



2019

Annual Security Report (ASR)

prepared by:

HAMPTON UNIVERSITY

Table of Contents

Clery Act	1
Annual Security Report.....	1
About University Police.....	2
Reporting Crimes and Other Emergencies.....	3
Timely Warnings	9
Emergency Response and Evacuation Procedures.....	10
Security and Access to University Facilities	14
Crime Prevention and Safety Awareness Programs	15
Title IX Policy	18
Notification of Missing Students	34
Policy on Alcohol.....	34
Policy on Alcohol at Hampton University Sanctioned Events	35
Policy on Drugs and Narcotics	35
Policy on Drug-Related Problems	36
Policies Governing General Substance Abuse	36
Preventing, Reporting and Responding to Domestic Violence, Sexual Assault, Dating Violence and Stalking	37
Disclosure of Crime Statistics.....	38
Annual Fire Safety Report	47

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or the Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

The Clery Act requires all colleges and universities that participate in federal financial aid programs to:

- Publish an annual security report by October 1st that documents three calendar years of campus crime and fire statistics and certain campus security policy statements;
- Collect, count, and disclose crime statistics information about crime on and around their campuses;
- Maintain a public daily crime log that records all criminal incidents and alleged criminal incidents reported to Safety and Security;
- Maintain a publicly accessible fire log of all fires that occurred in on-campus residential facilities;
- Disclose missing student notification procedures for students who reside in on-campus residential facilities;
- Issue “timely warning” notices to the Hampton community for any Clery crime that “represents an ongoing or continuing threat to the safety of students or employees”;
- Issue an emergency notification “when a significant emergency or dangerous situation involves an immediate threat to the health or safety of students or employees on campus.”

Annual Security Report

REPORT PREPARATION AND DISCLOSURE OF CRIME STATISTICS

Hampton University is committed to providing you with a living and learning environment that will make your experience at Hampton as fulfilling and secure as possible. Students who attend Hampton University enter an environment that is carefully planned to meet their safety and security needs with the understanding that each individual is ultimately responsible for his or her own personal safety by learning and practicing basic safety and security precautions.

Hampton University compiles this Annual Security and Fire Safety Report to comply with information maintained by the Police and provided by other University offices. This report also includes certain University policies concerning campus safety and security, such as policies regarding drugs, alcohol, sexual assault, emergency notifications and timely warning.

Hampton University distributes a notice of the availability of this Annual Security and Fire Safety Report no later than October 1 of each year to every member of the campus community via e-mail. Anyone, including prospective students and employees, may find this report on the HU website at <http://www.hamptonu.edu/> and may obtain a paper copy by contacting the University Police at (757) 727-5300.

About University Police

The Hampton University Police Department is a professional Police Department. The Department's Headquarters is located at 607 Norma B. Harvey Way, at the rear of the Whipple Barn building. HUPD Headquarters is open 24 hours, 365 days a year. All emergencies can be reported by calling the HUPD Communications Center. The emergency telephone number is (757) 727-5666 and the non-emergency number is (757) 727-5300. HUPD may also be contacted by activating one of the emergency call boxes located on campus. Hampton University employs sworn police officers, non-sworn security officers and a communications support team.

CAMPUS SECURITY OFFICERS (CSO)

The Virginia Department of Criminal Justice Services mandates that all security officers employed by or contracted to a college or university will be required to complete approved training. They are responsible for checking faculty, student and staff identification, signing in visitors and conducting property checks of campus buildings.

COMMUNICATIONS CENTER

The Communication Center is operated 24 hours a day by Department of Criminal Justice Services certified police dispatchers. The Communications Center is located at the rear of the Whipple Barn building. University police dispatchers answer calls for service from the campus community, dispatch officers and other emergency services. Other duties include the monitoring fire and intrusion alarm systems, security cameras, emergency telephones and call boxes. The communications center is linked to the Virginia Department of Motor Vehicles and the Virginia (VCIN) and National (NCIC) Crime information networks.

LAW ENFORCEMENT AUTHORITY AND TRAINING

Officers receive their training from the Hampton Roads Criminal Justice Training Academy located in Newport News, VA. All sworn police officers have completed basic law enforcement training. Sworn law enforcement officers receive 40 hours of in service training mandated by the Department of Criminal Justice Services annually, including firearms qualification and use of force, as well as additional training in conformance with DCJS standards and the training priorities of the Department. HUPD enforces all state laws, University regulations, and prevents, detects and investigates any criminal activity on the campus. HUPD is managed by the Chief of Police who is responsible for providing law enforcement service to the HU community. The University's sworn police officers have the authority to enforce state and federal laws and local ordinances, and have the authority to detain and arrest individuals who violate the law, as they are empowered by the Code of Virginia to do so. The HUPD jurisdiction includes all University owned, leased and controlled property and the adjacent streets and sidewalks.

SAFETY AND SECURITY MEASURES

University police and security are on duty twenty-four hours daily responding to all incidents requiring police assistance and conducting continuous security checks of all buildings and facilities. Uniformed police officers actively patrol buildings and grounds utilizing marked vehicles, bike patrols and foot patrols.

The Hampton University College of Virginia Beach is patrolled by Security Services of America and Virginia Beach Police. Security Services of America has a 24 hour post in the main lobby of the Town Center Complex. Officers also patrol the complex by foot 24 hours a day 365 days a year. To enter the Hampton University main campus by motor vehicle, a Hampton University identification card allows you to enter through the card access gates on Marshall Ave., William R. Harvey Way or Shore Road. All others must enter through Norma B. Harvey Way gate (manned 24 hours). If you have a current Hampton University decal; you may also enter through the Frissell Street gate (manned from 7:00am to 6:00pm Monday-Friday).

As an additional measure of safety, the University has installed 30 emergency call boxes which ring directly into police headquarters. The call boxes are located strategically throughout the University's main campus with an emphasis on designated pathways. To activate a call box, press the button on the front and speak directly into the box to the dispatcher. The dispatcher will immediately send an officer to your location.

WORKING RELATIONSHIPS WITH LOCAL, STATE, AND FEDERAL LAW ENFORCEMENT AGENCIES

The Department maintains mutual aid agreements with the City of Hampton Police Division, Newport News Sherriff's Office and the Virginia State Police and the Department of Alcoholic Beverage Control.

Reporting Crimes and Other Emergencies

The University provides several ways to report crimes and serious incidents and emergencies. All members of the community should take an active role in reporting criminal activities or emergencies occurring on campus. It is critical for the safety of the community that you report all crimes and other incidents immediately so that University Police can investigate the situation as soon as possible and determine if a timely warning or emergency notification to the community, or a portion thereof, is required.

REPORTING CRIMES TO THE UNIVERSITY POLICE

We encourage all members of the University community to report all crimes and other emergencies to University Police in a timely manner. **Crimes and emergencies may be reported to the communications center by calling (757) 727-5666 (emergency) or (757) 727-5300 (non-emergency) or texting a tip.** Individuals can text information to 274637; enter keyword HAMPTON then type your message. Non-emergency reports may also be made in person at the Police Department, which is located in the rear of Whipple Barn. Hampton City Police, Fire, or Ambulance Services can be reached for emergencies at 911. Although there are many resources available, University Police should be notified of any crime, to insure the University can address any and all security concerns and inform the community if there is a significant threat.

Emergency Callboxes

There are blue light emergency callboxes located throughout the campus, which are activated by the push of a button. These call boxes are linked directly to the University Police Communications Center. The location of the emergency is relayed to the University Police Communications Center to ensure prompt and accurate response.

Voluntary Confidential Reporting

The HU Police Department encourages anyone who is the victim of or witness to any crime to promptly report the incident to the police. Police reports are public records under Virginia law and due to state open-record laws HU Police Department cannot hold reports of crime in confidence. You can make an anonymous report to the HU Police Department and your name will not be revealed, but the report will not be confidential. To make an anonymous report, go to the Hampton University Police Department or call (757) 727-5300. Victims can withhold their names in order to remain anonymous. Victims also can file an anonymous report using the online anonymous reporting system at www.tipsubmit.com/WebTips.aspx?AgencyID=1087, Live Safe Mobile App or Awareness TIPS (Butterfly Icon on the University website).

Reporting a crime or emergency to the Hampton (City) Police Division

Faculty/staff/students living off the main campus may report crimes to the Hampton Police Division by calling 911 (emergencies) or utilizing the Hampton Police non-emergency call center at (757) 727-6111.

Off-campus crime

If the Hampton Police Division is contacted about criminal activity occurring at non-campus locations involving HU students, they may notify HUPD, however, there is no official policy requiring such notification.

REPORTING CRIMES TO OTHER CAMPUS SECURITY AUTHORITIES (CSA)

While the University prefers that community members promptly report all crimes and other emergencies directly to HU Police at 757-727-5300, we also recognize that some may prefer to report to other individuals or University offices. The Clery Act recognizes certain University officials and offices as Campus Security Authorities. The Act defines these individuals as an “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

Reports can be made to one of the campus security authorities listed below. Reports made to one of these campus security authorities are counted as part of HU’s annual crime statistics. Confidential reports also can be made in person to the Hampton University Counseling Center (757 727-5617) or the Student Health Center (757 727-5315).

The following list includes some of the identified Campus Security Authorities at HU where crimes may be reported:

CONFIDENTIAL/NON-CONFIDENTIAL RESOURCES

Confidential

Student Counseling Center (757) 727-5617
Student Health Center (757) 727-5315
University Chaplain (757) 727-5340
Riverside Hospital (757) 594-2050
Sentara Hospital (757) 736-2010
Sexual Assault Survivors (757) 599-9844
Transitions Family Violence Services (757) 722-2261

Non-Confidential

HUPD (757) 727-5300/5666*
Title IX Coordinator (757) 727-5426
Title IX Specialist (757) 727-5426
Dean Residence Life (757) 727-5486
Dean Judicial Affairs/Housing (757) 727-5303

CAMPUS SECURITY AUTHORITY

What is a Campus Security Authority?

The Clery Act requires that the University gather and publish crime data from multiple sources, including a Campus Security Authority.

The law defines **4 categories of a Campus Security Authority**:

- University Police
- Non-police security staff responsible for monitoring University property
- People/Offices designated under our policy as those to whom crimes should be reported
- “Officials with significant responsibility for student and campus activities”

Who are CSAs?

Examples of CSAs

- Deans
- Student Housing Staff
- Athletic Coaches
- Student Activities Coordinators
- Officials who oversee a student center
- Student Judicial Officers
- Resident Assistants (RAs)
- Student Advisors
- Faculty Advisors to student organizations

NOT CSAs

- Administrative staff not responsible for student activities (e.g., payroll, facilities)
- Clerical staff
- Individual faculty who DO NOT serve as advisors to registered student organizations
- Doctors in the Student Health Center, or Counselors in the Counseling Center, who only provide care to individual students

Pastoral and Professional Counselors

Per the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by Hampton University to serve in a counseling role are not considered Campus Security Authorities when they are acting in a counseling role. As a matter of policy, the University encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential options available to them.

Definition of CSA at Hampton University

CSAs include all University faculty, staff, and contractors who are not Pastoral Counselors or Professional Counselors. Additionally, all students fulfilling duties requiring them to take action or respond to particular issues on behalf of the institution (e.g., Resident Assistants) are also considered CSAs under Policy Reporting Sexual Discrimination, Misconduct and Retaliation.

Exemptions: Only staff members in Student Counseling Services and pastoral counselors associated with a religious group who provide confidential counseling, functioning within the scope of that recognition, are *exempt* from CSA reporting.

What if Victims Wish to Remain Anonymous?

- At the request of the victim(s), identifying information may be excluded from the report (e.g., names, initials, contact information, etc.).
- However, if the incident involves sexual violence (e.g., sexual assault, dating/domestic violence, or stalking), according to federal law, identifying information **MUST** be reported to Hampton University's Title IX Coordinator:

Title IX Coordinator for Hampton University

Kelly Harvey-Viney

Wigwam Building – Room 205

Hampton University Hampton, VA 23668

Telephone: 757-727-5426

Email: kelly.harvey@hamptonu.edu

RESPONSIBILITIES AND REPORTING

What is a CSA Required to Report?

- Criminal homicide (murder and manslaughter)
- Sex offenses, forcible & non-forcible
- Aggravated assault
- Robbery
- Burglary
- Motor vehicle theft
- Arson

- Hate crimes, including any of the seven crimes previously listed, or any other crime causing bodily injury, if motivated by race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability.
- Arrests and discipline referrals of students, staff, and faculty for liquor, drug and weapons law violations.

Amendments to the Clery Act in 2008 expanded hate crimes to include:

- Larceny-theft
- Simple assault
- Vandalism
- Intimidation

In March 2013, President Obama signed a bill that strengthened the Violence Against Women Act (VAWA). Included in the bill was the Campus Sexual Violence Elimination Act (Campus SaVE) that amends the Clery Act to include reporting of the following effective 2014:

- Dating violence
- Domestic violence
- Stalking

- The 3 new Clery crimes listed above must be tracked for inclusion in the reporting of Clery crime statistics starting with the October 2014 Annual Security Reports. Work with your respective chain of command about any additional reporting of these types of crimes.
- The Annual Security Report must also include updated policy statements to include VAWA requirements addressing Sexual Harassment Policy and Procedures for Responding to Complaints of Sexual Harassment.

Reporting Depends on Location

A CSA must report an incident if it occurred:

ON CAMPUS (includes streets, grounds and parking lots within campus boundaries).

- In on-campus housing facilities (even if privately owned/operated).
- On public property adjacent to the campus (e.g., roads, sidewalks).
- On non-campus property owned or controlled by the University or a recognized student organization (e.g., fraternities).

OFF CAMPUS but closely related to the University - Under the law, some off-campus locations are deemed so closely related to the University that crimes at these locations are included in campus crime statistics.

- Any building or property owned or controlled by a student organization officially recognized by HU.
- Any building or property owned or controlled by HU that is used in direct support of HU's educational purposes, is frequently used by students, and is not "on-campus" property.

Reporting an Incident

As a Campus Security Authority you are required to:

- Get the facts - When, what, where, who, etc.
- Report all Clery Act related crimes immediately to the Police Department so the campus can comply with timely warning policies and have accurate crime statistics for the annual security report.
- Inform victims of their options, including confidential reporting options and offer referrals to resources (e.g., campus assistance programs or counseling service, if appropriate).

Reporting an Incident – Get the Facts

Important questions to ask:

- Is a violent crime in progress? (If so, call police immediately!)
- Has the victim sought or is the victim in need of assistance/services?
- What happened? How, when, and where did it happen? Is there an identified suspect?
- Has the incident been reported to police or to another CSA?
- Does the victim wish to remain anonymous?

WHAT ARE CLERY ACT CRIMES?

Criminal Offenses:

- Homicide
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Dating Violence
- Domestic Violence
- Stalking

Hate Crimes:

- Motivated in whole or part by hate or bias (race, gender, gender identity, religion, ethnicity, disability, sexual orientation, national origin)
- All criminal offenses previously mentioned, plus:
 1. Larceny/Theft
 2. Simple Assault
 3. Destruction/Damage/Vandalism of Property
 4. Intimidation
 5. Any crime involving bodily injury

Arrests and Referrals for Disciplinary Action:

- Weapons: Carrying, Possession, Etc. Law Violations
- Drug Abuse Violations
- Liquor Law Violations

Specific crime definitions can be found at the following link:

<http://police/hamptonu.edu/crime-statistics>

RESPONDING TO CRIME REPORTS

Officers responding to calls are initially responsible for ensuring the safety and security of individuals, the crime scene, and any property. Officers' conduct preliminary investigations by interviewing victims and witnesses, obtaining all the relevant facts of the incident, following up until a final status report and disposition solve and clear the reported incident. Major crimes are forwarded to the Investigations Division. Priority response is given to crimes against persons and personal injuries. In response to a non-emergency call, HUPD will take the required action, either dispatching an officer or asking the victim to report to HUPD to file an incident report. Incident reports involving students are forwarded to the Dean of Judicial Affairs and Housing for review as appropriate.

Daily incident log

HUPD maintains an incident log that is available for review. The log includes the nature, date, time and general location of incidents reported, as well as the disposition of the complaint, if that is known at the time the log is created. The log is updated within two business days of the reporting of the information to the HUPD. A business day is Monday through Friday, except for days when the university is closed. HUPD reserves the right to exclude crime report information from the log in circumstances where posting may compromise ongoing police operations.

Timely Warnings

When appropriate, designated University officials will issue a timely warning through the Pirate Notification System (PNS). These warnings are issued for Clery Act crimes that are reported to University Police, other campus security authorities, or local law enforcement that pose an ongoing or serious threat to students, faculty, staff and/or guest. Pirate Notifications may also be issued in some circumstances where there is a pattern of crime against persons or property. The University may also issue a Pirate Notification for an off-campus location used and frequented by the University population. These warnings may be disseminated a variety of ways including flyers, e-mails, text messages, and social media.

Sending an Alert

The decision to inform the community shall be based upon the known facts of the incident. The Assistant Vice President Marketing/Media will decide whether to inform the HU community of crimes or incidents that may present a serious or ongoing threat or risk to members of the University community. Such timely warnings/crime alerts provide an opportunity for individuals to take reasonable precautions for their safety. Crimes that occur outside of the core campus geography but within the expanded HUPD jurisdiction will be evaluated on a case-by-case basis. HU is not required by law to issue a timely warning/crime alert for off-campus crimes; however, if there is a crime that poses an ongoing or serious threat, information can be found by going to www.crimereports.com/agency/hampton where individuals can access information about crimes that occur in the surrounding area. This site is maintained by the Hampton City Police Division.

Those incidents which prompt a timely warning/crime alert notification include, but are not limited to:

- Murder & Non-Negligent Manslaughter
- Manslaughter by Negligence
- Sex Offenses
- Robbery
- Aggravated Assault
- Arson

Any of these types of incidents will be evaluated on a case-by-case basis to determine if a serious or ongoing threat to the community exists. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other HU community members and a timely warning/crime alert notice would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to

distribute a timely warning/crime alert notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the HUPD.

Emergency Response and Evacuation Procedures

Hampton University is committed to providing a safe and healthy environment for our community. HU is subject to natural, technological, or man-made emergencies that could threaten the University community.

HU has a number of communication systems in place that can be used to notify the community in the event of a significant emergency or dangerous situation on campus that involves an immediate threat to health or safety. HU will initiate these systems without delay once first responders confirm a significant emergency or dangerous situation exists.

EMERGENCY NOTIFICATION

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System

If a timely warning/crime alert is deemed necessary, it will promptly be developed and initiated for the HU community by the appropriate office(s). To maintain confidentiality, any timely warnings/crime alerts will be provided to students and employees without the names of victims. The timely warning/ crime alert should include the following information:

- Nature of the incident or immediate threat
- Location, date and time of incident
- Description of any suspect(s)
- Action recommended for University members
- Crime prevention information
- Contact number for HUPD

Anyone with information warranting a timely warning/crime alert should report the circumstances to the HUPD by phone at (757) 727-5666 (emergency) or in person at HUPD Headquarters.

Emergency Notification (Response and Evacuation).

University officials will coordinate the emergency notification, response and evacuation of the community, as needed, in the event of an emergency. The University will also test the emergency response and evacuation procedures annually and publicize them throughout the community. The Chief of Police will coordinate dates for tests of the system with the Administrative Council.

Activation of the emergency notification system will occur immediately upon confirmation of a significant emergency or dangerous situation occurring on HU's campuses involving an immediate threat to the health or safety of students, faculty and staff, so that they may take reasonable precautions for their safety. Emergencies on campus are typically confirmed by the HUPD, in consultation with other offices such as Physical Plant, Office of the Vice President for Business Affairs and Treasurer, Vice President for Administrative Services, the Chancellor

& Provost, the Administrative Council, the National Weather Service and/ or responding law enforcement or fire departments. If an emergency notification is authorized, some or all of the systems under mass notification systems may be activated, depending on the nature of the emergency. The notification messages will be developed and initiated by the appropriate department for each specific system that can be used to communicate to the HU community. The department that initiates the system will determine the appropriate segment(s) of the community to receive the notification as deemed necessary. Additionally, officials from HUPD and/or University Relations will provide regular follow-up information to the community, as needed. Follow-up information may be distributed using some or all of the communication systems under the mass notification systems.

HU will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

If only a segment or portion of the community needs to be informed, an emergency notification will be sent to the relevant segment of the campus community.

During emergency evacuation procedures HUPD facilitates the safe evacuation of all persons utilizing HU facilities in the event of fire, bomb threat, power outage, natural disasters, civil disturbances and active threats. The level of necessity will determine the response by HUPD. If large-scale events occur that are beyond the resource capabilities of HUPD and the University, officials will request assistance from outside agencies such as the Hampton Police and Fire and Emergency Management departments, Virginia State Police, and the Hampton Emergency Management Office.

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately, proceed to the nearest exit and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit and notify HUPD at (757) 727-5666 (emergency).

- Remain calm.
- Do NOT use elevators. Use the stairs.
- Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell and immediately inform HUPD or the responding fire department of the individual's location.
- Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
- Make sure all personnel are out of the building.
- Do not re-enter the building.

Mass Notification Systems

The University utilizes a multichannel communications system to provide timely warnings/ crime alerts and emergency notifications to the HU communities. In the event of an impending or actual emergency on campus, one or more of the following communication channels will be activated:

Outdoor siren system: Consists of 3 sirens strategically located on campus. Siren tests are

performed monthly. An authorized HUPD department supervisor activates the messages for this system. Only HUPD can activate the siren system.

HU Alert website: Found online at alert.hamptonu.edu, is updated with information and instructions about how to respond in an emergency situation. The University Relations staff member on call typically develops the messages for this system. University Relations activates the HU Alert website and home page notifications. Parents and community members can view alerts and updates through this site.

Text messaging provides personal communication to all cell phone users who register for the service. In addition to emergency communications, text messages will also be used to announce weather delays and cancellations. Students, faculty, staff, can sign up for text messaging online at alert.hamptonu.edu/signup.

Email will be used to send more detailed information to everyone with a HU email account.

Social media such as Twitter and Facebook will be used to send notices.

Fire alarm system may be used to evacuate a building(s) if there is a potential threat to the health and safety of that segment of the community.

If any of the systems using technology fails, the University may initiate face-to-face communication using building managers, residence life staff and other appropriate faculty, staff and students on campus.

Determining the Appropriate Segment to Receive an Emergency Notification

The Chief of Police (or designee) determines the appropriate segment(s) of the campus community to receive the emergency notification.

Determining the Content of the Emergency Notification

The Chief of Police (or designee) selects the approved template that matches the emergency situation. The Police supervisor advises University Relations of the facts needed to complete any blanks in the template.

A general alert message will inform the reader that the website will be updated as soon as more information is available. The Center for Information Technology is responsible for updating communications to the campus as information becomes available.

Procedures Used to Notify the Campus Community

The University Police Chief (or designee) initiates the notification process.

The following steps are taken:

- The HU Main homepage (www.hamptonu.edu) are updated using the basic alert template and RSS feed headlines.
- A text message is sent to students, faculty, and staff using the Pirate Notification System.
- A campus wide e-mail is sent using the “urgent” option.
- The Communications Center sends a campus broadcast voicemail message to University land line phones.

-
- A news release is sent to campus and local media using the emergency alert contact list maintained by News Services.
 - When the situation is resolved, if siren was activated, an “all clear” siren message will be sounded and the steps above will be repeated to the same audiences to announce resolution of the situation.

If the sirens are not sounded, the following notification process is used:

- University Police will post a general message to the Pirate Alert webpage and main homepage announcing the campus is on alert status and updates will be provided as information becomes available. Determine if a text message is appropriate and, if so, determines the message content and directs Information Technology Services to disseminate the message. A text message is sent when (a) there is risk of serious injury, (b) there is an opportunity to mitigate that risk by evacuating buildings or area of campus, or avoiding buildings or areas of campus, or sheltering in place, and (c) communication to those at risk cannot be fully accomplished by direct, localized means such as voice/bullhorn/public address system/fire alarm.

Enrolling in the University’s Text Message System

Text messaging can be a very effective way to send important information to the campus community. The University has the ability to send text message alerts to those persons who register their cell phone numbers. When a student or new faculty/staff member is accepted at Hampton University (term dependent), their HU account is created and credentials sent to them. At the same time, they are imported into Pirate Notification System (PNS). Once imported, they will receive an email inviting them to register with the PNS member portal. All members of the campus community are encouraged to register their mobile phone number. By registering your mobile phone number, you will receive HU Crime Alert text messages about serious incidents or emergencies on campus.

DRILLS, EXERCISES, AND TRAINING

To ensure the University’s emergency management plans remain current and actionable, the University conducts an emergency management exercise to test emergency procedures at a minimum of once a year. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. The University conducts after-action reviews of all emergency management exercises. The scenarios for these exercises change from year to year and include several departments from across the campus. In conjunction with at least one emergency exercise each year, the University will notify the community of the exercise and remind the community of the information included in the University’s emergency response procedures.

Security and Access to University Facilities

ACCESS TO FACILITIES

HU is considered private property. Access to academic and administrative buildings and the campus may be restricted as necessary. Access to residential facilities is limited to building occupants as well as their authorized guests and visitors.

During business hours, most University facilities (excluding student residential facilities) are open to the general public. During non-business hours, access to all facilities is by university access card or admittance by the University Police with prior written approval. Academic and administrative buildings on campus may have individual hours, which may vary at different times of the year. Some academic and administrative buildings, especially those that house computer clusters or research laboratories, have electronic card access systems that operate during normal working hours. Access is limited to approved cardholders only. For buildings that are under conventional lock and key, the building manager for each facility determines the schedule for securing the facility. The University Police Communications Center monitors cameras for the campus CCTV systems.

SPECIAL CONSIDERATION FOR RESIDENTIAL FACILITIES

Access to residence halls is restricted to students who live and staff who work in the residence halls. All access to residence halls is provided via an electronic key card access system, which will allow access only to approved cardholders. Residence halls are locked at all times. During emergencies or over extended breaks, the doors of all residence halls are secured around the clock by temporarily disabling resident student access cards. Doors are equipped with manual keyed locks, separate from the card access issued to resident students.

SECURITY CONSIDERATIONS IN THE MAINTENANCE OF CAMPUS FACILITIES

The Physical Plant has regular programs to survey the campus landscape for trees, shrubbery, and plants that need to be trimmed to increase safety. They also survey the campus for lighting that is burned out or in need of repair. University Police also report unsafe situations found during patrol operations to the Physical Plant for correction.

SECURITY OF CAMPUS FACILITIES

HUPD officers patrol through the academic and administrative buildings on a regular basis. Officers patrol the campus via foot, bike and cars. For information about the access protocol for a specific building, see the building manager, a department head or contact HUPD at (757) 727-5300 (non-emergency). Residential staff and HU officers conduct routine patrols of residential facilities to assess and monitor building security. Building occupants are helpful if they avoid allowing unknown individuals into the building.

Crime Prevention and Safety Awareness Programs

Crime prevention takes a total community effort. The Hampton University Police Department along with other departments, provide programs to educate members on personal safety and theft prevention. These seminars are regularly scheduled, with mandatory student attendance, twice a school year in the residence halls on the main campus and may be requested by groups at any time by contacting the police department. The Hampton University Police Department also publishes and/or distributes personal safety awareness pamphlets. A copy of these pamphlets and brochures may be obtained by contacting HUPD Crime Prevention, 607 Norma B. Harvey Way, Hampton, VA 23668 or calling (757) 727-5567 or (757) 727-5300.

PERSONAL PROTECTION ACTIONS

Things you can do if someone tries to harm you:

- Stay calm and think rationally.
- Remember what the attacker looks like.
- Consider what you can do to defend yourself. At home and in your hall always lock your doors and windows.
- Be careful when inviting casual acquaintances into your home or office.
- Do not allow anyone to duplicate your keys. On the phone
- List only first initials and last name in directories.
- Do not divulge your name and address to people you don't know.
- Hang up immediately on obscene phone callers.
- Never reveal that you are alone.

In your car

- Lock your doors and windows.
- Park in well-lit areas.
- Store valuables out of sight and lock them in the trunk when the car is parked.
- If your car breaks down, activate emergency flashers.
- Stay in the locked car.
- If someone stops to help, ask the person to call for help for you.
- Sound the horn if threatened.
- Never pick up hitchhikers.

If you live off campus

- Re-key locks when moving into a previously rented residence or after keys have been lost or stolen.
- Install deadbolt locks on all exterior doors and locks on windows.
- Make sure shrubbery is trimmed away from entryways and windows.
- Light entrances all night long.

CAMPUS SAFETY SEMINAR

Target Audience: Incoming freshmen, returning and transfer students.

Designed to help new, returning and transfer students understand the role of campus police. Personal safety and crime prevention are the two focal points of the discussion. Students also learn how to “anonymously” report suspicious activity to the proper authorities, as well as how to detect possible fire hazards, and how to develop an emergency readiness preparedness evacuation plan.

The campus safety seminar is offered to arriving new students during the freshmen intake week. It is a mandatory seminar all new incoming freshmen students must attend. Returning and transfer students have opportunity to attend the campus safety seminar within their residence halls during the fall semester. The campus safety seminar is offered a second time during the spring semester.

Topics Addressed:

- Continuous security checks (24/7) of university buildings and property.
- Locations and activation of blue light emergency call boxes.
- Mutual aid agreements/shared jurisdictions with local and other municipalities.
- Methods of reporting crimes and/or suspicious activities to campus police.
- Awareity TIPs online information sharing platform.
- LiveSafe Mobile App featuring real-time response and two-way communications.
- Campus police emergency contact number.
- Reporting sexual assaults, domestic violence, dating violence, stalking and intimidation incidents to confidential or non-confidential resources.
- Benefit of registering best contact information with the Pirate Notification System (PNS).

OTHER CRIME PREVENTION/AWARENESS SEMINARS

Buzzkill Campaign – designed to educate and inform freshmen students of the dangers of underage drinking. This program addresses the legal consequences associated with providing alcoholic beverages to persons under the age of 21. The university’s policy on alcohol is reinforced during this seminar. Virginia’s underage drinking policy, and the fines that can be imposed upon a violator are also discussed. The use of the Fatal Vision Impairment Goggles aids students in their understanding of the behavioral and physiological changes alcohol can have on a developing young persons’ mind and body.

Active Shooter Training – faculty, staff and students are equipped with information that would aid in the reduction of fatalities should an active shooter event occur at a location they may be at. In this seminar, the Run, Hide, Fight concept is reinforced along with the developing a survival mindset philosophy.

Sexual Assaults/Domestic Violence/Dating Violence/Stalking/Intimidation – designed to educate new freshmen students on the signs associated with sexual and gender-based violence on college campuses. In this seminar, students learn the following:

- Myths and misperceptions about sexual assault, intimate partner violence, and stalking propagate victim blaming and impact the pursuit of justice.
- Investigations focuses on offender behavior, not victim behavior.
- Sexual intercourse while under the influence of alcohol or drugs may be considered rape because judgement is impaired. The ability to resist is taken away.
- Definitions of sex crimes and Virginia penalties.
- Arrest protocols.
- The three types of Protective Orders, and how to obtain a Protective Order.

The primary goal of these seminars is to empower students with the knowledge necessary to effectively report these types of incidents to campus police, and other authority entities.

Campus Security Authority (CSA) Training – faculty, staff and students who meet the definition of a Campus Security Authority, as described in the “Jeanne Clery Act” receive training in the following areas:

- Requirements of the Clery Act.
- The four categories of a Campus Security Authority as defined by law.
- Campus Security Authorities are designated by function, and not by job title.
- Clery Act crimes a Campus Security Authority is required to report to campus police.
- How to identify Clery Act geography.
- Methods of reporting Clery Act offenses to campus police.

Title IX Policy

I. NOTICE OF NON-DISCRIMINATION

Hampton University (“University”) adheres to the principle of equal education and employment opportunity and does not discriminate against anyone in education or employment on the basis of age, sex, pregnancy, sexual orientation, gender identity, race, color, creed, religion, disability, genetic information, national origin, military or veteran status or for engaging in protected activity. This policy extends to all students and employees and applicants for admission and/or employment. Further, it extends to all programs and activities supported by the University; including the Undergraduate College, College of Continuing Education, College of Virginia Beach, the Graduate College, University sponsored study abroad and University sponsored internships.

The following persons have been designated to handle inquiries regarding the University’s policies prohibiting discrimination based on sex in accordance with Title IX of the Education Amendments of 1972 (“Title IX”):

Title IX Coordinator

for Hampton University:
Kelly Harvey-Viney, J.D.
Wigwam Building – Rm 205
Hampton University
Hampton, VA 23668
757-727-5426
kelly.harvey-viney@hamptonu.edu

Title IX Specialist

for Hampton University:
Terri Haskins
Wigwam Building – Rm 205
Hampton University
Hampton, VA 23668
757-727-5426
terri.haskins@hamptonu.edu

In addition, information concerning Title IX can be obtained from:

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
Email: OCR.DC@ed.gov

For other inquiries concerning the University’s policy on nondiscrimination or to make a complaint of discrimination, please contact:

STUDENTS

Woodson Hopewell
Dean of Judicial Affairs & Housing
2nd Floor Student Center
Hampton, VA 23668
757-757-5303
Email: woodson.hopewell@hamptonu.edu

EMPLOYEES INCLUDING FACULTY

Rikki R. Thomas
Director of Human Resources
53 Marshall Avenue
Hampton, VA 23668
757-727-5250
Email: rikki.thomas@hamptonu.edu

II. DISCRIMINATION COMPLAINT PROCEDURES

Hampton University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging discrimination and/or harassment in violation of its policies of non-discrimination, adopted in accordance with the various state and federal civil rights acts governing employees and students in education and employment including, but not limited to, Titles VI and VII of the Civil Rights Acts, Title IX of the Education Amendments Act (“Title IX”), Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and the Age Discrimination in Employment Act.

A. Complaints Alleging Sex Discrimination and/or Harassment in Violation of Title IX

Complaints by Students and Employees including Faculty alleging sex discrimination and/or harassment in violation of Title IX should be directed to one of the following University officials:

Title IX Coordinator

Kelly Harvey-Viney, J.D.
Wigwam Building – Rm 205
Hampton University
Hampton, VA 23668
757-727-5426
kelly.harvey-viney@hamptonu.edu

Title IX Specialist

Terri Haskins
Wigwam Building – Rm 205
Hampton University
Hampton, VA 23668
757-727-5426
terri.haskins@hamptonu.edu

See Section III, Policy and Procedures on Sexual Discrimination and Misconduct (Title IX).

B. Complaints Alleging Discrimination and/or Harassment NOT Involving Title IX

1. EMPLOYEES INCLUDING FACULTY

Complaints by Employees including Faculty alleging discrimination and/or harassment in violation of Hampton University’s policies on non-discrimination not involving Title IX should be directed to:

Rikki R. Thomas
Director of Human Resources
53 Marshall Avenue
Hampton, VA 23668
757-727-5250
Email: rikki.thomas@hamptonu.edu

For details concerning these complaint procedures, please see either: Education Support Staff Handbook or Faculty Handbook.

2. STUDENTS

Complaints by Students alleging discrimination and/or harassment in violation of Hampton University’s policy on Non-Discrimination involving claims other than those arising under Title IX should be directed to:

Woodson Hopewell
Dean of Judicial Affairs & Housing
2nd Floor Student Center
Hampton, VA 23668
Telephone: 757-727-5303
Email: woodson.hopewell@hamptonu.edu

3. Student Complaint Procedures Not Involving Title IX

- a) The student should make the complaint verbally or in writing to the Dean of Judicial Affairs & Housing. If, however, the complaint involves the Dean of Judicial Affairs & Housing, then the complaint should be directed to the Director of Human Resources and will be handled in accordance with the Faculty Handbook procedures, Section 1.3.1.
- b) In making a complaint, the student should provide sufficient information to identify the parties involved, any witnesses, the alleged discrimination and all facts that support the allegations of discrimination.
- c) The Dean of Judicial Affairs & Housing (hereinafter “Investigator”) shall immediately begin an investigation of the complaint. The investigation will involve meeting with all parties and witnesses. The complainant and the person(s) against whom the allegation of discrimination have been made and their respective representatives, if any, will be provided an opportunity to submit information, written statements and documentation regarding the complaint allegations. To the extent appropriate, interim measures for the protection of the complaining party may be taken while the investigation is pending.
- d) Within 30 days of receipt of the complaint, unless the Investigator has notified the parties in writing that the facts require a longer investigation, the Investigator shall issue a written determination as to the complaint, including the investigative findings, and provide such written determination to the Reporting Party and the Responding Party. The Dean of Judicial Affairs and Housing will implement prompt remedial action to remedy any discrimination or harassment that he concludes has occurred.
- e) Either party may appeal the findings of an investigation by submitting a written document within seven (7) days of notification of the determination to the Vice President for Administrative Services, Hampton University, Hampton, VA 23668 who shall refer the appeal to a three (3) member Appeals Committee consisting of a representative from Student Affairs, a Faculty representative and the Assistant Provost. The appeal must specify with particularity the irregularities of the Investigator’s determination. The Vice President for Administrative Services must inform the parties of the appeal decision within fourteen (14) days of the receipt of the appeal.
- f) Although Hampton University will make every effort to comply with these timelines, circumstances such as school breaks, may justify an extension of time. If such an extension is warranted, the parties will be advised in writing.
- g) Retaliation against any person who files a complaint of alleged discrimination or harassment, participates in an investigation, or opposes a discriminatory or harassing education practice or policy is prohibited under University policy and by state and federal

law. An individual who believes he or she was subjected to retaliation can file a complaint about the alleged retaliation under these procedures. If it is determined that retaliation has occurred, sanctions may be imposed, including, but not limited to, suspension or termination.

III. POLICY AND PROCEDURES ON SEXUAL DISCRIMINATION AND MISCONDUCT (TITLE IX)

Title IX of the Education Amendments of 1972

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

~ 20 U.S. Code § 1681

A. Statement of Policy

The Hampton University Policy on Sexual Discrimination and Misconduct is designed to ensure an environment that is safe and free from sexual discrimination, harassment or misconduct for the members of the Hampton University community.

Sexual harassment is a form of sexual discrimination and includes sexual misconduct and/or sexual violence. The University is committed to maintaining an environment that is free from sex-based violence and in which the freedom to make individual choices regarding sexual behavior is respected by all.

Sexual discrimination, harassment or misconduct is unacceptable and will be addressed in a prompt, equitable fashion in accordance with this policy and the applicable procedures. Additionally, the University prohibits Retaliation against anyone who exercises his or her rights in accordance with this policy.

B. To Whom This Policy Applies

- 1) This policy applies to all Students who are registered to take classes at Hampton University; all University employees including full-time and adjunct faculty; full-time, part-time and temporary staff; and contractors, vendors, visitors, guests and third-parties.
- 2) This policy applies to conduct that takes place on the campus of the University, at University sponsored events (including academic, social and athletic events), University sponsored Study Abroad Programs, University sponsored internships and may apply off-campus and to actions online if the Title IX Coordinator determines the conduct falls within the scope of Title IX and policies pertaining thereto.

C. Purpose

This policy is designed to help the University prevent sexual discrimination, harassment and misconduct on its campus and in its programs, and further help the University to comply with the following statutes:

- Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities,
- the Violence Against Women and Department of Justice Reauthorization Act of 2005,

-
- the Higher Education Act of 1965, and
 - the Clery Act, each as amended.

D. Jurisdiction

The University has jurisdiction over Title IX complaints and investigations. The applicable police department will have jurisdiction over criminal complaints and investigations.

IV. HAMPTON UNIVERSITY TITLE IX OFFICE

Title IX Coordinator

Kelly Harvey-Viney, J.D.
Wigwam Building – Rm 205
Hampton University
Hampton, VA 23668
757-727-5426
kelly.harvey-viney@hamptonu.edu

Title IX Specialist

Terri Haskins
Wigwam Building – Rm 205
Hampton University
Hampton, VA 23668
757-727-5426
terri.haskins@hamptonu.edu

A. Responsibilities of the Title IX Coordinator:

- Oversees compliance with Title IX at Hampton University;
- Responds to and investigates all sexual discrimination, harassment and misconduct complaints, to include analysis of policy, determination of violation, and the filing of detailed reports;
- Informs students and employees on the options of filing a formal complaint through the Title IX Office and/or filing of a criminal or civil complaint;
- Implements interim safety measures. This may include, but is not limited to, alternative housing arrangements, academic adjustments, no contact orders and referral to campus and local resources;
- Meets with students, faculty and staff to provide training and education on Title IX and the policies, procedures and services at Hampton University;
- Evaluates requests for confidentiality;
- Works with the appropriate University departments, offices or divisions to accommodate persons seeking services and support under Title IX, including counseling and health center services, campus safety measures with the University Police Department, if necessary, and the Director of Testing Compliance and Disability Services for pregnancy related medical accommodations; and
- Coordinates with local agencies to meet the support needs of persons seeking redress under Title IX, to include Transitions Family Violence Services, the Center for Sexual Assault Survivors, appropriate area law enforcement agencies, and area hospitals.

B. Responsibilities of the Title IX Specialist:

- Coordinates with the Title IX Coordinator on compliance and training on Title IX policies at Hampton University;
- Provides administrative support to the Title IX Coordinator on projects and initiatives involving Title IX at Hampton University and in the community;
- Educates University employees, students, faculty and staff on Title IX policies and procedures at Hampton University;
- Provides resources and publications to faculty, staff and students to help in educating the University community about Title IX; and

- Updates the Hampton University community on changes to the Title IX policies and regulations from the state and federal government.

C. Responsibilities of the Title IX Investigator:

- Reports to the Title IX Coordinator and assists in resolving complaints of sexual misconduct, sexual harassment, sexual assault, gender-related violence including stalking, dating violence and domestic violence involving undergraduate and graduate students, faculty and staff at the University;
- Identifies University policies and/or Student Conduct Code provisions relevant to a complaint;
- Conducts a prompt, equitable and impartial administrative investigation into complaints;
- Provides information to students, employees and others regarding the Title IX Policy and other University policies related to discrimination, harassment and sexual conduct;
- Creates and facilitates training/presentations to students and other campus constituencies regarding the University's Title IX policies and processes; and
- Develops and maintain relationships with campus and community partners. Collaborate with on and off campus resources including law enforcement and victim services in resolving complaints and work with the Title IX Coordinator to ensure that the University's processes, responses, and policies are consistent with federal and state laws and regulations related to compliance.

V. RESOURCES

The following Confidential and Non-Confidential Resources are available for victims of sexual discrimination, harassment, or violence.

A. Confidential Resources

A Confidential Resource has no requirement to report incidents of sexual discrimination, harassment or violence. Below is a listing of Confidential Resources with their contact information:

Hampton University Student Counseling Center	(757) 727-5617
Hampton University Student Health Center	(757) 727-5315
Hampton University Chaplain	(757) 727-5340
Riverside Regional Emergency/Trauma Center	(757) 594-2050
Sentara Careplex Emergency Room	(757) 736-2010
The Center for Sexual Assault Survivors	(757) 599-9844
Transitions Family Violence Services	(757) 722-2261

B. Non-Confidential Resources

A Non-confidential Resource has an obligation to report incidents. Below is a listing of Non-confidential Resources with their contact information:

Hampton University Police Department	(757) 727-5300
Title IX Coordinator	(757) 727-5426
Title IX Specialist	(757) 727-5426
Dean of Judicial Affairs and Housing	(757) 727-5303
Dean of Residence Life	(757) 727-5486

VI. PROHIBITED CONDUCT AND DEFINITIONS

A. In accordance with Title IX, the University prohibits any conduct that constitutes sexual discrimination, sexual misconduct, sexual harassment or retaliation against anyone who exercises his or her rights and privileges under Title IX, including, filing a complaint of sexual harassment, misconduct, and/or discrimination, participating in an investigation or hearing or opposing a discriminatory employment or education practice prohibited by this policy, or Title IX.

B. Definitions

The following definitions further explain the conduct prohibited under this policy and are applicable regardless of gender, sexual orientation or gender identification:

1. **Sexual Discrimination** includes denying an individual the right to participate in a program solely based on their gender, denying an individual a job or promotion solely based on their gender, or granting or denying benefits based on sexual stereotypes. It further includes sexual misconduct and sexual harassment. Sex discrimination also includes discrimination on the basis of pregnancy, childbirth, miscarriage, termination of pregnancy, or recovery from any of these conditions.
2. **Sexual Harassment** as a form of sexual discrimination refers to unwelcomed and unsolicited conduct of a sexual nature, whether by members of the same sex or of the opposite sex. It includes unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature, and is specifically prohibited when:
 - a. Submission to such conduct is made explicitly or implicitly a term or condition for an individual's work performance or academic performance;
 - b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, performance evaluation, or academic performance evaluation concerning a member of the University; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or ability to participate in or benefit from the University's programs, or of creating an intimidating, hostile, or offensive work or educational environment.
3. **Sexual Misconduct** is a form of sexual harassment. It includes a broad range of behaviors such as inappropriate physical touching, sexual exploitation, stalking, non-consensual sexual contact, non-consensual intercourse, domestic violence, dating violence, sexual assault, rape and other forms of sexual violence.
4. **Retaliation** for the purposes of this policy occurs when an individual is subjected to adverse action, intimidation, threats, coercion or discrimination in order to interfere with any right or privilege secured by Title IX or this policy or because of an individual's participation or involvement in any fashion in exercising rights under Title IX or this policy, including but not limited to making a complaint or report, participating in an investigation, or testifying as a witness.
5. **Hostile Environment** exists as a form of sexual harassment under Title IX when sexually harassing conduct is sufficiently severe or pervasive to alter the conditions of employment or education and creates an abusive work or educational environment. A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. An example of the latter is a single instance of rape.
6. **Sexual Assault** is a form of sexual misconduct. It encompasses sexual assault and

battery, non-consensual sexual contact, non-consensual sexual intercourse and other violent sexual behavior. Sexual assault and battery includes, but is not limited to, forced sexual intercourse, rape or any intentional unpermitted or unwanted sexual contact by the accused, acquaintance or stranger, either directly or through the clothing, or with the victim's genitals, breasts, thighs, buttocks, or mouth, without the victim's consent. Sexual assault and battery also includes touching or fondling of the victim by the accused when the victim is forced to do so against his or her will.

7. **Sexual Exploitation** is taking sexual advantage of another person without effective consent and includes, by way of example but not limitation, causing the prostitution or other incapacitation of a person for a sexual purpose; electronically recording, photographing or otherwise transmitting intimate or sexual utterances, sounds or images of another person; voyeurism; exposing one's genitals or inducing another to do so or knowingly transmitting a sexually transmitted disease.
8. **Coercion** occurs when an unreasonable amount of pressure is used to engage in sexual activity, and/or the practice of persuading or forcing someone to do something by use of force or threats.
9. **Domestic Violence** occurs when a current or former spouse, intimate partner or other person with whom the victim has shared a close family or living relationship within the previous 12 months uses or threatens physical or sexual violence. Domestic violence also may take the form of a pattern of behavior that seeks to establish power and control through emotional abuse or by causing fear of physical or sexual violence.
10. **Dating Violence** occurs when a person with whom the victim has shared a close social relationship of a romantic or intimate nature uses or threatens physical or sexual violence.
11. **Stalking** is engaging in a course of behavior directed at a specific person that would cause a reasonable person to fear for his or her own safety or the safety of others or to suffer substantial emotional distress.
12. **Intimidation** involves inducing fear, especially to cause or force an individual to engage in a specific action.
13. **Consent** is a voluntary agreement to engage in sexual activity. Consent for sexual activity can only be obtained in situations where all people involved have equal power and full awareness in deciding what sexual activity will and will not happen during an encounter.
 - Consent cannot be gained by force, intimidation, threat, coercion, or by taking advantage of another's incapacitation.
 - The use of alcohol or drugs may affect a person's ability to consent to sexual contact.
 - Silence, previous consent, or absence of resistance does not imply consent.
 - Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
 - Consent is not final or irrevocable and can be withdrawn at any time.
 - Members of the University community choosing to engage in any form of sexual activity – from touching or kissing to intercourse – must obtain consent from their partner(s) prior to engaging in such activity.
14. **Incapacitation** is the physical and/or mental inability to make informed, rational judgments. One who is incapacitated cannot provide effective consent. States of incapacitation include sleep, unconsciousness, intermittent consciousness, and blackouts. Incapacitation may result from the consumption of alcohol or the use of drugs.

VII. POLICY AND PROCEDURE ON PREGNANCY AND PREGNANCY-RELATED CONDITIONS

Title IX prohibits discrimination on the basis of sex in education and in programs and activities that receive federal funding. This prohibition includes discrimination on the basis of pregnancy, childbirth, miscarriage, termination of pregnancy, or recovery from any of these conditions.

Students have the right to continue participating in classes and extracurricular activities during pregnancy. Students may request adjustments based on general pregnancy needs. Requests for adjustments must be made in writing to the Title IX Office. Such requests will be handled on a case-by-case basis depending on the student's medical needs and academic requirements.

In addition, if a student is unable to attend classes or complete academic requirements due to a medical condition related to pregnancy or childbirth, the student can request a reasonable accommodation. Such a request must be made in writing to the Title IX Office. The Title IX Office may coordinate with the Director of Testing Compliance and Disability Services in considering and reviewing such requests for accommodations. Requests for accommodations based on a medical condition due to a pregnancy-related condition must be accompanied by medical documentation detailing: 1) the pregnancy-related disability; 2) how it limits the student's participation in courses, programs, services, jobs, or activities; and 3) specifics concerning the accommodation that is needed. The University will consider requests for reasonable accommodation on a case-by-case basis.

Title IX requires the University to excuse a student's absences due to pregnancy or related conditions, including recovery from childbirth, with medical approval. Students requiring a medical leave must make a request in writing to the Title IX Office. Such a request must be accompanied by medical documentation supporting the need for the medical leave. The Title IX Office may coordinate with the Director of Testing Compliance and Disability Services in reviewing such requests for accommodations.

The University must allow a student to return to the same academic and extracurricular status as before a medical leave began, including providing the student to make up any missed work. The University may offer the student alternatives to making up missed work, such as retaking a semester, taking a leave of absence or allowing the student additional time in a program to continue at the same pace and finish at a later date. The Title IX Coordinator and the student's Academic Advisor or appropriate academic representative in the student's field of study will meet with the student to discuss options available to the student based on the student's current status and program requirements.

VIII. REPORTING SEXUAL DISCRIMINATION, MISCONDUCT AND RETALIATION

Under Title IX, it is the responsibility of the University to ensure that students are not denied the benefit of or limited in participating in any University education program or activity on the basis of sex. Hampton University has an obligation to respond to reports and notifications of sexual violence. When the University has jurisdiction and has received notice of sexual violence, by law, the University must take prompt and effective steps to end the sexual violence, prevent its recurrence, and remedy its effects.

The University is committed to fostering a safe environment for victims of sexual discrimination,

sexual harassment, sexual violence and retaliation, and is committed to offering help and support. Victims are encouraged to report incidents of sexual discrimination, harassment, misconduct or retaliation.

A. Responsible Employee

1. A Responsible Employee is anyone at the University, including faculty, administration, the Hampton University Police Department, Title IX Coordinator, Title IX Specialist, Title IX Investigator, the Dean of Judicial Affairs and Housing, and the Dean of Residence Life, with authority or a duty to respond and/or report sexual discrimination, sexual harassment, sexual violence and retaliation to the Title IX Coordinator or appropriate personnel.
2. The University requires Responsible Employees, who in the course of their employment obtain information that an act of sexual discrimination, harassment and/or misconduct or retaliation has occurred against a student attending the University on campus, in or on a non-campus building or property used or controlled by the University, or on any public property that is adjacent to or accessible from a campus building or University-controlled facility, to report promptly the incident to the University's Title IX Coordinator.
3. In addition, Hampton University also encourages anyone who is or knows someone who has been a victim of sexual violence and/or misconduct to report promptly the incident to the Hampton University Police Department (HUPD).
4. HUPD may be reached at (757) 727-5300 and is available to explain the procedures for pursuing a criminal investigation of the alleged sexual misconduct or violence. HUPD will investigate every incident reported to determine if a crime has been committed. Any criminal investigation will be separate and distinct from any investigation undertaken in accordance with Title IX. A criminal complaint and investigation may run simultaneously with a Title IX complaint and investigation. For immediate assistance call HUPD at (757) 727-5666 or 911.
5. Pursuant to the Clery Act, the University is required to disclose statistics of certain crimes, including sexual offenses, violations of drug, liquor, or weapons laws, and hate crimes that result in an arrest or disciplinary referral.

B. Amnesty for Complainant and Witnesses

The reporting of sexual discrimination, sexual harassment or sexual misconduct and retaliation by complainants and witnesses is encouraged by Hampton University. In support of a Reporting Party and witness who participate in the complaint process, Hampton University may offer amnesty from other student conduct policies at the University. This determination will be made by the Vice President for Administrative Services and other appropriate University Administrators.

IX. CONFIDENTIALITY

A. Confidentiality and Privacy

1. The University will make every effort to protect the confidentiality and privacy of students who report, are third-party complainants, or are named in a report of sexual discrimination, harassment and/or misconduct. The University will also strictly enforce the prohibition on retaliation.
2. Information reported will be shared only on a need-to-know basis. The University will also take steps to protect members of its community against further misconduct.
3. Confidentiality, privacy and retaliation protections exist in part to help encourage students

who experience sexual discrimination and/or misconduct to come forward and to permit an investigation to proceed.

4. The University will not begin an internal administrative investigation or make a referral to law enforcement without the consent or knowledge of the reporting party; however, the University must consider its obligation to other students and the campus community.
5. The Title IX Coordinator will decide whether an investigation or referral is required after evaluating the risk of the alleged offender harming other members of the campus community, and, the likelihood of the University being able to proceed without the active participation of the reporting party (if applicable), by considering:
 - a. The nature of the alleged misconduct, including whether it involved a weapon or use of physical force;
 - b. The existence of evidence of predatory behavior;
 - c. Any prior credible reports of misconduct by the alleged perpetrator; and
 - d. The existence of evidence other than the reporting party's testimony, such as physical evidence, recordings, documentary evidence, or written statements provided by the reporting party.

B. If Confidentiality cannot exist

While the University is supportive of a student's request for confidentiality, if that request must be denied due to safety or other concerns as determined by the Title IX Coordinator, the University will inform the Reporting Party.

X. FILING A COMPLAINT OF SEXUAL DISCRIMINATION AND/OR MISCONDUCT OR RETALIATION

To file a complaint of sexual discrimination, harassment and/or misconduct or retaliation, an individual should contact the Title IX Office.

A. Process of Reporting a Complaint

1. The following steps should be taken to file a complaint:

- a. Report the incident to the Title IX Coordinator.
- b. Once an incident is reported, the Title IX Coordinator will provide information concerning the University's policies and services for victims of sexual discrimination, harassment and/or misconduct, other applicable offenses under Title IX, (See Section VI, B 1-14), and its procedures for determining, investigating, and handling such complaints, including the procedures for proceeding with a formal complaint and investigation.
- c. The Title IX Coordinator will make an initial assessment to determine the specific violations under the University's Title IX Policy, assess the needs of the Reporting Party, and provide interim measures if necessary which may include when appropriate:
 - i. Academic accommodations,
 - ii. Safety measures,
 - iii. Issuance of No Contact Orders,
 - iv. Modification of schedules,
 - v. Changes in housing or work locations,
 - vi. Campus escort services,
 - vii. Leaves of absence.

- d. Following the Title IX violations assessment, either an informal resolution or a formal investigation of the complaint will occur.

2. Informal Resolution

The Title IX Coordinator may facilitate the informal resolution of a complaint between the parties, including mediation, provided the following conditions are met:

- a. All parties voluntarily agree to participate in an informal resolution after full disclosure of the allegations and their options for a formal investigation, and
- b. The Title IX Coordinator concludes that the particular Title IX complaint is appropriate for informal resolution. If this conclusion is reached, the matter is referred to Judicial Affairs for resolution.

3. Formal Investigation

A formal investigation will include the following:

- a. An interview with the Reporting Party, the Responding Party and other possible witnesses.
- b. Recordings –All interviews conducted by the Title IX Coordinator and a Reporting Party, Responding Party or witnesses will be recorded with appropriate consent according to the laws of the Commonwealth of Virginia. A Reporting Party will not be allowed to record any meeting pursuant to this process.
- c. The Title IX Coordinator will also gather other related information or documents.
- d. A Reporting Party or a Responding Party has one week following the initial interview to provide further evidence or documentation in support of his or her claims. This includes evidence such as pictures, videos, screen shots of text messages, letters, or other written materials, like Protective Orders or other court documents.
- e. Following an investigation, an Investigative Report will be prepared by the Title IX Coordinator summarizing the information compiled. This report is then forwarded to the Sexual Discrimination and Misconduct Committee for adjudication and potential sanctions.
- f. A party to a formal complaint may request to review the final investigative report in writing with the Title IX Office. All documents, including the final investigative report generated by the Title IX Office, are considered an education record under FERPA and are subject to federal law and the records management procedures at the University. At the discretion of the Title IX Coordinator, a reasonable amount of time will be given for review of the document by the party. No one is allowed to accompany the party who submitted the written request during the review. Review will not be allowed within three (3) days of a scheduled hearing with the Sexual Discrimination and Misconduct Committee. Cell phones and computers will not be allowed during the review. Written notes of the report are permitted.

4. Failure to Comply

When a Reporting Party, Responding Party or witness is contacted by the Title IX Coordinator or other appropriate University officials requesting an interview for the purposes of carrying out a Title IX investigation, students are expected to comply. Failure to comply, by not responding to inquiries to make an appointment with the Title IX Coordinator for an interview or scheduling an appointment, but failing to show up, will result in student sanctions pursuant to the Student Code of Conduct Policy on Personal Honesty and Integrity. (See Sanctions) Failure to comply could also result in a hold on a student's registration or a delay in the release of other official records at the university.

5. Investigation Timeline

The investigation will be conducted in accordance with the following timeline, unless

the Title IX Coordinator determines that sufficient extenuating circumstances exist as to necessitate an extension of time:

- a. The formal investigation shall be completed within thirty (30) calendar days of a report being filed.
- b. The investigation and adjudication before the Sexual Discrimination and Misconduct Committee, including notification of the outcome, will be completed within sixty (60) calendar days of a report being filed,
- c. If the Title IX Coordinator determines in his or her discretion that an extension of time is required, he or she will notify both the Reporting Party and the Responding Party in writing.

B. Complaints of Sexual Violence and the Sexual Assault Threat Assessment Team

Any complaint involving sexual violence will be forwarded to the Sexual Assault Threat Assessment Team, following an initial assessment by the Title IX Coordinator, for review and a determination of whether disclosure to local law enforcement is warranted.

Pursuant to the Code of Virginia § 23.1-806, the Sexual Assault Threat Assessment Team (“Team”) shall:

1. Consist of three (3) members with representatives from the Title IX Office, Student Affairs, and the HUPD who will review all information relating to acts of sexual violence. The Threat Assessment team may obtain law enforcement records, criminal history records, health records, institutional conduct or personnel records and any other known facts or information on record and known to the university or law enforcement.
2. Upon receipt of a complaint involving sexual violence, convene within 72 hours to review the information relating to the complaint of sexual violence and determine if the incident, circumstances or the parties involved are a threat to the health and/or safety of the campus at large.
3. If the Team determines there is no threat, the Title IX Coordinator continues the investigation into the incident and comports with the mandates and timeline as outlined in the University policy.
4. If the Team determines there IS a threat, the HUPD representative on the Team will disclose and route the information to the City of Hampton Police Division who is responsible for investigating the act of sexual violence.
5. When such disclosure is made to local law enforcement, the Title IX Coordinator shall notify the Reporting Party of the disclosure in writing.

C. Criminal Complaints

The Title IX investigation is independent of any criminal proceeding and can continue separately, yet concurrently with any criminal investigation.

D. Non-Student Involvement

Should an incident of sexual discrimination, harassment or misconduct involve a University student and a person or student that is not affiliated with the University, appropriate steps will be taken including, an investigation, reporting and coordination with, for example, the visiting school or law enforcement.

The Vice President for Administrative Services will communicate all findings to parties involved, including action and remedies for the victim and the University at large.

E. False Allegations

Reporting deliberately false or malicious allegations under this policy is a serious offense. If proven to be false, the party found guilty of making false allegations will be subject to appropriate University disciplinary action.

F. Conclusion of Formal Investigation

At the conclusion of the formal investigation, the Title IX Coordinator will refer the case and all investigation findings to the Sexual Discrimination and Misconduct Committee. The matter will then be handled in accordance with Hampton University's Sexual Discrimination and Misconduct hearing process as set forth below.

XI. PROCEEDINGS BEFORE THE SEXUAL DISCRIMINATION AND MISCONDUCT COMMITTEE

A. Hearing Determination

The Sexual Discrimination and Misconduct Committee is responsible for adjudicating complaints that allege violations of Title IX and Title IX regulations including retaliation claims.

If a complaint falls under Title IX, as determined by an investigation by the Title IX Coordinator, the formal report is then handed over to the Sexual Discrimination and Misconduct Committee for review as follows:

1. **Notice and Timeline** - Within thirty (30) days of receipt of the findings from the Title IX Coordinator's investigation, the Sexual Discrimination and Misconduct Committee ("Committee") will convene to review documentation, meet with all parties and conduct a hearing. The appropriate administrator (the Vice President for Administrative Services for students; the Chancellor and Provost for a Faculty member; or the Vice President for Business Affairs and Treasurer for a Staff member) will notify the parties involved in writing of the scheduled date, time and location of the hearing. If for any reason a party cannot be physically present, they may participate through electronic means or via phone. A written request must be submitted at least three (3) days prior to a scheduled hearing to be considered for this accommodation. A hearing may proceed without the presence of a party.
2. **Standard of Review** - The standard of review will be based on the Preponderance of the Evidence, which means it is more likely than not that sexual discrimination, harassment, or misconduct occurred. The Preponderance of the Evidence does not require proof beyond a reasonable doubt.
3. **Hearing Format** - The Hearing allows parties to be heard in an unbiased, non-judgmental setting by a group of professionals who are appropriately trained in accordance with state and federal Title IX laws and regulations. Each party will be provided the opportunity to submit any and all information in support of their respective positions, including documentary evidence and witnesses. Parties may not directly question each another or any witnesses present; however, they may pose appropriate questions to the Committee. The Chair of the Committee will make opening remarks outlining the general procedures of the hearing. Both the Reporting Party and the Responding Party will be allowed opening remarks. Members of the Committee will ask relevant questions of both parties and are allowed follow-up questions.

4. **Sexual History** - Evidence regarding a Reporting Party's sexual history unrelated to the Responding Party will not be permitted.
5. **Advisors** - Each party will also be provided with the option of having up to two advisors present, including a professor, parent, legal guardian, or lawyer during the hearing process. Advisors are allowed for consultation purposes and support of the Reporting Party or the Responding Party but are not allowed to speak or provide testimony during the hearing. In the event an advisor's actions disrupt the proceedings, the Committee reserves the right to remove the individual.

B. Post Hearing Procedures

1. Within ten (10) days of convening a hearing, the Committee will render its final determination based on the preponderance of the evidence presented to it and will forward its decision in writing to the appropriate administrator: the Vice President for Administrative Services for students; the Chancellor and Provost for a Faculty member; or the Vice President for Business Affairs and Treasurer for a Staff member. The appropriate administrator will then forward the final decision including any determination as to disciplinary action to the party under their respective jurisdictions.
2. This written decision shall be received by all parties within sixty (60) calendar days of a report being filed, unless the Title IX Coordinator in her discretion has granted an extension and informed all parties in writing of such extension.
3. The decision of the Sexual Discrimination and Misconduct Committee is final.

XII. STUDENT SANCTIONS

A. Definition of Penalties:

The following definitions are established in order that penalties may be clearly understood:

1. **Warning:** Notice, orally or in writing, that continuation or repetition of misconduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.
2. **Disciplinary Probation:** Exclusion from participation in privileged or co-curricular institution activities as set forth in the notice for a period of time not exceeding one school year.
3. **Censure:** A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of being found in violation of any university policy within a specified period of time.
4. **Interim (Immediate) Suspension:** Suspension pending a hearing upon the recommendation of the Sexual Assault Threat Assessment Team of imminent danger to person or property on the campus. In such cases, a hearing will be held as soon as practicable.
5. **Suspension (Indefinite/Contingent):** The exclusion of a student from the University for an unspecified or specified period of time.
6. **Suspension, held in abeyance:** A disciplinary measure imposed for violation of University policy that warrants separation, but in which some merit is found to allow the student to continue academic work only, or while further investigation or review of other evidence is being done. Failure to follow prescribed restrictions during any period of abeyance or additional violations of university policies will result in the immediate imposition of separation from the university up to and including expulsion.

-
7. **Expulsion:** Permanent separation from the University. The student is not permitted to enroll or matriculate at any time.
- NOTE: A student who is suspended or expelled from Hampton University is denied any privileges of the University during the period specified.
 - Notification of such action will be in writing.
 - The student will be given no longer than 24 hours to remain on campus without written permission from the Vice President for Administrative Services.
 - This policy also applies to academic suspension or expulsion.

XIII. TRANSCRIPT NOTATION

In accordance with Virginia Code §23.1-900, the Registrar shall include a prominent notation on the academic transcript of each student who has been suspended for, has been permanently dismissed for, or withdraws from the institution while under investigation for an offense involving sexual violence. Such notation shall be substantially in the following form: “[Suspended, Dismissed, or Withdrew while under investigation] for a violation of university’s policy for sexual discrimination, harassment and/or misconduct.”

A. Notification of Transcript Notation

Hampton University shall notify each student that any such suspension, permanent dismissal, or withdrawal will be documented on his or her academic transcript.

Transcript notation determinations are made by the Vice President for Administrative Services.

B. Removal of Transcript Notation

The University shall remove from a student’s academic transcript any notation placed on the transcript if the student is subsequently found not to have committed the offense involving sexual violence under the University’s Sexual Discrimination and Misconduct Policy, or has completed the term of the suspension and any conditions thereof.

Following verification of the above, the transcript notation will be removed following a determination by the University that the student is in good standing according to the University’s standards and policies.

XIV. EDUCATION, PREVENTION AND AWARENESS PROGRAMS

Hampton University is committed to the education, ongoing training, and awareness of its Sexual Discrimination and Misconduct Policy and prevention of the specified prohibited conduct on campus. Training, Awareness campaigns and related education programs are provided to new and returning students, new and returning faculty and staff, and other specific campus populations biannually and on an as needed basis by the Title IX Office.

XV. ANNUAL REVIEW

The Hampton University Title IX Policy is reviewed and updated annually by July 31st. In accordance with State and Federal Law, the policy is vetted by the Office of the General Counsel, and an independent, outside law firm for appropriate legal requirements. Additionally, the Title IX Coordinator must annually certify to the State Council of Higher

Education for Virginia (SCHEV) that a review and update, as appropriate, of the sexual violence policies at the University was completed (Va. Code §23.1-808).

Notification of Missing Students

1. **Missing Student: Registering a Person to Be Notified.** Students residing in on-campus housing have the option to identify and confidentially register one or more persons to be notified in the event the student is missing for more than 24 hours. This is in addition to the person or persons registered by the student as the general emergency contact, and may or may not be the same person. A missing student notification person's information is confidential and accessible only by authorized campus officials and law enforcement in the course of a missing person investigation.
2. **If A Student Is Believed to Be Missing.** If a member of the University community has reason to believe a student who resides in on-campus housing is missing, he or she shall immediately notify HUPD at 757-727- 5666. HUPD will generate a missing person report and conduct an investigation.
3. **Investigation and Notification.** After investigating the reported missing person, if HUPD determines the student has been missing for 24 hours, HUPD will notify the Vice President for Administrative Services and the Dean of Judicial Affairs & Housing. If the missing student has registered a person or persons to be notified in the event the student is missing, HUPD will notify the person or persons no later than 24 hours after the student is determined to be missing.
4. **Students under the age of 18.** If a missing student is under the age of 18 and not an emancipated individual, HUPD will notify the student's parent or legal guardian immediately after HUPD has determined that the student has been missing for 24 hours.

CONFIDENTIAL CONTACT

Students residing in on-campus housing have the option to confidentially identify an individual to be contacted by HU in the event he/she is determined to be missing for more than 24 hours. Students are provided the option of designating a confidential contact at the time of residence hall check-in. The student may register one or more individuals to be contact strictly for missing persons purposes. This contact may be anyone, even if the student has already identified an emergency contact for other purposes. Students may identify the same or different individuals for emergencies and missing persons contact. The missing person contact name is confidential and will be revealed only to law enforcement in the context of conducting a missing person investigation.

EXTERNAL COMMUNICATIONS

In case of a missing student, local law enforcement agencies may provide information to the media that is designed to obtain public assistance in the search for a missing student. In doing so, the local law enforcement agencies will consult with HU Public Relations. Any media request to the University will be directed to the Public Relations Office.

Policy on Alcohol

The illegal use or possession of alcoholic beverages is prohibited. Students observed or found to be under the influence of alcohol will be subject to disciplinary action, up to suspension from the University. Students found in violation of underage consumption of alcohol will be subject

to disciplinary action, up to suspension from the University. In keeping with the laws of the Commonwealth of Virginia regarding underage consumption of alcohol and the “social hosts” adult provision, the following policies are in effect at Hampton University:

1. It is a violation of this policy to provide alcohol or to purchase alcohol for minors (persons under the age of twenty-one)
2. If you live on or off campus or if you host a social gathering or event, it is a violation of this policy to permit or to provide alcohol to be consumed by minors in your residence or at a location under your supervision (such as your apartment, a party or a dance/cabaret or other similar event).
3. Under Virginia law you are responsible if there is a reason to suspect the drinker is underage (under twenty-one) and you may be held liable if minors under your supervision, hosted at your residence or social gathering (party) are drinking alcohol and you fail to intervene or to stop them.

Students found in violation of the “social host” provisions of this policy will be immediately separated from the university and will be subject to arrest, in accordance with state law. Penalties in the Commonwealth of Virginia for convictions under this violation include up to 12 months in jail and a \$2,500 fine for each underage person.

Policy on Alcohol at Hampton University Sanctioned Events

Prior University approval is required for the use of alcohol at any on or off campus officially sanctioned University events. Upon such approval, appropriate guidelines and regulations will be distributed. Offenders will be subject to disciplinary action, up to and including suspension from the University.

Policy on Drugs and Narcotics

It should be clearly understood that Hampton University will not become a sanctuary for drug possession, drug use, drug sales and/or drug distribution. Moreover, Hampton University prohibits the illegal use, possession, transport, manufacture, distribution, promotion or sale of alcohol, drugs, drug paraphernalia or look-alike (simulated) drugs while performing work for or matriculating at Hampton University, or on Hampton University properties. Therefore,

1. Possession, use, distribution testing positive and sale of illegal drugs are prohibited on the Hampton University Campus.
2. Any administrator, faculty/staff member or student apprehended for the use, possession or illegal drugs on or off campus will be subject to termination.
3. Any administrator, faculty/staff member or student found guilty of the sale, distribution, and/or possession of unlawful drugs on or off campus will be subject to automatic and immediate permanent separation from the University. Such persons will also be reported to the proper authorities where applicable.

The University Police will rigidly enforce University policies concerning the use and possession of illegal drugs on campus. Periodically, the University will be assisted by the local Police with dogs trained to detect the odors of drugs and drug paraphernalia. **Hampton University has zero tolerance for drugs and weapons.**

Policy on Drug-Related Problems

When students with drug-related problems bring the situation to the attention of Student Affairs personnel or other campus officials, the student will be referred to outside agencies, as appropriate, through the Student Health Center, for counseling and intervention. However, students found to be in violation of drug use policies noted in this handbook will be dealt with as prescribed in the Drug Policy. While Hampton University will not become a haven for illegal drug or alcohol abuse, the University is committed to offering rehabilitation opportunities to persons who, prior to detection by HUPD or staff, confidentially come forward and admit to having a problem. All such referrals will be handled on a case-by-case basis, insuring the highest degree of confidentiality provided for under law.

Students are advised that the Virginia Code gives specific definitions and prescribes penalties which may be imposed for illegal involvement with drugs and other controlled substances. For reference, please see the Virginia Code. The Codes provide for punishments and/or fines upon conviction and are applicable to situations that occur on campus as it relates to enforcement and the University's intention to provide a drug-free living and learning environment. The University will, at its initiative, refer students found in violation of state and federal drug laws to the appropriate authorities for investigation and prosecution.

In accordance with the Drug Free Workplace Act of 1988, Hampton University will provide on-going drug awareness educational programs for its students as to the dangers of drug abuse in the living and learning environment, the intention of maintaining Hampton University as a drug-free living and learning workplace, and the availability of an assistance program for prevention, counseling and rehabilitation. Students will be made aware of penalties under applicable local, state and federal law and University policies which may be imposed upon students for drug-related violations.

Policies Governing General Substance Abuse

Hampton University embodies the concept of quality education and a healthful living, learning and working environment based on historical practices and as is supported by the current mission statement. To that end, this policy is submitted to all administrators, faculty, staff and students. In addition, Hampton University is committed to the requirements of the Federal Drug Free Work Place Act of 1988, regarding the possession, use, distribution or sale of illegal substances on campus and on University affiliated properties. **Hampton University has zero tolerance for drugs and weapons.**

This policy applies to students who are enrolled and/or employed by Hampton University.

"Drug" is defined as any substance that has known mind or function-altering effects on human subjects, specifically substances controlled, regulated or prohibited by state and federal law including alcohol and psychoactive substances. For the purpose of this policy and in order to provide appropriate flexibility to address possible future development and use of non-regulated substances, "drug" may additionally be defined as any commercially or privately produced, manufactured or altered non-regulated substance used in a manner similar to or in the place of a drug or function-altering substance, such as K2/"Spice," Salvia (salvia divinorum), Synthetic Cathinones (or "bath salts").

Hampton University prohibits the illegal use, possession, transport, manufacture, distribution, promotion or sale of alcohol, drugs, drug paraphernalia or look-alike (simulated) drugs while performing work for or matriculating at Hampton University, or on Hampton University properties. Hampton University employees and students must not report to or work under the influence of alcohol, any drugs, or other substances which will in any way influence their work performance, alertness, coordination or response to or effect the safety of others on the job.

Preventing, Reporting and Responding to Domestic Violence, Sexual Assault, Dating Violence and Stalking

Hampton University will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. The University utilizes procedures that provide prompt, fair, and impartial investigations and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by officials who receive specific annual training. Sexual violence is a form of sexual harassment and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking. In these situations, Hampton University is committed to providing crises intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. The University's process does not preclude adjudication under state law.

Hampton University prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision of federal or state law, including Title IX, or this policy.

REPORTING

A guiding principle in the reporting of domestic violence, dating violence, sexual assault, and stalking is to avoid possible re-victimizing of the complainant by forcing the individual into any plan of action. It is recommended that a person who has experienced domestic violence, dating violence, sexual assault, or stalking consider each of the following:

1. **Getting to a safe place.** Contact University Police's emergency line at 757-727-5666, or call 911 immediately if you do not feel safe.
2. **Avoiding the destruction of evidence.** By not showering or bathing, douching, changing clothes, or cleaning up in any way. Preserve evidence in a paper bag for possible future action. Also, keep copies of e-mail, text messages, and voice messages.
3. **Seek medical treatment.** Post-assault medical care can be performed at a local emergency room. Many hospitals have a specialized examiner who can complete an exam for victims of sexual violence. Such an exam can help the victim receive an appropriate medical assessment and treatment, and can preserve evidence for possible future action.
4. **Pursuing counseling services with appropriate agencies.** Contact the Sexual Assault Nurse at 757- 727-5315 or after hours and weekends through the University Police at 757- 727-5666. You do not have to tell them at this point that you were raped or sexually assaulted. Ask to speak with the "Nurse on Call" to discuss your options. Calling someone that is known and trusted, such as a friend or counselor, and discussing the assault with

this person can help to evaluate the trauma to sort out next steps.

5. **Making a report.** You can file a police report, contact the Title IX coordinator, the Dean of Residence Life or Dean of Judicial Affairs/Housing. Reporting an incident is an important decision. Reporting may help to protect you, and others from future assaults, apprehend the alleged assailant, and maintain future options regarding criminal prosecution, University disciplinary action, and/or civil action against the perpetrator. Prompt reporting could be the key to successful completion of the case.
6. **Obtaining assistance in filing reports.** Talk with counselors: On campus, call HU Counseling Center 757-727-5617. Off campus, call The Center for Sexual Assault Survivors 757-599-9844 or their Crisis Hotline 24 hours a day at 757-236-5260.

If the incident occurred outside of the University Police jurisdiction, the University Police will assist you in filing the complaint with the law enforcement authority in the jurisdiction where the incident occurred if you so desire.

Disclosure of Crime Statistics

CRIME STATISTICS

The annual crime report shows crime trends and comparisons for three consecutive years. Hampton University publishes the following statistics to keep its students and employees informed regarding crimes that occurred on campus; in certain off campus buildings or property owned or controlled by HU; and on public property within, or immediately adjacent to and accessible from the campus.

The crime statistics include offenses that were reported to University Police, University Officials who have significant responsibilities for students and campus activities and local police.

Definitions of Reportable Crimes:

Murder and Non-Negligent Manslaughter – the willful (non-negligent) killing of one human being by another.

Negligent Manslaughter – the killing of another person through gross negligence.

Sex Offenses – any sexual act directed against another person, forcibly and/or against the person's will or not forcibly or against the person's will where the victim is incapable of giving consent due to a temporary or permanent disability to include:

- Rape
- Fondling
- Incest
- Statutory Rape

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

Aggravated Assault – an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually involves a weapon or means likely to cause death or great bodily harm.

Burglary – the unlawful entry into a structure to commit a felony or theft and all attempts to commit the above mentioned.

Arson – maliciously burning or causing to be destroyed by burning any public or private property.

Motor Vehicle Theft – the theft or attempted theft of a motor vehicle. (This classification also includes “joyriding”).

Hate Crimes – crimes committed against a person which manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender religion, ethnic/national origin, disability, or sexual orientation. For this report, the hate crime must have been for one of the criminal offenses listed in the report or any other crime involving bodily injury where the victim was intentionally selected because one of the above listed biases motivated the perpetrator.

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

Drug Abuse Violations – violations of state and local laws relating to the unlawful possession, sale, use, growing or manufacturing and making of narcotic drugs.

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

Domestic Violence occurs when a current or former spouse, intimate partner or other person with whom the victim has shared a close family or living relationship within the previous 12 months uses or threatens physical or sexual violence. Domestic violence also may take the form of a pattern of behavior that seeks to establish power and control through emotional abuse or by causing fear of physical or sexual violence.

Dating Violence occurs when a person with whom the victim has shared a close social relationship of a romantic or intimate nature uses or threatens physical or sexual violence.

Stalking is engaging in a course of behavior directed at a specific person that would cause a reasonable person to fear for his or her own safety or the safety of others or to suffer substantial emotional distress.

* Yearly totals for residential facilities and campuses supplied by HU Police Department.

** Information was also requested from the City of Hampton and Newport News police departments.



HAMPTON UNIVERSITY Criminal Offenses – Main Campus

HAMPTON UNIVERSITY Criminal Offenses – Main Campus

OFFENSE TYPE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	1	0
MANSLAUGHTER BY NEGLIGENCE	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
RAPE	2018	1	0	0	0
	2017	7	2	0	0
	2016	2	1	1	0
FONDLING	2018	2	1	0	0
	2017	1	0	0	0
	2016	1	0	0	0
INCEST	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
ROBBERY	2018	0	0	0	0
	2017	3	1	0	0
	2016	0	0	0	0
AGGRAVATED ASSAULT	2018	2	0	1	0
	2017	6	0	0	1
	2016	1	1	0	0
BURGLARY	2018	6	2	0	0
	2017	9	4	0	0
	2016	5	4	1	0
MOTOR VEHICLE THEFT <i>(Does not include theft from a motor vehicle)</i>	2018	3	0	0	0
	2017	1	0	0	0
	2016	0	0	0	0
ARSON	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0



HAMPTON UNIVERSITY

HAMPTON UNIVERSITY Arrests/Disciplinary Actions – Main Campus

OFFENSE TYPE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: Weapons – carrying, possessing, etc.	2018	1	0	0	1
	2017	2	0	0	4
	2016	2	0	1	2
DISCIPLINARY ACTIONS: Weapons – carrying, possessing, etc.	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	1	0
ARRESTS: Drug Abuse Violations	2018	9	6	3	3
	2017	6	2	2	5
	2016	4	1	1	4
DISCIPLINARY ACTIONS: Drug Abuse Violations	2018	18	9	4	1
	2017	20	12	0	13
	2016	5	3	1	1
ARRESTS: Liquor Law Violations	2018	6	2	2	1
	2017	13	3	2	2
	2016	6	1	0	4
DISCIPLINARY ACTIONS Liquor Law Violations	2018	22	9	1	0
	2017	30	14	1	0
	2016	20	12	0	2



HAMPTON UNIVERSITY

HAMPTON UNIVERSITY VAWA Offenses – Main Campus

OFFENSE TYPE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2018	0	0	0	1
	2017	1	0	1	0
	2016	0	0	0	0
DATING VIOLENCE	2018	2	1	0	0
	2017	5	2	0	0
	2016	3	2	0	0
STALKING	2018	2	1	0	0
	2017	3	1	0	0
	2016	1	0	0	0

HATE CRIMES –Main Campus

2018: No Hate Crimes Reported.
2017: No Hate Crimes Reported.
2016: One On-Campus Intimidation incident characterized by racial bias, and one On-Campus Intimidation incident characterized by sexual orientation bias.

UNFOUNDED CRIMES –Main Campus

2018: No unfounded crimes reported.
2017: No unfounded crimes reported.
2016: No unfounded crime reported.



HAMPTON UNIVERSITY

HAMPTON UNIVERSITY Criminal Offenses – Virginia Beach Campus

OFFENSE TYPE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2018	0	0
	2017	0	0
	2016	0	0
MANSLAUGHTER BY NEGLIGENCE	2018	0	0
	2017	0	0
	2016	0	0
RAPE	2018	0	0
	2017	0	0
	2016	0	0
FONDLING	2018	0	0
	2017	0	0
	2016	0	0
INCEST	2018	0	0
	2017	0	0
	2016	0	0
STATUTORY RAPE	2018	0	0
	2017	0	0
	2016	0	0
ROBBERY	2018	0	0
	2017	0	0
	2016	0	0
AGGRAVATED ASSAULT	2018	0	0
	2017	0	0
	2016	0	0
BURGLARY	2018	0	0
	2017	0	0
	2016	0	0
MOTOR VEHICLE THEFT <i>(Does not include theft from a motor vehicle)</i>	2018	0	0
	2017	0	0
	2016	0	0
ARSON	2018	0	0
	2017	0	0
	2016	0	0



HAMPTON UNIVERSITY

HAMPTON UNIVERSITY Arrests/Disciplinary Actions – Virginia Beach Campus

OFFENSE TYPE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: Weapons – carrying, possessing, etc.	2018	0	0
	2017	0	0
	2016	0	0
DISCIPLINARY ACTIONS: Weapons – carrying, possessing, etc.	2018	0	0
	2017	0	0
	2016	0	0
ARRESTS: Drug Abuse Violations	2018	0	0
	2017	0	0
	2016	0	0
DISCIPLINARY ACTIONS: Drug Abuse Violations	2018	0	0
	2017	0	0
	2016	0	0
ARRESTS: Liquor Law Violations	2018	0	0
	2017	0	0
	2016	0	0
DISCIPLINARY ACTIONS Liquor Law Violations	2018	0	0
	2017	0	0
	2016	0	0



HAMPTON UNIVERSITY

HAMPTON UNIVERSITY VAWA Offenses – Virginia Beach Campus

OFFENSE TYPE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2018	0	0
	2017	0	0
	2016	0	0
DATING VIOLENCE	2018	0	0
	2017	0	0
	2016	0	0
STALKING	2018	0	0
	2017	0	0
	2016	0	0

HATE CRIMES –Virginia Beach Campus

2018: No Hate Crimes reported.

2017: No Hate Crimes reported.

2016: No Hate Crimes Reported.

UNFOUNDED CRIMES – Virginia Beach Campus

2018: No Unfounded Crimes reported.

2017: No Unfounded Crimes reported.

2016: No Unfounded Crimes reported.

Notes

Annual Fire Safety Report

January 2018 thru December 2018

HAMPTON UNIVERSITY

TABLE OF CONTENTS

A. Fire Statistics.....	50
B. Residence Hall Fire Safety Systems Description	51
C. Residence Hall Fire Drill Record	52
D. Residence Hall Policies – Smoking – Electrical Appliances	53
E. Student Housing Evacuation Procedures.....	54
F. Fire Safety Training – Inspection – Education.....	54
G. Residence Hall Fire and Life Safety Violations	57
H. State of Virginia Law Intentional Activation of Fire Alarm	57
I. Future Improvements – Campus Fire Safety	58

ANNUAL FIRE SAFETY REPORT

In compliance with appropriate provisions of federal law, Hampton University is required to make reports available to the campus community and to prospective students and their parents pertaining to fire safety. Institutions maintaining on-campus student housing facilities must collect fire statistics, publish an Annual Fire Safety Report and keep a Fire Log.

A. DEFINITION OF A FIRE

For fire safety reporting, a fire is, “Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

B. FIRE STATISTICS

Fire statistics must be collected and reported in both the annual fire safety report and the U.S. Department of Education’s web-based data collection system. Fire statistics for each on-campus student housing facility must be reported.

The number of fires and cause of each fire categories to be used are:

- Unintentional Fire
 - Cooking
 - Smoking materials
 - Open flames
 - Electrical
 - Heating Equipment
 - Hazardous products
 - Machinery/Industrial
 - Natural
 - Other
- Intentional Fire
- Undetermined Fire
- Number of deaths related to the fire.
- Number of inquiries related to the fire resulting in treatment at a medical facility.
- The value of property damage related to the fire.



C. ANNUAL FIRE SAFETY REPORT

- Fire statistics listed for each on-campus student housing facility separately.
- Description of the fire safety system for each on-campus student housing facility.
- The number of fire drills held the previous calendar year.

-
- Institutional policies or rules on portable electrical appliances, smoking and open flames in student housing facilities.
 - Procedures for student housing evacuation.
 - Policies for fire safety education and training programs for students, staff, faculty.
 - A list of the titles of each person or organization to which individuals will report that a fire has occurred.
 - Plans for future improvements in fire safety, if determined necessary by the institution.

D. FIRE LOG

A Fire Log will be maintained by the institution. This Fire Log is easily understood and fires should be recorded on the date reported. For each report of a fire the following information should be included in the Fire Log:

- The nature of the fire
- The date the fire occurred
- The time of day the fire occurred
- The general location of the fire

The Fire Log may be in hard copy or in an electronic format. The Fire Log must be accessible on site. The Fire Log reports for the most recent sixty (60) day period must be open to public inspection upon request during normal business hours. Any portion of the log that is older than 60 days must be made available within two (2) business days of a request for public inspection. The Fire Log must be kept for three (3) years following the publication of the last annual report to which it applies (in effect – seven years).

A. FIRE STATISTICS

Fire Alarm Calls January 2018 Thru December 2018

Fire Deaths: 0

Fire Injuries: 0

Fire Property Damage: 0

Fire Alarm Location	Cause	Number of Calls	Actual Fires
W.E.B. DUBOIS HALL	Fire alarm	4	0
HARKNESS HALL	Fire alarm	2	0
JAMES HALL	Fire alarm	6	0
KELSEY HALL	Fire alarm	2	0
KENNEDY HALL	Fire alarm	4	0
MOTON HALL	Fire alarm	3	0
TWITCHELL HALL	Fire alarm	2	0
VIRGINIA CLEVELAND	Fire alarm	10	0
WINONA HALL	Fire alarm	5	0
MODULAR HOUSING	Fire alarm	2	0
THURGOOD MARSHALL	Fire alarm	8	0
CONTINUING ED. DORM	Fire alarm	2	2
MCGREW TOWERS DORM	Fire alarm	8	0
STONE	Fire alarm	3	0
HOLLY TREE INN	Fire alarm	6	0
L. DOUGLAS WILDER HALL	Fire alarm	8	0
WHITE HALL	Fire alarm	7	0
WENDELL HOLMES HALL	Fire alarm	6	0
MULTIPURPOSE (1ST & 2ND FL)	Fire alarm	2	0
STUDENT RETREAT	Fire alarm	2	0
		TOTALS = 92	0

The items noted were fire alarm activations not a fire. Several fire alarms activations were due to individual students using hair care products, yearly fire alarm/sprinkler inspections and maintenance on both systems.

B. DORMITORY - RESIDENCE HALL BUILDING FIRE SAFETY SYSTEMS

CAPACITY	BUILDING	FIRE PANEL	FIRE PANEL LOCATION	DEVICE TYPE
Capacity: 202	W.E.B. Dubois Hall	Simplex 4020	Lobby	Pull stations / Heat detectors / Audio visual alarm Sprinkler system / Battery operated smoke detectors in individual rooms.
Capacity: 249	Harkness Hall	Simplex 4100u	Lobby	Pull stations / Heat detectors / Audio visual alarm Sprinkler system / Battery operated smoke detectors in individual rooms.
Capacity: 191	James Hall	Honeywell Fire-Lite	Near room 105 Mechanical Room	Pull stations / Heat detectors / Audio visual alarm. Addressable detectors / Sprinkler system / Door hold devices.
Capacity: 99	Kelsey Hall	Simplex 4002	Lobby	Pull stations / Addressable detectors / Audio visual alarm.
Capacity: 50	Kennedy Hall	Simplex 4100u	Lobby	Pull stations / Heat detectors / Audio visual alarm / Addressable detectors.
Capacity: 75	Stone	Simplex 4100u	Lobby	Pull stations/Addressable detectors / Sprinkler system / Door hold devices / Audio visual alarm.
Capacity: 177	Moton Hall	Simplex 4020	Lobby	Pull stations / 2nd floor Addressable detectors / 1st / 3rd / 4th Battery operated smoke detector in individual rooms / Audio visual alarm.
Capacity: 230	Twitchell Hall	Honeywell 6820	Lobby	Pull stations / Heat detectors / Audio visual alarm / Addressable detectors.
Capacity: 233	Virginia Cleveland	Simplex 4100u	Lobby	Pull stations / Addressable detectors / Sprinkler system / Door hold devices / Audio visual alarm.
Capacity: 82	Winona Hall	Simplex 4100u	Lobby	Pull stations / Addressable detectors / Sprinkler system / Door hold devices / Audio visual alarm.
Capacity: 48	Modular Housing	Honeywell Fire-Lite	First Floor, A Wing	Pull stations / Heat detectors / Door hold devices / Addressable detectors / Audio visual alarm.
Capacity: 60	Thurgood Marshall	Simplex 4020	Lobby	Pull stations / Heat detectors / Addressable detectors / Audio visual alarm.
Capacity: 24	Continuing Ed. Dorm	Simplex 4100es	Laundry Room	Pull stations / Heat detectors / Audio visual alarm / Addressable detectors / Sprinkler system.
Capacity: 302	McGrew Towers Dorm	Simplex 4100u	Lobby	Pull stations / Heat detectors / Audio visual alarm / Addressable detectors / Sprinkler system / Door hold devices.
Capacity: 36	Student Retreat	Honeywell Fire-Lite	Lobby	Pull stations / Heat detectors / Door hold devices / Addressable detectors / Audio visual alarm.
Capacity: 22	Holly Tree Inn	Simplex 4100es	Lobby	Pull stations / Heat detectors / Audio visual alarm / Addressable detectors / Sprinkler system / Door hold devices.
Capacity: 191	L. Douglas Wilder Hall	Honeywell 5820	Lobby	Pull stations / Heat detectors / Audio visual alarm / Addressable detectors in hallway individual detectors in rooms / Sprinkler system / Door hold devices.
Capacity: 178	White Hall	Simplex 4100u	Lobby	Pull stations / Addressable detectors / Sprinkler system / Door hold devices / Audio visual alarm.
Capacity: 105	Wendell Holmes Hall	Simplex 4100u	Lobby	Pull stations / Heat detectors / Audio visual alarm / Addressable detectors / Sprinkler system / Door hold devices.
Capacity: 82	Multipurpose (1st & 2nd fl)	Simplex 4100u	Mechanical Room	Pull stations / Heat detectors / Audio visual alarm / Addressable detectors / Sprinkler system / Door hold devices.

C. RESIDENCE HALL DORMITORY FIRE DRILLS – 2018

Fire drills/evacuations are required in all occupied residence halls during the fall, spring, and summer sessions. Fire drills are unannounced and all occupants are required to leave the building. Fire drills are initiated in the early evening hours to ensure a maximum number of occupants participate. Fire drills are conducted by University Fire Marshal.

CAPACITY	BUILDING	FALL	SPRING	SUMMER
Capacity: 202	W.E.B. Dubois Hall	September	March	July
Capacity: 249	Harkness Hall	September	March	July
Capacity: 191	James Hall	September	March	
Capacity: 99	Kelsey Hall	September	March	
Capacity: 50	Kennedy Hall	September	March	
Capacity: 75	Stone	September	March	
Capacity: 177	Moton Hall	September	March	
Capacity: 230	Twitchell Hall	September	March	
Capacity: 233	Virginia Cleveland	September	April	
Capacity: 82	Winona Hall	September	April	
Capacity: 48	Modular Housing	September	April	
Capacity: 60	Thurgood Marshall	September	April	
Capacity: 24	Continuing Ed. Dorm	September	April	
Capacity: 302	McGrew Towers Dorm	September	April	
Capacity: 36	Student Retreat	September	April	
Capacity: 22	Holly Tree Inn	September	April	
Capacity: 191	L. Douglas Wilder Hall	September	April	
Capacity: 178	White Hall	September	April	July
Capacity: 105	Wendell Holmes Hall	September	April	July
Capacity: 82	Multipurpose (1st & 2nd Fl)	September	April	

D. RESIDENCE HALL POLICIES ON SMOKING – ELECTRICAL APPLIANCES – OPEN FLAMES

According to the National Fire Protection Association (NFPA), cooking is the second leading cause of fire in college dormitories and residence halls (after arson) and the leading cause of fire injuries. Limited cooking is allowed in many residence halls. Some residence halls also have centrally located kitchens which are available for student use. Most of these kitchens have conventional stoves and refrigerators. In many of these kitchens students can also use electric skillets and other appliances not permitted in their rooms.

- Hotplates
- Toaster
- Ovens
- George Forman
- Grills
- Crockpots
- Oil popcorn poppers
- Electric skillets

Combustibles

- Candles/ Incense or any other open flames are prohibited in rooms.
- **NO SMOKING IN RESIDENCE HALLS 50FT AWAY FROM BUILDING.**
- No heavy load of combustibles in a room, on the walls, or ceiling.
- No covering a door with paper or other combustible materials.

Electrical Outlets and Appliances

Overloaded electrical outlets, damaged extension cords, and electrical appliances with heating elements have all been implicated in residence hall fires. Ideally, eliminating these potential sources of fire would be the preferred course of action.

- **Do not overload electrical outlets.**
- **Use only one appliance per outlet.**

If an electrical outlet becomes hot to the touch, disconnect any cords or appliances and notify the RA, Residential Director, or a member of the maintenance staff. **Use power strips with over-current protection. (A power strip with overcurrent protection shuts off power automatically if there is too much current being drawn.)**

- Halogen lamps.
- Extension cords must be UL approved.
- They must never be routed under rugs or carpets and multiple cords should not be connected together.
- No blocking of electrical panels.

E. RESIDENCE HALL – EMERGENCY EVACUATION PROCEDURES

Your first action should be to take your room keys. Be sure to alert any other occupants in the room. Roll out of bed and crawl to the door.

1. Stay low to avoid smoke and super-heated gases that may have entered your room.
2. Feel the doorknob or higher on the door with the back of your hand. If it feels hot, do not open it the fire may be on the other side of the door. If it is not hot, open it slowly. If trapped on upper floors, put a wet cloth under the closed door to help prevent the spread of smoke. If you have a phone in your room, dial 911 and tell the operator the following: dorm name, room number and that you are trapped in the room and need to be rescued. Stay on the phone until the fire department arrives at your room.
3. If the hallway is clear of smoke, walk to the nearest fire exit and leave the building. Close your door behind you.
4. **DO NOT USE THE ELEVATORS**
5. Pull the fire alarm on your way out of the building if the alarm horn is not already sounding.
6. Call 911 and HUPD 727-5666 from a safe place and report the nature and location of the fire.
7. Do not attempt to extinguish a fire unless you feel like your life is not in danger.

Do not return to your room or go into the building until instructed. Resident assistants (RAs) will take a head count and move at least 300 feet from the building and go to your building's designated assembly area.

Evacuation Route

Emergency evacuation routes within each facility are posted on the interior door of each residence room.

Additionally, staging or gathering areas for residents are noted for each residence hall in the residence hall. Residents are required to gather on sidewalks or other appropriate areas out of the traffic areas used by emergency responders. After being evacuated, residents should only return to the residence halls after an announcement by the municipal fire department, university police, or university fire prevention personnel that it is permissible to do so.

F. FIRE SAFETY TRAINING – INSPECTION – EDUCATION PROGRAMS

Education Training Programs

With prevention as our primary mission, Fire Prevention Office promotes and provides a full range of fire and life safety educational training. From regularly scheduled programs such as

annual fire drill exercises and “hands on” fire extinguisher training, to specialized training topics including special hazard protection systems and building fire protections systems operational training. Fire Prevention Office works with individual departments to develop and provide specific educational programs based on their unique needs required for research.

Fire Extinguisher

In general, units have been purchased by the Fire Prevention Office or Faculties to meet the probable needs of the environment. For example: dry chemical multi-purpose extinguishers with an ABC classification are installed in the hallways of major buildings for general usage. These extinguishers would put out three types of fires.

TYPES OF FIRE EXTINGUISHERS



Class A extinguishers put out fires in ordinary combustible materials such as cloth, wood, rubber, paper, and many plastics.



Class B extinguishers are used on fires involving flammable liquids, such as grease, gasoline, oil, and oil-based paints.



Class C extinguishers are suitable for use on fires involving appliances, tools, or other equipment that is electrically energized or plugged in.



Class D extinguishers are designed for use on flammable metals and are often specific for the type of metal in question. These are typically found only in factories working with these metals.



Class K fire extinguishers are intended for use on fires that involve vegetable oils, animal oils, or fats in cooking appliances. These extinguishers are generally found in commercial kitchens, such as those found in restaurants, cafeterias, and caterers. Class K extinguishers are now finding their way into the residential market for use in kitchens.



Several types of extinguishers are installed depending on what needs to be protected and how. See what’s available to you before an emergency happens so you know which extinguisher is safe to use for your circumstances. Your safety comes first.

To use an extinguisher efficiently, think of the acronym PASS:

1. Pull the pin out
2. Aim the nozzle at the base of the fire
3. Squeeze the handle
4. Sweep from side to side

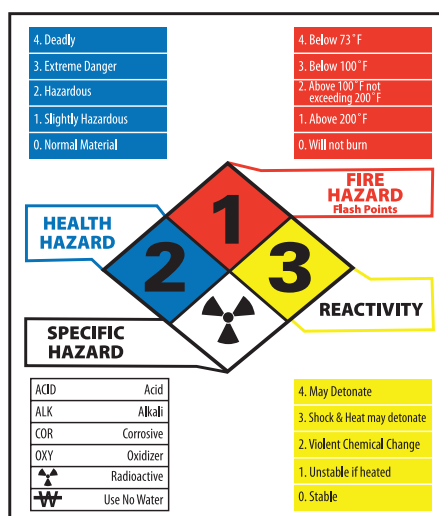
Portable fire extinguishers shall be installed in dormitories and residence halls such that the maximum travel distance from any location on a floor to a fire extinguisher located on that same floor is not more than 75 feet. (International Fire Code 906.3.1) **Tampering with fire extinguishers is prohibited. Anyone caught tampering with a fire extinguisher should be expelled from student housing and subject to criminal prosecution.**

Special Hazards

The D.O.T. Emergency Response Guidebook 704 placard system identifies hazards associated with hazardous materials. The system was developed primarily with the needs of fire protection agencies in mind it is of value to anyone, including someone enrolled in a chemistry laboratory course, who needs to handle potentially hazardous material.

The hazard identification signal is a color-coded array of four numbers or letters arranged in a diamond shape. An example is shown below. You will see hazard diamonds like this on trucks, storage tanks, bottles of chemicals, and in various other places around campus.

The blue, red, and yellow fields (health, flammability, and reactivity) all use a numbering scale ranging from 0 to 4. A value of zero means that the material poses essentially no hazard; a rating of four indicates extreme danger.



In the event there is a release of a hazardous chemical or material, the following actions should be taken:

1. DO NOT attempt to clean up the spill.
2. Evacuate the area immediately.
3. Call HUPD 727-5666.
4. Let authorities know if the spill is still active.
5. If it is SAFE to do so, activate emergency shut-off valves.
6. Close all the doors behind you when exiting to prevent further contamination.
7. When outdoors, proceed immediately upwind from the spill location.
8. HUPD will contact on-duty maintenance personnel for repairs.

G. RESIDENCE HALL FIRE AND LIFE SAFETY VIOLATIONS

Fire Safety Inspections

Fire safety inspections of all residence halls and individual rooms are performed by the dormitory director and resident assistants assigned to each facility. Specific areas to be inspected are as follows:

- (a) Exit stairwells (check for obstructions)
- (b) Exit corridors (check for obstructions)
- (c) Exit signs (check for function and visibility)
- (d) Building exit doors (check for function and security)
- (e) Common areas (lounges - study rooms – entertainment areas)

Reports regarding building safety equipment requiring repair or replacement must be submitted to Fire Marshal office in a timely manner.

Fire and Life Safety Violations

To ensure that fire and life safety guidelines are followed within the residence halls, various types of appliances and items are prohibited. If you have questions regarding whether a particular item is permitted, residents should direct such inquiries to resident hall dorm director. Inquiries are presented to the university fire marshal for an official response – with a decision as to whether the item is permissible or not.

Subsequent violations of fire and life safety policies will result in disciplinary action and possible removal of an individual from the residence hall.

- Activation of a fire alarm system
- Discharging fireworks, explosives.
- Obstruction of fire sprinkler system
- Tampering of fire safety and/or sprinkler equipment
- Open flame or open flame devices within a residence
- Failure to evacuate upon activation of a fire alarm
- Possession of banned or prohibited objects
- Smoking indoors or in designated no smoking area
- Obstructing a route of fire exit egress
- Covering/obstructing an evacuation diagram

H. STATE OF VIRGINIA LAW INTENTIONAL ACTIVATION OF FIRE ALARM

§ 18.2-212. Calling or summoning ambulance or fire-fighting apparatus without just cause; maliciously activating fire alarms in public buildings; venue.

- A. Any person who without just cause therefor, calls or summons, by telephone or otherwise, any ambulance, or fire-fighting apparatus, or any person who maliciously activates a

manual or automatic fire alarm in any building used for public assembly or for other public use, including, but not limited to, schools, theaters, stores, office buildings, shopping centers and malls, coliseums and arenas, regardless of whether fire apparatus responds or not, shall be deemed guilty of a Class 1 misdemeanor.

- B. A violation of this section may be prosecuted either in the jurisdiction from which the call or summons was made or in the jurisdiction where the call or summons was received.


§ 18.2-77. Burning or destroying dwelling house, etc.

- A. If any person maliciously (i) burns, or by use of any explosive device or substance destroys, in whole or in part, or causes to be burned or destroyed, or (ii) aids, counsels or procures the burning or destruction of any dwelling house or manufactured home whether belonging to himself or another, or any occupied hotel, hospital, mental health facility, or other house in which persons usually dwell or lodge, any occupied railroad car, boat, vessel, or river craft in which persons usually dwell or lodge, or any occupied jail or prison, or any occupied church or occupied building owned or leased by a church that is immediately adjacent to a church, he shall be guilty of a felony, punishable by imprisonment for life or for any period not less than five years and, subject to subdivision g of § 18.2-10, a fine of not more than \$100,000. Any person who maliciously sets fire to anything, or aids, counsels or procures the setting fire to anything, by the burning whereof such occupied dwelling house, manufactured home, hotel, hospital, mental health facility or other house, or railroad car, boat, vessel, or river craft, jail or prison, church or building owned or leased by a church that is immediately adjacent to a church, is burned shall be guilty of a violation of this subsection.
- B. Any such burning or destruction when the building or other place mentioned in subsection A is unoccupied, shall be punishable as a Class 4 felony.

I. FUTURE IMPROVEMENTS – CAMPUS FIRE SAFETY

Hampton University continually evaluates the need for improvements in all aspects of the campus fire safety program. It is the intent of the university to provide an environment that addresses the issues of fire and life safety for students, faculty, and staff. Changes in student or personnel numbers, occupancy changes of campus buildings, the design and use of new buildings, renovations of existing structures, and the need to retrofit existing buildings with new fire/life safety equipment is continually under review. Improvements or potential changes in fire safety at the university are reviewed and any required changes are implemented on a timely basis.

Notes



HAMPTON UNIVERSITY POLICE DEPARTMENT
607 Norma B. Harvey Way
Hampton, Virginia 23668

(757) 727-5259

CHIEF DAVID E. GLOVER

