2017
Annual Security Report (ASR)
prepared by:
HAMPTON UNIVERSITY POLICE
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Clery Act


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. Remembering that each individual is ultimately responsible for his or her own personal safety by learning and practicing basic safety and security precautions.

Hampton University Police Department prepares 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 Cemetery Rd., at the rear of the Whipple Barn building. HUPD Headquarters is open 24 hours, 365 days a year. All emergencies can be made 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. HUPD is assisted in its mission by uniformed, contract security personnel in a variety of ways, such as building security, parking enforcement and added visibility within the community. They are responsible for checking faculty, student and staff identification, signing in visitors and conducting property checks of campus buildings. Security personnel are in constant contact with HUPD via radio communications.

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. Annually, sworn law enforcement officers receive the 40 hours of in service training mandated by the Department of Criminal Justice Services, 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 is committed to providing a safe and secure learning environment. HUPD enforces all state laws and University regulations, and prevents, detects and investigates any criminal activity on the campus. HUPD is managed by a Chief of Police who is responsible for providing law enforcement service to the HU community. The University’s armed 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 main campus by motor vehicle, a Hampton University identification card allows you to enter through the card access gates on Marshall Ave., Tyler Street or Shore Road. All others must enter through Cemetery Road 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 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. These agreements enable temporary assistance among the parties when requested in writing and upon approval of the heads of each agency.

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 can 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. Police officers can be reached 24 hours a day, 365 days a year. 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; keyword HAMPTON. Non-emergency reports may also be made in person at the Police Department, which is located in the rear of Whipple Barn at 607 Cemetery Rd. 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 assure the University can address any and all security concerns and inform the community if there is a significant threat. Individuals should report crimes to HUPD in order to have the incident assessed for a timely warning/crime alert and for the purpose of annual statistical disclosure.

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 by police officers.

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 at 607 Cemetery Rd, Hampton, VA 23669 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

Reporting a crime or emergency to the Hampton (City) Police Division
Faculty/staff/students living off the main campus may report a crimes to the Hampton Police Division by calling 911 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 Hampton Police 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.”

Confidential 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:

<table>
<thead>
<tr>
<th>Official</th>
<th>Campus Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title IX Coordinator</td>
<td>Wigwam Building, Room 205</td>
<td>(757) 727-5426</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>Wigwam Building, Room 100</td>
<td>(757) 727-5264</td>
</tr>
<tr>
<td>University Counseling Center</td>
<td>Armstrong Slater Building</td>
<td>(757) 727-5617</td>
</tr>
<tr>
<td>University Chaplain</td>
<td>Clark Hall 1st Floor</td>
<td>(757) 727-5340</td>
</tr>
<tr>
<td>Student Health Center</td>
<td>55 E. Tyler Street</td>
<td>(757) 727-5315</td>
</tr>
</tbody>
</table>

**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.

**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 necessary, 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 issue a Pirate Notification for an off-campus location used and frequented by the University population. These warnings may be disseminated through a variety of ways including flyers, e-mails, text messages, and social media.

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 in the City of Hampton, information can be found by going to www.crimereports.com/agency/hampton to 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
- Forcible sexual 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 those who work, study, live, and visit at the University. HU, like any other organization, is potentially subject to natural, technological, and man-made emergencies that could threaten the University community, core academic mission, and environment.

HU has a number of communication systems in place that it will initiate to notify students, faculty, staff, and visitors 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.

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 communities 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 located at 607 Cemetery Rd.

Emergency Notification

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. The decision is made by the Administrative Council, in consultation with the Chief of Police. 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 via email to the relevant segment of the campus community.

During emergency evacuation procedures HUPD assist for the safe evacuation of all persons utilizing HU facilities in the event of fire, bomb threat, power outage, other 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.

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

During emergency evacuation procedures HUPD assist for the safe evacuation of all persons utilizing HU facilities in the event of fire, bomb threat, power outage, other 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 typically develops the messages for this system. Only HUPD can activate the siren system.
- **HU Alert website**, found online at alert.hamptonu.edu, is updated regularly with information and instructions about how to respond in an emergency situation. A link to the site can be found on the University website’s home page. 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**
Designated University Officials determine the content of emergency notification messages.

**Procedures Used to Notify the Campus Community**
The University Police Chief (or designee) initiates the notification process.

- A general message will be posted to the Alert webpage and main homepage announcing the campus is on alert status and updates will be provided as information becomes available. A text message may be 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.
• The HU Main homepage (www.hamptonu.edu) is updated.
• A text message is sent to students, faculty, and staff using the Pirate Notification System.
• A campus wide e-mail is sent using the “High Importance” option.
• The Communications Center sends a broadcast voicemail message to University land line phones.
• A news release is sent to campus and local media by University Relations.
• When the situation is resolved, an “all clear” siren message will be sounded if sirens were used.

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 log on 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 numbers. By registering your mobile phone number, you will receive PNS 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.

Missing Student Notification Policy
Hampton University takes student safety seriously. The following policy and procedures have been established to assist in locating missing HU students who reside in on-campus housing.

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 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 persons information is confidential and accessible only by authorized campus officials and law enforcement in the course of a missing person investigation.

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.

**Investigation and notification:** After investigating the reported missing person, if HUPD determines the student has been missing for 24 hours, HUPD will notify the VP for Student Affairs and the Dean of Residence Life. 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.

**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.

**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. Any media request to the University will be directed to the Public Relations Office.

### 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, 55 E. Tyler Street, 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.

Policies Regarding Alcoholic Beverages and Illegal Drugs

ALCOHOLIC BEVERAGES

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 21)
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 under age (under 21) and you may be held liable if minors under your supervision, hosted at your residence or social gathering (party) our drinking alcohol and you failed to intervene or 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 $2500 fine for each underage person.
ILLEGAL DRUGS
It should be clearly understood that Hampton University will not become a sanctuary for drug possession, drug use, drug sale and or drug distribution. Therefore,

1. Possession, use, distribution and sale of illegal drugs is prohibited on the Hampton University campus.
2. Any administrator, faculty/staff member or student apprehended for the use or possession of 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 suspension from the University. Such persons will also be reported to the proper authorities, where applicable.

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 make a police report. Contact the Title IX Coordinator at 757-727-5426 or any member of the Dean’s Office, Residence Hall Director, Graduate or Resident Assistant. They will assist you in contacting the police, upon request. 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.*

**Title IX Policy**

**Notice of Non-Discrimination**

Hampton University adheres to the principle of equal education and employment opportunity and does not discriminate 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 engaging in protected activity in education or employment. 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 and the Graduate College.

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”):

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Title IX Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Harvey, J.D.</td>
<td>Terri Haskins</td>
</tr>
<tr>
<td>Wigwam Building – Room 205</td>
<td>Wigwam Building – Room 205</td>
</tr>
<tr>
<td>Hampton University</td>
<td>Hampton University</td>
</tr>
<tr>
<td>Hampton, VA 23668</td>
<td>Hampton, VA 23668</td>
</tr>
<tr>
<td>Telephone: 757-727-5426</td>
<td>Telephone: 757-727-5426</td>
</tr>
<tr>
<td>Email: <a href="mailto:kelly.harvey@hamptonu.edu">kelly.harvey@hamptonu.edu</a></td>
<td>Email: <a href="mailto:terri.haskins@hamptonu.edu">terri.haskins@hamptonu.edu</a></td>
</tr>
</tbody>
</table>
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**  
Mr. 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**  
Ms. Rikki R. Thomas  
Director of Human Resources  
53 Marshall Avenue  
Hampton, VA 23668  
757-727-5250  
Email: rikki.thomas@hamptonu.edu

**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.

**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 either:

- **Title IX Coordinator**  
  Kelly Harvey, J.D.  
  Wigwam Building – Room 205  
  Hampton University  
  Hampton, VA 23668  
  Telephone: 757-727-5426  
  Email: kelly.harvey@hamptonu.edu

- **Title IX Specialist**  
  Terri Haskins  
  Wigwam Building – Room 205  
  Hampton University  
  Hampton, VA 23668  
  Telephone: 757-727-5426  
  Email: terri.haskins@hamptonu.edu

See Policy and Procedures on Sexual Discrimination and Misconduct (Title IX).
Complaints Alleging Discrimination and/or Harassment NOT Involving Title IX
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:

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

COMPLAINT PROCEDURES
1. 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.
2. 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.
3. 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.
4. 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 complainant and the respondent. The Dean of Judicial Affairs and Housing will implement prompt remedial action to remedy any discrimination or harassment that he concludes has occurred.
5. 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.
6. 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.
7. 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.

**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:

Ms. 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 complaints procedures, please see the following: Education Support Staff Handbook or Faculty Handbook.

**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

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 their rights in accordance with this policy.

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.
This policy applies to conduct that takes place on the campus of Hampton University, at University sponsored events (including academic, social and athletic events) 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.

This policy is designed to help Hampton University comply with the following:

- 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.

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

HAMPTON UNIVERSITY TITLE IX OFFICE

Title IX Coordinator for Hampton University:
Kelly Harvey, J.D.
Wigwam Building – Rm 205
Hampton University
Hampton, VA 23668
(757) 727-5426
Email: kelly.harvey@hamptonu.edu

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

Responsibilities of the Title IX Coordinator:

- Oversees compliance of 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 department, office or division to accommodate persons seeking services and support under Title IX, including counseling and health center services, and campus safety measures with the University Police Department, if necessary
- 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
Responsibilities of the Title IX Specialist are:

- 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 policies and procedures of Title IX at Hampton University
- Provides resources and publications to faculty, staff and students to help in educating the University community about Title IX
- Updates the Hampton University community on changes to the Title IX policies and regulations from the state and federal government

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

Confidential Resources
A Confidential Resource has no requirement to report incidents of sexual discrimination, harassment or violence.

- 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

Non-Confidential Resources
A Non-confidential Resource has an obligation to report incidents.

- 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

PROHIBITED CONDUCT AND DEFINITIONS
In accordance with Title IX, the university prohibits any conduct that constitutes sexual discrimination. This prohibition of sexual discrimination includes a prohibition of sexual misconduct and sexual harassment. The university further strictly prohibits retaliation against anyone exercising their 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.
The following definitions further explain the conduct prohibited under this policy and are applicable regardless of gender, sexual orientation or gender identification:

**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.

**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:

- Submission to such conduct is made explicitly or implicitly a term or condition for an individual’s work performance or academic performance;
- 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
- 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.

**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.

**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.

**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.

**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.
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.

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.

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.

Intimidation involves inducing fear, especially to cause or force an individual to engage in a specific action.

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.

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

Responsible Employee
A Responsible Employee is anyone at the University, including faculty, administration, the Hampton University Police Department, Title IX Coordinator, Title IX Specialist, 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 and sexual violence to the Title IX Coordinator or appropriate personnel.

The university requires Responsible Employees, who in the course of their employment obtain information that an act of sexual discrimination, harassment and/or misconduct and 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.

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).

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.

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.

Amnesty for Complainant and Witnesses
The reporting of sexual discrimination, sexual harassment or sexual misconduct by Complainants and witnesses is encouraged by Hampton University. In support of a reporting party and witnesses 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.

CONFIDENTIALITY
Confidentiality and Privacy
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.

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.

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.

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.

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:

- The nature of the alleged misconduct, including whether it involved a weapon or use of physical force;
- The existence of evidence of predatory behavior;
- Any prior credible reports of misconduct by the alleged perpetrator; and
- 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.

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 complainant.

FILING A COMPLAINT OF SEXUAL DISCRIMINATION AND/OR MISCONDUCT OR RETALIATION
To file a complaint of sexual discrimination, harassment and/or misconduct, an individual should contact the Title IX Office.

Process of Reporting a Complaint
The following steps should be taken to file a complaint:

1. Report the incident to the Title IX Coordinator.
2. 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 and its procedures for determining, investigating, and handling such complaints, including the procedures for proceeding with a formal complaint and investigation.
   a. For example, the University will not allow mediation between the parties in cases of alleged sexual assault.
3. 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 Complainant, and provide interim measures if necessary which may include, academic accommodations and safety measures, if appropriate.
4. A formal investigation will include the following:
   a. An interview with the Complainant, the Respondent and other possible witnesses.
   b. Recordings—All interviews conducted by the Title IX Coordinator and a Complainant, Respondent or witnesses will be recorded with appropriate consent according to the laws of the Commonwealth of Virginia. A Complainant 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 Complainant or a Respondent 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.
5. When a Complainant, Respondent 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)
6. 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, but not including any appeal, 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 Complainant and Respondent in writing.

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:

- 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.

- 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.
  - 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.
  - 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.
    - When such disclosure is made to local law enforcement, the Title IX Coordinator shall notify the Complainant of the disclosure in writing.

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

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.

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.

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.
PROCEEDINGS BEFORE THE SEXUAL DISCRIMINATION AND MISCONDUCT COMMITTEE

Hearing Determination

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

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. 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.
2. 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. Each party will be provided the opportunity to submit any and all information in support of their respective positions, including documentary evidence and witnesses.
4. Evidence regarding a complainant’s sexual history unrelated to the respondent will not be permitted.
5. Each party will also be provided with the option of having only two advisors present, including a professor, parent, legal guardian, or lawyer during the hearing process. Advisors are allowed for support of the Complainant or Respondent but are not allowed to speak or provide testimony during the hearing.

Post Hearing Procedures

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 Executive Vice President 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.

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.

The decision of the Sexual Discrimination and Misconduct Committee is final.
STUDENT SANCTIONS
Definition of Penalties:
The following definitions are established in order that penalties may be clearly understood:

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.

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.

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.

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.

Suspension (Indefinite/Contingent): The exclusion of a student from the University for an unspecified or specified period of time.

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.

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.

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.”

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.
**Removal of Transcript Notation**

The University shall remove from a student's academic transcript any notation placed on the transcript if the student:

1. Is subsequently found not to have committed the offense involving sexual violence under the University’s Sexual Discrimination and Misconduct Policy, or
2. completed the term of the suspension and any conditions thereof.

Following verification of the above mentioned steps, 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.

**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.

**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.
**Forcible Sex Offense** – 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:

- Forcible Rape
- Forcible Sodomy
- Sexual Assault with an object
- Forcible Fondling

**Non-Forcible Sex Offense** – the unlawful, non-forcible sexual intercourse to include:

- 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; dinking 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

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<th>ON-CAMPUS STUDENT HOUSING</th>
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### Hampton University
#### Hate Crimes – On-Campus Property

**Arrests/Disciplinary Actions – Main Campus**

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<th>OFFENSE TYPE</th>
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<th>ON-CAMPUS PROPERTY</th>
<th>ON-CAMPUS STUDENT HOUSING</th>
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HAMPTON UNIVERSITY
Hate Crimes – On-Campus Student Housing Facilities

HAMPTON UNIVERSITY
VAWA Offenses – Main Campus

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<th>OFFENSE TYPE</th>
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HATE CRIMES –Main Campus

2016: One on-campus Intimidation incident characterized by racial bias, and one on-campus Intimidation incident characterized by Sexual Orientation bias.
2015: No Hate Crimes reported.
2014: No Hate Crimes Reported.

UNFOUNDED CRIMES –Main Campus

2016: No unfounded crimes reported.
2015: One unfounded crime reported.
2014: No unfounded crimes reported.
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<th>OFFENSE TYPE</th>
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### Arrests/Disciplinary Actions – Virginia Beach Campus

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<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>DISCIPLINARY ACTIONS:</strong> Drug Abuse Violations</td>
<td>2016</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
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<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>2014</td>
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<td>0</td>
</tr>
<tr>
<td><strong>ARRESTS:</strong> Liquor Law Violations</td>
<td>2016</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
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<td>0</td>
</tr>
<tr>
<td><strong>DISCIPLINARY ACTIONS</strong> Liquor Law Violations</td>
<td>2016</td>
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<td>0</td>
</tr>
<tr>
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<td>2015</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
HAMPTON UNIVERSITY
VAWA Offenses – Virginia Beach Campus

<table>
<thead>
<tr>
<th>OFFENSE TYPE</th>
<th>YEAR</th>
<th>ON-CAMPUS PROPERTY</th>
<th>PUBLIC PROPERTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOMESTIC VIOLENCE</td>
<td>2016</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DATING VIOLENCE</td>
<td>2016</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>STALKING</td>
<td>2016</td>
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<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

HATE CRIMES – Virginia Beach Campus

2016: No Hate Crimes reported.
2015: No Hate Crimes reported.
2014: No Hate Crimes Reported.

UNFOUNDED CRIMES – Virginia Beach Campus

2016: No Unfounded Crimes reported.
2015: No Unfounded Crimes reported.
2014: No Unfounded Crimes reported.
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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 Aug 2016 Thru May 2017
Fire Deaths 0
Fire Injuries 0
Property Damage Fire $0

<table>
<thead>
<tr>
<th>FIRE ALARM LOCATION</th>
<th>CAUSE</th>
<th>NUMBER OF CALLS</th>
<th>ACTUAL FIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harbor Apartments</td>
<td>Fire alarm</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Student Retreat</td>
<td>Fire alarm</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>W.E.B. Dubois Hall</td>
<td>Fire alarm</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Harkness Hall</td>
<td>Fire alarm</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>James Hall</td>
<td>Fire alarm</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Kelsey Hall</td>
<td>Fire alarm</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>Kennedy Hall</td>
<td>Fire alarm</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Moton Hall</td>
<td>Fire alarm</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>Twitchell Hall</td>
<td>Fire alarm</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Virginia Cleveland</td>
<td>Fire alarm</td>
<td>29</td>
<td>0</td>
</tr>
<tr>
<td>Winona Hall</td>
<td>Fire alarm</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>Modular Housing</td>
<td>Fire alarm</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Thurgood Marshall</td>
<td>Fire alarm</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Continuing Ed. Dorm</td>
<td>Fire alarm</td>
<td>11</td>
<td>0</td>
</tr>
<tr>
<td>McGrew Towers Dorm</td>
<td>Fire alarm</td>
<td>18</td>
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</tr>
<tr>
<td>Pierce Hall</td>
<td>Fire alarm</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Holly Tree Inn</td>
<td>Fire alarm</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>L. Douglas Wilder Hall</td>
<td>Fire alarm</td>
<td>17</td>
<td>0</td>
</tr>
<tr>
<td>White Hall</td>
<td>Fire alarm</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Wendell Holmes Hall</td>
<td>Fire alarm</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>Multipurpose (1st &amp; 2nd Fl)</td>
<td>Fire alarm</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

Totals = 207 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

<table>
<thead>
<tr>
<th>CAPACITY</th>
<th>BUILDING</th>
<th>FIRE PANEL</th>
<th>FIRE PANEL LOCATION</th>
<th>DEVICE TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity: 68</td>
<td>Harbor Apartments</td>
<td>N/A</td>
<td>N/A</td>
<td>Stand-alone smoke detectors/ Fire extinguishers</td>
</tr>
<tr>
<td>Capacity: 60</td>
<td>Student Retreat</td>
<td>Fire-Lite Honeywell</td>
<td>1st floor Student Lounge</td>
<td>Pull stations /Heat detectors/ Audio visual alarm Sprinkler system/Battery operated smoke detectors in individual rooms.</td>
</tr>
<tr>
<td>Capacity: 202</td>
<td>W.E.B. Dubois Hall</td>
<td>Simplex 4020</td>
<td>Lobby</td>
<td>Pull stations /Heat detectors/ Audio visual alarm Sprinkler system/Battery operated smoke detectors in individual rooms.</td>
</tr>
<tr>
<td>Capacity: 249</td>
<td>Harkness Hall</td>
<td>Simplex 4100u</td>
<td>Lobby</td>
<td>Pull stations/Heat detectors/ Audio visual alarm. Addressable detectors /Sprinkler system/Door hold devices.</td>
</tr>
<tr>
<td>Capacity: 191</td>
<td>James Hall</td>
<td>Simplex 4020</td>
<td>Near room 105 Mechanical Room</td>
<td>Pull stations/Heat detectors/ Audio visual alarm. Addressable detectors /Sprinkler system/Door hold devices.</td>
</tr>
<tr>
<td>Capacity: 99</td>
<td>Kelsey Hall</td>
<td>Simplex 4002</td>
<td>Lobby</td>
<td>Pull stations/Heat detectors/ Audio visual alarm. Addressable detectors.</td>
</tr>
<tr>
<td>Capacity: 50</td>
<td>Kennedy Hall</td>
<td>Simplex 4100u</td>
<td>Lobby</td>
<td>Pull stations/Heat detectors/ Audio visual alarm. Addressable detectors /Sprinkler system/Door hold devices.</td>
</tr>
<tr>
<td>Capacity: 75</td>
<td>Stone</td>
<td>Simplex 4100u</td>
<td>Lobby</td>
<td>Pull stations/Heat detectors/ Audio visual alarm. Addressable detectors /Sprinkler system/Door hold devices/ Audio visual alarm.</td>
</tr>
<tr>
<td>Capacity: 177</td>
<td>Moton Hall</td>
<td>Simplex 4020</td>
<td>Lobby</td>
<td>Pull stations/Heat detectors/ Audio visual alarm. Addressable detectors /Sprinkler system/Door hold devices/ Audio visual alarm.</td>
</tr>
<tr>
<td>Capacity: 230</td>
<td>Twitchell Hall</td>
<td>Simplex 4010</td>
<td>Lobby</td>
<td>Pull stations/Heat detectors/ Audio visual alarm. Addressable detectors /Sprinkler system/Door hold devices/ Audio visual alarm.</td>
</tr>
<tr>
<td>Capacity: 233</td>
<td>Virginia Cleveland</td>
<td>Simplex 4100u</td>
<td>Lobby</td>
<td>Pull stations/Heat detectors/ Audio visual alarm. Addressable detectors /Sprinkler system/Door hold devices/ Audio visual alarm.</td>
</tr>
<tr>
<td>Capacity: 82</td>
<td>Winona Hall</td>
<td>Simplex 4100u</td>
<td>Lobby</td>
<td>Pull stations/Heat detectors/ Audio visual alarm. Addressable detectors /Sprinkler system/Door hold devices/ Audio visual alarm.</td>
</tr>
<tr>
<td>Capacity: 48</td>
<td>Modular Housing</td>
<td>Fire-Lite Honeywell</td>
<td>3rd floor/ Mechanical Room</td>
<td>Pull stations/Addressable detectors /Sprinkler system/ Audio visual alarm.</td>
</tr>
<tr>
<td>Capacity: 60</td>
<td>Thurgood Marshall</td>
<td>Simplex 4020</td>
<td>Lobby</td>
<td>Pull stations/Heat detectors/ Addressable detectors/ Audio visual alarm.</td>
</tr>
<tr>
<td>Capacity: 24</td>
<td>Continuing Ed. Dorm</td>
<td>Simplex 4100es</td>
<td>Laundry Room</td>
<td>Pull stations/Heat detectors/ Audio visual alarm. Addressable detectors /Sprinkler system/Door hold devices/ Audio visual alarm.</td>
</tr>
<tr>
<td>Capacity: 36</td>
<td>Pierce Hall</td>
<td>Simplex 4020</td>
<td>Lobby</td>
<td>Pull stations/Heat detectors/Door hold devices. Addressable detectors/ Audio visual alarm.</td>
</tr>
<tr>
<td>Capacity: 22</td>
<td>Holly Tree Inn</td>
<td>Simplex 4100es</td>
<td>Lobby</td>
<td>Pull stations/Heat detectors/ Audio visual alarm. Addressable detectors /Sprinkler system/Door hold devices.</td>
</tr>
<tr>
<td>Capacity: 178</td>
<td>White Hall</td>
<td>Simplex 4100u</td>
<td>Lobby</td>
<td>Pull stations/Heat detectors/ Audio visual alarm. Addressable detectors /Sprinkler system/Door hold devices/ Audio visual alarm.</td>
</tr>
<tr>
<td>Capacity: 105</td>
<td>Wendell Holmes Hall</td>
<td>Simplex 4100u</td>
<td>Lobby</td>
<td>Pull stations/Heat detectors/ Audio visual alarm. Addressable detectors /Sprinkler system/Door hold devices.</td>
</tr>
<tr>
<td>Capacity: 82</td>
<td>Multipurpose (1st &amp; 2nd fl)</td>
<td>Simplex 4100u</td>
<td>Mechanical Room</td>
<td>Pull stations/Heat detectors/ Audio visual alarm. Addressable detectors /Sprinkler system/Door hold devices.</td>
</tr>
</tbody>
</table>
**C. RESIDENCE HALL – DORMITORY FIRE DRILLS – 2016 Thru 2017**

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.

<table>
<thead>
<tr>
<th>CAPACITY</th>
<th>BUILDING</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity: 68</td>
<td>Harbor Apartments</td>
<td>September</td>
<td>March</td>
<td></td>
</tr>
<tr>
<td>Capacity: 60</td>
<td>Student Retreat</td>
<td>September</td>
<td>March</td>
<td></td>
</tr>
<tr>
<td>Capacity: 202</td>
<td>W.E.B. Dubois Hall</td>
<td>September</td>
<td>March</td>
<td>July</td>
</tr>
<tr>
<td>Capacity: 249</td>
<td>Harkness Hall</td>
<td>September</td>
<td>March</td>
<td>July</td>
</tr>
<tr>
<td>Capacity: 191</td>
<td>James Hall</td>
<td>September</td>
<td>March</td>
<td></td>
</tr>
<tr>
<td>Capacity: 99</td>
<td>Kelsey Hall</td>
<td>September</td>
<td>March</td>
<td></td>
</tr>
<tr>
<td>Capacity: 50</td>
<td>Kennedy Hall</td>
<td>September</td>
<td>March</td>
<td></td>
</tr>
<tr>
<td>Capacity: 75</td>
<td>Stone</td>
<td>September</td>
<td>March</td>
<td></td>
</tr>
<tr>
<td>Capacity: 177</td>
<td>Moton Hall</td>
<td>September</td>
<td>March</td>
<td></td>
</tr>
<tr>
<td>Capacity: 230</td>
<td>Twitchell Hall</td>
<td>September</td>
<td>March</td>
<td></td>
</tr>
<tr>
<td>Capacity: 233</td>
<td>Virginia Cleveland</td>
<td>September</td>
<td></td>
<td>April</td>
</tr>
<tr>
<td>Capacity: 82</td>
<td>Winona Hall</td>
<td>September</td>
<td>April</td>
<td></td>
</tr>
<tr>
<td>Capacity: 48</td>
<td>Modular Housing</td>
<td>September</td>
<td>April</td>
<td></td>
</tr>
<tr>
<td>Capacity: 60</td>
<td>Thurgood Marshall</td>
<td>September</td>
<td>April</td>
<td></td>
</tr>
<tr>
<td>Capacity: 24</td>
<td>Continuing Ed. Dorm</td>
<td>September</td>
<td>April</td>
<td></td>
</tr>
<tr>
<td>Capacity: 302</td>
<td>McGrew Towers Dorm</td>
<td>September</td>
<td>April</td>
<td></td>
</tr>
<tr>
<td>Capacity: 36</td>
<td>Pierce Hall</td>
<td>September</td>
<td>April</td>
<td></td>
</tr>
<tr>
<td>Capacity: 22</td>
<td>Holly Tree Inn</td>
<td>September</td>
<td>April</td>
<td></td>
</tr>
<tr>
<td>Capacity: 191</td>
<td>L. Douglas Wilder Hall</td>
<td>September</td>
<td>April</td>
<td></td>
</tr>
<tr>
<td>Capacity: 178</td>
<td>White Hall</td>
<td>September</td>
<td>April</td>
<td>July</td>
</tr>
<tr>
<td>Capacity: 105</td>
<td>Wendell Holmes Hall</td>
<td>September</td>
<td>April</td>
<td>July</td>
</tr>
<tr>
<td>Capacity: 82</td>
<td>Multipurpose (1st &amp; 2nd Fl)</td>
<td>September</td>
<td>April</td>
<td></td>
</tr>
</tbody>
</table>
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.**
• 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 overcurrent 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.

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