

# Virginia Baptist College

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540-785-5440 [www.vbc.edu](http://www.vbc.edu)

“Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” and Fire Safety Report

This report covers the period January 1, 2015 to December 31, 2015. All Statistics are from the Virginia Baptist College (VBC) Security Reports and local law enforcement.

## VBC Campus

The following crimes were reported.

Type of Offense	On Campus			Dormitories			Public Property		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder / Non-Negligent Homicide	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Unfounded Crime Reports	0	0	0	0	0	0	0	0	0

## Unfounded Crime Reports

According to Uniform Crime Report (UCR) guidelines, a reported offense can be cleared as unfounded by a sworn law enforcement authority “if the investigation shows that no offense occurred nor was attempted.” These cases thus remain as official crime reports and are included in the departmental statistics; however, they are explicitly labeled as “unfounded” cases within UCR reports on the various index crimes. According to UCR guidelines, the statistics on unfounded cases should include crime reports that are either: False or Baseless.

The following arrests were reported.

Type of Offense	On Campus			Dormitories			Public Property		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Weapons Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0

The following were reported as hate crimes

Type of Offense	On Campus			Dormitories			Public Property		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder / Non-Negligent Homicide	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Larceny / Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property (Except "Arson")	0	0	0	0	0	0	0	0	0

The hate crimes reported by prejudice or bias are as follows:

Type of Prejudice	On Campus			Dormitories			Public Property		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Race	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0

The following referrals for disciplinary action were reported.

Type of Offense	On Campus			Dormitories			Public Property		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Weapons Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0

## Preparing the Annual Security Report

Each year VBC is required to submit to the Department of Education the number of occurrences of specific crimes that have been reported on the campus of VBC and on the public property contiguous to VBC property. The offenses reported are:

1. Criminal Homicide
  - a. Murder & Non-negligent manslaughter
  - b. Negligent manslaughter
2. Sex Offenses
  - a. Forcible
  - b. Non-Forcible
3. Robbery
4. Aggravated Assault
5. Burglary, where:
  - a. There is evidence of unlawful entry (trespass), which may be either forcible or not involve force.
  - b. Unlawful entry must be of a structure - having four walls, a roof, and a door.
  - c. There is evidence that the entry was made in order to commit a felony or theft.
6. Motor Vehicle Theft
7. Arson
8. Sexual assault
9. Domestic violence
10. Dating violence
11. Stalking

In addition to the above crimes, VBC is also required to report the following crimes if they manifest any evidence of a hate crime.

Larceny / Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property (except "Arson")

VBC is also required to report arrests for the above named crimes that have been committed on the VBC campus and on the public property contiguous to our property. Additionally, referrals for disciplinary action are also required to be reported by VBC on an annual basis to the Department of Education for the following occurrences.

Weapons Possession, Liquor Law Violations, Drug Law Violations

VBC is required to inform students of any hate crime committed. Hate crime are crimes that show evidence of the perpetrator acting as a result of another person's:

Race, Gender, Religion, Sexual Orientation, Ethnicity, National Origin, Gender Identity, or Disability

This report is compiled from the security reports of VBC and from reports generated by the local police and is entered into a data collection database maintained by the Department of Education.

The Compliance Officer analyzes the reports and provides the Department of Education with the information they request.

# **Virginia Baptist College**

## **Security Policies and Procedures**

### **Revised and Published September 7, 2016**

It is the policy of Virginia Baptist College (VBC) to attempt to provide an environment conducive to learning, which is both safe and free of crime, to the extent that it is possible in today's circumstances. It is imperative that each member of the VBC family recognize their part in keeping our campuses safe. Students, faculty and staff all share responsibility for reporting crimes, protecting ones property and person, and for taking proper precautions to prevent crimes or other acts that may be detrimental to the goals of VBC and its population.

The following pages contain the written policies which govern our campus as it relates to safety and security. You are welcome to make comments or suggestions regarding security to our President or the Dean of Students. We wish to take constructive comments and criticisms as a way of improving our overall operation and hope that you will freely share ideas with us as a way of achieving this goal.

The written policies are requirements of the Department of Education. The Department of Education has required Title IV recipients to have policies that address a wide range of subjects that have been experienced at other campuses, both secular and religious in nature. Though we address these crimes, it is our hope that none of them ever visit the campus of VBC. These policies will help us to deal with things that might otherwise be unforeseen.

## **Procedures to report a crime**

The following procedures regarding security, access to campus residences and other facilities and local law enforcement should be noted by all students.

Anything that is considered an emergency should be reported to the proper authorities promptly. An emergency is defined as any act that endangers life or property. In the case of an emergency, you may dial the city emergency services by dialing 911. (If dialing from a telephone that is on the VBC telephone system, don't forget to dial 9 to get an outside line.) Anytime 911 is called, the President should be notified as soon as it is practical.

## **Timely Warnings**

There may be times that require VBC to make timely warnings to students based on criteria that we see as a threat to the greater student body, faculty or staff. The need for these warnings will be evaluated as various threats become apparent. Since there are a wide variety of threats that could trigger a “timely warning,” then it is certainly impossible to list all of the potential circumstances that could cause the administration to distribute a warning.

These warnings will be specific in their description of what we deem to be a potential threat to the VBC community. However, we will not divulge the names of victims of crimes, perpetrators of crimes, or of persons reporting crimes unless that information is critical to the warning itself. Every effort will be made to honor commitments made to those who have asked for anonymity in their report of a crime. Only in the most extreme of circumstances would that information be released, and only then with the prior notification of the person who has requested anonymity in their report of a crime, unless delaying the release would expose others to an imminent danger by not divulging the information.

Timely warnings will be made on Clery Act reportable crimes when there is a significant risk that others might suffer as victims if not warned. They will also be made when it is imperative to protect the health and welfare of others when the crime or incidents are not reportable under the Clery Act but represent a significant threat to the student body, staff, faculty or administration.

These timely warnings may be made by any one or combination of the following; use of the Emergency Notification System, fliers posted in conspicuous places about the campus, e-mail to campus e-mail addresses, or other means as the situation dictates.

Timely warnings will be made after meeting with the President, Academic Dean, and the Dean of Students unless it is deemed that a timely warning is necessitated before these consultations can take place, at which time a warning may be issued by any one of these persons as the situation dictates.

## **Procedures for Confidential Crime Reporting**

It is imperative that all crimes be reported to local police promptly and accurately for statistical reporting in compliance with Clery Act. However, if you feel that you wish to remain anonymous in your reporting the following procedure should be followed. Keep in mind that your report may require a “Timely Warning” to others on campus if the crime that you are reporting may involve the potential for harm to others. Please see the policy on “Timely Warnings” contained in this handbook.

Contact the President or the Dean of Students and advise them that you have witnessed or have been a victim of a crime. If you wish to voluntarily report a crime and to remain anonymous in your reporting, you may tell them at this time that you wish to remain anonymous. Your name may be taken so that if any follow up information is necessary, we might be able to gain that information. However, your name will not appear on reports generated nor will there be any personally identifiable information recorded in official reports of the incident.

No one should coerce a student or a member of faculty or staff who has reported a crime to reveal their identity except as noted above and no one should divulge the name of a person who has requested anonymity to anyone other than the President or Dean of Students. In reporting the crime to federal, state or local police agencies if required, we will do so in a manner that protects the identity of the person making the report of a crime to the extent allowed by law.

If you are the victim of a crime and do not want to pursue action within the VBC conduct committee or the criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, VBC can keep accurate records of the number of incidents involving students, determine where 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 crime statistics for the institution.

## **Special Statement for Those Acting In a Professional Counseling Capacity**

20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, **when acting as such**, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Definitions:

### *Pastoral Counselor*

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

### *Professional Counselor*

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

**At VBC, you should exercise great care in determining whether you are acting in one of these two capacities. Even though you may be a pastor at your local church, if you are not acting in that capacity with a student who reports a crime to you, you are responsible to report that crime for inclusion in the campus crime statistics.**

## **Titles of Persons to Whom Crime Is To Be Reported and How to Contact**

President	540-785-5440 extension 306 Cell 540-604-3888
Dean of Students	540-785-5440 extension 322
Academic Dean	540-785-5440 extension 312

## **Policies Concerning Security Of, And Access To Campus Facilities**

Access to campus residences and other facilities are regulated by the fact that all buildings are private property and are therefore protected by the states trespass codes. Any person who is not in the company of a student, staff, or a faculty member should be questioned by someone in authority as to their purpose for being on the campus and directed to the proper place. Anyone noticing people in our buildings who are not recognized as a student, staff person, or a faculty member should report such incidents to the President or the Dean of Students.

Students, faculty, and staff should be aware that public streets and sidewalks do pass through the campus of the college, therefore, normal caution and precautions should be taken when one is on our campus. A student, staff, or faculty member should report suspicious behavior if it is in the near proximity to the college.

Access to most buildings is restricted to registered and enrolled students, maintenance, admissions staff, and the Administration may have access to the residence halls as necessary. Also, others may have access from time to time on an as needed basis to be determined by the President or the Dean of Students.

No person may be given access to buildings without the permission of one of these individuals except in the case of service personnel that come on a routine basis to do such things as maintenance, fill vending machines or to clean the various buildings. Also, Admissions may allow visitors or guests to visit dormitories, classrooms and other facilities of VBC for the purpose of promoting the college or allowing prospective students the opportunity to scrutinize all aspects of the college's operation.

## **Policies Concerning Campus Law Enforcement**

VBC does not have on-campus security and relies on local law enforcement to protect our campus.

### **Crime Prevention**

Crime prevention is important to each person who is a member of the VBC community. It is the policy of VBC to make you aware of crimes in this area that may need to be addressed from time to time. However, it is much better if we act to prevent crimes before they have a chance to happen.

At times, we may also suggest to you that you visit various web based information for crime-prevention tips.

### **Alcohol / Drug Abuse Policy**

The curriculum of VBC by its nature attracts students, faculty and staff that are not normally associated with drug or alcohol use. The ministry is no place for one who would use products that would send a message counter to the good news of the gospel. By no means does this mean that people at VBC are immune to succumbing to the temptation of experimenting with drugs or alcohol. It should be of great concern to all at VBC to see that our image projected to the world is one that is absolutely free of these substances.

Further, VBC is a drug and alcohol free environment. Alcohol and drugs, the manufacture, storing, distribution, sale, or possession are not allowed on college property, at any college-sanctioned event or student events, on or off campus. We do not allow the promotion of these products on the college campus.

It is stated in the student handbook and in the faculty and employee manual of VBC that the mere use of these substances is grounds for immediate expulsion from the college, or in the case of faculty or staff, their dismissal from their employment with the college. While this appears to the world as a harsh treatment of one who has fallen victim to sin, it is necessary for the proper conduct of our mission which is to train people for the ministry and to spread the gospel and be an unblemished witness for Christ.

#### **Description of Drug and Alcohol Abuse Education Programs:**

Each fall and spring semester, staff, students and faculty are provided with information on the harmful effects of drugs and alcohol. This consists of lists that spell out the dangers of the various drugs that are available in the world today. Though it is not an exhaustive listing, it does point out the dangers of the most common drugs. This is in partnership with The Coalition for Drug Abuse Prevention.

# Emergency Response and Evacuation Procedures

Immediately upon learning of a situation where there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees that is occurring on the campus of VBC, the President or the Dean of Students will institute the Emergency Preparedness Plan. Copies of this plan are distributed to faculty, staff and students.

VBC will, without delay, taking into account the safety of the college community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency or impede the ongoing investigation and apprehension of perpetrators of crimes.

The following is the process used by the college to determine whether an emergency exists and the type of response necessary. The President or the Dean of Students will determine the type of threat and then notify the appropriate personnel or contact local law enforcement to verify any threat which comes to their attention. The President or the Dean of Students will determine the content of any notification and direct other personnel as appropriate to the threat. It is the primary responsibility of the President or the Dean of Students to activate the Emergency Preparedness Plan.

The health of students is important to VBC. We strive to stay abreast of threats to the VBC community and this includes information concerning communicable diseases, pandemics, localized health threats that may require some action by the VBC population. This information is gathered from news services, the Centers for Disease Control web site and by consulting health officials or healthcare providers.

The Following is a list of people that are responsible for carrying out this plan:

- President
- Dean of Students
- Resident Assistants
- Faculty and Staff

The procedure for disseminating the emergency information will be achieved by sending a message via a mass notification system to the students, faculty and staff that have provided an emergency contact number or email address. This may be any combination of mass voice calls, text message, email, or communications to devices such as a cell phone, or email address.

VBC uses Populi to communicate mass notifications by voice, text messages and email. These are short text messages or voice messages sent to your cell phone and your VBC email. It is the responsibility of each student, faculty or staff member to maintain current information. If you have a new number that you would like included in Emergency Notifications, then you should manage your profile information [here](#).

Each year we conduct a test of our Emergency Preparedness Plan by having a fire drill and a separate lock down or evacuation of the campus. The drill procedures are publicized prior to any drill.

**Emergency Response Log**

	<b>Type</b>	<b>Date</b>	<b>Time Started</b>	<b>Time Ended</b>	<b>Announced?</b>
<b>Courtney Building</b>	Lockdown	9/28/2015	4:26 pm	4:28	Yes
<b>Girls Dorm</b>	Fire Drill	9/26/2015	1:36 pm	1:37 pm	Yes
<b>Boys Dorm</b>	Fire Drill	9/26/2015	1:43 pm	1:44 pm	Yes

## **Missing Student Notification**

Each institution that maintains an on-campus housing facility must establish, for students who reside in an on-campus student housing facility, both a policy and procedures for missing student notification. The following is a list of people to whom a missing student must be reported.

- President
- Dean of Students
- Resident Assistant

Each student living in an on-campus student housing facility has the option to register a confidential contact person to be notified in the case that the student is determined to be missing and only the President, Dean of Students, and law enforcement officers in furtherance of a missing person investigation may have access to this information. To register a confidential contact person, you should contact the Dean of Students.

All students should be aware that even if they have not registered a contact person, the local law-enforcement will be notified that the student is missing. Furthermore, students under the age of 18, who are not emancipated, will have their parents or guardians notified as required by law. Also, official missing student reports must be referred immediately to the President or Dean of Students and local law enforcement.

Any Resident Assistant that becomes aware of a student that is missing for more than 24 hours, or if there is any evidence that suggests a student might be in danger prior to the expiration of the 24 hour rule, should make known to the President or the Dean of Students any such missing student. The President or the Dean of Students will notify local law-enforcement. In the absence of both of these individuals, the Resident Assistant should make the report to the Academic Dean who will notify local law enforcement agency and then the President or Dean of Students.

## **Policies and Procedures Following Sexual Assault**

In the event of a sexual assault the following procedures should be followed.

**ALWAYS MAKE SURE YOU ARE SAFE FROM FURTHER ATTACK BEFORE DOING ANYTHING ELSE.**

1. In the normal office hours the President or the Dean of Students should be notified immediately. The President or the Dean of Students will, in turn, notify the local law enforcement.
2. The President or the Dean of Students will secure the scene and protect any evidence that might be available.
3. The President or the Dean of Students will ensure that any medical help needed will be summoned.
4. The President or the Dean of Students will evaluate the situation and give notice to others who might be at risk of any other attacks.
5. President or the Dean of Students will coordinate with the local law enforcement any investigation into the incident.
6. After normal hours, the President or the Dean of Students should be contacted immediately. The person on duty will act to protect evidence and secure the crime scene.

Anyone who is guilty of committing a sexual assault and is a student at VBC will face criminal prosecution and the full cooperation of faculty, administration, and staff in that prosecution. Also, the student found guilty of committing a sexual assault will be expelled from the college with no chance for re-admittance.

Anyone who is the victim of a sexual assault will have access, if available, to counseling by qualified staff or faculty member(s) and that student may request to have the college make changes in the academic and living situation that are reasonable and appropriate to the situation.

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, VBC is supplying a link to the states Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

As of this date, there are registered sex offenders in Fredericksburg and the near vicinity of VBC. For information, [click here](#). (This site contains all information available from the State of Virginia regarding registered sex offenders and one may search this database for offenders in this area.)

In the event of a student being accused of a sexual assault the following special rules apply:

- i. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
- ii. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the *Family Educational Rights and Privacy Act* (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

VBC will assist any student who is sexually assaulted on campus with reporting that incident to the local police if it is the desire of the victim to do so. Also, it is at the victim's option as to whether they wish to report the crime to police. VBC would strongly encourage victims to prosecute anyone who perpetrates such a crime.

### **Programs/Resources to Prevent and/or Respond to Sexual Assault, Sexual Harassment, Dating Violence, Domestic Violence, and Stalking**

Programs and resources are available to students, faculty, and staff concerning sexual assault, sexual harassment, dating violence, domestic violence, and stalking through various programs online.

This is not an exhaustive list of information:

**Sexual Assault:** <http://www.keepneawomensafe.org> <http://www.acasa.us/index.html>  
<http://www.rainn.org>

**Sexual Harassment:** <http://www.eeoc.gov/eeoc/publications/fs-sex.cfm>  
<http://www.aauw.org/files/2013/02/drawing-the-line-sexual-harassmenton-campus.pdf>

**Dating Violence:** <http://www.keepneawomensafe.org> <http://www.acasa.us/index.html>  
<http://www.rainn.org>

**Domestic Violence:** <http://www.domesticpeace.com/education.html> **Stalking**  
<http://www.victimsofcrime.org/our-programs/stalking-resourcecenter/help-for-victims>

## **Compliance With Violence Against Women Act (VAWA)**

Domestic violence, dating violence and stalking are not tolerated within the student body, faculty or staff of VBC. As a community, our college provides for the adjudication of accusations of these types of actions and take seriously any allegation of such violence.

### **Definitions:**

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#### **Consent**

Consent is affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity. Crimes of sexual and relationship violence take place without someone's consent.

#### **Sexual Assault**

- Rape (except Statutory Rape): The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

**Domestic Violence:** “includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or your victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. 42 U.S.C. § 1392(a) (8)

**Dating Violence:** “means violence committed by a person – (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship (ii) The type of relationship (iii) The frequency of interaction between the persons involved in the relationship.” 42 U.S.C. § 1392(a)(10)

**Stalking:** “means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress” 42 U.S.C. § 1392(a) (30)

## **Awareness Programs**

Sexual assault and rape awareness is important to all persons on the campus and should be taken seriously by all. VBC uses programs to increase audience knowledge and share information to prevent violence, promote safety, and reduce risk.

### **Primary Prevention Program**

During the fall semester VBC makes available to all students and employees a sexual assault awareness orientation seminar. All new students and employees must view the seminar.

These sessions will educate individuals on the subjects of dating violence, domestic violence, sexual assault and stalking awareness and prevention. These programs are required by Section 485(f) of the Higher Education Act.

### **Ongoing Prevention and Awareness Campaigns**

Each spring VBC makes available a sexual assault seminar that raises awareness, promotes safety, and reduces risk.

### **Bystander Intervention**

When an incident of sexual or relationship violence is about to take place, bystanders can intervene simply and safely, often changing the outcome. Some positive ways to intervene include...

1. Provide a distraction that interrupts an interaction
2. Directly engage one or more of the involved parties
3. Get police or other authorities involved
4. Tell someone else and get help
5. Ask someone in a potentially dangerous situation if he/she is okay and/or wants to leave
6. Make sure he/she gets home safely
7. Remind a potential perpetrator that incapacitated people can't give consent
8. Help remove someone from the situation
9. Provide options and a listening ear

### **Risk Reduction**

To protect yourself and others from incidents of sexual assault, dating violence, domestic violence and stalking, there are preventative measures you can take to reduce risk including:

1. Trust your instincts
2. Get out of the situation in any way possible
3. Make your limits known early and often
4. Say "NO" clearly and firmly
5. Notice when your boundaries aren't being respected
6. Assert your right to have those boundaries respected
7. Be "situationally aware" by taking note of your surrounding and who is present.
8. Don't be afraid to ask for help in situation where you don't feel safe.
9. Walk with others
10. Lock doors and windows in your car and living space

11. Look out for each other

### **Policy Regarding Domestic/Dating Violence & Stalking**

Anyone that is the victim of domestic violence, dating violence or stalking on the campus of VBC should report such acts immediately to the President or the Dean of Students.

The preservation of any evidence should be undertaken so that the proper prosecution of any crime may be pursued should the victim desire to proceed in the courts or report such violence to local police.

Though the accuser has the option to notify and seek assistance from law enforcement, it should be noted that there is no requirement for the accuser to contact or report the incident to law enforcement. However, since these are serious violations of both our policies and the law, the victim of any such event will be afforded the right to adjudication through our student disciplinary procedures if the accused is another student. In the case of any violence or stalking involving a student, it is to be reported to the President or Dean of Students for inclusion in the daily crime log and the annual security report regardless of whether it is being reported to law enforcement agencies. In the case where the accused is not another student, and the crime happens on the campus, then the act is still to be reported to the President or Dean of Students for inclusion in the daily crime log and the annual security report. The President or Dean of Students will assist in reporting such crimes to law enforcement if the victim chooses to report the crime.

In cases where the accused and the accuser are both students, the accuser is afforded certain rights. If the accuser wishes there to be no contact between the accused and themselves, then VBC shall inform the accused of a no contact order and shall provide further disciplinary action should that order be violated. The college may provide information to law enforcement or to the courts to facilitate the accuser's right to seek no contact, restraining, or protective orders via the court system.

The victim or accuser in such events shall be afforded confidentiality in reports and throughout the disciplinary process in cases that require adjudication through the student disciplinary process.

The standard of evidence in the adjudication of a complaint filed against another student shall be the "preponderance of evidence," which is a lower standard than "beyond a reasonable doubt."

All accusations against another student will be handled through the student adjudication and disciplinary system in a prompt, fair and impartial process and will be conducted by the dean's office.

During the adjudication of any dating violence, domestic violence or stalking, and in the case where both are students, both students may have an advisor of their choice to guide them through the student adjudication and disciplinary process.

In the student disciplinary process, either the accused or the accuser may appeal the results of the institutional disciplinary process.

## **Presentation of Appeals For the Student Conduct Committee Decisions**

- A.** Both the accused and the Dean of Students have the right to appeal this decision to the Student Guidance Committee.
- B.** This appeal must be presented to the Chair of the Student Conduct Committee in writing within 2 business days after receiving the decision from the Student Conduct Committee.
- C.** Appeal Forms are available on the website.

All victims of such acts shall be afforded confidentiality and publicly available reports that identify the victim shall have the victim's name redacted, as well as any other information that would make victims identifiable such as a student's residence location

In the event of a finding that the accused student was guilty of rape, domestic violence, dating violence, sexual assault or stalking, then sanctions may include suspension or expulsion from the college depending on the severity of the act.

Victims of sexual assault may be assisted in locating support services in the community for such things as physical health, mental health, victim advocacy, legal assistance or other necessary support services. While the college will assist the victim in locating such services, the cost associated with any such services sought is the financial responsibility of the person seeking such assistance. In terms of institutional support of the victim, certain changes to academic schedules, living arrangements, transportation options and campus work situations will be taken where it is practical without undue burden to the college and requests for such changes will be decided on a case by case basis.

In the event that a "Timely Warning" must be issued, the victims' name shall be withheld.

# Fire Safety Report

The following buildings contain student housing and are denoted by the building name and physical street address.

<b>2015 Location</b>	Fires Reported	Cause	Number of Deaths	Number of Injuries	Value of Property Damage	Number of Fire Drills
Girls Dorm 1050 Heatherstone Drive	0	NONE	0	0	0	1
Boys Dorm 1160 Heatherstone Drive	0	NONE	0	0	0	1

## Description of Fire Safety System

The dorm houses are equipped with smoke detectors.

The Courtney Building’s fire alarm equipment is monitored by a local alarm company. Upon the activation of the fire alarm system, the local fire department is notified by the alarm company.

Only closed coil heating appliances are allowed in the dormitories. No open flame may be used in any building and smoking is prohibited on all property of VBC. Flammable liquids may not be stored in residence halls.

Upon the sounding of the fire alarm system, all persons should exit the building according to posted fire evacuation maps.

The fire drills are used to educate and train all persons on the campus of VBC as to the proper actions to take when a fire alarm sounds or if a fire is observed.

Any fire should be reported to the President or the Dean of Students as soon as it is practical to do so.

If there is a fire or a fire alarm, then any such fire or fire alarm should be reported to the President or the Dean of Students for possible inclusion in the annual fire safety report.