residential)</b>	<b>On-Campus Residential</b>	<b>Non-Campus</b>	<b>Public Property</b>	<b>Totals</b>
<b>Aggravated Assault</b>	0	0	0	0	0
<b>Domestic Violence</b>	0	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0
<b>Stalking</b>	2	2	0	0	2
<b>Burglary</b>	2	0	0	0	2
<b>Motor Vehicle Theft</b>	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0
<b>Weapons Possession, Arrests</b>	0	0	0	0	0
<b>Drug Law Violations, Arrests</b>	0	0	0	0	0
<b>Liquor Law Violations, Arrests</b>	0	0	0	2	2
<b>Weapons Possession, Disciplinary Referrals</b>	0	0	0	0	0
<b>Drug Law Violations, Disciplinary Referrals</b>	23	23	0	0	23
<b>Liquor Law Violations, Disciplinary Referrals</b>	166	147	0	0	166
<b>Hate Crimes</b>	1*	0	0	1*	2*

*\*One vandalism incident characterized by racial bias in an on-campus non-residential location;  
One intimidation incident characterized by racial bias in a public property location.*

Missing Student Notification Policy

available at: <http://www.wlu.edu/general-counsel/code-of-policies/alcohol-drugs-safety/missing-student-notification>

### **Emergency Management Policy Statement**

*The following statement is a summary of Washington and Lee University's [Emergency Response and Evacuation Procedures](#).*

Washington and Lee University has in place systems and procedures to help the University respond to significant emergency situations promptly and effectively. During an emergency, the President of the University (or in his absence, by designation specifically for purposes of the Emergency Management Plan, designated senior administrators) has ultimate emergency responsibility and authority for activating the Emergency Management Plan, as necessary, and designating an Incident Commander to oversee the management of all emergency activities, including development, implementation, and review of strategic decisions and post-event review. The President (or surrogate/designee) is assisted and advised by the Emergency Management Executive Team (EMET)<sup>1</sup>. The EMET provides executive leadership, advice, and counsel to the President or his surrogate/designee on high level emergency management and recovery decisions for the University. Depending on the nature and scope of a particular emergency situation, some or all of the members of the EMET may be involved in tactical management of the response and recovery under the leadership of the designated Incident Commander and may be designated as the Emergency Operations Group (EOG) for that emergency situation.

Upon notification of a situation involving a significant emergency, the Department of Public Safety will consult one or more senior staff members of the EMET, who will then review the situation, consult with the President (or surrogate/designee) and other internal and external sources, as appropriate to the nature of the situation and the potential for threat to health, safety or property. In accordance with the Emergency Management Plan, an Incident Commander will be designated, or other appropriate measures will be taken to address the situation.

Upon confirmation of a significant emergency or dangerous situation involving an immediate or impending threat to the health or safety of students or employees occurring on the campus, or in any other situation deemed appropriate by the President (or surrogate/designee), the President (or surrogate/designee, including the Incident Commander) will, without delay, and taking into account the safety of the community, work to determine the content of an emergency notification and will instruct the Vice President for Communications and Strategic Initiatives and/or the Executive Director of Communications and Public Affairs to provide notice of the emergency using the Emergency Communications Systems, unless issuing the notification would compromise efforts to respond to the emergency. In certain emergency situations, when time does not permit consultation, the Vice President for Communications and Strategic Initiatives and/or the Executive Director of Communications and Public Affairs, upon notice from the Director of Public Safety, or the Vice President for Student Affairs and Dean of Students, may independently determine to issue a campus alert using one or more of the communications systems listed below:

- Mass emails to wlu.edu accounts
- Text alerts to mobile phones through the "Generals Alerts" system (be sure to log in at <http://go.wlu.edu/general-alerts> at least annually to check that your contact information is accurate, and to update your account when any of your contact information changes)
- Posting information to the W&L Emergency Website (<http://emergency.wlu.edu>) and main W&L Website ([www.wlu.edu](http://www.wlu.edu))
- Social media: Facebook (<http://www.facebook.com/washingtonandlee>) and Twitter (<https://twitter.com/wlunews>)
- LiveSafe App (<http://go.wlu.edu/livesafe>)
- Broadcast media: TV stations (WDBJ-7, WSLS-10, WSET-13), Radio stations (WREL-1450 AM, WWZW-96.7 FM, WMRA-89.9 FM, WKDW-900 AM, WLUR-91.5 FM)
- Other possible alternative methods (bullhorns, flyers, building runners, personal emails, phone calls)

In significant emergencies, the Incident Commander, overseeing the Emergency Operations Group (EOG), will lead a coordinated response effort, with members of the EOG charged with particular duties and leadership roles based on their areas of expertise. The Incident Commander and EOG will communicate and coordinate with community partners and emergency response officials as necessary and appropriate to the particular emergency situation. The Vice President for Communications and Strategic Initiatives and/or the Executive Director of Communications and Public Affairs or designee will be the principal media contact and University spokesperson with external audiences.

The Executive Director of University Facilities is in charge of conducting damage assessments and conveying that information to the Incident Commander. The Executive Director, working with the Engineer, has temporary emergency authority to evacuate or close an emergency site they deem an immediate threat to life or safety, subject to review by the Incident Commander. If it is necessary to evacuate a building, section of campus, or the entire campus, because of extensive failure of any critical system or other danger present on campus, the Incident Commander, in consultation with the EOG and the President (or surrogate/designee), may order an evacuation. In that case the Vice President for Communications and Strategic Initiatives and/or the Executive Director of Communications and Public Affairs or designee will notify the campus community through the Emergency Communications Systems options listed above. A summary of evacuation procedures is provided below.

The President (or surrogate/designee), in consultation with the Incident Commander and EOG, has the sole authority to declare an end to any state of emergency. Follow-up information will be sent to the campus community via the Emergency Communications Systems options listed above.

The EMET, or a subgroup of that team, as directed by the President, will be responsible for regular review of the Emergency Management Plan and for structuring and executing training and tests of the emergency management procedures on an annual basis to affirm their efficacy. These tests may be announced or unannounced and will include documentation by the Vice President for Student Affairs and Dean of Students of a description of the test, the date and time of the test, and whether the test was announced or unannounced. In conjunction with the annual

test, the University will publicize the Emergency Management Plan. These tests will be coordinated with city and county officials, as appropriate.

### **Summary of Evacuation Procedures**

All members of the University community should become familiar with these recommended evacuation procedures. This includes learning where exits are located in classroom, work, and residential buildings, knowing the location of the assembly area designated for your location, and knowing the off-campus transportation pick up site. Full evacuation procedures, additional information regarding assisting individuals with disabilities, and a complete listing of designated assembly areas, are detailed in Appendix B of the Emergency Management Plan.

An evacuation may be necessary when conditions are such that it is no longer safe for individuals to remain inside of a single building or area, within a section of campus, or anywhere on campus, whether due to extensive failure of critical systems or other danger(s). You may be notified of the need to evacuate by the sounding of a fire alarm in the building, a directive from Public Safety or University Facilities personnel, or by an evacuation order communicated through the Emergency Communications Systems. However, if you are in a campus building and, despite not having received any order to evacuate, you believe it is not safe for individuals to remain inside the building (due to a fire or hazardous materials leak, for example), pull the nearest fire alarm to alert all those in the building to evacuate, and follow the evacuation procedures below.

#### **1. Building or Area Evacuation**

If a fire alarm sounds or you receive an order to evacuate from Public Safety or University Facilities personnel or through the Emergency Communications Systems, follow these procedures:

- Stay calm, do not rush, and do not panic.
- If safe to do so, gather your essential personal belongings, including personal identification, purse/wallet, keys, and prescription medications; it may be hours or days before you are allowed back in the building.
- If safe to do so, close the doors and windows in your immediate area, but do not lock them.
- Proceed to the nearest exit.
- DO NOT use elevators.
- Once outside, move quickly away from the building to the designated evacuation assembly area for your location. (See Accounting for Individuals Following Building Evacuation below).
- Report to the appropriate supervisor or instructor and let him/her know that you are safe.
- Report any medical emergencies or individuals remaining in the building to emergency officials, either in person (if emergency officials are present on the scene) or by calling 911 or Public Safety at extension 8999, or (540) 458-8999 from off-campus.
- Contact Public Safety at extension 8999, or (540) 458-8999 from off-campus, if you noticed significant damage to property or anything unusual during your evacuation.
- Do not reenter the building under any circumstances until it has been cleared for reentry by Public Safety or through the Emergency Communications Systems.
- Await and follow instructions from Public Safety, other University personnel, or law enforcement/emergency officials.

## Accounting for Individuals following Building/Area Evacuation

- It is important to report to your designated evacuation assembly area so that the University can attempt to account for all members of the community.
- As quickly as possible, depending on the nature and scope of the emergency and the feasibility of meeting at the designated assembly area(s), faculty of classes that were in session, workplace supervisors, Residence Life/Greek Housing staff, and other designated facility reporters will account for their students and staff known or presumed to have been in the building/area, and report missing and/or presumed missing individuals to Public Safety or emergency officials. As it is safe to do so, Public Safety or other designated individuals will conduct a search of the building/area for any sheltering, entrapped, or injured occupants.
- If you leave campus after evacuating a building or area without reporting to your designated assembly area, please try to email or call the faculty of your class that was in session at the time of the evacuation, your supervisor, Residence Life or Greek Housing staff, or your Class Dean, as appropriate, to advise them that you are safe and of your location.

## 2. Campus Evacuation

In case of a campus-wide disaster, such as a major earthquake, large hazardous materials release, or widespread fire, certain sections of campus, or the entire campus, may need to be evacuated, whether because of extensive failure of critical systems or other dangers on campus. In such cases, the Incident Commander, in consultation with the EOG and the President (or surrogate/designee), Public Safety, and others, depending on the situation, may order an evacuation and, with the coordination of any appropriate external agencies, will determine the scope and method of implementing such an evacuation, as warranted by the situation.

Public Safety and the Emergency Communications Systems will alert the campus community on specific evacuation details. However, if an order is given to evacuate the campus or a section of campus, follow these general procedures:

- Individuals should follow the building evacuation procedures set forth above to evacuate the building or area in which they are located. Depending on the nature of the emergency leading to the order to evacuate, Public Safety and the Emergency Communications Systems will provide instructions on whether individuals should proceed to their designated evacuation assembly location first for an accounting of persons, or take other measures, which may depend on whether they have their own transportation off campus or need transportation.
- Students should not return to the evacuated building(s) or area(s) to retrieve personal belongings unless advised by Public Safety or the Emergency Communications Systems that it is safe to do so.
- It may be necessary to implement a phased evacuation, in order to minimize the time needed to evacuate and manage traffic congestion. The evacuation order and instructions will include specific information regarding the order in which particular campus locations or constituents will evacuate, when the evacuation will begin, the logistics and routes to be used, and other relevant information.

- Students, employees, and campus visitors who have vehicles on or near campus are encouraged to carpool with others who are without readily available transportation.
- The University will contract with vendors and/or make arrangements with other local or regional organizations to provide buses, vans, or other vehicles to transport students, faculty, staff and campus visitors without their own transportation to safe locations off campus, depending on the nature and scope of the emergency.
- Individuals who do not have their own transportation should report to the front of Early-Fielding on Washington Street to pick up University-provided transportation.
- In most cases, certain key personnel will be required to remain on duty until the evacuation is complete. Such key personnel may include (but is not limited to) all or some of the following (additional staff may be required to remain on campus at the direction of the President (or surrogate/designee), in consultation with the Incident Commander and the EOG):
  - Senior staff as designated by the President (or surrogate/designee)
  - Emergency Management Executive Team
  - Public Safety
  - University Facilities
  - Student Life (Dining, Student Health Center, Residential Life)

#### Accounting for Individuals During or Following Campus Evacuation

- Processes for accounting for students and employees, and to the extent possible, campus visitors, will depend on the nature and scope of the emergency, whether individuals have been told to report to designated assembly areas before evacuating campus, and whether individuals use University-provided transportation, their own transportation, or carpool with others from campus.
- If individuals have been told to report to designated evacuation assembly areas before evacuating campus, faculty of classes that were in session, workplace supervisors, Residence Life/Greek Housing staff, and other designated facility reporters, will try to account for their students and staff known or presumed to have been in the building/area when the evacuation began, and report missing and/or presumed missing individuals to Public Safety or emergency officials on the scene.
- The University will use all reasonable efforts to account for those individuals using University-provided transportation in an evacuation before, during, or after the off-site transportation process, depending on how quickly the evacuation needs to proceed.
- As it is safe to do so, Public Safety or other designated individuals will conduct a search of all open buildings on campus for any sheltering, entrapped, or injured occupants.
- When safe to do so, individuals who have used their own transportation to evacuate, or have carpooled with others, should email or call the faculty teaching the class in session at the time of the evacuation, their workplace supervisor, Residence Life/Greek Housing staff, or their Class Dean, as appropriate, to advise that they are safe and of their current location.
- The University, through the Incident Commander and the EOG, will use all reasonable efforts to try and account for all members of the campus community following the evacuation, using information from reporting faculty, supervisors, Residence Life/Greek Housing staff, other designated facility reporters, Student Affairs, Human Resources,

Public Safety, law enforcement and other external emergency officials, and comparing that information with class schedules, work schedules, hosing rosters, and other University records relevant to identifying the whereabouts of students, employees, and campus visitors, at the time of the emergency evacuation and thereafter.

### 3. Evacuation of Individuals with Disabilities

If you have a disability and are unable to evacuate a building or area on your own, stay calm and take steps to protect yourself, as appropriate. Call 911 or Public Safety at extension 8999, or 540.458.8999 from off-campus, and tell the responder where you are or where you will be and if you have a service animal or other assistive devices or equipment. If you must move:

- Move to an exterior enclosed stairwell.
- Request persons exiting by way of the stairwell to notify emergency officials of your location.
- Follow all other evacuation procedures set forth in this Appendix.

It is suggested that individuals with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors, and/or classmates of the best methods of assistance during an emergency. For assistance with preplanning for an emergency, contact the Title IX Coordinator and Director of Disability Resources (undergraduate students), the Assistant Dean for Law Student Affairs (law students), or your supervisor or department head (employees). A few non-exclusive examples of preplanning measures include:

- Learning alternate exit routes from commonly used areas
- Identifying a "buddy" to help
- Keeping extra medication, assistive devices, etc. on hand
- Wearing medical alert tags to inform emergency personnel or volunteers of pertinent health conditions

**Further information on Campus Evacuation is provided in Appendix B at <https://my.wlu.edu/emergency-management/emergency-management-plan/appendix-b> of the University's Emergency Management Plan.**

## Fire Safety Report 2022

Summary: There was one (1) unintentional fire.

<b>Residential Facility</b>	<b>Total Fires</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Injuries Requiring a Medical Facility</b>	<b>Deaths</b>	<b>Property Damage</b>
<b>Davis Dorm, Washington St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Gaines Dorm, Nelson St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Graham Lees Dorm, Washington St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Woods Creek East Apt., East Denny Cir.</b>	0	0	N/A	N/A	N/A	N/A
<b>Woods Creek Central Apt., East Denny Cir.</b>	0	0	N/A	N/A	N/A	N/A
<b>Woods Creek West Apt., East Denny Cir.</b>	0	0	N/A	N/A	N/A	N/A
<b>Alpha Delta Pi Sorority, 12 Frank Parsons Way</b>	0	0	N/A	N/A	N/A	N/A
<b>Chi Omega Sorority, 2 Frank Parsons Way</b>	0	0	N/A	N/A	N/A	N/A
<b>Kappa Alpha Theta Sorority, 4 Frank Parsons Way</b>	0	0	N/A	N/A	N/A	N/A
<b>Delta Society, 8 Frank Parsons Way</b>	0	0	N/A	N/A	N/A	N/A
<b>Kappa Kappa Gamma Sorority, 10 Frank Parsons Way</b>	0	0	N/A	N/A	N/A	N/A

<b>Residential Facility</b>	<b>Total Fires</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Injuries Requiring a Medical Facility</b>	<b>Deaths</b>	<b>Property Damage</b>
<b>Pi Beta Phi Sorority, 6 Frank Parsons Way</b>	0	0	N/A	N/A	N/A	N/A
<b>E-Sports, 101 N. Jefferson</b>	0	0	N/A	N/A	N/A	N/A
<b>Chi Psi Fraternity, 5 Lee Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Kappa Alpha Fraternity, 300 E. Nelson</b>	0	0	N/A	N/A	N/A	N/A
<b>Kappa Sigma Fraternity, 220 E. Nelson</b>	0	0	N/A	N/A	N/A	N/A
<b>Lambda Chi Alpha Fraternity, 225 E. Nelson</b>	0	0	N/A	N/A	N/A	N/A
<b>Phi Delta Theta Fraternity, 5 Henry St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Phi Gamma Delta Fraternity, 112 Preston St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Phi Kappa Psi Fraternity, 301 E. Washington St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Sankofa House, 11 N. Jefferson St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Pi Kappa Alpha Fraternity, 106 N. Main St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Pi Kappa Phi Fraternity, 201 E. Washington St.</b>	0	0	N/A	N/A	N/A	N/A

<b>Residential Facility</b>	<b>Total Fires</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Injuries Requiring a Medical Facility</b>	<b>Deaths</b>	<b>Property Damage</b>
<b>ARC House, 205 East Washington St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Sigma Chi Fraternity, 216 E. Nelson</b>	0	0	N/A	N/A	N/A	N/A
<b>Sigma Nu Fraternity, 4 Henry St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Sustainability House, 218 E. Nelson</b>	0	0	N/A	N/A	N/A	N/A
<b>Global Service House, 105 S. Lee Ave.</b>	1	1	(1) Cooking fire in kitchen.	N/A	N/A	N/A
<b>Outing Club Housing, 203 E. Washington St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Spanish Club Housing, 4/5 S. Lee Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Chavis House, 10 Lee Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>17 University Place, 210 N. Main St.</b>	0	0	N/A	N/A	N/A	N/A
<b>19 University Place, 212 N. Main St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Civic Building A, 312 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A
<b>Civic Building B, 314 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A
<b>Apartment C, 302 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A

<b>Residential Facility</b>	<b>Total Fires</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Injuries Requiring a Medical Facility</b>	<b>Deaths</b>	<b>Property Damage</b>
<b>Apartment D, 304 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A
<b>Apartment E, 209 Larry Stuart Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Apartment F, 207 Larry Stuart Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Apartment G, 205 Larry Stuart Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Apartment H, 201 Larry Stuart Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Apartment I, 101 Lewis John Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse J, 103 Lewis John Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse K, 105 Lewis John Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse L, 107 Lewis John Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse M, 109 Lewis John Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse N, 111 Lewis John Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse O, 306 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse P, 308 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse Q, 310 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A

Total Number of Fires: 1

Total Number of Persons with Fire-Related Injuries: 0

Total Number of Fire-Related Deaths: 0

Total Value of Property Damage Cause by Fire: \$0.00

**NOTE:** Public Safety employees make a report on all responses to fire alarms and any other reports of fires. They then provide a copy of the reports to the Director of Environmental Health and Safety who then completes any investigations necessary and completes the fire report log.

**Fire Safety Report 2021**

Summary: There were two (2) unintentional fires.

<b>Residential Facility</b>	<b>Total Fires</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Injuries Requiring a Medical Facility</b>	<b>Deaths</b>	<b>Property Damage</b>
<b>Davis Dorm, Washington St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Gaines Dorm, Nelson St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Graham Lees Dorm, Washington St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Woods Creek East Apt., East Denny Cir.</b>	0	0	N/A	N/A	N/A	N/A
<b>Woods Creek Central Apt., East Denny Cir.</b>	0	0	N/A	N/A	N/A	N/A
<b>Woods Creek West Apt., East Denny Cir.</b>	0	0	N/A	N/A	N/A	N/A
<b>Alpha Delta Pi Sorority, 12 Frank Parsons Way</b>	0	0	N/A	N/A	N/A	N/A
<b>Chi Omega Sorority, 2 Frank Parsons Way</b>	0	0	N/A	N/A	N/A	N/A
<b>Kappa Alpha Theta Sorority, 4 Frank Parsons Way</b>	0	0	N/A	N/A	N/A	N/A
<b>Delta Society, 8 Frank Parsons Way</b>	0	0	N/A	N/A	N/A	N/A

<b>Residential Facility</b>	<b>Total Fires</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Injuries Requiring a Medical Facility</b>	<b>Deaths</b>	<b>Property Damage</b>
<b>Kappa Kappa Gamma Sorority, 10 Frank Parsons Way</b>	0	0	N/A	N/A	N/A	N/A
<b>Pi Beta Phi Sorority, 6 Frank Parsons Way</b>	0	0	N/A	N/A	N/A	N/A
<b>E-Sports, 101 N. Jefferson</b>	0	0	N/A	N/A	N/A	N/A
<b>Chi Psi Fraternity, 5 Lee Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Kappa Alpha Fraternity, 300 E. Nelson</b>	0	0	N/A	N/A	N/A	N/A
<b>Kappa Sigma Fraternity, 220 E. Nelson</b>	0	0	N/A	N/A	N/A	N/A
<b>Lambda Chi Alpha Fraternity, 225 E. Nelson</b>	0	0	N/A	N/A	N/A	N/A
<b>Phi Delta Theta Fraternity, 5 Henry St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Phi Gamma Delta Fraternity, 112 Preston St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Phi Kappa Psi Fraternity, 301 E. Washington St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Sankofa House, 11 N. Jefferson St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Pi Kappa Alpha Fraternity, 106 N. Main St.</b>	0	0	N/A	N/A	N/A	N/A

<b>Residential Facility</b>	<b>Total Fires</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Injuries Requiring a Medical Facility</b>	<b>Deaths</b>	<b>Property Damage</b>
<b>Pi Kappa Phi Fraternity, 201 E. Washington St.</b>	0	0	N/A	N/A	N/A	N/A
<b>ARC House, 205 East Washington St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Sigma Chi Fraternity, 216 E. Nelson</b>	0	0	N/A	N/A	N/A	N/A
<b>Sigma Nu Fraternity, 4 Henry St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Sustainability House, 218 E. Nelson</b>	0	0	N/A	N/A	N/A	N/A
<b>Global Service House, 105 S. Lee Ave.</b>	2	1&2	Kitchen fire.	N/A	N/A	N/A
<b>Outing Club Housing, 203 E. Washington St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Spanish Club Housing, 4/5 S. Lee Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Chavis House, 10 Lee Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>17 University Place, 210 N. Main St.</b>	0	0	N/A	N/A	N/A	N/A
<b>19 University Place, 212 N. Main St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Civic Building A, 312 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A
<b>Civic Building B, 314 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A
<b>Apartment C, 302 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A
<b>Apartment D, 304 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A

<b>Residential Facility</b>	<b>Total Fires</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Injuries Requiring a Medical Facility</b>	<b>Deaths</b>	<b>Property Damage</b>
<b>Apartment E, 209 Larry Stuart Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Apartment F, 207 Larry Stuart Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Apartment G, 205 Larry Stuart Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Apartment H, 201 Larry Stuart Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Apartment I, 101 Lewis John Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse J, 103 Lewis John Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse K, 105 Lewis John Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse L, 107 Lewis John Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse M, 109 Lewis John Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse N, 111 Lewis John Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse O, 306 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse P, 308 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse Q, 310 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A

Total Number of Fires: 2

Total Number of Persons with Fire-Related Injuries: 0

Total Number of Fire-Related Deaths: 0

Total Value of Property Damage Cause by Fire: \$0.00

**NOTE:** Public Safety employees make a report on all responses to fire alarms and any other reports of fires. They then provide a copy of the reports to the Director of Environmental Health and Safety who then completes any investigations necessary and completes the fire report log.

## Fire Safety Report 2020

Summary: There were no unintentional fires.

Residential Facility	Total Fires	Fire Number	Cause of Fire	Injuries Requiring a Medical Facility	Deaths	Property Damage
<b>Davis Dorm, Washington St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Gaines Dorm, Nelson St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Graham Lees Dorm, Washington St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Woods Creek East Apt., East Denny Cir.</b>	0	0	N/A	N/A	N/A	N/A
<b>Woods Creek Central Apt., East Denny Cir.</b>	0	0	N/A	N/A	N/A	N/A
<b>Woods Creek West Apt., East Denny Cir.</b>	0	0	N/A	N/A	N/A	N/A
<b>Alpha Delta Pi Sorority, 12 Frank Parsons Way</b>	0	0	N/A	N/A	N/A	N/A
<b>Chi Omega Sorority, 2 Frank Parsons Way</b>	0	0	N/A	N/A	N/A	N/A
<b>Kappa Alpha Theta Sorority, 4 Frank Parsons Way</b>	0	0	N/A	N/A	N/A	N/A
<b>Delta Society, 8 Frank Parsons Way</b>	0	0	N/A	N/A	N/A	N/A
<b>Kappa Kappa Gamma Sorority, 10 Frank Parsons Way</b>	0	0	N/A	N/A	N/A	N/A

Residential Facility	Total Fires	Fire Number	Cause of Fire	Injuries Requiring a Medical Facility	Deaths	Property Damage
<b>Pi Beta Phi Sorority, 6 Frank Parsons Way</b>	0	0	N/A	N/A	N/A	N/A
<b>E-Sports, 101 N. Jefferson</b>	0	0	N/A	N/A	N/A	N/A
<b>Chi Psi Fraternity, 5 Lee Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Kappa Alpha Fraternity, 300 E. Nelson</b>	0	0	N/A	N/A	N/A	N/A
<b>Kappa Sigma Fraternity, 220 E. Nelson</b>	0	0	N/A	N/A	N/A	N/A
<b>Lambda Chi Alpha Fraternity, 225 E. Nelson</b>	0	0	N/A	N/A	N/A	N/A
<b>Phi Delta Theta Fraternity, 5 Henry St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Phi Gamma Delta Fraternity, 112 Preston St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Phi Kappa Psi Fraternity, 301 E. Washington St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Sankofa House, 11 N. Jefferson St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Pi Kappa Alpha Fraternity, 106 N. Main St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Pi Kappa Phi Fraternity, 201 E. Washington St.</b>	0	0	N/A	N/A	N/A	N/A
<b>ARC House, 205 East Washington St.</b>	0	0	N/A	N/A	N/A	N/A

Residential Facility	Total Fires	Fire Number	Cause of Fire	Injuries Requiring a Medical Facility	Deaths	Property Damage
<b>Sigma Chi Fraternity, 216 E. Nelson</b>	0	0	N/A	N/A	N/A	N/A
<b>Sigma Nu Fraternity, 4 Henry St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Sustainability House, 218 E. Nelson</b>	0	0	N/A	N/A	N/A	N/A
<b>Global Service House, 105 S. Lee Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Outing Club Housing, 203 E. Washington St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Spanish Club Housing, 4/5 S. Lee Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Chavis House, 10 Lee Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>17 University Place, 210 N. Main St.</b>	0	0	N/A	N/A	N/A	N/A
<b>19 University Place, 212 N. Main St.</b>	0	0	N/A	N/A	N/A	N/A
<b>Civic Building A, 312 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A
<b>Civic Building B, 314 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A
<b>Apartment C, 302 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A
<b>Apartment D, 304 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A
<b>Apartment E, 209 Larry Stuart Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Apartment F, 207 Larry Stuart Ave.</b>	0	0	N/A	N/A	N/A	N/A

Residential Facility	Total Fires	Fire Number	Cause of Fire	Injuries Requiring a Medical Facility	Deaths	Property Damage
<b>Apartment G, 205 Larry Stuart Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Apartment H, 201 Larry Stuart Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Apartment I, 101 Lewis John Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse J, 103 Lewis John Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse K, 105 Lewis John Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse L, 107 Lewis John Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse M, 109 Lewis John Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse N, 111 Lewis John Ave.</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse O, 306 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse P, 308 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A
<b>Townhouse Q, 310 Augusta Square</b>	0	0	N/A	N/A	N/A	N/A

Total Number of Fires: 0

Total Number of Persons with Fire-Related Injuries: 0

Total Number of Fire-Related Deaths: 0

Total Value of Property Damage Cause by Fire: \$0.00

**NOTE:** Public Safety employees make a report on all responses to fire alarms and any other reports of fires. They then provide a copy of the reports to the Director of Environmental Health and Safety who then completes any investigations necessary and completes the fire report log.

**NOTE:** Public Safety employees make a report on all responses to fire alarms and any other reports of fires. They then provide a copy of the reports to the Director of Environmental Health and Safety who then completes any investigations necessary and completes the fire report log.

## Fire Safety Systems

Summary: All residential facilities have fire alarm monitoring, a full sprinkler system, smoke detectors, fire extinguishers and have four evacuation drills per year.

Facility	Fire Alarm Monitoring is done off-site by Emergency 24 and reported to the Fire Dept. and to our Public Safety Office	Partial <sup>1</sup> Sprinkler System	Full <sup>2</sup> Sprinkler System	Smoke Detector	Fire Extinguishers	Evacuation Plans and Placards	Evacuation Drills Per Year
Davis Dorm, Washington St. (used only for overflow)	X		X	X	X	Plans	4
Gaines Dorm, Nelson St.	X		X	X	X	X	4
Graham Lees Dorm, Washington St.	X		X	X	X	X	4

<b>Facility</b>	<b>Fire Alarm Monitoring is done off-site by Emergency 24 and reported to the Fire Dept. and to our Public Safety Office</b>	<b>Partial<sup>1</sup> Sprinkler System</b>	<b>Full<sup>2</sup> Sprinkler System</b>	<b>Smoke Detector</b>	<b>Fire Extinguishers</b>	<b>Evacuation Plans and Placards</b>	<b>Evacuation Drills Per Year</b>
<b>Woods Creek East Apt., East Denny Cir.</b>	X		X	X	X	Plans	4
<b>Woods Creek Central Apt., East Denny Cir.</b>	X		X	X	X	Plans	4
<b>Woods Creek West Apt., East Denny Cir.</b>	X		X	X	X	Plans	4
<b>Alpha Delta Pi Sorority, 12 Frank Parsons Way</b>	X		X	X	X	Plans	4
<b>Chi Omega Sorority, 2 Frank Parsons Way</b>	X		X	X	X	Plans	4

Facility	Fire Alarm Monitoring is done off-site by Emergency 24 and reported to the Fire Dept. and to our Public Safety Office	Partial <sup>1</sup> Sprinkler System	Full <sup>2</sup> Sprinkler System	Smoke Detector	Fire Extinguishers	Evacuation Plans and Placards	Evacuation Drills Per Year
<b>Kappa Alpha Theta Sorority, 4 Frank Parsons Way</b>	X		X	X	X	Plans	4
<b>Delta Sorority, 8 Frank Parsons Way</b>	X		X	X	X	Plans	4
<b>Kappa Kappa Gamma Sorority, 10 Frank Parsons Way</b>	X		X	X	X	Plans	4
<b>Pi Beta Phi Sorority, 6 Frank Parsons Way</b>	X		X	X	X	Plans	4

<b>Facility</b>	<b>Fire Alarm Monitoring is done off-site by Emergency 24 and reported to the Fire Dept. and to our Public Safety Office</b>	<b>Partial<sup>1</sup> Sprinkler System</b>	<b>Full<sup>2</sup> Sprinkler System</b>	<b>Smoke Detector</b>	<b>Fire Extinguishers</b>	<b>Evacuation Plans and Placards</b>	<b>Evacuation Drills Per Year</b>
<b>E-Sports, 101 N. Jefferson</b>	X		X	X	X	Plans	4
<b>Chi Psi Fraternity, 5 Lee Ave.</b>	X		X	X	X	Plans	4
<b>Kappa Alpha Fraternity, 300 E. Nelson St.</b>	X		X	X	X	Plans	4
<b>Kappa Sigma Fraternity, 220 E. Nelson St.</b>	X		X	X	X	Plans	4

Facility	Fire Alarm Monitoring is done off-site by Emergency 24 and reported to the Fire Dept. and to our Public Safety Office	Partial <sup>1</sup> Sprinkler System	Full <sup>2</sup> Sprinkler System	Smoke Detector	Fire Extinguishers	Evacuation Plans and Placards	Evacuation Drills Per Year
<b>Lambda Chi Alpha Fraternity, 225 E. Nelson St.</b>	X		X	X	X	Plans	4
<b>Phi Delta Theta Fraternity, 5 Henry St.</b>	X		X	X	X	Plans	4
<b>Phi Gamma Delta Fraternity, 112 Preston St.</b>	X		X	X	X	Plans	4
<b>Phi Kappa Psi Fraternity, 301 E. Washington St.</b>	X		X	X	X	Plans	4

Facility	Fire Alarm Monitoring is done off-site by Emergency 24 and reported to the Fire Dept. and to our Public Safety Office	Partial <sup>1</sup> Sprinkler System	Full <sup>2</sup> Sprinkler System	Smoke Detector	Fire Extinguishers	Evacuation Plans and Placards	Evacuation Drills Per Year
Sankofa House, 11 N. Jefferson St.	X		X	X	X	Plans	4
Pi Kappa Alpha Fraternity, 106 N. Main St.	X		X	X	X	Plans	4
Pi Kappa Phi Fraternity, 201 E. Washington St.	X		X	X	X	Plans	4
ARC House, 203 West Washington St.	X		X	X	X	Plans	4

<b>Facility</b>	<b>Fire Alarm Monitoring is done off-site by Emergency 24 and reported to the Fire Dept. and to our Public Safety Office</b>	<b>Partial<sup>1</sup> Sprinkler System</b>	<b>Full<sup>2</sup> Sprinkler System</b>	<b>Smoke Detector</b>	<b>Fire Extinguishers</b>	<b>Evacuation Plans and Placards</b>	<b>Evacuation Drills Per Year</b>
<b>Sigma Chi Fraternity, 216 E. Nelson St.</b>	X		X	X	X	Plans	4
<b>Sigma Nu Fraternity, 4 Henry St.</b>	X		X	X	X	Plans	4
<b>Sustainability House, 218 E. Nelson St.</b>	X		X	X	X	Plans	4
<b>Global Services House, 105 S. Lee Ave.</b>	X		X	X	X	Plans	4
<b>Outing Club Housing, 203 E. Washington St.</b>	X		X	X	X	Plans	4

<b>Facility</b>	<b>Fire Alarm Monitoring is done off-site by Emergency 24 and reported to the Fire Dept. and to our Public Safety Office</b>	<b>Partial<sup>1</sup> Sprinkler System</b>	<b>Full<sup>2</sup> Sprinkler System</b>	<b>Smoke Detector</b>	<b>Fire Extinguishers</b>	<b>Evacuation Plans and Placards</b>	<b>Evacuation Drills Per Year</b>
<b>Spanish Club Housing, 4/6 S. Lee Ave.</b>	X		X	X	X	Plans	4
<b>Chavis House, 10 Lee Ave.</b>	X		X	X	X	Plans	4
<b>17 University Place, 210 N. Main St.</b>	X			X	X	Plans	4
<b>19 University Place, 212 N. Main St.</b>	X			X	X	Plans	4
<b>Civic Building A, 312 Augusta Square</b>	X		X	X	X	Plans	4

<b>Facility</b>	<b>Fire Alarm Monitoring is done off-site by Emergency 24 and reported to the Fire Dept. and to our Public Safety Office</b>	<b>Partial<sup>1</sup> Sprinkler System</b>	<b>Full<sup>2</sup> Sprinkler System</b>	<b>Smoke Detector</b>	<b>Fire Extinguishers</b>	<b>Evacuation Plans and Placards</b>	<b>Evacuation Drills Per Year</b>
<b>Civic Building B, 314 Augusta Square</b>	X		X	X	X	Plans	4
<b>Apartment C, 302 Augusta Square</b>	X		X	X	X	Plans	4
<b>Apartment D, 304 Augusta Square</b>	X		X	X	X	Plans	4
<b>Apartment E, 209 Larry Stuart Avenue</b>	X		X	X	X	Plans	4
<b>Apartment F, 207 Larry Stuart Avenue</b>	X		X	X	X	Plans	4

<b>Facility</b>	<b>Fire Alarm Monitoring is done off-site by Emergency 24 and reported to the Fire Dept. and to our Public Safety Office</b>	<b>Partial<sup>1</sup> Sprinkler System</b>	<b>Full<sup>2</sup> Sprinkler System</b>	<b>Smoke Detector</b>	<b>Fire Extinguishers</b>	<b>Evacuation Plans and Placards</b>	<b>Evacuation Drills Per Year</b>
<b>Apartment G, 205 Larry Stuart Avenue</b>	X		X	X	X	Plans	4
<b>Apartment H, 201 Larry Stuart Avenue</b>	X		X	X	X	Plans	4
<b>Apartment I, 101 Lewis John Avenue</b>	X		X	X	X	Plans	4
<b>Townhouse J, 103 Lewis John Avenue</b>	X		X	X	X	Plans	4
<b>Townhouse K, 105 Lewis John Avenue</b>	X		X	X	X	Plans	4

<b>Facility</b>	<b>Fire Alarm Monitoring is done off-site by Emergency 24 and reported to the Fire Dept. and to our Public Safety Office</b>	<b>Partial<sup>1</sup> Sprinkler System</b>	<b>Full<sup>2</sup> Sprinkler System</b>	<b>Smoke Detector</b>	<b>Fire Extinguishers</b>	<b>Evacuation Plans and Placards</b>	<b>Evacuation Drills Per Year</b>
<b>Townhouse L, 107 Lewis John Avenue</b>	X		X	X	X	Plans	4
<b>Townhouse M, 109 Lewis John Avenue</b>	X		X	X	X	Plans	4
<b>Townhouse N, 111 Lewis John Avenue</b>	X		X	X	X	Plans	4
<b>Townhouse O, 306 Augusta Square</b>	X		X	X	X	Plans	4
<b>Townhouse P, 308 Augusta Square</b>	X		X	X	X	Plans	4

Facility	Fire Alarm Monitoring is done off-site by Emergency 24 and reported to the Fire Dept. and to our Public Safety Office	Partial <sup>1</sup> Sprinkler System	Full <sup>2</sup> Sprinkler System	Smoke Detector	Fire Extinguishers	Evacuation Plans and Placards	Evacuation Drills Per Year
<b>Townhouse Q, 310 Augusta Square</b>	X		X	X	X	Plans	4

\*1. Partial Sprinkler System is defined as having sprinklers in the common areas only. \*2. Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.

Policies or Rules on Health, Fire, and Life Safety Systems, Portable Electrical Appliances, Smoking, and Open Flames in Student Housing Facilities

Students are required to read and comply with the information in the "Student Handbook," the "RESIDENCE HALL FIRE SAFETY & PREVENTION" brochure, and listed in the "Housing Contract."

The following residence life regulations have been enacted in the best interest of students residing on campus. Resident Advisors, Community Assistants, and Fire Safety and Public Safety officers are primarily responsible for enforcing these regulations.

1. The members of each residential section will reach a consensus on the standards of social responsibility by which they will abide during the academic year. The statement of social responsibility includes standards of responsible conduct which reflect a sense of appropriateness and decorum, and a concern for the rights and sensibilities of others, be they residents, guests or visitors. Statements of social responsibility **MUST** include a provision for quiet hours daily from 11 p.m. to 8 a.m.
2. The University provides a card-access exterior security system in the first-year residence halls, Woods Creek Apartments, Village apartments and townhouses, and many of the fraternity, sorority, and theme houses, in addition to key entry doors for individual rooms. Students should never prop open exterior doors or manipulate locking mechanisms in any way (\$100 fine). Students are expected to lock the doors to their rooms and assume individual responsibility for their personal property and general safety and security.
3. Students must respect the rights of their roommates, housemates and neighbors.
4. The following regulations pertaining to University property and to the health and safety of residents are outside the scope of statements of social responsibility and remain effective throughout the academic year for all residence halls, including Woods Creek, the Village, fraternity, sorority and theme houses:
  - A. All Washington and Lee housing facilities are **smoke-free**. This includes, but is not limited to: cigarettes, cigars, e-cigarettes such as Juul, vapors, oils, hookahs or any other smoking devices. Smoking is not permitted in any areas of the residence halls or houses, including student rooms, hallways, balconies, porches, stairwells and breezeways. Smoking is not permitted within 25 feet of any building containing residential units.
  - B. Room assignments
    - i. Students are required to reside in the apartment/townhouse/room to which they have been assigned. No Student may change rooms or move to other University housing without prior approval from Residence Life. Any Student violating this policy will be referred to the Dean overseeing Student Conduct and may be assessed a \$100 fee. Absent extenuating circumstances, Students may not change rooms during the first two weeks of the fall or winter terms. Room changes are allowed only at the discretion of Residence Life staff or the Class Deans.
    - ii. Unassigned/vacant rooms in housing facilities are to remain locked at all times. No Student may use unassigned rooms for storage or for any other use.
  - C. Guests

Guests are permitted to stay in University housing no longer than three consecutive nights without permission of a Residence Life staff member. These visits should not exceed six days within a four-week period and must be pre-approved by all residents of the room. Guests, non-students or students visiting a facility to which they are not formally assigned or from off-campus, must abide by all University policies and regulations. Host students may be responsible for policy violations and/or all damages to the premises caused by their invited guests. It is the responsibility of the host student to inform his or her guest(s) of all applicable University policies.
  - D. Health, fire and life safety systems

- i. These systems are designed to protect people and property. These items are of critical importance and are maintained and monitored by the University. Tampering with or disabling such equipment puts lives at risk.
- ii. Any student who deliberately activates the fire alarm system, for reasons other than that of fire prevention, will receive an automatic fine of \$500 and will be referred to the Student Judicial Council (SJC). Defacing, destroying or inappropriate use of life safety equipment is considered a violation of University policy and depending upon the violation, could be considered a felony offense in the Commonwealth of Virginia. Examples include but are not limited to tampering with fire alarm panels or pull alarms, smoke detectors, fire extinguishers, sprinkler heads, exit signs and emergency lights.
- iii. Types of violations and associated fines:
  - a. Smoke Detectors - disabling or removal, putting the device in a bag, or placing tape or other material over the smoke sensor is prohibited. Fine - \$250
  - b. Sprinklers - covering the device with anything or hanging items from sprinkler heads and sprinkler piping is prohibited. Fine - \$250
  - c. Fire Extinguishers - Discharging a fire extinguisher as a prank or removing a fire extinguisher from its location. Fine - \$250
  - d. Failure to vacate a building during a fire alarm - \$250
  - e. Vandalism to fire extinguisher cabinet. Fine - \$100
  - f. Exit Signs - Vandalism, taking or possessing a University exit sign. Fine - \$500
  - g. Fire Rated Doors - Disabling door from closing or latching properly. Fine - \$250
  - h. Smoking in University housing, including apartments, townhouses, residence halls, fraternity, sorority, or theme houses. Fine - \$250
  - i. Smoking on porches or balconies of residence halls, fraternity, sorority, or theme houses
    - 1. First Offense - warning
    - 2. Subsequent Offenses - fine of \$250 and conduct referral as appropriate
  - j. Only fire-rated curtains are permitted on residential windows. No flags or tapestries are permitted. Fine - \$100
  - k. Candles (used or unused) or other open flames, such as torches, are prohibited
    - 1. First Offense - warning and items confiscated
    - 2. Subsequent Offenses - fine of \$250, items confiscated, and/or conduct referral as appropriate
  - 1. Use of Extension Cords
    - 1. First Offense - warning and items confiscated
    - 2. Subsequent Offenses - fine of \$100, items confiscated, and/or conduct referral as appropriate

- m. The use of decorations or other materials that are not fire retardant or has the ability to damage facilities are prohibited. Examples include but are not limited to: sawdust, bales of hay or straw, loose hay or straw, bamboo, Styrofoam peanuts, plastic materials, any pyrotechnics or cold spark machines, and cloth material. The use of sand or water is not permitted within 50 feet of a facility. Fine - \$250. Questionable items should be brought to the attention of the Director of Environmental Health and Safety.
  - n. Roof access is strictly prohibited on all buildings including residence halls, apartments, townhouses, fraternities, sororities, and theme houses. Only authorized W&L employees are approved to access roofs. Fine - \$250
  - o. Ledges/Windows - Sitting on ledges or dangling out of windows is strictly prohibited. Fine - \$250
  - p. Means of egress - At NO time shall a means of egress (entrance/exit, hallway or stairwell) be blocked/narrowed with furniture, trash, or any personal items. Fine - \$50 per item and/or bag of trash removed by University Facilities
  - q. Wall coverings of flammable or combustible material cannot exceed 50% of wall space. Fine - \$100
  - r. Trash in hallway, breezeway or in stairwell MUST be removed in a timely manner to not become excessive and block egress or pose a potential fire hazard. Fine - \$100
  - s. Storage of Flammable Liquids (gasoline, lighter fluid), propane cylinders or charcoal inside of an apartment or on a wooden porch or balcony is strictly prohibited. Fine - \$250
  - t. Flammable or combustible materials used as decorations on fire-rated bedroom doors cannot exceed 25% of door facing. Fine - \$100
  - u. All incidents of this nature will be thoroughly investigated. The University has a zero-tolerance policy pertaining to tampering with fire and life safety equipment. Repeat offenders will be fined double for a second violation.
- E. Any damage to facilities (caused by nailing or sticking up posters, breaking windows, damaging furniture, etc.) is charged to the person who damages the property. Charges for damage done to common areas will be apportioned equally among residents of the particular hall, apartment, or house involved in cases in which a responsible party is not known.
  - F. University furniture may not be removed from University housing at any time, including placement on patios or balconies.
  - G. Bunked and lofted beds should never be placed next to windows.
  - H. Window screens may not be removed from windows. All window air conditioners must be registered with the Office of Residence Life and installed by University Facilities personnel. Throwing any object, solid or liquid, out of a residence hall window or off any balcony or landing is strictly prohibited. Food, plants, or other items are not permitted on outside windowsills, landings, or ledges.

- I. Clothing, posters, banners, flags, or any other form of messages, may not be displayed from windows or placed on columns, banisters, balconies, or railings on the exterior of a building or residential unit.
- J. Students are prohibited from climbing onto outside ledges, accessing roofs, and leaning out balconies and windows.
- K. Objects are not to be hung from any pipes, pipe chases, and sprinkler heads.
- L. Students must be present when holiday lights are on. Only non-flammable or fire-retardant decorations may be used. Curtains, clothing, paper, and other flammables must be kept away from all wires. Banners and sheets must not be placed over any lights or hung from ceilings. Decorations may not be hung from ceilings.
- M. Live Christmas trees must be installed and cared for in accordance with University guidelines. Contact Residence Life staff for a copy of the Guidelines.
- N. No luggage, storage containers, or similar personal items (including athletic gear) are allowed in hallways, attics, balconies, patios, breezeways or commons areas. Limited storage for these items may be available in the indoor bicycle storage room in Gaines, the basement of Woods Creek and certain theme houses.
- O. In-room refrigerators and microwaves must fit W&L's size and energy-use specifications - see letter P. There is a limit of one microwave per Village apartment/townhouse and Woods Creek apartment kitchen. Electrical appliances such as stereos, televisions, computers, hair dryers, gaming consoles, etc. may be used within the electrical usage guidelines stated in these regulations. All appliances/electronics should have an Energy Star rating, if possible.
- P. Use of electric outlets is subject to reasonable standards of safety. Maximum wattage for double outlets is 1500 watts. Only 1363 UL approved power strips with circuit breakers are approved. Up to 6 items may be plugged into a power strip, but not to exceed 1500 watts. Extension cords or multi-prong wall adaptors; plugging a multi-prong adaptor into a power strip; daisy chaining extension cords; daisy chaining power strips, etc. are all prohibited.
- Q. Prohibited items in ALL University housing include extension cords, electric space heaters, portable dishwashers, ceiling fans, refrigerators larger than 3.1 cubic feet, freezers, portable or window air conditioners, deep fryers, and indoor/outdoor propane/charcoal/smoker grills. The following cooking appliances are allowed ONLY in theme house, Village apartment/townhouse and Woods Creek apartment kitchens (they are prohibited in individual bedrooms or other common spaces): toasters, air fryers, coffee machines with automatic shut-off, panini/sandwich press, and small toaster ovens. ONLY the following appliances are allowed within bedrooms (singles, doubles, and triples) of all housing facilities: small coffee machine with automatic shut-off, one microwave per room, no more than two refrigerators no larger than 3.1 cubic feet (MicroFridge rental is recommended; discuss room space with roommate(s) before purchasing more than one fridge); no other cooking appliances are allowed in individual bedrooms anywhere on campus.
- R. The following are also strictly prohibited:

- i. Alcoholic beverages are prohibited in all first-year residence halls. In the upper-division residences, students who are 21 years of age or older may use and possess alcoholic beverages in accordance with the Commonwealth of Virginia laws within their assigned room.
- ii. Any illegal drug paraphernalia, including but not limited to smoking devices and water pipes.
- iii. Any type of weapon, including but not limited to firearms, components of firearms, explosives, live ammunition, blowguns, BB guns, air guns, stun weapons, sling shots, swords, machetes and knives (except pocket knives having a folding metal blade of less than three inches).
- iv. Possession or use of fireworks, pyrotechnics, cold spark machines or explosives of any kind on campus.
- v. Water bombs, water fights, or water beds.
- vi. Pets, except fish (one five-gallon tank maximum per resident) and emotional assistance animals approved by the Title IX Coordinator and Director of Disability Resources in advance pursuant to University policy and protocol as a reasonable accommodation for a qualifying disability. Service animals will be allowed in accordance with the University's Policy on Use of Service Animals on Campus.
- vii. The use of indoor athletic/recreation equipment. This includes but is not limited to soccer balls, basketballs, lacrosse balls, baseballs, darts/dart boards or any other equipment that could cause bodily injury, damage to facilities, fire safety concerns, within University housing. The use of hard balls (baseballs, lacrosse balls, etc.) in the Washington Street Park, Graham-Lees, and Gaines quads.
- viii. Hall sports and horseplay in University housing.
- ix. Loft beds (except those assembled and approved by W&L Facilities staff). No cinder blocks or personal loft kits.
- x. Incense or candles (used or unused), halogen lights or lamps, or any open flame or other incendiary agent.
- xi. Use of unmanned aerial vehicles (drones) in or near University housing or on University property.
- xii. Use or storage of any flammable liquids and solvents (gasoline, kerosene, propane, etc.) in or near student rooms or living areas.
- xiii. Portable appliances such as space heaters, washing machines, dishwashers, deep fryers, electric grills, or indoor air conditioners.
- xiv. Use or storage of mini-bikes, self-balancing two-wheel motorized boards, self-propelled electric scooters, and similar devices, also known as Hover boards, Segways, IO Hawks, Skywalkers, etc.
- xv. Extension cords and multi-prong adapters except power strips with a circuit breaker that are UL 1363.
- xvi. Use or storage of digital/3D printers in student rooms or elsewhere in campus housing living areas.
- xvii. Hot tubs, inflatable or otherwise, indoors or outdoors. Inflatable pools and slip and slides are also not permitted.
- xviii. Fog or bubble machines.

5. Violation of the statements of social responsibility or any of the above regulations may result in temporary or permanent removal from housing and discipline consistent with applicable University policies. Vandalism and deliberate destruction of University property are included.
6. If a student violates the University Policy on Illegal Drugs/Controlled Substances in University housing and is a resident of University housing, the Vice President for Student Affairs and Dean of Students or designee may remove the student from housing without refund. If the student resides in a University fraternity or sorority and violates the University Policy on Illegal Drugs/Controlled Substances in a fraternity or sorority house, the House Corporation, in accordance with the Standards for Fraternities/Sororities, may remove the student from the house without refund.
7. The terms and conditions of each student's Housing Agreement with the University are incorporated by reference within these Residence Hall regulations.

#### Procedures for Student Housing Evacuation in the Case of a Fire

When the alarms sound, immediate evacuation is mandatory and reentry to a building is prohibited until Campus Public Safety has given proper clearance approval. Residents who have physical or other concerns are requested to notify Residential Life staff so that additional assistance during emergencies can be arranged if necessary.

In the event of a fire, the University expects that all campus community members will immediately evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the Public Safety Office. Students and/or staff are informed where to assemble in order to do a head count and make sure everyone is out or the location of anyone that might be left in the building.

RA's and CA's are trained to do a quick check of their areas of the building to make sure everyone has exited except when there is smoke or fire that is putting them in jeopardy and then they are to exit immediately.

Employees and Students who have been properly trained by the University Director of Environmental Health and Safety to operate a fire extinguisher may attempt to extinguish an incipient stage fire if they have the proper extinguisher and feel safe in doing so. No other students or employees are to attempt to use a fire extinguisher but are to exit immediately. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

#### Fire Safety Education and Training Programs Provided to Students and Employees

Fire safety education programs are taught to all RA's and CA's, Facility Management personnel, Athletic Department Grounds and Custodial personnel, Public Safety Officers, Scene Shop Students, and offered on a voluntary basis for the entire campus community. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the college's fire safety policies. During these programs, trainers emphasize that participating in fire drills is mandatory. They are also advised that in the event persons do not exit during a fire drill that they will be fined \$250.

Fire safety education and training programs are taught by the Director of Environmental Health and Safety, who is experienced in fire safety matters.

If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a predetermined location before calling 911 for help. They are to remain in that location so that those in charge of the building or someone from the Public Safety Office has documented that all the students have left the building. RA's and CA's are instructed to pull the fire alarm as they are leaving the building if the fire alarm is not already activated and they can do so without risking their safety.

#### Fire Drills

The University conducts four (4) unannounced fire drills per year in each student housing facility. The first fire drill is conducted within the first 10 days of class and one is conducted after sunset and before sunrise. Each drill is timed and evaluated to ensure residents are able to hear the alarm, exit properly and if lighting is adequate, etc. Any deficiencies are addressed immediately. Fire drills are conducted by the Director of Environmental Health and Safety, the Fire & Life Safety Systems Technician, the Safety Compliance Coordinator and Public Safety Officers.

It is mandatory that everyone exits during a fire drill (or an actual fire). Those occupants failing to exit during the drill will be fined \$250.

#### List of the Titles of Each Person or Organization to Whom Students and Employees Should Report That a Fire Occurred

Per federal law, Washington and Lee University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the **non-emergency** numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the Public Safety Office may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact the following:

- Public Safety Office/Dispatch (540) 458-8400

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

#### Plans for Future Improvements in Fire Safety, if Determined Necessary by the University

The University plans to continue to upgrade older fire alarm systems as needed. The University will continue to include the monitoring of all fire alarm systems by an outside agency when new systems are brought online. All Campus fire Alarm Systems are by Emergency 24 Monitoring. Emergency 24 notifies Rockbridge Emergency Communications Center (ECC) and Washington & Lee University's Public Safety Office of all fire alarms.

<sup>1</sup>The EMET consists of: President; Provost; Vice President for Student Affairs and Dean of Students; Vice President for Finance and Treasurer; Chief Legal Officer and General Counsel; Dean of the Law School; Director of Public Safety; Associate Director of Public Safety and Director of Emergency Management; Vice President of Communications and Strategic Initiatives; Executive Director of University Facilities; Chief Technology Officer; Director of

Student Health and Counseling Services/University Physician; Director of Environmental Health and Safety; Executive Director of Human Resources.