

Annual Security Report

October 1, 2010



Hollins University
Roanoke, Virginia



ANNUAL SECURITY REPORT 2010

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Introduction

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” requires colleges and universities to report annually, information regarding their campus security policies and campus crime statistics. This document is Hollins University’s Annual Security Report in compliance with the Clery Act. The Annual Security Report contains the newest required changes and additions as mandated by the Higher Education Opportunity Act of 2008.

Hollins University is committed to providing a campus environment in which each student and employee feels safe and secure. Campus safety and security is the responsibility of all members of the campus community. As students make up the largest percentage of this group, safety and security is highly impacted by student actions. The University coordinates its effort, and maintains a close relationship, with local law enforcement officials. From time to time, the Division of Student Affairs conducts residence hall programs on crime awareness and safety.

The Annual Security Report is prepared by the Chief of the Hollins University Security Department, in conjunction with information provided by the HU Judicial Coordinator, the Roanoke County Police Department, Security Officer Incident Reports, and Confidential Crime Reports submitted by designated Campus Security Authorities. This report is published to the Hollins University Web Site, to My.Hollins and is available on the HU Security Department Web Site as well. Much effort has gone into the preparation of this report. Paper copies are available in the HUSD and the document is printable from all electronic posting areas.

Annual Fire Safety Report Statement

Hollins University has chosen to issue a separate Annual Fire Safety Report. Both the Annual Security Report and the Annual Fire Safety Report will be electronically distributed to the HU Campus Community by October 1st of each calendar year as well as posted on the My.Hollins network. Paper copies of both reports are available at HUSD Headquarters in Botetourt Hall.

Department Mission

The Hollins University Security Department, HUSD, strives to create an atmosphere of security and safety to allow students to concentrate on academic issues and to allow employees to concentrate on student service and education.

The department’s objective is to work with all persons to preserve life, maintain human rights, protect property, and promote individual responsibility and community commitment. We believe it is our primary goal to maintain a safe and secure environment, and to provide campus security service for all persons living, working and visiting within the university.



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The men and women of the HUSD serve both the Mission of the University, and the Mission of the Department. Our department motto, *to protect, serve, and educate*, shows a firm commitment to the university and to the people who are the university community.

Department Authority

The HUSD employs ten Security Officers who are authorized to enforce university policies, rules, and regulations. HU Security Officers are not law enforcement officers and therefore have no authority to arrest or perform criminal investigations for referral to criminal court. HU Security Officers do file student judicial referrals and testify during student judicial proceedings. HU Security enforces policies on the use of alcohol, illegal drugs, and the possession of weapons on campus.

Investigation of Alleged Criminal Offenses

Roanoke County Police patrol the off-campus area near the university and investigate criminal incidents on campus property. The HUSD works closely with the RCPD; however there is no written Mutual Aid Agreement or Memoranda of Understanding between Hollins University and Roanoke County. As a private university, the Roanoke County Police Department is the official law enforcement agency that provides law enforcement response and investigation on campus property.

Location and Duties

The HUSD, located in Botetourt Hall, provides 24/7/365 security, dispatch, and information services to the campus community. HU Officers are linked to the Dispatcher and each other by two-way radios. The officers conduct foot and vehicle patrols of the campus grounds, academic and administrative buildings, and residence halls with increased emphasis during the hours of darkness. HU Security Officers also provide additional duties such as personal safety escorts on campus, enforcing all parking regulations, and assisting with special events.

How to Contact HU Security

The HU Security Department has a Dispatch Center located within the main lobby of the HUSD in Botetourt Hall. The dispatch center is staffed and operational 24 hours a day, seven days a week, throughout the year. The on campus emergency number, **6911**, directly connects any campus phone with the HUSD and should be used when police, fire, or medical response is required or there is a threat to community safety. This number is also published in the university telephone directory and student handbook. For information and other non-emergency calls, students and employees should dial the 24-hour non-emergency number, **362-6419**.

Emergency Call Boxes

Hollins University has 12 emergency phones located at various strategic points around the campus community, ten of which can be identified by a blue light atop metal or wooden poles. Blue lights are lit and visible at night. By pressing the red button, the caller opens a direct telephone line to the HUSD Dispatcher. The dispatcher will see a



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display showing the location of the caller. The caller can talk directly to the dispatcher and the line will remain open until the dispatcher ends the call. The emergency phone at the front of the Dana Building is a red phone to signify that it is an emergency phone. The university campus is well lit with lighting in parking lots, on building entrances, and along walkways on campus.

Crime Reporting

All crimes, traffic collisions, medical and fire incidents should be immediately reported to the HUSD, through the on campus **6911** number, to the non-emergency number 362-6419, or by use of the emergency call boxes on campus. The immediate reporting of any crime, especially sexual assaults, assists in the preservation of evidence, which may be necessary to convict a person involved in such criminal activity. If the victim wishes to report the crime to the local police, then the Roanoke County Police will be called to the scene. Students should report any suspicious looking individuals or circumstances immediately to the HUSD. A policy of “better safe than sorry” is prudent whenever the personal safety of the student is concerned. HUSD Officers are immediately dispatched to all reported crimes and an incident report with case number will be filed. HUSD Officers are responsible for timely updates to all cases that are assigned to them. **Always report crimes no matter how small they may seem. HUSD can do nothing about crimes unless they are reported.** Hollins also operates a ‘Silent Witness’ program where community members may go online to report ‘tips’ on incidents and crimes and remain anonymous. HUSD has established a solid working relationship with the Roanoke County Police Department through which local crime statistics and other criminal and incident information that may impact or relate to the campus community is discussed on a continuous basis.

Confidential Crime Reporting

Crimes may be reported confidentially to a “Campus Security Authority” by means of a special form that will be forwarded to the HUSD Chief within 24 hours. Confidential crimes will not be ‘investigated’ by HU security or local police, but will be recorded in the Daily Crime Log, and reported to the Department of Education if one of the reportable crimes listed in the Clery Act. Timely notice will also be issued as a result of confidential crime reports if it is necessary to warn the community of a potential threat to others. Timely notice applies only to crimes specified in the Clery Act. The below list of University Titles have been identified as ‘Campus Security Authorities’ for Hollins University. Although pastoral and professional counselors are exempt from Clery crime reporting, Hollins University encourages these professionals to refer persons that they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics and Daily Crime Log.

1. VP for Academic Affairs
2. VP for Finance and Administration
3. Dean of Academic Services



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4. Associate Dean, Cultural and Community Engagement
5. Dean of Students
6. Director of Housing and Residence Life
7. Director of Student Activities and Organizations
8. Residential Learning Coordinator(s)
9. HRL Graduate Assistant(s)
10. Resident Assistants
11. Director of the Career Center
12. Director and Assistant Director of the Batten Leadership Institute
13. Director of Athletics
14. Basketball Coach(s)
15. Golf Coach(s)
16. Lacrosse Coach(s)
17. Riding Coach(s)
18. Soccer Coach(s)
19. Swimming Coach(s)
20. Tennis Coach(s)
21. Director of HOP
22. Athletic Trainer

Campus Crime Prevention

Crime prevention lectures and programs are available through the Roanoke County Police Department Crime Prevention Unit for all students, faculty, and staff, and crime prevention information is available through the HU Security Department Website.

The Student's Responsibility

The cooperation and participation of individual students in a campus safety program is absolutely essential. Students must accept responsibility for their own personal safety and the security of their belongings by taking common sense precautions. They should walk on lighted sidewalks near emergency alarms when walking at night and should walk in pairs whenever possible. Room doors should be locked at night and anytime the room is unoccupied. Valuable items should be stored out of sight and safeguarded by locks whenever possible. Cars should be parked in assigned areas and kept locked at all times with valuable items locked in the trunk out of sight. Please refer to the Student Handbook as it serves as a guide to Hollins. It contains information on student government, campus activities, traditions, policies, people, and the Roanoke area.



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Daily Crime Log

The HU Security Department must maintain a public log of all reported crimes and make the crime log for the most recent 60-day period open to public inspection during normal business hours. . .any portion of the log older than 60 days must be available within 2 business days of a request for public inspection. Crimes reported by way of a local police report or campus security incident reports are included in the crime log with a case number assigned. **Voluntary confidential reports** made to other “Campus Security Authorities” are included in the annual crime statistics report under the Clery Act, and are included in the crime log with a regular case number assigned.

Crime log case numbers do not run sequentially. The HU Security Department assigns a case number for all reportable incidents, both criminal and non-criminal. Only case numbers generated for criminal activity are listed in the crime log.

Each crime’s information is recorded as below:

Nature (Classification); Case Number; Date and Time Reported; Date and Time Occurred; General Location; Disposition (if known)

Crimes are in chronological order. The most recent crimes are at the bottom of the list.

Note: Confidential Crime Reports are included in the Daily Crime Log with a regular case number and are recorded with the date reported to the Campus Security Authority. The Chief of Security receives confidential reports and prepares a case report on the available information. Dispositions for confidential reports will be ‘confidential crime report’

Timely Warning Policy Statement

Campus-wide timely warnings are provided to give students, faculty, and staff timely notification of crimes and other events that may represent a serious or ongoing threat to the campus community and to heighten safety awareness. Timely warnings may also seek information that may lead to arrest and conviction of the offender when violent crimes against persons or substantial crimes against property have been reported

The HU Security Department is responsible for issuing a timely warning when a crime is reported to or brought to the attention of the HU Security Department or other campus security authorities, and that crime represents a serious or ongoing threat to the safety of members of the University community. Information for timely warnings may also come from other law enforcement authorities. Every attempt will be made to issue the warning as soon as possible after the incident is reported to the HU Security Department;



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however, the release is subject to the availability of accurate facts concerning the incident. Warnings are created by the combined efforts of the HU Security Department, the President, the Vice President for Finance and Administration, and the Director of Public Relations, and are distributed by the HU Security Department.

The HU Security Department may prepare a timely warning whenever a report is received of a violent crime against a person or a substantial crime against property on or near campus that represents a serious or ongoing threat to the safety of students, faculty and staff. Crimes for which a timely warning may be appropriate include, but are not limited to: Murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, arson, motor vehicle theft, and hate crimes. Timely warnings typically include the following information, if known:

1. A succinct statement of the incident, including the nature and severity of the threat and locations or persons who might be affected;
2. Any connection to previous incidents;
3. Physical description and/or composite drawing of the suspect;
4. Date and time the warning was released;
5. Other relevant and important information, such as any bias motive, the gender of the victim, and/or student/non-student status; and/or
6. Appropriate safety tips.

Depending on the particular circumstances of the incident, timely warnings may be distributed by any one or more of the following means:

1. Posting on the campus-wide electronic bulletin board on the My.Hollins website under "announcements";
2. Via the Hollins University e-mail system;
3. Posting on the HUSD website;
4. Posting on the front doors of residence halls and/or other locations;
5. News releases;
6. Campus media;
7. Door to door notification in residence halls by HRL staff.

Anyone with information warranting a timely warning should report the circumstances to the HU Security Department, by phone 540-362-6419 or in person at the HU Security Department in Botetourt Hall.



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POLICIES AND REGULATIONS

Hollins University has designed policies and regulations to expedite the safe and orderly conduct of Hollins University business. These policies apply to all community members, contract vendors, and all visitors of Hollins University. The regulations are enforceable on all properties owned or controlled by the University.

Alcohol and Drug Policy Statement

Alcohol may be used on campus only in accordance with Virginia ABC regulations. The university complies with the Drug-Free Schools and Community Act Amendments of 1989. Information on the university drug policy is found in the employee and student handbooks and in the paragraph below.

Hollins prides itself in providing an environment in which all members of the community can develop intellectually, personally, and professionally. Since excessive use of alcohol may not only cause physical and mental harm, but also interfere with the professional life of all members of the university community, the university strongly disapproves of excessive use of alcohol by any of its members. Reporting to work or performing one's job while under the influence of alcohol is cause for disciplinary action, up to and including dismissal. Disciplinary action will also be taken when disruptive or destructive behavior related to alcohol becomes evident. The primary objective of the university is, however, to provide education about the use of alcohol and its consequences. Alcohol dependency will be treated as an illness and anyone with an alcohol problem will be offered help through counseling or referrals to appropriate programs and support groups. The storage, possession and consumption of alcoholic beverages by anyone over 21 on university property is permitted only in accordance with Virginia state law, which means that drinking of alcoholic beverages in public spaces is prohibited, as is intoxication in public. **A public place is any place or building which the public has or is permitted to have access.** According to Virginia state law, the purchase, possession, and consumption of alcoholic beverages by persons under the age of 21 is prohibited, those 21 and older may not purchase or distribute alcohol for anyone under age. The university does not provide any sanctuary from the law, and persons who furnish alcoholic beverages to anyone under the age of 21 may be subject to civil liability and criminal prosecution. It is often hard to determine a person's age without asking for proper identification. It is the responsibility of the faculty, administration and staff to understand and adhere to the student alcohol policy. Sponsors of university events are asked to refrain from offering alcoholic beverages if a large number of underage persons are expected to attend. At any event at which alcoholic beverages are served, attractive non-alcoholic beverages and food must be made readily available for the duration of the event.

Since the consumption of drugs frequently causes physical and mental harm to users, and interferes with their ability to carry on their professional and personal lives, it is the intent of Hollins University to provide a drug-free workplace and campus environment. Since the use of some drugs is illegal, the university cannot, under any circumstances, tolerate the use of controlled substances by a member of the Hollins community. The primary



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objective of the university is to provide education about the misuse of illegal drugs and its consequences. The university will treat drug dependency as an illness and anyone with a drug-related problem will be offered help through counseling or referrals to appropriate programs and support groups. However, the university will employ no person who is known or suspected to be a user or distributor of drugs. The use or possession of illegal drugs within the campus environment or during working hours is strictly prohibited. Violation of this policy is cause for immediate disciplinary action. Anyone who distributes illegal drugs will be dismissed from the university and may be subject to criminal prosecution by appropriate federal or state authorities. Hollins University does not provide sanctuary from state and federal laws, which regulate the use of drugs. Law enforcement agents have jurisdiction on campus, and, when in possession of the proper documents, may legally make arrests and search any room or building without prior notice to the university. The university cannot protect an accused person from the consequences of an arrest or conviction on or off campus.

Sexual Assault Policy Statement

The Office of Health and Counseling Services and The Sexual Assault Response & Awareness Program (SARA) provides several programs during the school year to promote the awareness of rape, acquaintance rape and all other sexual offenses. Any student involved in a sexual assault will be offered counseling services through Health and Counseling Services and other resources available in the community such as SARA. Victims of sexual assault are encouraged to make a report to HUSD and Roanoke County Police. This action does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made at a later date. The earlier an incident is reported, the easier it is to collect valuable evidence. Victims have the option of keeping their report of sexual assault in complete confidence, protecting their right to anonymity, when making a report through Health and Counseling Services or SARA. The victim will be provided assistance to change academic and living situations, as necessary.

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

Weapons Policy Statement

Weapons of any kind, including firearms, are prohibited on the university grounds except in the possession of law enforcement or HUSD personnel. The complete Hollins University weapons prohibition policy can be viewed on My.Hollins under Campus Services, Human Resources channel.

Campus Sex Crime Prevention Act

The federal Campus Sex Crimes Prevention Act became effective in October of 2002. The law requires institutions of higher education to issue a statement advising the university community where to obtain law enforcement agency information provided by



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the State concerning registered sex offenders. It mandates that sex offenders already required registering in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. In the Commonwealth of Virginia convicted sex offenders must register with the *Sex Offender and Crimes against Minors Registry* maintained by the Virginia Department of State Police. Information concerning offenders registered may be disclosed to any person requesting information on a specific individual in accordance with the law.

Each public and private two- and four-year institution of higher education physically located in the Commonwealth shall electronically transmit enrollment data including (i) complete name, (ii) social security number or other identifying number, (iii) date of birth, and (iv) gender to the Department of State Police, in a format approved by the State Police, for comparison with information contained in the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry File, for all applicants that are offered acceptance to attend the institution. This data shall be transmitted before such time that an applicant becomes a "student in attendance" pursuant to 20 U.S.C. 1232g (a) (6) at that institution. However, institutions with a rolling or instantaneous admissions policy shall report enrollment in accordance with guidelines developed by the Department of State Police in consultation with the State Council of Higher Education and the Virginia Community College System. Such guidelines shall be developed no later than January 1, 2007.

The Virginia State Police web site has further information and searches for information on offenders by location or name can be done electronically at:

<http://sex-offender.vsp.virginia.gov/sor/>

Disciplinary Actions Statement

In cases where probable cause exists to believe that a student may be involved in a violation of the laws of the Commonwealth, the university may initiate charges through the Roanoke County criminal court system and/or through the university's judicial system. Violations of university policy may result in a charge filed through the university judicial system. The Dean of Students, or designee, may initiate disciplinary action for violations committed by members of the university student community.

Residence Hall Security Statement

All exterior doors to the student residence halls are locked 24 hours a day (except the front doors of Main and East residence halls). Students are responsible for locking their own individual rooms. Male guests in residence halls must be escorted at all times by the student they are visiting. Student rooms in newer residence halls have deadbolts, but some older residence hall rooms have conventional door locks. A two part system is required for entry into a student's residence- first, the exterior door, and second, the door to the student's room. Tinker, Randolph, West, East, and Main Residence Halls now have ID card access systems which allow only authorized persons to enter the exterior



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doors of the three residence halls. As funds permit, additional Residence Halls will be fitted with ID card access systems.

Building Security and Maintenance Statement

The Department of Plant Operations and Services maintains university buildings and grounds with concern for safety and security. HU Security Officers inspect facilities on every duty tour, write repair orders, and follow up to ensure prompt repairs. Repairs affecting personal or residence hall security are made the same day. While administrative buildings are secured after normal business hours, some academic buildings are open 24/7 for student access. Two Academic Buildings will be fitted with Card Reader security devices in the Fall Term 2010 to restrict unauthorized persons from accessing the buildings after normal class periods. HU Security Officers, to ensure the safety of the community, patrol all 24/7 buildings. Some university facilities are equipped with video camera surveillance systems. The Hollins University Apartments are camera equipped and monitored 24/7 at the HUSD Dispatch Center.

Emergency Response and Evacuation Procedures Statement

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

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

The President (or her designee), after receiving notification from governmental authorities that an emergency has been declared for this area, or that an obvious emergency condition exists or has occurred on campus property, shall determine when emergency procedures are to be placed in effect, including the interruption of classes and normal administrative functions. The President (or her designee) will convene a meeting of the EOS members at the designated Emergency Operations Center or alternate place, if necessary. Recommendations may be provided by the Vice Presidents, the Dean of Students, The Director of Plant Operations and Services, and the Chief of Security. After normal university hours and on weekends and holidays, the HU Security Department will be responsible for monitoring possible emergency conditions and/or notification to the President and if necessary to the Emergency Operations Staff of a current emergency situation that has occurred on campus. HU Security Officers will notify the HUSD Dispatcher of field emergencies that are occurring. The HUSD Dispatcher will notify the Chief of Security so that he/she can authorize notification of other EOS members. The Chief of Security will confer with the Vice President for Finance and Administration. The Emergency Operations Staff is comprised of the following members:



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- ✓ President
- ✓ Vice President for Academic Affairs
- ✓ Vice President for Finance and Administration
- ✓ Vice President for External Relations
- ✓ Dean of Students
- ✓ Chief Information Officer
- ✓ Chief of Security
- ✓ Director of Plant Operations and Services
- ✓ Director of Dining Services
- ✓ Director of Health Services
- ✓ Director of Public Relations
- ✓ Director of Housing & Residence Life
- ✓ University Chaplain

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

Hollins University has installed an Area Warning System to be used for extreme threats to community safety. These two extreme threats are a violent intruder situation and a severe weather situation. We have designated these two types of extreme threats as “Take Cover” incidents with specific response procedures. A “Take Cover” notification utilizes a loudspeaker/siren combination as well as university e-mail, university phone system, cell phone text messages, building emergency coordinators, and university personnel equipped with two-way radios. The HUSD Dispatch Center also has direct two-way communications with the Roanoke County Emergency Communications Center to be used during a violent intruder situation.

Hollins University will perform a test of the emergency response and evacuation procedures on an annual basis, and publicize the procedures in conjunction with the one test per calendar year. The University will document a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced.

Missing Student Notification Policy and Procedures Statement

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



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If a member of the University community has reason to believe that a resident student is missing, contact HU Security at (540) 362-6419 immediately. The initial university security investigation will begin as a Welfare Concern and will be upgraded to a Missing Persons incident once local police file a missing person report and take over the investigation.

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

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

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

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

1. A University representative will attempt to notify the resident’s designated emergency contact person.
2. If the student is under 18 years of age, a University representative will contact the custodial parent or legal guardian.
3. HU Security will inform the appropriate law enforcement agency.

Investigation will continue in collaboration with law enforcement officers as appropriate.

****NOTE:** In order to avoid jurisdictional conflicts when an off-campus/commuter student is believed to be missing, the reporting person should notify local law enforcement authorities and HU Security. University staff will assist the police with their investigation.



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CAMPUS CRIME STATISTICS

The statistical information provided below complies with the required reporting of the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act. Crime statistics for the most recent three-year periods are published. These statistics reflect incidents reported to Hollins University Security Department and Roanoke County Police Department, and involve incidents occurring on campus, in residential housing and in areas adjacent to the university campus.

The statistical data reported is compiled from records maintained by the HUSD, the Dean of Student's, and the Roanoke County Police Department. The criminal offenses are classified using the FBI's uniform crime reporting system definitions. The "Clery Act" defines the location categories used. The reader should keep in mind that some crime victims may choose not to report offenses to campus security or local law enforcement authorities and that violations listed may result in both arrest and disciplinary referral for the same offense. Other types of unacceptable conduct such as thefts and vandalism occur on university campuses. All criminal activity is detrimental to the University community, and strong measures including dismissal are taken against offenders.

Definitions:

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could, and probably would, result in serious personal injury if the crime were successfully completed.)

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary

The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safe-cracking; and all attempts to commit any of the aforementioned.

Destruction, Damage, or Vandalism of Property

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



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Drug Law Violations

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

Hate Crimes

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

Intimidation

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

Larceny-Theft

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

Liquor Law Violations

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

Manslaughter by Negligence

The killing of another person through gross negligence.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joy riding.)

Murder and Non-negligent Manslaughter

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

Non-campus Building or Property

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



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Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

On Campus

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

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

On Campus Student Housing Facility

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

Public Property

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

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sex Offenses

Forcible:

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his or her youth).

Forcible Sodomy: Oral or anal sexual intercourse with another person forcibly and/or against that person's will; or not forcibly or against the person's will where



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the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will; or not forcible and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Non-Forcible

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Simple Assault

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

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

FOR FURTHER INFORMATION

Further information about campus security can be obtained from the HUSD located in Botetourt Hall or by calling extensions 6419 and 6501, or by accessing the HUSD website at: www1.hollins.edu/security2.htm.

CAMPUS CRIME STATISTICS 2010

The statistical information provided complies with the required reporting of the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act. Crime statistics for the most recent three-year periods are published. These statistics reflect incidents reported to the Hollins University Security Department and involve incidents occurring on campus, in residential housing and in areas adjacent to the university campus.

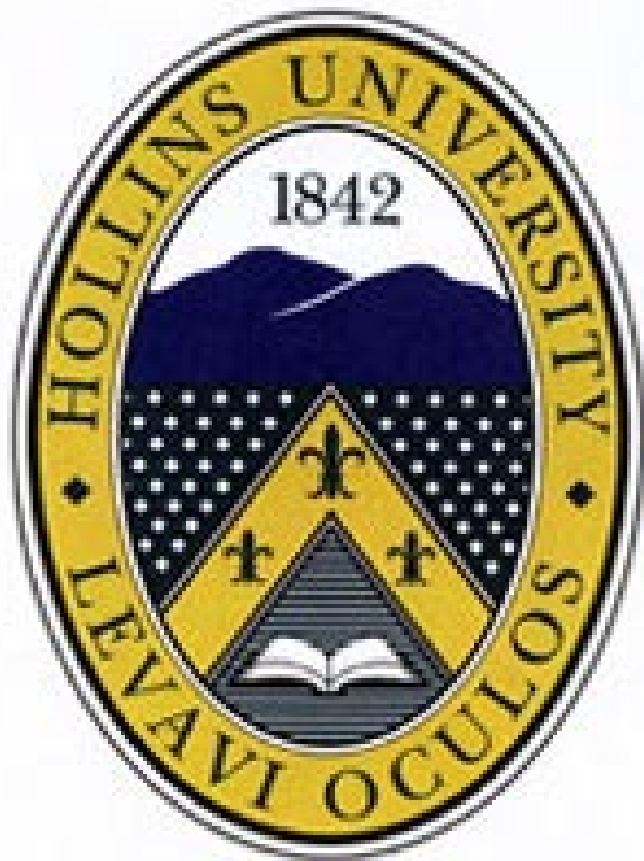
HOLLINS UNIVERSITY CAMPUS SAFETY	On Campus Total			On Campus Residence Hall			Non-Campus Building/Property			Public Property		
	07	08	09	07	08	09	07	08	09	07	08	09
Criminal Offenses												
Murder/Non-negligent	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	1	0	0	1	0	0	0	0	0	0	0	0
Non-Force Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	5	2	4	4	1	2	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	07	08	09	07	08	09	07	08	09	07	08	09
Arrests	1	1	3	1	1	2	0	0	0	0	0	0
Referrals	9	11	8	9	11	8	0	0	0	0	0	0
Drug Law Violations	07	08	09	07	08	09	07	08	09	07	08	09
Arrests	4	0	1	4	0	1	0	0	0	0	0	0
Referrals	7	1	2	7	1	2	0	0	0	0	0	0
Weapons Law Violations	07	08	09	07	08	09	07	08	09	07	08	09
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	07	08	09	07	08	09	07	08	09	07	08	09
Race	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sex Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0

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

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

Annual Fire Safety Report

October 1, 2010



Hollins University
Roanoke, Virginia



ANNUAL FIRE SAFETY REPORT 2010

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ANNUAL FIRE SAFETY REPORT 2010

Introduction

The Annual Fire Safety Report is published by Hollins University in compliance with the Higher Education Opportunity Act of 2008 and applies to on campus student housing facilities of the university.

The Higher Education Opportunity Act (HEOA) requires two (2) new safety-related requirements from institutions that participate in federal student aid programs:

- 1) **Fire Log:** Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire that occurs in on-campus student housing facilities. Hollins University complies with this rule by including all fire-related incidents in the Daily Fire Log. To view this information for the current year, please visit the Hollins University Security Department website at www1.hollins.edu/security2, or a paper copy is available for viewing in the HU Dispatch Center of Security Headquarters.
- 2) **Annual Fire Safety Report:** Institutions with on-campus student housing facilities must publish annually a fire report that provides information on campus fire safety practices and standards. Hollins University complies with this regulation by including all fire-related incidents at on-campus student housing facilities in a separate Annual Fire Safety Report. Information contained in this annual fire report includes: number and cause of fires at all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of regular mandatory supervised fire drills; and policies on portable electrical appliance, smoking and open flames. The Annual Fire Report must include three (3) years of data.*

Revisions to the Higher Education Opportunity Act (HEOA) for Fire Safety and reporting were finalized in 2010. Therefore, only the 2009 year data is currently available.

Hollins University is committed to providing a campus environment in which each student and employee feels safe and secure. Campus fire safety is the responsibility of all members of the campus community. As students make up the largest percentage of this group, fire safety is highly impacted by student actions. The University coordinates its effort, and maintains a close relationship, with local fire department officials. From time to time, the Division of Student Affairs conducts residence hall programs on fire awareness and safety.

The Annual Fire Safety Report is currently prepared by the Chief of the Hollins University Security Department, in conjunction with information provided by Security Officer Incident Reports, the Director of Plant Operations and Services, and the Director of Housing and Residence Life. This report is published to the Hollins University Web Site, to My.Hollins, and is available on the HU Security Department Web Site as well. Much effort has gone into the



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preparation of this report. Paper copies are available in the HUSD and the document is printable from all electronic posting areas.

Annual Security Report Statement

Hollins University has chosen to issue a separate Annual Security Report. Both the Annual Security Report and the Annual Fire Safety Report will be electronically distributed to the HU Campus Community by October 1st of each calendar year as well as posted on the My.Hollins network. Paper copies of both reports are available at HUSD Headquarters in Botetourt Hall.

On Campus Housing Fire Statistics

Hollins University operates nine on-campus student residence halls. The tables in Appendix A indicate the fire safety equipment in each hall as well as fire events for the past calendar year. Fire alarm systems are networked and monitored 24/7 at the HU Security Department Dispatch Center. When an alarm is activated HU security officers are immediately dispatched in addition to the Roanoke County Fire Department. HU Security Dispatchers have two way radio communications with the Roanoke County Emergency Communications Center and can converse with fire department personnel while they are enroute to the university.

Definitions:

Fire

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

Fire Drill

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

Fire Safety System

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

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

On Campus Student Housing Facility

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



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Supervised Fire Drills

Fire and evacuation drills are conducted in the residence halls each semester. The drills are supervised and conducted by the Director of Housing and Residence Life. Students must participate in the fire drills and it is a violation of the HU student conduct code to not evacuate during a drill.

Evacuation Policy and Procedures

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

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

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

Fire Safety Violations and Prohibitions

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

- Nothing may be hung from or attached to ceilings or other horizontal surfaces above the head.
- Nothing may be hung or draped over electrical outlets, smoke detectors, lamps, or other items with the potential to ignite the item through excessive heat exposure.
- Nothing may be hung from sprinkler pipes, or within 18" of any sprinkler head.
- Electrical outlets and extension cords may not be overloaded.
- All extension cords must be UL (Underwriter Laboratory) certified and should not run across open areas of the floor. Extension cords used for refrigerators and air conditioners must be of the heavy-duty type with circuit breakers.
- Surge protectors should be UL approved. Instead of extension cords, use surge protectors for multiple plugs. Surge protectors should not be linked to other surge protectors or be placed underneath carpets.



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- The smoke detector battery must remain in the smoke detector. In the event that the battery needs to be replaced, the student should contact a HRL staff member immediately.
- Burning candles and/or incense is prohibited in residence hall rooms or common areas. Evidence of violations will result in disciplinary action and immediate removal of all candles.
- The use of halogen and multi-colored floor lamps is prohibited in residence hall rooms or common areas. Having such lamps will result in disciplinary action and immediate removal of the lamp.
- No flammable materials or equipment that contains flammable materials (such as camping stoves, lanterns, etc.) may be stored in residence halls.
- Live Christmas trees are not allowed in residence halls. HRL staff in each building will provide guidelines for holiday decorations to residents.
- Keep room clear of fire hazards that are created through the accumulation of potentially flammable materials such as newspapers, magazines, boxes, etc.
- SMOKING is not permitted in any residence hall.
- Fireworks, flammable liquids or other hazardous materials are not permitted in Residence Halls.
- Tampering with fire alarm or fire protection systems or deliberating causing a false fire alarm are violations of the student conduct code and students found responsible are subject to strict sanctions and/or criminal charges.

Fire Safety Education and Training

Resident Learning Coordinators, Graduate Assistants, and Resident Assistants are personnel who live in and supervise the university's residence halls. These personnel receive annual fire safety, evacuation, and extinguisher training prior to residential students arriving for the fall semester. The staff holds educational floor meetings when students arrive on campus at which fire safety and evacuation procedures are covered with the resident students. Fire evacuation routes and procedures are posted in each residence hall.

The Hollins University Emergency Procedures Guide, which is distributed to Emergency Operations Staff and published on the university website, outlines procedures for building evacuation and response to fire alarms.

The Director of Plant Operations and Services maintains an active working relationship with the Roanoke County Fire Marshall and consults with his office on matters of fire safety when questions arise. The Fire Marshall's office conducts periodic inspections of campus facilities and provides fire safety information to new students during New Student Check-In in the Fall Term.

Plans for Future Fire Safety Improvements

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



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On Campus Housing Reported Fires

Fire Statistics 2009 Calendar Year				
Residence Hall	Total Number of Fires	Fire Related Deaths	Fire Related Injuries	Amount of Damage to Property
Apartments	1	0	0	\$25.00
Carvin Residence	0	0	0	\$0
East Residence	0	0	0	\$0
French House	0	0	0	\$0
Main Residence	0	0	0	\$0
Randolph Residence	0	0	0	\$0
Sandusky Residence	0	0	0	\$0
Tinker Residence	1	0	0	\$50.00
West Residence	0	0	0	\$0

NOTES:

1. Apartments; fire caused by food burning inside the oven.
2. Tinker Residence; fire caused by unattended birthday cake candles.

On Campus Housing Fire Safety Systems

Fire Safety Systems					
Residence Hall	Monitored Detection and Alarm	Smoke Detectors	Pull Stations	Sprinkler System	Fire Extinguishers
Apartments	NO	YES	YES	NO	YES
Carvin Residence	YES	YES	YES	YES	YES
East Residence	YES	YES	YES	YES	YES
French House	YES	YES	YES	YES	YES
Main Residence	YES	YES	YES	YES	YES
Randolph Residence	YES	YES	YES	NO	YES
Sandusky Residence	YES	YES	YES	YES	YES
Tinker Residence	YES	YES	YES	NO	YES
West Residence	YES	YES	YES	YES	YES

NOTES:

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