

BRIDGEWATER COLLEGE ANNUAL SECURITY REPORT AND ANNUAL FIRE SAFETY REPORT

September 26, 2014

Annual Security Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Act”) requires colleges and universities to report annually information regarding their campus security policies and campus crime statistics. This report is submitted in compliance with the Act.

Bridgewater College is committed to providing a campus environment in which each student and employee feels safe and secure. Campus safety is the responsibility of all members of the extended College family. As students make up the largest percentage of this group, safety is highly impacted by student actions. The College coordinates its efforts, and maintains a close relationship, with local law enforcement officials. The Department of Student Life conducts residence hall programs on crime awareness and safety.

Much effort has gone into planning and outlining procedures to be followed in the event of the many types of emergencies that can occur on a college campus. The College’s security policies are described for students and employees in different ways to take into account, among other things, the residential nature of the relationship of most students with the College. Both policies are instructive for the whole community, however, and are described in this letter.

General Procedures for Reporting a Crime or Emergency

Students, faculty, staff, guests, and community members are encouraged to promptly report all crimes and safety issues to the Campus Police and Safety Department for the protection of the entire campus community, to aid in providing timely warning notices to the campus community, and to ensure inclusion in the annual crime statistics. Each Campus Safety Officer carries a cell phone and can be reached by calling extension 5609 on the College phone system, or 540-828-5609 from outside the College phone system. Additionally, for any emergency one can contact 911 and an appropriate emergency response will be dispatched. Emergency “blue light” Call Boxes have been installed in the Geisert Hall, Kline Campus Center, and McKinney Hall parking lots. The Call Boxes are placed so that they are accessible without exiting a car, if necessary. Properly used, these Call Boxes should serve as an enhancement to our security posture in three of our largest parking lots. An emergency telephone is also located under the blue light at the entrance to the campus police office at 122 College View Drive.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Campus Police or, in his absence, the Sergeant of Campus Police, constitutes an ongoing or

continuing threat, a campus wide “timely warning” will be issued through the College’s email system to students, faculty and staff. The names of victims will be withheld as confidential. In addition to the procedures for complying with the “timely warning” requirements of the Act, the College has instituted an emergency alert system that permits the rapid communication of emergency information to the campus community through both the text message capabilities of cell phones, as well as email. Several campus officials, including the Chief of Campus Police, have the authority to broadcast a message using this system alerting the campus community of an emergency that may involve an immediate threat of injury.

Policies for Reporting the Annual Disclosure of Crime Statistics

This report is prepared in cooperation with the Campus Police and Safety Department, the Department of Student Life, and local law enforcement agencies. Each campus entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Campus Police, Campus Security Authorities (including but not limited to deans, department heads, Student Life officials, advisors to students/student organizations, and coaches), and local law enforcement agencies. Counseling services staff inform their clients of the procedures to report crimes to the Campus Police on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to report crime statistics disclosed confidentially during such sessions.

Each year, an e-mail notification is made to all enrolled students and faculty and staff that provides the web site to access this report. The web site address is a part of employment applications, and is on admissions web pages. Printed copies of the Annual Security Report are available from the Office of the President as well as from the Chief of Campus Police and Safety.

List of Officials to whom Student and Employees Should Report Criminal Offenses

Although we encourage the reporting of campus criminal activity to the Bridgewater College Campus Police and Safety Department, in some instances members of the campus community may choose to file a report with one of the other Campus Security Authorities. Any reportable crime made to a Campus Security Authority can be immediately transmitted to the Campus Police. For reporting purposes at Bridgewater College, Campus Security Authorities have been designated as:

- Campus Police and Safety Department
- Executive Vice President
- Vice President and Dean for Academic Affairs
- Associate Dean for Academic Affairs
- Dean of Students
- Associate Dean of Students
- Title IX Coordinator and Deputy Title IX Coordinators
- Director of Mediation and Conduct Services
- Director of Residence Life
- Director of Academic Support Services
- Director of Career Services and Internships
- Director of Multicultural Services

- Director of Intramurals
- Director of Human Resources
- Faculty and Staff Advisors to Student Organizations
- Area Coordinators
- Senior Resident Advisors
- Residence Assistants
- Director of Kline Campus Center
- Director of Student Activities
- Director of Student Health
- College Nurse
- Athletic Director
- Associate Athletic Director
- Athletic Team Coaches and Assistant Coaches
- Cheerleading coach
- Dance coach
- Director of Aquatics
- Athletic trainers

Bridgewater College pastoral and professional counselors are encouraged to tell their clients about the reporting procedures outlined in this document. As noted below, confidential reports/anonymous reports are extremely valuable in order to prevent further victimization and to obtain a more accurate portrait of Bridgewater College campus crime.

Confidential Reporting Procedures

If the victim of a crime does not want to pursue action within the College system or the criminal justice system, he/she may still want to consider making a confidential report. With the victim's permission, the Chief of Campus Police can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while allowing the College to take steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the College.

Safety and Security in the Residential Community - Access and Maintenance

During business hours, the College (excluding housing facilities) are open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key or College magnetic ID card.

Bridgewater College offers traditional residence halls and new apartment-style complexes that provide on campus housing for approximately 1,500 students. Security safeguards within the residence halls include 24/7 secured access requiring either a key or a College magnetic ID card for entrance, and external door prop alarm systems. Professional Area Coordinators and student Residence Assistants, all of whom are members of the Department of Student Life staff, live on campus and provide 24-hour staff coverage.

Although Bridgewater College is a safe campus, this does not mean that students should not be conscious of safety issues. Locking residence hall room doors is very important. Students are advised to lock their rooms any time they are vacant and at night. Students also are advised not to prop open exterior doors to the residence halls. These doors are locked to help ensure students' safety; they do not lock students in the building. Students are informed that the Campus Police and Safety Office, an Area Coordinator, or a Residence Assistant should be notified if a student sees someone who does not belong in a residence hall, parking lots, or other campus locations. Any student who is viewed as a serious threat to the wellbeing of a member of the campus community may be removed from the College.

Campus Police and Safety personnel, as well as Area Coordinators and student Residence Assistants, are tasked with reporting to the Facilities Department areas of campus that may create safety concerns. The safety committee of the Student Senate walks the campus with Facilities Department personnel to review lighting and safety conditions on campus.

Campus Police and Safety Department

The Campus Police and Safety Department strives to make the Bridgewater College campus a pleasant and safe place to live, study and work. It is the purpose of the Department to work with all members of the campus community to preserve life, maintain human rights, protect property, promote individual responsibility, and fulfill community commitments.

The Department is a recognized police agency by the Virginia Department of Criminal Justice Services. The Chief of the Department, Nicholas Picerno, and Sergeant Rick Biller, are sworn police officers, and have full law enforcement authority on campus and can investigate crime, make arrests and enforce all laws. The Chief of Police and Sergeant Biller have both completed active-shooter training.

The campus is patrolled 7 days a week, 24 hours a day by campus safety officers. Their responsibility is the security of the campus and the protection of the campus community and Bridgewater College assets. The office of the Campus Police and Safety Department is located at 122 College View Drive, one of the public streets that run through campus. The Chief of Campus Police can be reached by phone at 540-828-5761, and by email at npicerno@bridgewater.edu. Campus Safety Officers can be contacted at 540-828-5609.

The Chief of the Campus Police and Safety Department reports to the Executive Vice President. During daytime office hours, phone contact can be made with the Executive Vice President at 540-828-5307. The email contact for the Executive Vice President is rferguso@bridgewater.edu.

Campus Police personnel work closely with local, state, and federal law enforcement agencies and have direct radio communication with local and county law enforcement. By mutual agreement with state and federal agencies, the Campus Police and Safety Department maintains an NLETS terminal (National Law Enforcement Telecommunications Network). Through this system police personnel can access the National Crime Information Computer system as well as the Virginia Criminal Information Network. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state, and federal law enforcement information.

Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations is monitored and reported to Campus Police. This information is provided to the Dean of Students for any action or follow-up that may be required. If minor offenses involving College rules and regulations are committed by a Bridgewater College student, the Campus Police and Safety Department will refer the individual to the Department of Student Life.

The Bridgewater College Campus Police Department and the Town of Bridgewater Police Department have a mutual aid/concurrent jurisdiction agreement. Bridgewater College does not have any officially-recognized student organizations with off-campus locations.

Prompt Reporting

Bridgewater College campus community members are strongly encouraged to immediately report criminal activity and suspicious persons to the Campus Police and Safety Department. Incidents that may or may not be crimes may also be reported to Campus Security Authorities. Each Campus Safety Officer carries a cell phone and can be reached by calling extension 5609 on the College phone system, or 540-828-5609 from outside the College phone system. Additionally, for any emergency one can contact 911 and an appropriate emergency response will be dispatched.

Pastoral/Counselor Reporting Procedures

Licensed counselors and campus pastoral counselors are exempt from reporting requirements under applicable law. Bridgewater College encourages counselors and clergy, if and when they deem it appropriate, to inform those whom they counsel of the procedures for reporting crimes on a voluntary, confidential basis for inclusion into the Security Report.

Programs to Inform Students and Employees about Campus Security

New students are informed during orientation sessions at the beginning of each academic year about security and campus safety procedures and practices. Also described are typical types of crime situations that might arise on campus, and how to avoid them through crime prevention measures, including personal safety tips.

There is also an orientation program for area coordinators, senior resident advisors, and residence assistants that includes crime prevention and security information. The program generally describes the security resources available, including a description of the responsibilities of safety and police personnel, crime reporting procedures and use of the security telephones.

Campus Police officers also provide crime prevention sessions in each residence hall. These sessions are held both in the fall and spring semesters. Additionally, a Campus Police officer conducts two RAD (Rape Aggression Defense) courses each school year for female students.

Campus Police and Safety personnel are available to provide escort assistance on campus to members of the campus community upon request twenty-four hours a day. Students and staff are

encouraged to utilize this service anytime they feel uncomfortable with walking across campus. Students and staff are requested to call Campus Police and Safety at 828-5609 to request escort assistance.

Throughout all security programs a common theme is stressed: every member of the College community is responsible not only for her/ his own safety, but also for the safety of others. Individuals are encouraged to report any unusual or suspicious person or circumstances promptly to the Campus Police and Safety Department. In addition, Campus Police and Safety encourages the accurate and prompt reporting of all crimes when the victim of such crime elects or is unable to make such a report.

New employees are provided with information regarding security and campus safety procedures and practices, including a description of the responsibilities of safety and police personnel, crime reporting procedures and use of the security telephones.

Policies Applicable to Students

The security policies of the College applicable to students are set forth principally in *The Eagle*, which is the College's student handbook. The following information is from the 2014-2015 edition of *The Eagle*: <http://www.bridgewater.edu/files/EagleStudentHandbook.pdf>

General Expectations. The College assumes that members of the student body will exhibit mature and responsible behavior. The policies and regulations of the campus are designed to encourage students in this direction. However, as long as a person is a member of the student body, the College expects that each student will function in a manner that will reflect creditably on the College. Thus, unseemly conduct by individual students or interpersonal behavior which violates acceptable community standards of conduct will subject the student or students involved to disciplinary action, including possible suspension or expulsion from the College.

On occasion, it is necessary for the College to investigate, confront, and respond to matters of student conduct. Thus, the College retains the right to enter any part of the campus at any time, including such areas as residence hall rooms, storage rooms, and lockers. College officials have both the responsibility and the authority to address incidents of alleged campus infractions and to issue censure commensurate with the offense. Nevertheless, any student so confronted and accused will have an opportunity to explain himself or herself through conversation with the appropriate College official or through a hearing before a hearing board.

Students are subject to the laws governing all private citizens as well as the rules of the College. Violation of laws by Bridgewater students on or off campus may result in legal action and/or disciplinary action by the College. The College is not a sanctuary from the law or its representatives. Nor does the College abdicate its own responsibility to deal with internal affairs even when civil authorities are involved. For example, shoplifting, whether on or off campus, is a crime, and students are subject to criminal prosecution as well as disciplinary action by the College.

The College Administration makes every effort to avoid arbitrary, harsh, or unfair sanctions for student violations. Good citizenship in any community requires a great deal of responsibility on the part of all members. With this responsibility comes the obligation to refrain from infringing on the rights of others, whether through placing persons in danger or jeopardizing either personal

well-being or property. However, when a student displays poor citizenship, blatant disregard for College policies, minimal academic motivation, or an attitude inconsistent with reasonable expectations of a member of an academic community, the student may be subject to administrative review which could result in suspension or expulsion.

Enforcement of Campus Policies

When a violation of a law or College policy occurs, the College determines how to address the violation for purposes of institutional disciplinary actions. The violation may be handled administratively, or by a hearing board.

In keeping with the principle of confidentiality concerning student behavior, hearing boards conduct closed meetings. Witnesses to an incident and others who have specific evidence concerning the incident may be invited to appear. In all instances, the chair of the hearing board has the authority to decide whether a witness other than a student directly involved will be invited to testify.

The hearing board may address inappropriate behavior that occurs either on or off campus. Options available to the hearing board include (but are not limited to) warnings, denial of privileges, disciplinary probation, campus work hours, and short-term suspension, plus mandatory counseling, psychiatric or substance abuse evaluations, or the recommendation of suspension or expulsion. The hearing board is usually comprised of the Director of Mediation and Conduct Services (who serves as chairperson), the Associate Dean of Students, two faculty members, and two students. Rulings by the hearing board may be appealed to the Dean of Students who may hear the appeal personally or by his designee, or may appoint an Appeals Committee to hear the appeal and recommend a disposition of the case.

Possession, Use and Sale of Alcoholic Beverages

In Virginia, people under 21 years of age may not possess, buy or use alcoholic beverages of any kind. Most of our students are under 21. The research in higher education supports that alcohol can have negative impacts on students' academic study environment and can increase incidents of vandalism, violence and sexual assaults on college and university campuses. Therefore, the possession, use or distribution of alcoholic beverages on campus is not permitted. Violators are subject to College disciplinary action, criminal prosecution, fine and/or imprisonment. The College expects students to use good decision making with alcohol use and not engage in behavior that will negatively impact his or her educational and personal goals. If students use alcoholic beverages off campus, it is expected that they will maintain proper decorum when they return to campus. Any student found behaving in an inappropriate, rowdy, destructive or unsafe manner on campus while under the influence of alcohol or drugs will be found in violation of the College's alcohol policy.

Possession, Use and Sale of Illegal Drugs

Illegal drugs may not be marketed, possessed, used or distributed on campus. Any student found in possession or the presence of illegal drugs or drug paraphernalia (including hookahs) may be

asked to appear before a hearing board. In the event of the use, possession or possession with apparent intent to distribute illegal drugs, Campus Police will be called to investigate the incident. If students are suspended they may forfeit their academic work for the current term. Virginia law provides stiff penalties for illegal possession or distribution of drugs. Bridgewater College will cooperate with law enforcement authorities in apprehending and prosecuting any alleged violators of drug laws. A student is found in violation of the College's drug policy if the student is found to be either using an illegal drug or in possession of an illegal drug (which could include evidence of recent possession or use) or drug paraphernalia.

Drug and Alcohol Abuse Education Programs

Alcohol abuse and illicit drug use are serious societal problems. To help contend with such problems, and to prevent drug or alcohol use that adversely affects academic and job performance and safety, the following programs are available in the area for students and employees, and students and employees are informed of the programs. Although a student's or employee's rehabilitation efforts will be encouraged, participation in any program will not serve as protection against the normal disciplinary process associated with a violation of the College's alcohol and drug policies.

- The College's Student Health Services and Counseling Center provide free and confidential assistance to students with drug and alcohol problems. Both are staffed with qualified professionals who can provide direct assistance, and who also can refer students for substance abuse treatment by other providers.
- Bridgewater College places an emphasis on alcohol education when new students arrive on campus. All new students are asked to complete the eCHECKUP TO GO program which is a personalized, evidence-based, online prevention intervention tool. New students participate in several mandatory sessions during Welcome Week which focus specifically on substance use and abuse (alcohol education session as well as a bystander intervention program). All student athletes also participate in the bystander intervention program.
- All students enrolled in the College's Wellness course are exposed to very specific modules on the consequences of substance abuse.
- The Department of Student Life conducts three educational programs to address student alcohol abuse. CHOICES is an alcohol education class designed to allow students to reflect on their choices about alcohol as well as review the facts about this drug. BASICS (Brief Alcohol Screening and Intervention of College Students) is a preventive intervention for college students. It is aimed at students who drink alcohol heavily and have experienced or are at risk for experiencing alcohol-related problems such as poor class attendance, missed assignments, accidents, sexual assault and violence. The Judicial Educator provides the student the opportunity to individually reflect on their alcohol use through an online module.
- Health care benefits for treatment of alcohol and drug problems are available through the health insurance policy available to employees.

- A free, confidential Employee Assistance Program is available 24/7 through the College's health insurance provider, Anthem. In addition, both Sentara RMH Medical Center in Harrisonburg, Virginia and Augusta Health in Fishersville, Virginia, offer Employee Assistance Programs, which the College can access for employees on a case-by-case basis. Information is available in the Human Resources Office.
- Any employee who seeks rehabilitation through an inpatient program may be eligible for an unpaid leave of absence in accordance with the Family and Medical Leave Act.

Students and employees also are informed that Bridgewater College will impose disciplinary sanctions on students and employees (consistent with local, State and federal law) up to and including expulsion or termination of employment and referral for prosecution, for violations of the College's alcohol and illegal drug policies.

Students and employees are informed that Virginia laws contain a variety of provisions governing the possession, use and consumption of alcoholic beverages. The laws apply to all students and employees. Some of the pertinent laws and sanctions for violations are summarized below:

- Drinking in Public - A fine not to exceed \$250
- Purchasing for Minors - Confinement in jail for up to 12 months, a fine not to exceed \$2,500, and loss of driver's permit for up to one year with loss of permit mandatory for at least six months
- Underage Possession - Fine not to exceed \$2,500, confinement in jail for up to 12 months, loss of driver's permit for up to one year but with loss of permit mandatory for at least six months
- Driving While Intoxicated - A fine not to exceed \$2,500 (mandatory minimum fine of \$250 for a first offense), mandatory jail time for a first offense based on the level of blood alcohol content, loss of driver's permit up to 12 months (for first offense)), use of certified ignition interlock system for restricted license

Students and employees also are informed that the unlawful possession, distribution, and use of controlled substances and illicit drugs, as defined by Virginia law, are prohibited. Controlled substances are classified into "schedules," ranging from Schedule I through Schedule VI. Some of the pertinent laws, including sanctions for their violation, are summarized below.

- Possession of a controlled substance classified in Schedules I or II (e.g., cocaine, Ritalin, LSD, Ecstasy, anabolic steroids) - term of imprisonment ranging from one to ten years, and a fine up to \$2,500
- Possession of a controlled substance classified in Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute - imprisonment from five to forty years and a fine up to \$500,000
- Possession of marijuana (one-half ounce or less) - confinement in jail for up to thirty days and a fine up to \$500, and upon a second conviction, confinement in jail for up to one year and a fine up to \$2,500
- Possession of marijuana (more than one-half ounce) – term of imprisonment ranging from one to ten years, and a fine up to \$2,500
- Possession of less than one-half ounce of marijuana with intent to sell or otherwise distribute - confinement in jail for up to one year and a fine up to \$2,500. If the amount of marijuana involved is more than one-half ounce to five pounds – term of imprisonment

from one to ten years and a fine up to \$2,500. If the amount of marijuana involved is more than five pounds – term of imprisonment from five to thirty years

Conviction of any drug offense could, in addition to above penalties, include a six-month driver's license suspension. Persons convicted of drug possession under state or federal laws are ineligible for federal grants and loans for up to one year after the first conviction, and five years after the second. Under federal law, distribution of drugs to persons under twenty-one is punishable by twice the normal penalty with a mandatory one year in prison. Federal laws set substantially higher prison sentences for the manufacture and distribution of drugs if death or serious injury results from the use of the substance.

Disclosure of Hearing Board Results

Bridgewater College will, upon written request, and in compliance with applicable law, disclose to the alleged victim of a crime of violence the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Bridgewater College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Emergency Response, Notification and Evacuation in Event of Emergency

The Bridgewater College [Emergency Operations Plan](http://www.bridgewater.edu/files/police/BCEmergencyOperationsPlan.pdf) can be accessed through the College's website: <http://www.bridgewater.edu/files/police/BCEmergencyOperationsPlan.pdf>. The purpose of the Emergency Operations Plan is to establish clear guidelines detailing the appropriate response to emergency disaster and crisis situations. The goal of this plan is to limit the loss of life and property and achieve a safe and effective resolution in the event of an emergency or crisis that affects the operations of the College. The College's Emergency Operation Plan includes information about Incident Teams, incident priorities, shelter-in-place and evacuation guidelines, and local contingency and continuity planning requirements. The College conducts emergency response exercises each year, such as table top exercises and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

In the event of an emergency, the College's Emergency Operations Team (EOT) will be contacted and will meet. The EOT is comprised of key College administrators who are responsible for preparing for and responding to campus emergencies. The EOT will confirm that a significant emergency or dangerous situation exists and will: (a) determine the appropriate segment or segments of the campus community to receive a notification (if the threat is limited to a particular building or segment of the population); (b) determine the content of the notification; and (c) initiate the notification system.

When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene will usually be Campus Police and Safety, the Town of Bridgewater Police and the local rescue squad, and they would respond and work together to manage the incident. Depending on the nature of the incident, other local or federal agencies could also be involved in responding to the incident.

In the event of a crisis or emergency situation, students, faculty and staff will be notified of the situation and provided direction on how to avoid potential harm. The College has emergency text messaging capability for members of the College community. Through this method, the College can send an almost instantaneous cell phone text message warning all who have provided the requisite information on the nature of the emergency and how to respond. A web-based sign up system allows the campus community to register for this service from any computer on or off campus. Students, faculty, and staff are strongly encouraged to provide cell phone numbers for inclusion in the emergency notification system. In addition to text messaging, the emergency notification also sends the same message via an email to all students, faculty and staff.

The College also has installed an audible alert siren. If a crisis occurs, the audible siren will be activated to warn the campus community to seek shelter in place and check for communication and updates from the College administration.

The emergency notification system is tested at least once each semester. The Campus Police and Safety Department documents each test, including the date, time, and whether it was announced or unannounced. In conjunction with the test, the campus community is informed of the College's emergency response and evacuation procedures.

The following Bridgewater College officials have the authority, on their own, to initiate an emergency message:

- President
- Executive Vice President
- Vice President and Dean for Academic Affairs
- Vice President for Finance
- Dean of Students
- Chief of Police
- Sergeant of Campus Police
- Director of Marketing and Communications
- Chief Information Officer

One of these officials will, without delay, 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, faculty, or staff occurring on the campus. And, without delay, taking into account the safety of the community, the official(s) will determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the official(s), compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information will be disseminated to the campus community via the messaging system, email, and/or the College's website as needed.

The College also can notify the campus community of an emergency through the College's website. In addition, both the campus community and the greater community can be notified by local radio and TV stations.

Firearms and Dangerous Weapons

No person shall possess, carry or store a weapon on any property owned, leased or operated by Bridgewater College. This policy applies to a concealed weapon for which the carrier has a legal permit, as well as weapons in any College facility or within a parked vehicle on College property or the streets within or adjoining College property. There are three exceptions to the prohibition on weapons. First, members of a criminal justice agency who are authorized to carry a weapon and have official business on campus are exempt from the prohibition. Second, any item that appears to be a weapon and that is utilized for any purpose on College property, such as a prop used in a play and a disabled weapon used in a class presentation, is exempt from the prohibition, if the item is reported to and approved in writing by the Chief of Campus Police *prior* to being brought to campus. Third, a student may bring to campus a weapon used for hunting, but only if she or he obtains prior written approval from the Chief of Campus Police, and delivers the weapon for storage to the Chief of Campus Police, who will release the weapon only as needed for hunting. The College may refuse any request for any reason, and may revoke permission at any time. Sanctions for violating the policy include forfeiture of the weapon and may include discipline up to and including expulsion.

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Bridgewater College is committed to providing programming that promotes awareness of dating violence, domestic violence and sexual assault. The following is an outline of the programming opportunities provided on campus. At or during each of these events, the College provides information to students regarding the College's prohibition of crimes of dating violence, domestic violence, sexual assault, and stalking. Additionally, definitions are provided on each of these crimes as well as the definition of consent. The majority of these programs primary focus in on bystander intervention strategies and tools as well as overall risk reduction in order to decrease perpetration and to increase student empowerment.

- “Every Choice”, an online, video-based program, aimed at reducing campus sexual assault, dating/domestic violence and stalking by equipping students with realistic, actionable bystander intervention tools. Required completion by all new students annually.
- “Healthy Relationships”, an in-person session with all new incoming students detailing specific campus policies on dating violence, domestic violence, sexual assault and stalking. Occurs annually during Welcome Week (new student orientation).
- Red Flag Campaign, a public awareness campaign designed to address dating violence and promote the prevention of dating violence on college campuses. The campaign was created using a “bystander intervention” strategy, encouraging friends and other campus community members to “say something” when they see warning signs ("red flags") for dating violence in a friend's relationship. The Campaign is sponsored by the Department of Student Life, Student Senate and the Student Athletic Advisory Committee, and occurs annually in October.
- “Walk a Mile in Her Shoes®”, The International Men's March to Stop Rape, Sexual Assault & Gender Violence. A Walk a Mile in Her Shoes® Event is an opportunity for men to raise awareness in their community about the serious causes, effects and remediations to men's sexualized violence against women.
- “Take Back the Night”, a speak-out and candlelight vigil against dating violence, domestic violence, sexual assault, and stalking provides victims the opportunity to share their stories on campus.

- Residence hall programming - A variety of programs are available through the Title IX Coordinator that focus on the issues of consent (“The What is Consent Game”), bystander interventions (“What Would You Do”), and sexual assault prevention (“Welcome to the Party”). The Title IX Coordinator is also available to work with individual Resident Assistants to create appropriate, tailor-made programs for targeted populations and/or specific concerns or issues that may arise in a particular residential area. Informational bulletin boards on these same issues are available throughout the year for Resident Assistants who want to focus attention on dating violence, domestic violence, sexual assault, and stalking.
- Convocations at Bridgewater College invigorate connections in the community and affirm the College’s mission to “educate the whole person.” In order to facilitate this, a wide variety of programs including films, speakers, presentations, campus worship, musical and other performances, and travel experiences, are offered. Further, these programs will deal with a plethora of important social issues. Annually at least one convocation focuses attention on the issues of dating violence, domestic violence, sexual assault, and stalking.
- Faculty Training - All faculty at Bridgewater College receive training specifically on the areas of dating violence, domestic violence, sexual assault, and stalking. Additionally, faculty were informed of the definition of consent, discussed evidence based intervention strategies (bystander intervention as well as risk reduction tips), and were informed of the duties of a “responsible employee.”
- Resources and support magnets and door hangers - All residential students will receive a door hanger that lists available resources and support both on and off campus as well as how to help a friend who may have experienced a sexual assault. Additionally, faculty and staff received a magnet that outlines the same information.

Policy and Procedures for Sexual Misconduct Complaints

I. Introduction

- A. **Overview and Purpose.** Bridgewater College is committed to providing all students and employees, regardless of gender, sexual orientation or gender identity, with an educational environment free from discrimination. The sexual harassment of students, including sexual violence and exploitation, domestic and dating violence, and non-consensual sexual contact or intercourse, gender-based harassment, and stalking, interferes with students’ right to receive an education free from discrimination and, in the case of sexual violence, is a crime and is considered “Sexual Misconduct.” Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct may be committed by men or by women, and it can occur between people of the same or different sex. This policy covers complaints by students of alleged Sexual Misconduct committed by Bridgewater College students, faculty, staff or third parties, as well as any complaint of alleged Sexual Misconduct by a Bridgewater student when the Complainant is not a Bridgewater student. Sexual Misconduct, as defined by this policy, comprises a broad range of behavior that will not be tolerated. Sexual Misconduct violates Bridgewater College policy, federal civil rights laws and may also result in criminal prosecution. Bridgewater College is committed to fostering a community that promotes prompt reporting of Sexual Misconduct, support for anyone who has been subject to Sexual Misconduct, and timely and fair resolution of Sexual

Misconduct cases. Creating a safe and respectful environment is the responsibility of all members of the campus community.

- B. Title IX Coordinators. Bridgewater College has a Title IX Coordinator and two (2) Deputy Title IX Coordinators. The Title IX Coordinator oversees the College's response to Title IX reports and complaints; identifies and addresses any patterns or systemic problems revealed by such reports and complaints; has knowledge of all complaints raising Title IX issues throughout the school; evaluates a student's request for confidentiality in the context of the school's responsibility to provide a safe and nondiscriminatory environment for all students; conducts Title IX investigations, including investigating facts relevant to a complaint and determining appropriate interim measures and support for the Complainant; provides training to students, faculty and staff on Title IX issues; and is available to meet with students as needed.

- Title IX Coordinator – Crystal Lynn, Associate Dean of Students; (540) 828-5356; clynn@bridgewater.edu
- Deputy Title IX Coordinator – Victoria Ingram, Director of Human Resources; (540) 828-5359; vingram@bridgewater.edu
- Deputy Title IX Coordinator – Jean Willi, Associate Director of Athletics; (540) 828-5400; jwilli@bridgewater.edu

- C. Medical Attention. It is important to seek immediate medical attention at a local hospital for several reasons: (1) to assess and treat any physical injuries; (2) to determine the risk of sexually transmitted diseases or pregnancy and to take appropriate measures; and (3) to gather evidence that may be used in a criminal prosecution if the Complainant chooses to press charges either immediately or at a later time. Physical evidence should be collected immediately, ideally within the first 24 hours, and usually not later than 72 hours after the incident. In order not to destroy any evidence needed if the Complainant should decide to seek prosecution, it is important that she/he **DOES NOT:**

- Bathe or shower
- Brush or comb your hair
- Douche
- Change clothes (if clothes are changed, take the clothes worn at the time of the assault to the hospital in a PAPER bag)
- Eat or drink anything or brush or rinse your teeth if there was oral contact
- Touch items at the incident or crime scene
- Put on or remove makeup

Take a change of clothes to the hospital because some items of clothing may be kept as evidence. At the emergency room the physician may collect hair samples, semen and other evidence. The police will be contacted to take possession of these samples until the Complainant makes a decision about prosecution.

The hospital serving the Bridgewater area is Sentara RMH Medical Center – (540) 689-1000 or 9-1-1 may be called.

II. Definitions

- A. **“Coercion”** is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. There is no requirement that a party resists the sexual advance or request, but resistance is an example of a clear demonstration of non-consent.
- B. **“Complainant”** means a person who has made a report of a possible violation of this Policy to a Responsible Employee Title IX Coordinator, the Department of Student Life, or the Campus Police and Safety Department.
- C. **“Dating Violence”** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. It does not, however, include acts covered under the definition of Domestic Violence.
- D. **“Domestic Violence”** means a felony or misdemeanor crime of violence committed—
(i) By a current or former spouse or intimate partner of the Complainant;
(ii) By a person with whom the Complainant shares a child in common;
(iii) By a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
(iv) By a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
(v) By any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- E. **“Effective Consent”** is clear, knowing and voluntary. Consent is active, not passive. Silence in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable, clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other form of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. Consent cannot be gained by force and/or incapacitation (see definitions below). In order to give effective consent, one must be of legal age.
- F. **“Force”** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and Coercion that can overcome resistance or produce consent. For example: “Have sex with me or I will hit you;” “Okay, don’t hit me, I’ll do what you want.”

- G. “Gender-based Harassment” means acts of aggression, intimidation, stalking, or hostility based on gender or gender-stereotyping constitutes gender-based harassment. Gender-based harassment can occur if students are harassed either for exhibiting what is perceived as a stereotypical characteristic of their sex, or for failing to conform to stereotypical notions of masculinity or femininity. To constitute harassment, the conduct must unreasonably interfere with an individual’s education or educational activities or create an intimidating, hostile, demeaning, or offensive academic or living environment.
- H. “Hostile Environment” may arise when unwelcome conduct of a sexual or gender-based nature affects a student’s ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational and/or living environment. A single, isolated incident of sexual or gender-based harassment may, based on the facts and circumstances create a hostile environment.
- I. “Incapacitation”, or diminished capacity, means the physical and/or mental inability to make informed, rational judgments. States of Incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol and other drugs are involved, one does not have to be intoxicated or drunk to be considered incapacitated. Incapacitation is determined by how the alcohol consumed impacts a person’s decision making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the Respondent knew, or a sober, reasonable person in the position of the Respondent should have known, that the Complainant was incapacitated. Because incapacitation may be difficult to discern in some circumstances, students are strongly encouraged to err on the side of caution; when in doubt, assume that another person is incapacitated and therefore unable to give Effective Consent. Being intoxicated, drunk or under the influence of a drug is never a defense to a complaint of Sexual Misconduct under this policy.
- J. “Intimidation” means any threat of violence or other threatening behavior directed toward another person or group that reasonably leads the target(s) to fear for their physical well-being or to engage in sexual conduct for self-protection.
- K. “Non-Consensual Sexual Contact” means Sexual Contact that occurs without Effective Consent. “Sexual Contact” means the deliberate, direct or indirect touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using Force to cause a person to touch his or her own or another person's intimate parts.
- L. “Non-Consensual Sexual Intercourse” means Sexual Intercourse that occurs without Effective Consent. “Sexual Intercourse” means penetration (anal, oral or vaginal) by a penis, tongue, finger, or an inanimate object.
- M. “Respondent” is a person against whom a report of a possible violation of this Policy has been made.
- N. “Responsible Employee” is an employee of the College who has the authority to take action to redress the alleged misconduct with appropriate College officials, or an individual whom a student could reasonably believe has this authority or responsibility to redress or

report the alleged misconduct. The College has defined the following employees as Responsible Employees:

- Title IX Coordinators
- Student Life staff, to include Area Coordinators and student, Resident Advisors
- International Education Coordinator
- Athletic Coaches
- Faculty members
- Campus Police and Safety

- O. “Sexual Exploitation” means taking sexual advantage of another person without Effective Consent and includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such person; causing the prostitution of another person; recording, photographing, or transmitting identifiable images of private sexual activity and/or intimate parts (including genitalia, groin, breast or buttocks) of another person; allowing third parties to observe private sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and/or knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV.
- P. “Sexual Harassment” means unwelcome conduct of a sexual nature which unreasonably interferes with a person’s college employment, academic performance or participation in college programs or activities or creates a working, learning, program, or activity environment that a reasonable person would find intimidating, hostile or offensive. Sexual Harassment may include, for example, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, including acts of sexual violence. In evaluating any complaint of sexual harassment the perceived offensiveness of a particular expression, standing alone, is not sufficient by itself to constitute sexual harassment. The conduct in question must be objectively intimidating, hostile or offensive and interferes with a person’s right to equally participate in programs and activities of the College.
- Q. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to either fear for the person's safety or the safety of others, or suffer substantial emotional distress. For the purpose of this definition—
- (i) *“Course of conduct”* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - (ii) *“Substantial emotional distress”* means significant mental suffering or anguish that may, but does not necessarily, require or involve medical or other professional treatment or counseling.
 - (iii) *“Reasonable person”* means a reasonable person under similar circumstances and with similar identities to the Complainant.

III. Reporting Sexual Misconduct

- A. General. The College encourages students impacted by Sexual Misconduct to talk promptly to someone about what happened, so that students who have been assaulted can get the support they need, and the College can respond appropriately. Different employees on campus have different abilities to maintain a student's confidentiality. Some are required to maintain near complete confidentiality. Most employees are required to report all the details of an incident (including the identities of both the Complainant and the Respondent) to the Title IX coordinator. A report to these employees (Responsible Employees) constitutes a report to the College – and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they be sexually assaulted.

- B. Reporting to a Confidential Resource. Professional, licensed counselors, pastoral counselors and licensed health care professionals who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an alleged incident to the Title IX coordinator without a student's permission.

Following is the contact information for these individuals:

- Randy Hook, Counselor – 540-828-5358; rhook@bridgewater.edu
- Amy Ghaemmaghami, Counselor – 540-828-5379; aghaemma@bridgewater.edu
- Paige French, Nurse Practitioner – 540-828-5384; pfrench@bridgewater.edu
- Linda Bowers, College Nurse – 540-828-5384; lbowers@bridgewater.edu
- Robbie Miller, College Chaplain – 540-828-5383; rmiller@bridgewater.edu

- C. Reporting to Campus Police and Safety. A member of the Bridgewater College Campus Police and Safety Department is always on patrol on campus, and is available to provide assistance to our students. **A report of Sexual Misconduct may be made at any time, day or night, by contacting the Campus Police and Safety officer on duty at 540-828-5609.** Campus Police and Safety officers are considered Responsible Employees who will report the incident to a Title IX Coordinator.

- D. Reporting to a Responsible Employee. All Responsible Employees must report all experienced or observed alleged incidents of Sexual Misconduct to a Title IX Coordinator, who is required to investigate and take reasonable action. As noted above, the College has defined the following employees as Responsible Employees:

- Title IX Coordinators
 - Crystal Lynn, Associate Dean of Students; (540) 828-5356; clynn@bridgewater.edu
 - Victoria Ingram, Director of Human Resources; (540) 828-5359; vingram@bridgewater.edu
 - Jean Willi, Associate Director of Athletics; (540) 828-5400; jwilli@bridgewater.edu
- Student Life staff, to include Area Coordinators and student, Resident Advisors
- International Education Coordinator

- Athletic Coaches
- Faculty members
- Campus Police and Safety

Before a Complainant reveals any information to a Responsible Employee, the employee should ensure that the Complainant understands the employee's reporting obligations – and, if the Complainant wants to maintain confidentiality, direct the Complainant to confidential resources. If the Complainant wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the Complainant that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Coordinator of the Complainant's request for confidentiality.

Responsible Employees will not pressure a Complainant to request confidentiality, but will honor and support the Complainant's wishes, including for the College to fully investigate an incident. Still, Responsible Employees will not pressure a Complainant to make a full report if the Complainant is not ready to. To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the College's response to the report. A Responsible Employee should not share information with law enforcement without the Complainant's consent or unless the Complainant has also reported the incident to law enforcement.

A report of Sexual Misconduct may be made at any time, day or night, by contacting Campus Police and Safety at 540-828-5609 or the Student Life Area Coordinator on call at 540-705-0668.

- E. Other Campus Reporting. Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents of sexual violence, are not considered notice to the College of sexual violence for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students' Title IX rights at these events.
- F. Reporting to Local Law Enforcement. As noted earlier, Sexual Misconduct may constitute *both* a violation of college policy *and* criminal activity. The College encourages students to report alleged Sexual Misconduct promptly to Campus Police and Safety as well as the Town of Bridgewater Police Department. The Campus Police Department can assist in contacting the Town police. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this policy, criminal investigations or reports are *not* determinative of whether Sexual Misconduct, for purposes of this policy, has occurred. In other words, conduct may constitute Sexual Misconduct under this policy even if law enforcement agencies lack sufficient evidence of a crime and therefore, decline to prosecute.

The filing of a complaint of Sexual Misconduct under this policy is independent of any criminal investigation or proceeding, and (except that the College's investigation may be

delayed temporarily while police criminal investigators are gathering evidence) the College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and take Interim Measures to protect the Complainant and the College community.

Town of Bridgewater Police may be contacted by calling (540) 828-2611 or 9-1-1.

- G. Reporting to Off-Campus Resources. Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the Complainant requests the disclosure and signs a consent or waiver form.

Following is contact information for these off-campus resources:

- Collins Center 24-Hour Sexual Assault Crisis Hotline (540) 432-6430
The Collins Center is a sexual assault crisis center located in Harrisonburg, and all services are free of charge and strictly confidential.
- Sentara RMH Medical Center (540) 689-1300
- Crime Victim Assistance Info-Line (888) 887-3418

- H. Reporting to Office for Civil Rights. A student also has the option of contacting the Office for Civil Rights regarding sex discrimination issues at: Washington D.C. (Metro), Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475, Telephone: (202) 453-6020, FAX: (202) 453-6021; TDD: 800-877-8339, e-mail: OCR.DC@ed.gov.

IV. Initial Process

- A. Meeting with Complainant. As soon as possible after a complaint is made alleging Sexual Misconduct, a Title IX coordinator will schedule a meeting with the Complainant to (a) determine the name of the Respondent, and the date, location and nature of the alleged sexual misconduct, (b) identify forms of support or immediate interventions available to the Complainant (e.g., referrals to appropriate law enforcement agencies or the Office of the Commonwealth's Attorney; referrals for medical treatment; and referrals for counseling at the College's Counseling Center, Student Health Services, or off-campus resources described in this Policy), and (c) obtain the Complainant's consent to begin an investigation. The meeting may also involve a discussion of any accommodations that may be appropriate concerning the Complainant's academic, College housing, and/or College employment arrangements.
- B. Complainant Requests Confidentiality. If the Complainant does not wish to pursue a complaint and/or requests that his or her complaint remain confidential, the College nevertheless is required to investigate and take reasonable action in response to the Complainant's request to the extent it can do so within the restrictions imposed by the Complainant. The Title IX Coordinator will inform the Complainant that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the Respondent(s) may be limited. The College has designated the Title IX Coordinator(s) as the person(s) to evaluate whether the Complainant's request for confidentiality can be honored. In order to make such an evaluation, the Title IX Coordinator may request the Campus Police to conduct a preliminary investigation into the alleged Sexual Misconduct.

When weighing a Complainant's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator managing the case will consider a range of factors, to include:

1. The increased risk that the Respondent will commit additional acts of sexual or other violence, such as:
 - a. whether there have been other sexual violence complaints about the same Respondent
 - b. whether the Respondent has a history of arrests or records from a prior school indicating a history of violence
 - c. whether the Respondent threatened further sexual violence or other violence against the Complainant or others;
 - d. whether the sexual violence was committed by multiple Respondents;
2. Whether the sexual violence was perpetrated with a weapon;
3. Whether the Complainant is a minor;
4. Whether the College possesses other means to obtain relevant evidence of the sexual violence (i.e. security cameras or personnel, physical evidence, etc.)
5. Whether the Complainant's report reveals a pattern of perpetration (e.g., via illicit drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate, and if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the Complainant's request for confidentiality. Even if the College cannot take disciplinary action against the Respondent because the Complainant insists on confidentiality or that the complaint not be adjudicated, the College nonetheless is required to take prompt and effective action to limit the effects of the alleged Sexual Misconduct and to prevent its recurrence, such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate surveys; and/or revisiting its policies and practices. If the College determines that it cannot maintain a Complainant's confidentiality, the College will (a) inform the Complainant prior to starting an investigation, (b) to the extent possible, only share information with people responsible for handling the College's response, and (c) if requested by the Complainant, inform the Respondent that the Complainant asked the College not to investigate or seek discipline. The College may not require a Complainant to participate in any investigation or disciplinary proceeding. If requested by the Complainant, the College will inform the Respondent that the Complainant asked the College not to investigate or seek discipline, but that the College made the decision to go forward.

- C. Other Related Misconduct. In accordance with its policies, the College is empowered to hear allegations of, and to impose sanctions for, Sexual Misconduct and any other violations of the College's code of conduct directly related to the circumstances involved in the alleged Sexual Misconduct or any alleged violations of this Policy. It is not, however, the practice of the College to pursue disciplinary action against a Complainant or witness for her or his improper use of alcohol or drugs that occur during the events involved in the alleged Sexual Misconduct, provided that such student is acting in good faith as a Complainant or witness to the events. Students, whether as parties to the proceedings or as witnesses, are expected to provide truthful testimony in accordance with the College's Honor Code.

- D. Interim Measures. The Title IX Coordinator will notify the Complainant of his or her options to avoid contact with the Respondent and allow the Complainant to change academic and extracurricular activities or his or her living, transportation, dining, and working situation as appropriate. The College will also ensure that the Complainant is aware of his or her Title IX rights and any available resources, such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance, and the right to report a crime to campus or local law enforcement. Even when a school has determined that it can respect a Complainant's request for confidentiality and therefore may not be able to respond fully to an allegation of Sexual Misconduct and initiate formal action against an alleged Respondent, the College will take immediate action to protect the Complainant while keeping the identity of the Complainant confidential. These actions may include: providing support services to the Complainant; changing living arrangements or course schedules, assignments, or tests; and providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred. The College should provide the complainant with periodic updates on the status of the investigation.

The specific interim measures implemented and the process for implementing those measures will vary depending on the facts of each case. The College will consider a number of factors in determining what interim measures to take, including, for example, the specific need expressed by the Complainant; the severity or pervasiveness of the allegations; any continuing effects on the Complainant; whether the Complainant and alleged Respondent share the same residence hall, dining hall, class, transportation, or job location; and whether judicial measures have been taken to protect the Complainant (e.g., civil protection orders). In general, when taking interim measures, the College will seek to minimize the burden on the Complainant.

- E. Retaliation. It is a violation of College policy for anyone to retaliate against any person making a complaint of Sexual Misconduct or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of Sexual Misconduct. For these purposes, "retaliation" includes Intimidation, threats or harassment against any Complainant or third party. Retaliation should be reported promptly to Campus Police and Safety, a Title IX Coordinator, or the Department of Student Life and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of Sexual Misconduct.

V. Resolution

- A. Investigation. The Title IX coordinator will, with assistance from Campus Police, conduct an investigation. Ordinarily, this investigation will include interviews with and obtaining statements from both parties, interviews with witnesses, and a review of documentary evidence. The College is obligated to conduct this investigation regardless of the Complainant's requests, but it should be particularly careful while an active law enforcement investigation is ongoing. In such circumstances it should not ordinarily conduct independent interviews or gather evidence while off campus law enforcement is actively interviewing witnesses or gathering evidence on the matter that concerns the College. Typically, an investigation will be completed within thirty (30) days following

receipt of the complaint. A written report of the investigation will be distributed, concurrently, to both of the parties

- B. Determination to Charge. Following the conclusion of the investigation, the Title IX Coordinator will determine, based on the information obtained from the investigation, whether there is sufficient information available to charge the Respondent with an alleged violation of the policy. The Title IX Coordinator will provide written notification of the determination of the administrative review to the Complainant and Respondent concurrently.

Should the Title IX Coordinator determine that there is sufficient information to charge the Respondent, the Title IX Coordinator will refer the case for a hearing. The determination to charge the Respondent does not mean that the Respondent will be found responsible for a violation of the Code. Instead, it means that the Title IX Coordinator has determined that based upon the available information obtained from the investigation, the case warrants further review in a hearing. The Respondent will only be found in violation if the hearing officer(s) determines, by a preponderance of the evidence, that the Respondent has committed a violation of the policy.

Should the Title IX Coordinator determine that there is not sufficient information to charge the Respondent, the Title IX Coordinator will document the matter as closed. The Complainant may appeal the determination that there is not enough information to charge the Respondent by submitting a letter to the Dean of Students outlining all reasons for the appeal. The appeal must be submitted to the Dean of Students within five (5) calendar days of receipt of the outcome letter. The Dean of Students will evaluate the appeal and notify the Complainant and Respondent in writing whether it has been granted or denied. This determination by the Dean of Students will generally be made within five (5) calendar days of when the appeal has been received. That determination is final and may not be further appealed.

- C. Advisors. After a formal charge of conduct that violates this policy, the Complainant and Respondent may seek the advice and assistance of an Advisor of their choice, at their own expense. The role of the Advisor is to advise the Complainant or Respondent of applicable procedures, and to advise the Complainant or Respondent on the specifics of a written appeal, if applicable. Advisors are also available to offer support and to provide information on additional resources. While Advisors may accompany the Complainant and Respondent at meetings, they may not present evidence, question witnesses, or otherwise participate. Either party may request a brief recess to consult with their Advisor, which will be granted at the discretion of the hearing officer(s).
- D. Notice of Hearing. The Complainant and Respondent shall receive advanced written notification of the specific charges and the date, time, and location of the hearing and their rights as outlined in these procedures. The Complainant and Respondent may request a reasonable extension of time to prepare for the proceeding. Requests for an extension will not be granted for a period to exceed two business days except in unusual circumstances where the party can demonstrate the necessity for a longer delay. All requests for an extension of time should be made in writing at least 24 hours prior to the scheduled hearing, except in cases of documented serious illness or emergency. A Respondent who fails to appear at a scheduled hearing without good cause (e.g., serious illness), after proper

notice of the hearing, may have the case be decided even in his or her absence , and forfeits all rights to an appeal. In such cases, decisions will be based solely on witness testimony and other information presented during the hearing.

- E. Hearing Officer. The hearing will be conducted by one or more hearing officers, selected by the Executive Vice President. The College may use College employees, or may ask lawyers, retired judges or other individuals with relevant experience and training to serve as a hearing officer(s). All hearing officers will be trained on how the adjudicatory process works, and how to approach students about sensitive issues that may arise in the context of Sexual Misconduct. If more than one hearing officer conducts the hearing, the hearing officers shall select one of them to serve as chair of the hearing, and decisions of the hearing officers shall be made by majority vote.
- F. Pre-Hearing Submissions. Both parties shall have the opportunity to provide information in advance of the hearing to be considered by the hearing officer(s). Any additional information must be submitted in writing at least two business days prior to the proceeding to hearing officer(s). The Complainant and Respondent each will have the opportunity to review any written submissions by the other. The hearing officer(s) may set reasonable parameters for these written submissions. Both parties may provide the names of witnesses from the College community who have relevant information pertaining to the incident. These individuals will be invited, at the discretion of the hearing officer(s), to participate in the proceeding, but are not required; character witnesses will not be heard. Ordinarily, witnesses who are not members of the College community will not be invited to serve as a witness in the proceeding. The parties are responsible for the attendance of their witnesses at the hearing.
- G. Resolution Prior to Hearing. The hearing officer(s) will review the investigation report and written submissions. The hearing officer(s) may determine that a hearing is not necessary when the hearing officer(s) concludes that the information in the investigation report and the written submissions (if any) is sufficient to make a determination. If the hearing officer(s) decides that a hearing is not necessary, the hearing officer(s) will proceed directly to make a determination, including an explanation of why a hearing is not necessary, as described below.

If, at any time prior to the hearing, the Respondent elects to acknowledge his or her actions and take responsibility for the alleged Sexual Misconduct, he or she may request that the hearing officer(s) propose a resolution to the charges and a sanction and, with the consent of the Complainant, resolve the complaint without a hearing.
- H. Conduct of the Hearing. A hearing is closed to the public, including friends of the parties and College personnel without an official interest in the case. Only the hearing officer(s), the Complainant, Respondent and witnesses (when testifying), and necessary College personnel may be present in the hearing room during the proceeding.

The hearing will not follow a courtroom model, and formal rules of process, procedure, and/or technical rules of evidence, such as applied in criminal or civil court, will not be observed. What might be considered hearsay or secondhand or other indirect evidence may be presented and given that weight to which it may be entitled, as determined by the hearing officer(s) as part of considering the totality of the information and the credibility of

any witness. Deviations from prescribed procedures shall not necessarily invalidate a decision, unless significant prejudice to the Respondent, Complainant or the College results.

The parties have the option not to appear and/or testify; however, the exercise of that option will not preclude the hearing officer(s) from proceeding and determining the complaint on the basis of the evidence presented.

The hearing officer(s) will not consider the romantic or sexual history of either the Complainant or Respondent, except for testimony offered by one or the other about the Complainant's and Respondent's shared sexual history that the hearing officer(s) deems relevant. If such information is offered by the Complainant or Respondent, the other has the right to respond. The existence of a prior consensual dating or sexual relationship between the Complainant and Respondent by itself does not support an inference of Effective Consent to alleged act(s) of Sexual Misconduct.

If the hearing officer(s) determines that unresolved issues exist that would be clarified by the presentation of additional evidence, the hearing officer(s) may recess the hearing and reconvene it in a timely manner to receive such evidence. A recess may not be based on the failure of witnesses to appear.

At the discretion of the hearing officer(s), an audio recording of the hearing may be made for the use of the hearing officer(s), for sanctioning, and for purposes of appeal.

- I. Evidentiary Standard. The evidence of alleged Sexual Misconduct will be evaluated under a "preponderance of the evidence" standard, meaning that the evidence must show that it is "more likely than not" that the Respondent violated the policy. The Respondent will be found to be responsible for the alleged Sexual Misconduct if the hearing officer(s) concludes that such Sexual Misconduct more likely than not occurred based upon a review of all the evidence presented.
- J. Sanction. If the hearing officer(s) concludes that the alleged Sexual Misconduct occurred, the hearing officer(s) may impose any sanction that he or she finds to be fair and proportionate to the violation. In determining an appropriate sanction, the hearing officer(s) may consider any record of past violations of the standards of conduct, as well as the nature and severity of such past violation(s). The hearing officer(s) will consider as part of deliberations whether the sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the Complainant and the Bridgewater College community. Any sanction imposed will be described in the written decision of the hearing officer(s).

The hearing officer(s) may impose any one or more of the following sanctions on a Respondent determined to have violated the Policy:

- Reprimand/warning
- Restitution and/or fines
- Changing the Respondent's academic schedule
- Disciplinary probation
- Revocation of honors or awards

- Restricting access to College facilities or activities (including student activities and campus organizations)
- Community service
- Issuing a “no contact” order to the Respondent or requiring that such an order remain in place
- Moving the Respondent’s residence
- Dismissal or restriction from College employment
- Removal from student housing
- Suspension (limited time or indefinite)
- Expulsion
- Revocation of degree

In addition to any other sanction (except where the sanction is expulsion or revocation of a degree), the College will require any Respondent determined to be responsible for a violation of the Policy to receive appropriate education and/or training related to the misconduct violation at issue. The College may also require counseling or other support services for the Respondent.

- K. Decision. Following the hearing, the hearing officer(s) will issue a written decision letter, delivered concurrently to both the Respondent and the Complainant. The hearing officer(s) will generally render a decision within five (5) days after the conclusion of a hearing. The decision letter will set forth the name of the Respondent; the violation(s) of the policy for which the Respondent was found responsible, if any; any essential findings supporting the hearing officer(s)’s decision on the issue of responsibility; and the sanction imposed, if any. The Respondent shall not be notified of any individual remedies offered or provided to the Complainant.
- L. Appeals. Either party may appeal the hearing officer(s)’ decision to the Dean of Students by notifying the Dean of Students in writing within five (5) business days after receipt of the hearing officer(s)’s decision. The party appealing the decision shall submit a statement to the Dean of Students which shall include the reasons the party believes the decision of the hearing officer(s) should be reversed. The only three permitted grounds for appeal are:
1. A significant procedural error affecting the determination or sanction;
 2. New information that was not available at the time of the investigation or hearing and that would significantly alter the determination or sanction; and
 3. Excessiveness or insufficiency of the sanction.

Disagreement with the finding or sanctions is not, by itself, grounds for appeals.

If the Dean of Students concludes that a change in the hearing officer(s)’s determination is warranted, the Dean of Students may enter a revised determination, reconvene the hearing officer(s) to reconsider the determination, or return the matter for additional investigation. After consultation with the Title IX Coordinator, the Dean of Students may also change the sanction. If both the Complainant and Respondent appeal, the appeals will be considered concurrently. Within thirty (30) calendar days after receipt of the notice of appeal (or such longer time as the Dean of Students may for good cause determine), the Dean of Students will provide to both parties, concurrently, and to the Title IX coordinator, a copy of the

Dean of Students' written decision. The decision of the Dean of Students is final, and there is no further appeal following the Dean of Students' decision.

- M. Effective Date of Sanction. Sanctions imposed by the hearing officer(s) are not effective until any timely appeal of the decision is resolved. However, if advisable to protect the welfare of the Complainant or the campus community, the hearing officer(s) may include in its determination letter that any probation, suspension, or expulsion be effective immediately and continue in effect until such time as the Dean of Students may otherwise determine. The hearing officer may notify other campus officials to implement a decision that includes sanctions to protect the welfare of the Complainant or the campus community. If the matter is appealed, the Dean of Students may suspend the determination pending exhaustion of appeal, or allow the student to attend classes or other activity on a supervised or monitored basis, or make such other modifications to the determination as may be advisable.

Sex Offender Information

Law enforcement agency information provided by the Commonwealth of Virginia under section 170101(j) of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071(j)), concerning registered sex offenders may be obtained at the Office of the Chief of Campus Police and Safety located at 122 College View Drive, or by going to the Virginia State Police website at: <http://sex-offender.vsp.virginia.gov/sor/>.

Students of Concern

Bridgewater College has a "student of concern" assessment team that includes Student Life personnel, counseling staff, and student health staff, which evaluates students whose behavior exhibits dangerous warning signs. Depending on the student's behavior, the assessment team may also include Campus Police as well as a member of senior level administration. To facilitate bringing a student to the attention of the assessment team, the counseling office created a confidential online "I am concerned about a student ..." form, which faculty and staff can submit to express concern regarding a student's behavior. Once received, a counselor will evaluate the behavioral concerns and handle the matter accordingly. The director of the counseling center meets with faculty and residence life staff to review with them some of the warning signs to look for in students who may be experiencing mental or emotional health issues.

Missing Student Policy

The purpose of the policy is to establish protocols for Bridgewater College's response to reports of missing students, as required by federal law. The policy applies to students who reside in on-campus student housing facilities.

For purposes of the policy, a student may be considered to be a "missing person" if the student's absence is contrary to his/her usual pattern of behavior and there is reason to believe that unusual circumstances may have caused the absence. Such circumstances may include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed

suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare, or is overdue to return to campus and is unheard from after giving a specific return time to friends or family.

Students will be given the opportunity during the Fall and Spring semester registration process to designate an individual or individuals to be contacted by the College no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth in this policy. A designation will remain in effect until changed or revoked by the student.

Contact information provided by students will be registered confidentially, will be accessible only to authorized campus officials, and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Any individual on campus who has information that a residential student may be a missing person should notify a member of the Campus Police and Safety Department (ext. 5609) as soon as possible. The Campus Police and Safety Department will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule). The Department of Student Life will be notified and residence life staff will be alerted to aid in the search for the student.

No later than 24 hours after determining that a residential student is missing, the Campus Police and Safety Department will contact local law enforcement regarding the missing student.

No later than 24 hours after determining that a residential student is missing, the Chief of Police or Dean of Students will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

Policies Applicable to Employees

The security policies of the College applicable to employees are set forth principally in the [Employee Handbook](#). The following information is from the current version of the [Employee Handbook](#): http://www.bridgewater.edu/files/hr/Employee_Handbook.pdf.

Background Checks. In an effort to provide a safe campus environment for its students and employees, the College reserves the right to conduct a background investigation of all applicants selected for any position at the College including staff, faculty, adjuncts and temporary positions. Job offers made are contingent upon the results of this investigation. All applicants for employment with the College are required to sign an authorization form giving Bridgewater College permission to conduct a background investigation. The College will conduct and utilize these background investigations as they relate to the fitness for duty for a particular position, in accordance with applicable law. A relevant job-related conviction is grounds for termination of employment or non-selection of an applicant. Falsification of application materials, including failure to disclose misdemeanor or felony convictions, is grounds for termination of employment or non-selection.

Policy on Prohibited Discrimination and Harassment. Bridgewater College is a community based on trust and respect for others. Students, faculty and staff have the right to be free from prohibited

discrimination and harassment within the College community. Specifically, the College prohibits discrimination, including harassment, on the basis of race, color, religion, national or ethnic origin, sex, age, disability, or veteran's status in its educational programs and activities and with regard to employment. Such conduct violates not only College policy, but may also violate state and federal law.

Unwelcome verbal or physical conduct toward a member of the College community may constitute prohibited harassment. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature or on the basis of gender may constitute prohibited sexual harassment. Whether sexual or non-sexual, such conduct constitutes prohibited harassment if: 1) the conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or of creating an intimidating, hostile or offensive work or academic environment; 2) submission to such conduct is an implicit or explicit condition of employment or academic success; or 3) submission to or rejection of such conduct is used as the basis for an employment or academic decision.

Any employee who believes herself or himself to have been subjected to prohibited discrimination or harassment by a member of the faculty or staff should consult with the Director of Human Resources or one of the designated officers listed below responsible for enforcement of the College's policy. The designated officer will provide that person with information concerning Bridgewater's policy and procedures for dealing with formal complaints or prohibited discrimination and harassment.

- Dr. David W. Bushman, President; 828-5605; dbushman@bridgewater.edu
- Title IX Coordinator – Crystal Lynn, Associate Dean of Students; (540) 828-5356; clynn@bridgewater.edu
- Deputy Title IX Coordinator – Victoria Ingram, Director of Human Resources; (540) 828-5359; vingram@bridgewater.edu
- Deputy Title IX Coordinator – Jean Willi, Associate Director of Athletics; (540) 828-5400; jwilli@bridgewater.edu
- Dr. David W. Bushman, President; 828-5605; dbushman@bridgewater.edu
- Roy W. Ferguson, Jr., Executive President; 828-5307; rferguso@bridgewater.edu
- Dr. Carol A. Scheppard, Vice President & Dean for Academic Affairs; 828-5607; cscheppa@bridgewater.edu
- Anne B. Keeler, Vice President for Finance; 828-5470; akeeler@bridgewater.edu
- Reginald A. Webb, Vice President for Enrollment Management; 828-8014; rwebb@bridgewater.edu

No employee will be disciplined or otherwise retaliated against for identifying such discrimination or harassment. It is important to inform the College, because the College cannot remedy the situation if it is unaware that a problem exists. Confidentiality will be maintained to the extent

possible without jeopardizing a full investigation of the complaint.

Policy and Rules on Alcohol and Drugs. As a recipient of federal aid and federal grants, the College 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. Unlawfully possessing, being under the influence of, using, distributing, dispensing, or manufacturing alcohol or illegal or controlled substances is prohibited on College property, in College vehicles, while conducting College business, or as a part of College activities. Any employee who is convicted for any drug statute violation must notify his or her supervisor within five days of the conviction. The College will take appropriate action against an employee who violates any part of this workplace rule, up to and including termination and referral for prosecution, which is deemed in the best interest of the College and in accordance with applicable law. Employees not terminated may be required to satisfactorily participate in an approved alcohol or drug abuse assistance or rehabilitation program.

Separate from the legal requirements, the College is concerned with the health and well-being of members of the College community. Employees may contact the Director of Human Resources, in confidence, for referrals or information regarding available and appropriate substance abuse counseling, treatment and rehabilitation programs.

The College reserves the right to require testing of employees for alcohol (including medications containing alcohol) or illegal or controlled substances, on a random basis and/or on the basis of reasonable suspicion.

Weapons Policy. The use, possession or storage of any firearm, dangerous weapon, explosive, or other dangerous article is prohibited on all properties owned, leased, or otherwise operated by Bridgewater College. This prohibition applies to a concealed weapon for which the carrier has a legal permit, as well as weapons in any College facility or within any parked vehicle on College property or the streets within or adjoining College property. Only sworn law enforcement officers duly authorized to carry weapons are exempted. Any person violating this policy will be subject to possible disciplinary action, including dismissal.

Safety and Security. Bridgewater attempts to provide for the safety and security of its faculty and staff by a continuous effort to maintain buildings, grounds, equipment and lighting. Staff can contribute to the safety and security of the campus and their departments by alerting supervisors or the Director of Facilities (540-828-5316) of any areas that need attention. If a staff member is working after hours, doors to the work area should be locked. The phone number for Campus Police and Safety is 540-828-5609.

Crime Statistics

The Act requires the publication of statistics concerning the occurrence on campus of certain criminal offenses “*reported to campus security authorities or local police agencies*” during the last calendar year and the two prior calendar years. Incidents that were not reported to these officials are not reflected in the numbers below. Additionally, incidents are recorded according to when they were reported, not when they occur.

CRIME STATISTICS REPORTING TABLE					
<u>OFFENSE</u>	<u>YEAR</u>	<u>ON-CAMPUS PROPERTY</u>	<u>ON-CAMPUS STUDENT HOUSING FACILITIES</u>	<u>NON-CAMPUS PROPERTY</u>	<u>PUBLIC PROPERTY</u>
Murder/Non-Negligent Manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Negligent Manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Sex Offenses, Forcible	2011	1	1	0	0
	2012	1	1	0	0
	2013	5	5	0	0
Sex Offenses, Non- Forcible	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Robbery	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Aggravated Assault	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Burglary	2011	1	1	0	0
	2012	1	1	0	0
	2013	3	2	1	0
Motor Vehicle Theft	2011	0	0	0	0
	2012	3	0	0	0
	2013	0	0	0	0
Arson	2011	0	0	0	0
	2012	1	0	0	0
	2013	0	0	0	0
Arrests: Weapons: Carrying, Possessing, etc.	2011	0	0	0	0
	2012	1	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	2011	0	0	0	0
	2012	2	1	0	0
	2013	0	0	0	0
Arrests: Drug Abuse Violations	2011	2	2	0	0
	2012	2	0	0	0
	2013	1	0	0	1
Disciplinary Referrals: Drug Abuse Violations	2011	4	4	0	3
	2012	12	12	0	3
	2013	18	16	5	2
Arrests: Liquor Law Violations	2011	2	1	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2011	118	117	0	0
	2012	174	171	3	0
	2013	255	254	0	2
Stalking	2013	4	1	0	0
Dating Violence	2013	1	1	0	0
Domestic Violence	2013	0	0	0	0

There were no reported hate crimes for the years 2011, 2012 and 2013.

Annual Fire Safety Report

The Higher Education Opportunity Act of 2008 requires any institution of higher education that maintains any on-campus student housing to prepare an annual fire safety report. This report is submitted in compliance with the Act.

Residence Hall Fire Drills. Fire drills are held once a semester for each residence life hall. Fire drills are mandatory, supervised evacuations of a building. The fire drill is scheduled with the individual residence hall staff and the Campus Police and Safety Department. Students who fail to leave the building during a fire drill may be fined and the incident is reviewed by the Director of Mediation and Conduct Services.

Fire Safety Education and Training Provided to Students and Employees. Fire safety education programs for all students living in on-campus housing and all residence life staff employees are held at the beginning of each academic year. These programs are designed to familiarize everyone with the fire safety systems in each residence facility. Residence life staff are trained in the proper use of fire extinguishers as well as receiving instruction on the procedures to be followed in case of fire alarms. During this training it is emphasized that mandatory evacuation of residence halls shall occur when a fire alarm is activated.

Fire Safety Regulations. Based upon recommendations by the Virginia State Fire Marshall, the following fire safety regulations have been adopted by Bridgewater College. The College may amend these from time to time.

- Any person or persons responsible for discharging or tampering with a fire extinguisher, pulling or tampering with a fire alarm, may be subject to suspension and a fine. Failure to evacuate the building when the fire alarm sounds will result in a fine.
- Any person or persons responsible for tampering with, or removing the battery from, a smoke detector will be fined and may be subject to further disciplinary action, including suspension.
- Open flames, candles, or incense may not be burned in the residence halls because of the potential fire hazard. Any person responsible for open flames or burning a candle or incense in a residence hall may be fined and may be subject to further disciplinary action.
- All halogen lights are prohibited.
- No sheet, wardrobe, or other article may be placed or hung in such a manner that would block full view of the room from the doorway.
- No sheet, towel, or other object may be hung or draped around the overhead light in the middle of the ceiling.
- Live Christmas trees, wreaths, or other similar decorations are prohibited in residence hall rooms and hallways.
- Bicycles cannot be stored in the residence hall exits, stairways, or hallways. Bicycles may be stored in dorm rooms.
- Telephone lines may not connect two or more rooms.
- College-installed lighting may not be tampered with in any way.
- Hallways, stairwells, and fire exits must remain clear at all times.
- Removal of fire evacuation plans from the residence hall room will result in a fine.

Procedures for Student Housing Evacuation. In case of a fire, students are instructed to sound the nearest fire alarm and evacuate the building, and follow these instructions:

- Know your emergency routes from your room and residence hall.
- Check to see if your door is hot or has smoke around it. If so, stay in your room and wait to be evacuated by firefighters.
- Shut your door tightly when you leave.
- Exit the building and follow the directions of Residence Life Staff, Campus Police and or Firefighters.
- Do not remain in close proximity to the buildings. Remain in designated locations until cleared by either Residence Life Staff or Campus Police.
- If you can use a fire extinguisher in your hall without endangering yourself, please do so. However, the first concern is student safety. Do not attempt to extinguish a fire if personal safety becomes threatened.

Titles of Each Person or Organization to Which Students or Employees Should Report That a Fire Has Occurred

- Chief of Campus Police
- Sergeant of Campus Police
- Campus Police and Safety Department Officers
- Dean of Students
- Associate Dean of Students
- Area Coordinators
- Resident Assistants
- Director of Mediation and Conduct Services
- Director of Residence Life
- Director of Facilities

Plans for Future Improvements in Fire Safety. Bridgewater College annually reviews the fire systems in the residence halls and will make upgrades, repairs or revisions if deemed necessary.

Residence Hall Fire Safety Systems

<u>Residence Hall</u>	<u>911 Address</u>	<u>Fire Detection System</u>	<u>Sprinkler System</u>	<u>Fire Extinguishers</u>	<u>Redundant Monitoring</u>
Blue Ridge Hall	449 Dinkel Avenue	Yes	No	Yes	Yes
Daleville Hall	451 Dinkel Avenue	Yes	No	Yes	Yes
Dillon Hall	461 Dinkel Avenue	Yes	No	Yes	Yes
Geisert Hall	400 Dinkel Avenue	Yes	No	Yes	Yes
Heritage Hall	401 Dinkel Avenue	Yes	No	Yes	Yes
Wakeman Hall	460 Dinkel Avenue	Yes	No	Yes	Yes
Wright Hall	110 3 rd Street	Yes	Yes	Yes	Yes

<u>Residence Hall</u>	<u>911 Address</u>	<u>Fire Detection System</u>	<u>Sprinkler System</u>	<u>Fire Extinguishers</u>	<u>Redundant Monitoring</u>
Wright Hall East Link	110 3 rd Street	Yes	Yes	Yes	Yes
Wright Hall West Link	110 3 rd Street	Yes	Yes	Yes	Yes
Wampler Apts. Tower A	440 Dinkel Avenue	Yes	Yes	Yes	Yes
Wampler Apts. Tower B	440 Dinkel Avenue	Yes	Yes	Yes	Yes
Wampler Apts. Tower C	440 Dinkel Avenue	Yes	Yes	Yes	Yes
Wampler Apts. Tower D	450 Dinkel Avenue	Yes	Yes	Yes	Yes
Stone Village 424	424 East College Street	Yes	Yes	Yes	Yes
Stone Village 428	428 East College Street	Yes	Yes	Yes	Yes
Stone Village 432 (Strickler)	432 East College Street	Yes	Yes	Yes	Yes
Stone Village 436	436 East College Street	Yes	Yes	Yes	Yes
Stone Village 440	440 East College Street	Yes	Yes	Yes	Yes
Stone Village 444	444 East College Street	Yes	Yes	Yes	Yes
Honor House 305	305 East College Street	Yes	Yes	Yes	Yes
Honor House 307	307 East College Street	Yes	Yes	Yes	Yes
Honor House 308	308 East College Street	Yes	Yes	Yes	Yes
Honor House 418	418 East College Street	Yes	Yes	Yes	Yes
Honor House 420	420 East College Street	Yes	Yes	Yes	Yes
Honor House 425	425 East College Street	Yes	Yes	Yes	Yes
Honor House 427	427 East College Street	Yes	Yes	Yes	Yes
Honor House 429	429 East College Street	Yes	Yes	Yes	Yes
Honor House 431	431 East College Street	Yes	Yes	Yes	Yes
102 North 2 nd Street Apartments	102 North 2 nd Street	Yes	Yes	Yes	Yes

Fire Statistics

<u>Residence Hall</u>	<u>911 Address</u>	<u>2011 Fires</u>	<u>Damage Amount (\$)</u>	<u>2012 Fires</u>	<u>Damage Amount (\$)</u>	<u>2013 Fires</u>	<u>Damage Amount (\$)</u>
Blue Ridge Hall	449 Dinkel Avenue	0	0	0	0	0	0
Daleville Hall	451 Dinkel Avenue	0	0	0	0	0	0
Dillon Hall	461 Dinkel Avenue	0	0	0	0	0	0
Geisert Hall	400 Dinkel Avenue	0	0	0	0	0	0
Heritage Hall	401 Dinkel Avenue	0	0	0	0	0	0
Wakeman Hall	460 Dinkel Avenue	0	0	0	0	0	0
Wright Hall	110 3 rd Street	0	0	0	0	0	0
Wright Hall East	110 3 rd Street	0	0	0	0	0	0

<u>Residence Hall</u>	<u>911 Address</u>	<u>2011 Fires</u>	<u>Damage Amount (\$)</u>	<u>2012 Fires</u>	<u>Damage Amount (\$)</u>	<u>2013 Fires</u>	<u>Damage Amount (\$)</u>
Link							
Wright Hall West Link	110 3 rd Street	0	0	0	0	0	0
Wampler Apts. Tower A	440 Dinkel Avenue	0	0	0	0	0	0
Wampler Apts. Tower B	440 Dinkel Avenue	0	0	0	0	0	0
Wampler Apts. Tower C	440 Dinkel Avenue	0	0	0	0	0	0
Wampler Apts. Tower D	450 Dinkel Avenue	0	0	0	0	0	0
Stone Village 424	424 East College Street	0	0	0	0	0	0
Stone Village 428	428 East College Street	0	0	0	0	0	0
Stone Village 432 (Strickler)	432 East College Street	0	0	0	0	0	0
Stone Village 436	436 East College Street	0	0	0	0	0	0
Stone Village 440	440 East College Street	0	0	0	0	0	0
Stone Village 444	444 East College Street	0	0	0	0	0	0
Honor House 305	305 East College Street	0	0	0	0	0	0
Honor House 307	307 East College Street	0	0	0	0	0	0
Honor House 308	308 East College Street	0	0	0	0	0	0
Honor House 309	309 East College Street	0	0	0	0	0	0
Honor House 418	418 East College Street	0	0	0	0	0	0
Honor House 420	420 East College Street	0	0	0	0	0	0
Honor House 429	429 East College Street	0	0	0	0	0	0
Honor House 431	431 East College Street	0	0	0	0	0	0
102 North 2 nd Street Apartments	102 North 2 nd Street	0	0	0	0	0	0

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