Safety and Security at Sweet Briar College
2013 Annual Security and Fire Safety Report
Information for Students and Staff of the College
2013 Security and Fire Safety Report:
The Campus Security Act requires colleges and universities to publish an annual report documenting reported crimes and fire incidents that occurred on campus; in certain off-campus buildings or property owned or controlled by Sweet Briar College; and on public property within, or immediately adjacent to and accessible from Sweet Briar College. This report includes crime and fire statistics and must be published every year by October 1st.

The report also includes College policies concerning campus security, such as policies concerning sexual assault and other matters. If you have any questions about the information contained in this report, please contact the Department of Campus Safety at extension 6144 (dial 434-381-6144 from off campus.)

Availability of Crime Statistics
Sweet Briar College will provide upon request all campus crime statistics as reported to the U.S. Department of Education. The U.S. Department of Education website is: www.ed.gov. Sweet Briar College provides campus crime statistics on its website, www.sbc.edu.

Department Mission Statement
The Mission of the Sweet Briar College Department of Campus Safety is to support the overall educational mission of Sweet Briar College by providing a safe, friendly and welcoming environment for students, visitors, faculty and staff to live, learn, work, and play.

Department Values
The Sweet Briar College Department of Campus Safety values the principles of honesty, integrity, honor, fairness, and respect in our interactions with those we serve. We are committed to achieving excellence in our services through community-based, pro-active programs.
# Table of Contents – Security Report

<table>
<thead>
<tr>
<th>Section</th>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Campus Law Enforcement Authority and Jurisdiction</td>
<td>1</td>
</tr>
<tr>
<td>II.</td>
<td>About the Sweet Briar Department of Campus Safety</td>
<td>1</td>
</tr>
<tr>
<td>III.</td>
<td>Reporting Crimes and Other Emergencies</td>
<td>2</td>
</tr>
<tr>
<td>IV.</td>
<td>Timely Warnings and Emergency Notifications</td>
<td>3</td>
</tr>
<tr>
<td>V.</td>
<td>Daily Crime Log</td>
<td>4</td>
</tr>
<tr>
<td>VI.</td>
<td>Missing Student Reporting Procedures</td>
<td>4</td>
</tr>
<tr>
<td>VII.</td>
<td>Building Security and Access Control Procedures</td>
<td>5</td>
</tr>
<tr>
<td>VIII.</td>
<td>Crime Prevention</td>
<td>5</td>
</tr>
<tr>
<td>IX.</td>
<td>Sweet Briar College Policy on Alcohol</td>
<td>7</td>
</tr>
<tr>
<td>X.</td>
<td>Sweet Briar College Policy on Drugs</td>
<td>10</td>
</tr>
<tr>
<td>XI.</td>
<td>Anti-Discrimination Policy</td>
<td>11</td>
</tr>
<tr>
<td>XII.</td>
<td>Sexual Assault Prevention and Response</td>
<td>16</td>
</tr>
<tr>
<td>XIII.</td>
<td>Administrative Review Process</td>
<td>17</td>
</tr>
<tr>
<td>XIV.</td>
<td>Sex Offender Registration Information</td>
<td>20</td>
</tr>
<tr>
<td>XV.</td>
<td>Annual Disclosure of Crime Statistics</td>
<td>20</td>
</tr>
<tr>
<td>2013 - 2011 Crime Statistics</td>
<td></td>
<td>23</td>
</tr>
</tbody>
</table>

# Table of Contents – Fire Safety Report

<table>
<thead>
<tr>
<th>Section</th>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Residential Life and Fire Safety</td>
<td>25</td>
</tr>
<tr>
<td>II.</td>
<td>SBC Smoking and Prohibited Items Policies</td>
<td>25</td>
</tr>
<tr>
<td>III.</td>
<td>Fire Protection Systems</td>
<td>26</td>
</tr>
<tr>
<td>IV.</td>
<td>Fire Drills and Evacuation</td>
<td>26</td>
</tr>
<tr>
<td>V.</td>
<td>Campus Evacuation Plan</td>
<td>26</td>
</tr>
<tr>
<td>VI.</td>
<td>Daily Fire Log</td>
<td>27</td>
</tr>
<tr>
<td>2013 Fire Statistics</td>
<td></td>
<td>28</td>
</tr>
</tbody>
</table>
I. PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

The Department of Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by Campus Safety, information provided by other College offices such as Co-Curricular Life, Residence Life, and other Campus Security Authorities, and information provided by local law enforcement agencies surrounding campus. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus and/or in certain off-campus buildings or property owned, leased, or controlled by Sweet Briar College. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, and alcohol and other drugs.

The Sweet Briar College Security and Fire Safety Report is published on the Campus Safety website, and a notice of the availability of this report is distributed electronically to the Sweet Briar community, by October 1st of each year. Anyone, including prospective students and employees, may review a paper copy of this report by contacting the Campus Safety at 434-381-6144 or by visiting the Campus Safety website at: http://sbc.edu/campus-safety/annual-security-and-fire-safety-report.htm to download a copy of the report.

II. ABOUT THE SWEET BRIAR COLLEGE DEPARTMENT OF CAMPUS SAFETY

Located in the lower level of Fletcher Hall, the Department of Campus Safety is dedicated to providing professional campus safety and security services to the college community in support of the College’s academic mission. Our Campus Safety Officers are officials of the College with specific responsibilities for safety, security and parking/traffic enforcement operations.

- Role, Authority, and Training

  All Sweet Briar Campus Safety Officers are certified or duly licensed through the Virginia Division of Criminal Justice Services as Campus Security Officers or Special Conservators of the Peace. Our Special Conservators of the Peace are armed and have the authority to make arrests on Sweet Briar College property. All Sweet Briar College Campus Safety Officers have the authority to enforce campus rules and regulations. The Department of Campus Safety also has primary jurisdiction for preliminary investigations of criminal incidents occurring on campus.

  Campus Safety officer receive annual in-service training in a variety of crime prevention and operational topics, as well as bi-annual certification in CPR and use of the Automatic Electronic Defibulator (AED).

  Every encounter between a Sweet Briar community member and an SBC Campus Safety Officer is an educational opportunity. We strive to make all encounters positive; however, when situations arise that require the intervention of a Campus Safety Officer, part of the resolution process is explaining the nature of campus policies and referring infractions to College administrators for resolution.

- Working Relationship with Local, State, and Federal Law Enforcement Agencies

  When warranted, local law enforcement agencies may be contacted to assist or assume control of incidents/investigations. The Department of Campus Safety at Sweet Briar College maintains a professional working relationship with the Amherst County Sheriff’s Office, Virginia State Police, and the Town of Amherst Police Department.
III. REPORTING CRIMES AND OTHER EMERGENCIES

Despite Campus Safety’s best efforts, crimes and policy violations do occur on campus. Community members are strongly encouraged to immediately report criminal activity, hate/bias motivated incidents, and any/all suspicious person(s) to the Department of Campus Safety at the time the incident happens. Campus Safety will investigate all reports and initiate the appropriate emergency response or judicial procedures.

CALL 6111 (434-381-6111)
TO REPORT ANY CRIME, SUSPICIOUS ACTIVITY, OR EMERGENCY.

In accordance with the Clery Act, Sweet Briar College also collects and discloses statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the college identified as a ‘Campus Security Authority.’ Campus Security Authorities (CSA) are non-law enforcement individuals who have significant responsibility for student and campus activities, and who by the very nature of their significant roles, responsibilities, or job title, may reasonably be identified by students and employees as officials or authorities to whom crime should be reported.

In recognizing that some students or employees are more comfortable or more inclined to report crime to someone other than the campus law enforcement, the following campus offices/officials are provided as alternative means for reporting crime. Any CSA may also be contacted when a student or employee believes a student who lives in on-campus student housing has been missing for twenty-four hours.

Even if you are not sure if a crime has occurred or whether an ongoing threat exists, immediately contact Campus Safety or one of the following offices. When unsure, err on the side of reporting.

<table>
<thead>
<tr>
<th>Office</th>
<th>Staff Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Safety</td>
<td>• All Campus Safety personnel</td>
</tr>
<tr>
<td>Co-Curricular Life</td>
<td>• Dean of Co-Curricular Life</td>
</tr>
<tr>
<td></td>
<td>• All CCL Staff members</td>
</tr>
<tr>
<td></td>
<td>• Resident Directors</td>
</tr>
<tr>
<td></td>
<td>• Resident Advisors</td>
</tr>
<tr>
<td>Athletics</td>
<td>• Coaches</td>
</tr>
<tr>
<td></td>
<td>• Assistant Coaches</td>
</tr>
<tr>
<td>Dean of Faculty</td>
<td>• Dean of the Faculty</td>
</tr>
<tr>
<td></td>
<td>• Riding Center Faculty</td>
</tr>
<tr>
<td></td>
<td>• JYS Director</td>
</tr>
<tr>
<td></td>
<td>• JYF Director</td>
</tr>
<tr>
<td></td>
<td>• Faculty Club Advisors</td>
</tr>
<tr>
<td>Human Resources</td>
<td>• Director of Human Resources</td>
</tr>
<tr>
<td></td>
<td>• HR Staff</td>
</tr>
<tr>
<td>Health Center</td>
<td>• All Support Staff</td>
</tr>
<tr>
<td></td>
<td>• Licensed Medical Staff when acting as a student club or organization advisor</td>
</tr>
<tr>
<td>Chaplain’s Office</td>
<td>• All Support Staff</td>
</tr>
<tr>
<td></td>
<td>• Chaplain when acting as a student club or organization advisor</td>
</tr>
<tr>
<td>SBC Administration</td>
<td>• Vice President &amp; Chief of Staff</td>
</tr>
<tr>
<td></td>
<td>• Vice President for Finance and Administration</td>
</tr>
<tr>
<td></td>
<td>• Vice President for Alumnae and Development</td>
</tr>
</tbody>
</table>

See the statement addressing Counselors and confidentiality on the following page.
Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire Sweet Briar community that you immediately report all incidents so that the Campus Safety can investigate the situation and determine if follow-up actions are required, including issuing a Timely Warning or Emergency Notification. Prompt reporting will assist us in maintaining a safe campus environment, and assure timely warning notices on-campus and timely disclosure of crime statistics.

- **Off-Campus Incidents**
  Incidents that occur off the Sweet Briar College campus are investigated by the law enforcement agency having jurisdiction. All campus support services are available to you regardless of where the incident took place. The Department of Campus Safety can help you in identifying the appropriate investigative agency or agencies and assist in contacting them.

- **Confidential Reporting Procedures**
  If you are the victim of, or witness to, a crime, you may want to consider making a confidential report. With your permission, the Dean of Co-Curricular Life, the Director of Residential Life, or the Director of Campus Safety, can file a report on the details of the incident and begin to conduct an investigation without revealing your identity.

  The victim or witness who filed the report may choose not to pursue disciplinary action or to utilize the disciplinary process as outlined in the *Sweet Briar College Student Handbook*. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger.

**Clery Policy Statement Addressing Counselors**
Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary/confidential basis for inclusion into the annual crime statistics. Counselors are defined as:

- Pastoral Counselor is an employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as pastoral counselor.
- Professional Counselor is an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

**IV. Timely Warnings and Emergency Notifications**
It is the policy of Sweet Briar College and the Department of Campus Safety to comply with the “Timely Warning” provisions of the Jeanne Clery Act and the “Emergency Notification” provisions of the Campus Crime Statistics Act by providing the required warnings to the Sweet Briar community in an efficient and expedient manner.

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Campus Safety and/or the Sweet Briar College Crisis Response Team (CRT) constitutes an ongoing or continuing threat to the campus community, a campus wide timely warning will be issued. Based on the type of emergency or threat facing the community, emergency notifications may be disseminated by the most expedient method to ensure individuals have time to prepare or react to the situation. Dissemination methods include:

- Activation of the SBC Emergency Alert System
- Use of the *SBC E2Campus* messaging system.
- Direct phone calls to designated personnel.
- Voice mail.
- Campus-wide e-mail.
If the threat involves an immediate violent criminal threat or other non-natural incident, such as an armed gunman or active shooter on campus, or a hazardous material spill, the emergency notifications will include the Amherst County 911 Center and/or other emergency services. The emergency notifications will be disseminated on a continual basis until such time as it has been determined that threat to the community no longer exists. Once the incident is over or the threat no longer exists, an all-clear notification will be disseminated to the community through all available means.

V. Daily Crime Log

In compliance with federal law, the Department of Campus Safety maintains a daily crime log listing all crimes reported to the Department of Campus Safety that occurred on campus, in or on non-campus buildings or property, or on public property immediately adjacent to and accessible from the campus or within the patrol jurisdiction of campus safety.

The log lists the date, time reported, date occurred, general location, and disposition of the complaint if this information is known at the time the daily crime log is created. The daily crime log is available for public inspection during normal business hours at the Department of Campus Safety.

VI. Missing Student Reporting Procedures

Any student who may be missing should be reported to the Department of Safety office immediately by calling: 434.381.6111.

Each academic year during Room Selection and through the Lifestyle Preference Form for new Students, students are provided an opportunity to record their emergency contact information in their college file. Students may be considered “a missing person” if the person’s absence from campus is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to, being overdue to return to campus, is drug dependent, is in a life threatening situation, has been with persons who may endanger the student’s welfare, has expressed suicidal thoughts, victim of foul play, or after giving family or friends a specific time or return and has not been heard from.

- **Student Notification Policy**

  The Higher Education Opportunity Act requires colleges and universities to establish a missing student notification policy and procedures for those who reside on campus. Students should be given the option to identify and provide contact information for a person to be notified in the event the student is officially reports as missing.

  The following information will be gathered from current students during Room Selection and through the Lifestyle Preference Form for new students:

  In the event the College receives notification that I may be missing, please contact
  ___________________________ (name) ___________________________ (relationship)
  ___________________________ (phone number). By providing this information I am granting
  permission for College officials to contact this (these) person(s) as needed.

- **Sweet Briar College Co-Curricular Life Response Guidelines for Missing Persons**

  Initial Response

  1. If a report is made to Co-Curricular Life (CCL) the Director of Residence Life (DRL) will ensure that an official report is filed with Campus Safety.

  2. The DRL will notify the Director of Campus Safety about a possible missing student (if Campus Safety is not the reporter). The DRL or designee will also notify the Dean of CCL and will keep them updated throughout the process.

  3. The DRL or designee will go to the student's room to look for the student.

  4. The DRL or designee will attempt to contact the student via the student's cellular phone (if the number was provided to the College).
Additional Follow Up

1. Once a report is filed with Campus Safety and the person has been missing for more than 24 hours the DRL or designee will obtain confidential contact information for person(s) the student has identified and contact them via telephone within the next 24 hours.
   a. If the student is 18 years of age or younger, a parent or guardian will be notified.
   b. In cases when a student is over 18 and has not identified a person to be contacted, appropriate law enforcement officials will be notified.

Communication

1. After the report is made with Campus Safety and the identified person(s) have been contacted, the DRL will assist Campus Safety as needed.

VII. Building Security and Access Control Procedures

It is the policy of the Sweet Briar College Department of Campus Safety to provide the members of the college community with a safe and secure environment to work and learn by ensuring access to specific buildings is limited to authorized individuals.

- Residential Buildings
  The exterior doors of all residential buildings are secured 24 hours a day while students are in residence. During extended breaks when no students are on campus, Department personnel will conduct regular inspections of the residential buildings to ensure the exterior doors are secured.
  If personnel receive requests to grant access to a residential building from an individual, the individual will be asked to provide identification prior to being allowed access to the specific residential building and the information will be properly documented.

- Campus Entrance/Access Policy
  During the school year, the Main Gate on the main drive into campus is staffed from 6 p.m. - 6 a.m. daily by a Campus Safety Officer. Unauthorized persons are turned away. Perimeter gates are locked at 6 p.m. daily creating only one access point the main entrance by which to drive on campus.
  During normal business hours the College is open to students, employees, and visitors. Proximity cards & keys are issued to faculty, staff and students who are authorized to enter certain buildings during business and non-business hours.

- Security Checks
  During routine patrol by foot and motor vehicles, Campus Safety Officers are observant for issues related to safety and security such as defective lighting inside and outside of our buildings, as well as issues with building security such as broken or defective locks and/or doors. Work orders are completed and submitted to the physical plant to have any issues identified corrected in a prompt manner.

VIII. Crime Prevention

The Department of Safety participates with the Department of Co-Curricular Life in providing crime prevention and personal safety programs. Fire safety, sexual assault, substance abuse and use, crime prevention, and security procedures are also covered during new student orientation.

The Department of Campus Safety is currently developing programming to provide additional resources for informing students and employees about personal safety and crime prevention strategies. The current training program provided by Campus Safety and other College departments include:

- Bystander Intervention Training
  During orientation, all first year students participate in the Step-Up bystander intervention training programs to develop skills and awareness in bystander intervention and how to protect themselves. Student leaders participate in an advanced level Step-Up program that teaches them techniques on how to address or prevent potential sexual assault situations along with alcohol awareness issues.
• **New Employee Training**

New college employees are given an overview of, and information about, the Campus Safety function at Sweet Briar College during initial orientation with Human Resources, and receive additional safety information from their immediate supervisor/building coordinator.

• **Rape Aggression Defense R.A.D. Class**

The Department of Campus Safety also offers Rape Aggression Defense System (RAD) training to all interested women. The RAD class is also offered in the fall and spring to interested Students who are interested in receiving credit through a P.E. course. Students will earn .5 credit hours in Physical Education after completing the course.

The R.A.D. system is a comprehensive program of self-defense tactics and techniques. This program includes instruction on awareness, prevention, risk reduction, avoidance, and then on to the basics of hands-on self defensive training.

• **Emergency Phones**

Emergency phones have been strategically placed throughout the campus. Upon picking up the receiver, you will be in immediate contact with the dispatcher at the SBC Department of Safety. When an emergency phone is activated, an officer is dispatched to investigate.

A blue light above the phone boxes identifies the emergency phones. These phones may be found at the following locations:

- Meta Glass Parking Lot, at the foot of the steps leading to Meta Glass Residence Hall.
- Elijah Parking Lot, on the back corner on the Music Box Apartments.
- Guion Parking Lot, on the east end of the Train Station.

Additional phones are located around the campus for your safety. The phones listed below, do not automatically connect you with the Department of Safety, you must dial **ext. 6144** to reach our office. Please dial **ext. 6111** if there is an emergency.

- Beside the front doors of Meta Glass, Dew, Reid, and Carson.
- In the ground floor arcade between Manson and Randolph, and between Grammer and Reid.
- At the foot of the stairs behind the Gym, by the tennis courts.
- On the lower level of the Boathouse.
- Dew - beside the entrance to the Chaplain's Office, off of the courtyard.
- Laundromat, inside on the wall to the far left of the entrance.
- Softball Field
- Inside Boathouse
- Art Barn
- Boathouse Road - Athletic Field – 1 at the end of field – 1 by roadside
- Green Village Unit # 4

• **Personal Safety**

In a campus community, crime is a fact of life. Campus Safety Officers regularly patrol the campus, both by vehicle and on foot, to maintain the safety and security of the community.

Remember, anyone can be the victim of a crime. Plan ahead and make safety a priority in your life.

1. Be certain residence hall doors are closed and locked when entering and leaving. Do not prop doors open at any time and do not leave rooms unlocked at any time.

2. Do not walk alone or with another person at night to the lake, entrance gate, or in dark or secluded campus areas. Be careful about walking after dark in semi-lit places. Stay on walks and established paths and avoid walking near shrubbery.
3. Avoid driving alone at night.
4. Don't waste time looking for your keys, have them ready. Drive with your doors locked and your windows rolled up.
5. Check around, under and in your automobile when approaching it to make sure no one is concealed near it. Make sure you keep your doors locked once you are inside your vehicle, and as soon as you exit your vehicle to leave it for any period of time.
6. Do not hitchhike or pick up hitchhikers, even if you recognize someone in the car alongside the road. Avoid stopping at lonely, out-of-the-way or poorly lit places.
7. If you think you are being followed by another vehicle, stop at a gas station or grocery store where there are lots of people and sound the horn. Do not go to your home, or attempt to get out of the vehicle.
8. If your car breaks down and someone stops to assist you, remain in the locked vehicle, ask the person to call the police and wait. Do not accept a ride.
9. Park in well lit places. Store valuables and packages out of sight in a locked trunk or glove compartment. Check that car doors and trunk are locked.
10. Always accompany your guest, so that unidentified persons will not be wandering around campus.
11. Report all strangers or suspicious activities to a police/security officer by telephone or in person.
12. Report in a timely manner to a Resident Advisor, Resident Coordinator, or the Department of Safety any personal concern for the safety or well-being of an absent friend or roommate or anyone who is sick or injured on campus.
13. Lock the door when you leave your room.

REMEMBER!
- An unlocked or unclosed door is an open invitation for anyone wishing to enter. Double check your lock on your way out.
- Thieves are looking for an opportunity and for easy prey. Leaving your valuables unattended and in plain view for even a short time opens the window of opportunity for the thief. Don't forget that valuables, especially small items, can easily be concealed by the thief.
- Immediately report any crime of which you are a victim or a witness to, or any suspicious person loitering on campus in parking lots or in any building to Campus Safety.
- Note the locations of all hall phones and emergency phones. Don't be afraid to use them if you need them.
- Use (and check) locks on your bicycle and lockers.
- Use the escort service provided by Campus Safety.

IX. Sweet Briar College Alcohol Policy
The College’s statement on the use and possession of alcoholic beverages has been developed to reflect the values of the College and to be in compliance with the Alcohol Beverage Control Laws of the Commonwealth of Virginia. Students are responsible for educating themselves about regulations and abiding by them. Students are considered adults, are expected to obey the law, and are held accountable for their own behavior and safety.

As noted in the College’s statement, only students of legal drinking age may possess and consume alcoholic beverages in student residences. Common containers (i.e. beer balls, kegs) are not permitted in student residences. Students are expected to follow the proper procedures for securing appropriate location and obtaining proper permits for events where alcohol will be served.

Per Commonwealth law, alcohol is not to be consumed in public areas, including residence hall lounges, hallways, stairwells, bathrooms, etc. Green Village patios and decks are not considered public areas and therefore, alcohol is permitted on these spaces only.
Students are expected to follow the proper procedures for securing appropriate location and obtaining proper permits for events where alcohol will be served. Sweet Briar College is committed to maintaining a healthy living and learning environment that encourages the lawful and responsible use of alcohol and discourages alcohol abuse.

The College’s Alcohol Policy is based upon the following objectives and premises:

A. The decision to drink is an individual one that should be made responsibly, and in accordance with College, local, state, and federal regulations.

B. Each individual who decides to use alcohol should do so in moderation and is accountable for their conduct. Any student who consumes alcohol accepts responsibility for their consequent behavior and may be disciplined in an appropriate fashion. In other words, being intoxicated will not be accepted as an excuse for erratic, irresponsible, and/or disruptive behavior either to one’s person, or any other person(s), or to any property.

C. No individual should be coerced or encouraged against her wishes to use alcohol. Nonalcoholic beverages must be available at all events where alcohol is being served or offered.

D. The College is committed to providing ongoing education and assistance to students regarding the use and abuse of alcohol.

E. Violations of local, state, or federal laws also constitute violation of College regulations. Individuals who violate these regulations could be subject to College disciplinary action, in addition to legal consequences. The laws of the Commonwealth of Virginia apply in all cases to the use and possession of alcohol on Sweet Briar campus. The regulations of the Alcoholic Beverage Control Commission of Virginia require:

F. That alcohol not be served to any person whom you know or have reason to believe is under 21 years of age; nor is permitted to consume any alcoholic beverage at a sponsored event.

G. That alcohol cannot be served to any person whom is known or believed to be intoxicated.

H. That the consumption of any alcoholic beverages by such person is not permitted at your event, and that you do not allow such person to remain in attendance at your event.

I. That you acknowledge in your role as an individual host or organization host you can be held liable for alcohol-related accidents and/or injuries.

J. That those who serve alcohol at your event must be 21 years of age or older.

K. Virginia law does impose criminal liability for the sale or purchase of alcoholic beverages to any person who is underage or intoxicated. Violators may be subject to arrest, legal prosecution, and/or College initiated sanctions.

L. Publicity for an event may not include the availability of alcoholic beverages.

M. When alcohol is present, the host (event sponsor(s) and/or resident(s) of a room) must be 21 years of age or older. It is the responsibility of each member of the Sweet Briar College community and sponsors of any College or private event to know and comply with all pertinent State laws and College regulations.

Further, they must assume responsibility and potential liability in all matters of compliance with Federal, State, County, and College regulations regarding the consumption of alcoholic beverages. Each community member is expected to help prevent any misuse or excesses stemming from the use of alcoholic beverages. In particular, students are reminded of their general responsibility for the safety and welfare of one another, as well as their specific responsibility to the College community for the highest standards of conduct and behavior from themselves and their guests.

N. General Regulations and Guidelines

1. Alcohol may not be used as a focus of membership or recruitment functions (e.g., clubs or special interest groups). In addition to internal disciplinary measures, the College will report to local law enforcement officials any conduct that may be a violation of Virginia’s anti-hazing statements and may report violations of alcoholic beverage control statute.
2. At any event at which alcoholic beverages are served, food and nonalcoholic beverages must also be made available and readily accessible to guests for the duration of the event at the same vicinity as the alcoholic beverages and featured as prominently as the alcoholic beverages.

3. Alcohol may not be used as a prize for any contest, nor are games allowed which emphasize drinking alcohol, i.e. drinking contests.

4. The possession or use of beer kegs is not permitted in student residences. This includes cardboard kegs and beer balls.

5. Except for College-sponsored events and College-approved private parties, the consumption of any alcoholic beverage is not permitted in outdoor or other areas open to the “public view” on the campus. This includes walking on campus or in public locations with an open container of alcohol (can, bottle, cup, etc.).

6. The consumption of alcoholic beverages is not permitted in athletic facilities or classroom buildings unless a license has been secured for an event in one of these facilities.

O. Individual Possession, Consumption and Responsibility

Students of legal drinking age may possess and consume alcoholic beverages on campus in a responsible manner in the following areas:

1. Student residence rooms, Green Village patios and balconies
2. At registered and approved private events
3. In the Houston Bistro (alcohol not purchased at the Houston Bistro may not be brought into this location)
4. At College events where alcohol is served or made available
5. An Open Events/College-Controlled Public Spaces is defined as events that are open to SBC students, their guests, and students from other colleges, in areas on campus for which the College has obtained (or can obtain) ABC licensing for the sale or service of alcoholic beverages. Areas included are the Houston Bistro, Prothro Dining Room, outdoor dells, the Den, the Boathouse, and other areas as approved by the Dean of Co-Curricular Life, the Vice President for Finance and Administration, or designee.

P. Regulations Governing Open Events/College-Controlled Public Spaces

1. Any approved student organization (e.g. CEO, a class, club, etc.) or the Division of Co-Curricular Life or other College office may sponsor open events in College controlled public spaces.
2. A space reservation for open events must be obtained from the appropriate office within fourteen (14) working days prior to the scheduled event.
3. If alcohol is to be served or made available, it must be served and consumed in a designated area. If the event is located at Prothro, the Dell, the Houston Bistro, the Den, or the Boathouse, the Dean of Co-Curricular Life, the Vice President for Finance and Administration, or designee, will make decisions regarding distribution and consumption of alcohol on an event-by-event basis.
4. Residence hall public areas can be utilized by SBC students 24 hours per day/7 days per week for impromptu gatherings without alcohol. Students and their male guests may also utilize these areas during visitation hours. At all times students must respect the rights of other students and the residents of a particular area.

Q. Regulations Governing Private/Social Events

1. Any approved student organization, College office or department, or any individuals or groups of students, staff, or faculty may sponsor private gatherings/social events in College-controlled public spaces (i.e. The Den, Dell). The facility must be reserved along with written approval received from the Dean of Co-Curricular Life.
2. When alcohol is to be served or made available, the event sponsors must obtain permission from the Dean of Co-Curricular Life, or designee, at least three days in advance, and agree to a system to control access to the event and for verifying a lawful process for the service and consumption of alcohol (e.g. picture IDs at door, use of stamp or bracelet, a viable way of designating those of legal age to drink).

3. Alcohol consumption in designated areas cannot occur unless a Reservation and Use Agreement Form for the Den or a Dell has been filed. The size, nature, and location of the event will determine if a member of the Department of Safety should be present. Students wishing to serve alcohol are encouraged to use the service of SBC Catering which provides bartender(s), supplies, and alcohol below cost and takes responsibility for checking legal drinking age.

4. No money may be collected by student hosts at any private event involving alcohol, including The Den, Dell, or Boathouse. All events will be “spot checked” by an Officer.

5. The possession or consumption of any alcoholic beverage is not permitted in residence hall common areas, i.e. corridors, stairwells, and lounges.

6. These regulations are subject to an ongoing review and modification.

X. Sweet Briar College Policy on Drugs

A. Students are expected and required to be in appropriate mental and physical condition for pursuing a course of study. Students shall respect and maintain the campus as a drug-free, healthful, safe, and secure environment.

B. The unlawful manufacture, distribution, dispensation, possession, or use of narcotics, hallucinogens, depressants, stimulants, marijuana, other controlled substances, possession of drug paraphernalia, and underage alcohol consumption on College premises, at College activities, or while representing the College is absolutely prohibited.

1. Violations of this policy will result in disciplinary action, up to and including termination, and/or satisfactory participation in an alcohol and drug abuse-counseling program, and may result in referral for legal prosecution. College disciplinary proceedings for student violations shall fall within the provisions of Article VI of the Constitution of the Student Government Association. Federal, state, and local laws also prohibit the conduct prohibited by this policy.

2. Criminal and/or administrative penalties include suspension or loss of driver’s license, monetary fines and/or imprisonment. Particulars of these various laws are available from a local U.S. Attorney’s office, Commonwealth Attorney’s office, or law enforcement officials.

G. Students convicted of any criminal or administrative drug or alcohol offense shall report it to the Dean of Co-Curricular Life within five (5) days after conviction. The College will not disclose any such report of conviction except as provided by law and this policy.

H. Students must abide by the terms of the above policy, as a standard for participation and completion of a program of study at Sweet Briar College.

I. Prevention and Education Programs

1. The College recognizes drug or alcohol dependency as an illness and a major health problem. The use of illicit drugs or abuse of alcohol poses physical, mental, and emotional health risks, such as increased risk of cardiac, renal, and liver dysfunction; pre-, peri- and postnatal complications, depression, and suicide. The College also recognizes drug or alcohol abuse as a potential threat to the health, safety and security of other persons or property.

2. The College will make the following drug and alcohol services available to students who wish or need help. These services may be obtained on a voluntary basis or through referral when performance or behavior suggests a problem.

   • Health care and counseling services are available to students through the Harley Health Center (381-6140). If the situation warrants, a referral can be made for long-term care at an in or outpatient facility.
• The College Mental Health Counselor offers free and confidential counseling and referrals for students in dealing with substance abuse problems.

3. Students who are placed under observation, hospitalized and/or need medical assistance due to substance use/abuse will be referred for an assessment.

4. All incoming First Year students and their parents receive a letter from the President of the College and information from the Virginia Department of Alcoholic Beverage Control related to alcohol and drug abuse and prevention strategies.

5. The SBC Sweet Peas, student health and wellness peer educators, conduct alcohol awareness programming during the academic year and are available to work with individuals students or student groups in providing information on alcohol and drug issues.

6. A new electronic wellness magazine, Student Health 101, which contains educational articles about alcohol, drug, sexual assault, and personal safety issues is now being made available to all students.

XI. Anti-Discrimination Policy

A. Statement of Compliance with Title IX

Sweet Briar College provides notice of intent to comply with the regulations effectuating Title IX of the Higher Education Amendments of 1972 as amended by Public Law 93-568. The College intends to adhere to the letter and the spirit of the law through a policy of nondiscrimination on the basis of sex in all College operations. This policy applies in particular to Sweet Briar’s educational program, to all employees therein, and to admission, save where exceptions under subpart C86.15

The Title IX Coordinator is the Director of Human Resources, Carolyn Burton, who works in conjunction with the Dean of the Faculty and Dean of Co-Curricular Life. The Director of Human Resources may be contacted at: 106 Fletcher Hall, PO Box 1090, Sweet Briar, Virginia 24595 (Phone: (434) 381-6510.)

B. Statement of Compliance with Section 504

Sweet Briar College provides notice of intent to comply with the regulations effectuating Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (as amended). The College intends to adhere to the letter and the spirit of the law through a policy of nondiscrimination on the basis of disability in all College operations.

The Section 504 Coordinator is the Director of Human Resources who works in conjunction with the Dean of the Faculty and Dean of Co-Curricular Life. The current Director of Human Resources is Carolyn Burton, 106 Fletcher Hall, PO Box 1090, Sweet Briar, Virginia 24595 (Phone: (434) 381-6510.)

C. Anti-Discrimination and Equal Opportunity Policy

In accordance with federal law and the laws of the Commonwealth of Virginia, discrimination in educational programs or in employment on the basis of race, religion, nationality, sex,1 age, disability, or veteran status by one member of the Sweet Briar community against any other member of the Sweet Briar community will not be tolerated. Discrimination encompasses any difference in treatment on a prohibited basis.

This prohibition against discrimination shall not in any way alter, affect, or negate the atwill employment status of any employee. Further, it is Sweet Briar’s intent and policy to extend protections analogous to the protections provided by law to all members of the Sweet Briar community regardless of whether such protections are legally mandated. Sweet Briar’s commitment to inclusivity and diversity extends beyond that which is required by law. Our values uphold the dignity of all persons without regard to sexual orientation, gender identity or its expression, socio-economic circumstances, political convictions, or other personal circumstances or characteristics. All members of the community have the right to be free from discriminatory behavior.

It is a violation of this policy for any member of the Sweet Briar community to discriminate against any other member of the Sweet Briar community on any basis, including but not limited to, race, religion, nationality, sex, age, disability, veteran status, sexual orientation, gender identity or its expression, socioeconomic circumstances, political convictions, or other personal circumstances or characteristics. Retaliation against any individual who raises a good faith report under this policy is strictly prohibited.
Any member of the Sweet Briar community who feels that he or she has been the subject of any form of discrimination, harassment, sexual violence or bullying should promptly report the incident to the following College officials:

a. Student complaint: Dean of Co-Curricular Life, P.O. Box 1058, Sweet Briar, VA 24595
   Phone: (434) 381-6134
b. Faculty complaint: Dean of the Faculty, P.O. Box 1054, Sweet Briar, VA 24595
   Phone: (434) 381-6205
c. Staff complaint: Director of Human Resources, P.O. Box 1090, Sweet Briar, VA 24595
   Phone: (434) 381-6510

If a member of the Sweet Briar community believes that he or she has been discriminated against, bullied, or harassed by the person to whom he or she would report the incident, the report may be made to one of the other listed officials.

Any member of the Sweet Briar community who engages in the types of behavior described above or otherwise violates this policy are subject to disciplinary action, which for students, includes the student judicial process and its sanctions, and for others, dismissal from the relationship that makes such person a member of the Sweet Briar community. Conversely, where results of an investigation reveal that a complaint of discriminatory activity is frivolous or groundless, the individual having made such a complaint may be subject to the same disciplinary action, including dismissal.

It is the responsibility of each member of the administration of the College, from the President to a first line supervisor, to give this non-discrimination policy full support through leadership and personal example. In addition, it is the duty of every employee of the College to create a work environment that is conducive to our non-discrimination policies; it is the obligation of every student to create a learning and living environment that is also in support of our non-discrimination policies.

D. Harassment Policy

Sweet Briar College is committed to providing a learning and work environment free of unlawful harassment. In keeping with this commitment, the College prohibits and will not tolerate unlawful harassment on any basis protected by federal, state, or local law or otherwise based upon race, religion, nationality, sex, age, disability, veteran status, sexual orientation, gender identity or its expression, socio-economic circumstances, political convictions, creed, color, physical or mental disability, medical conditions, marital status, age, or other personal circumstances or characteristics.

Further, it is Sweet Briar’s intent and policy to extend protections analogous to the protections provided by law to all members of the Sweet Briar community regardless of whether such protections are legally mandated.

Sweet Briar’s commitment to inclusivity and diversity extends beyond what is required by law. Our values uphold the dignity of all persons without regard to sexual orientation, gender identity or its expression, socio-economic circumstances, political convictions, or other personal circumstances or characteristics. All members of the community have the right to be free from harassing or bullying behavior.

It is a violation of this policy for any member of the Sweet Briar community to harass or bully, any other member of the Sweet Briar community on any basis, including but not limited to, any basis protected by federal, state, or local law or otherwise based upon race, religion, nationality, sex, age, disability, veteran status, sexual orientation, gender identity or its expression, socio-economic circumstances, political convictions, creed, color, physical or mental disability, medical conditions, marital status, age, or other personal circumstances or characteristics.

It is the policy of Sweet Briar College to prohibit harassment within the campus community of faculty, staff, students and guests by any person and in any form, and to apply the procedures outlined below in responding to any complaints of harassment. The College is committed to investigate promptly any complaints of harassment. Where unlawful harassment is found to have occurred, the College will take appropriate disciplinary action reasonably calculated to end the harassment, up to and including dismissal.
E. Definition of Harassment

For purposes of this agreement, harassment is behavior, directed at another person, that is abusive or demeaning and includes or implies a reference to the individual’s race, religion, nationality, sex, age, disability, veteran status, sexual orientation, gender identity or its expression, socio-economic circumstances, political convictions, creed, color, physical or mental disability, medical conditions, marital status, age, or other personal circumstances or characteristics, and that has the purpose or effect of creating an intimidating or hostile environment, or interfering with the individual’s work or academic performance.

Illegal and improper harassment may include, for example:

- Making unwelcome comments about a person’s clothing, body, skin color, religious beliefs or personal life;
- Offensive or abusive physical contact;
- Use of offensive nicknames or terms of endearment;
- Offensive jokes or unwelcome innuendos;
- Any suggestion that sexual activities, race, gender, religion, national origin, age, disability, or any other protected classification would affect one’s job, promotion, performance evaluation, working conditions, learning environment or academic performance;
- Other conduct that, even if not objectionable to some employees or students, creates a working or learning environment that may be considered by others to be offensive or hostile.

Sexual harassment, in particular, may consist of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when one or more of the following occur:

- Submission or rejection of such conduct is made a term or condition of an individual’s employment or a student’s academic performance;
- Submission or rejection of such conduct is used for the basis of an employment decision, such as promotion, demotion, termination, or pay, or for an academic decision, such as a passing or improved grade, failure in a course, or assignment relief; or,
- Such condition interferes with an employee’s work performance, a student’s academic performance, or creates a hostile, intimidating or offensive work or learning environment.

Examples of conduct that can be considered sexual harassment (sexual misconduct) may include:

- Making sexual propositions or pressuring students/colleagues for sexual favors;
- Touching of a sexual nature;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or dirty jokes;
- Spreading sexual rumors or rating other students/colleagues as to sexual activity or performance; or
- Circulating or showing emails or websites of a sexual nature.

Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person’s sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.

Sexual harassment includes conduct that is criminal in nature, such as rape, sexual assault, domestic violence, dating violence, and sexually motivated stalking. Although the law doesn’t prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work or learning environment or when it results in an adverse employment or educational decision.
F. Academic Freedom

The College recognizes that tension may exist between academic freedom and the legal limits of expression. The College also recognizes that in an academic community, the legitimate study of any discipline may raise issues related to race, sex, religion, etc. that cause some individuals to be uncomfortable. However, such study is not considered harassment. Individuals who feel that the content of a course or discussion is inappropriate are encouraged to bring the matter to the attention of the Dean of the Faculty.

G. Stopping Harassment

Harassment can be a very subjective area. What seems to be humorous or acceptable to one person may be perceived as offensive or inappropriate to another. Any student or employee who is confronted with behavior that s/he feels is harassing is encouraged to tell the person that s/he finds the behavior offensive or bothersome. Often this is enough to stop the behavior. However, s/he is not required to confront another person directly, if s/he is uncomfortable doing so, or believes that such action may result in retaliation.

Reports of harassment should be made promptly before the conduct becomes severe or pervasive. In an emergency situation, such as after normal business hours, or in the event an individual is concerned for his/her safety, he/she should contact the Sweet Briar College Department of Campus Safety. As soon as possible thereafter, the individual should report any conduct that may be harassment to one of the appropriate College officials (see Complaint (Grievance) Procedures on the following page).

H. Complaint (Grievance) Procedures

In compliance with federal laws and/or in compliance with this policy with regard to matters not addressed by applicable law, Sweet Briar College will promptly and equitably resolve complaints that violate this policy, including:

- Discrimination or harassment against an employee or student because of any basis protected by federal, state, or local law or otherwise based upon race, religion, nationality, sex, age, disability, veteran status, sexual orientation, gender identity or its expression, socio-economic circumstances, political convictions, creed, color, physical or mental disability, medical conditions, marital status, age, or other personal circumstances or characteristics;
- Or retaliation against an employee or student for bringing forth such a complaint, whistle blowing, or engaging in other protected activity.

1. Complaint Process

Any active employee or student who feels that s/he has been the subject of harassment, discrimination or sexual violence should promptly report the incident to the appropriate College official:

a. Student complaint: Dean of Co-Curricular Life, P.O. Box 1058, Sweet Briar, VA 24595 P: (434) 381-6134
b. Faculty complaint: Dean of the Faculty, P.O. Box 1054, Sweet Briar, VA 24595 P: (434) 381-6205
c. Staff complaint: Director of Human Resources, P.O. Box 1090, Sweet Briar, VA 24595 P: (434) 381-6510

If a member of the Sweet Briar community believes that he or she has been discriminated against, bullied, or harassed by the person to whom he or she would report the incident, the report may be made to one of the other listed officials or to the Department of Campus Safety.

In an emergency situation, including a situation involving domestic violence, dating violence, sexual assault or stalking, such as after normal business hours, or in the event an individual is concerned for his/her safety, s/he should contact the Sweet Briar College Department of Campus Safety at (434) 381-6111. As soon as possible thereafter, the individual should report any conduct that may be harassment or discrimination to one of the appropriate College officials listed above.

A student worker who believes that s/he has been subjected to harassment or discrimination has the right to make use of all the established procedures for employees of the College. S/he should report instances of discrimination or harassment directly to the Director of Human Resources.
Allegations of harassment or discrimination should be put in writing and should include:

- Information on specific events and dates of the occurrence(s).
- How s/he believes this occurrence has violated the College’s policy.
- The desired outcome, answering the question: “What might resolve the issue?”

2. **Obligation to Report**

In order to take appropriate corrective action, the College must be aware of harassment or related retaliation. Therefore, anyone who believes that s/he has experienced or witnessed harassment or related retaliation should promptly report such behavior to a College official, as listed above.

Additionally, anyone in a supervisory, advisory or evaluative role (e.g. supervisors, managers, department chairs or faculty members) who experiences, witnesses or receives a written or oral report or complaint of harassment or related retaliation shall promptly report it to the appropriate College official, as listed above.

3. **Obligation to Respond**

The College is required by law to investigate certain types of complaints of harassment and will investigate complaints of harassment that violate this policy; it will strive to protect, to the greatest extent possible, the confidentiality of persons reporting or accused of harassment. The College will respond in writing to the person making the complaint within five days of the conclusion of the investigation.

4. **Confidentiality**

Confidentiality will be maintained throughout the entire investigatory process to the extent practicable and appropriate under the circumstances to protect the privacy of persons involved. The persons charged with investigating the complaint must discuss the complaint or the underlying behavior only with the persons involved in the case which have a need to know the information, which must include the complainant and the accused harasser. Employees who desire to discuss possible claims of harassment in a more confidential setting to clarify whether to proceed with a complaint are encouraged to contact the Employee Assistance Program (EAP); students may want to talk with the College’s Mental Health Counselor to discuss possible claims of harassment in a more confidential setting.

5. **Investigation, Follow Up and Disciplinary Process**

The College will investigate all complaints in a timely fashion, based on the severity of the situation and the availability of the claimant, the accused, the investigator and others critical to the investigation. The investigation will be facilitated by College officials or designees who receive annual training about discrimination, sexual harassment and sexual violence.

During the course of an investigation, it may be appropriate for the College to take interim measures to protect the parties involved in the complaint, to ensure the safety or well-being of the members of the College community. These measures could include, but are not limited to, no-contact orders and suspension.

The threshold of “preponderance of the evidence” will be used for all situations involving sexual harassment or sexual violence. Upon completion of the investigation, the claimant will be notified of the outcome of the investigation and a disciplinary process may ensue.

Remedies will vary based on the particulars of the situation and may include disciplinary action (up to and including termination of employment or expulsion). Possible disciplinary action and sanctions may include:

- **Official Warning:** An oral or written reprimand.
- **Referral:** Referral to support services and/or educational programs.
- **Disciplinary Probation:** Probation is defined as the middle status between good standing and suspension, where further violation(s) of College policy may result in additional and more severe sanctions.
• Suspension from the College.
• Termination, dismissal or expulsion from the College.

Details regarding the resolution may not be fully disclosed to the claimant to protect the accused; however, in situations regarding student-to-student sexual harassment or sexual violence, the College will provide simultaneous written notice of the outcome of any disciplinary hearing and information about the College’s appeal procedures. We will periodically follow-up with the complainant to ensure that the actions taken by the College have remedied any problems and that the issues that prompted the complaint have not recurred.

For student-to-student allegations, see also the Judicial Process and the Administrative Review Process, both outlined in the Student Handbook, for more information about this specific type of investigation and process. Any hearing process conducted by the College is designed to protect the victim’s safety, promote accountability and ensure a harassment-free environment.

XII. Sexual Assault Prevention and Response

A. Sexual Violence

Sweet Briar College takes the issue of sexual violence very seriously. Sexual violence is a form of sexual harassment. Sexual violence includes conduct such as rape, sexual assault, domestic violence, dating violence, and sexually motivated stalking. Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Stalking involves engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety (or the safety of others) or suffer substantial emotional distress.

Victims of sexual violence are strongly encouraged to seek personal and medical support and to make a report to Campus Safety and/or to local law enforcement. This report does not obligate prosecution, but it does make legal action possible at a later date. The earlier an incident is reported the more likely the collection of evidence can occur; it is important to preserve evidence for proof of criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protective order.

The Department of Campus Safety can help victims seek orders of protection, no-contact orders, restraining orders and similar court-issued orders, or provides support to the victim in contacting local law enforcement.

Medical and Support Services available to victims of sexual violence

Medical Services
• Lynchburg General Hospital – 1901 Tate Springs Road, Lynchburg
• SBC Health & Wellness Center – Harley Health Center

Support Services
• Sexual Assault Response Program (Lynchburg): 434-947-7422; 888-947-7273
• Title IX Coordinator, Carolyn Burton, cburton@sbc.edu: 434.381.6510
• Student Spiritual Life Office (Reid Pit): 434-381-6103 or 434-381-6113
• Your RA, RD or a Sweet PEA
• National Sexual Assault Hotline, 1-800-656-HOPE

In accordance with Title IX regulations, if an allegation of sexual misconduct involving a student is made:
• The College will take immediate and appropriate action to investigate all allegations.
• Prompt and effective steps will be taken to end the sexual violence, prevent its reoccurrence, and address its effects, whether or not the sexual violence is the subject of an investigation.
  ➢ Any timely warnings issued under the requirements of the Clery Act will withhold the names of victims.
Steps will be taken to protect the complainant, including interim steps taken prior to the final outcome of an investigation.

- Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

- Sexual misconduct and other offenses follow the disciplinary procedures outlined in the Student Handbook, although in these cases the standard of preponderance of the evidence will be used, both parties have the same appeal rights, and both parties will be notified about the outcome.

In the case that a student experiences sexual violence off campus the College will offer support and resources as well.

XIII. Administrative Review process

A. Administrative Review

1. The Honor system establishes a student-governed process establishing and utilizing a student Judicial Committee so that concerns about student conduct may be effectively heard as provided in and in accordance with applicable policies the Honor and Judicial systems determine responsibility and establish consequences for behavior that violates policy or community standards in specified circumstances.

The Judicial Committee’s processes, however, remain subject to the understanding that the Faculty, the Deans and the President have legitimate and compelling interests, perspectives and expertise for sustaining the Honor System.

The Judicial Committee may, at its discretion, request the assistance, advice or support of the Dean of the Faculty or her designee in academic cases or from the Dean of Co-Curricular Life or her designee in non-academic cases.

2. If the nature, extent, or severity of the behavior poses an immediate risk to the safety of the campus community the Administration may, at its discretion, take separate and independent action.

The following interim sanctions and processes are available to Administration in emergency or extraordinary situations: In certain circumstances, the Dean of the Faculty, Dean of Co-Curricular Life, or the President of the College may impose a suspension pending an assessment and/or a hearing before the Judicial Committee. Appropriate circumstances in which an interim suspension may be imposed are as follows:

   a. To ensure the safety or well-being of members of the College community, or
   b. To preserve College property, or
   c. To ensure the student’s own physical or emotional safety or well-being, or
   d. If the student poses a threat of disruption or interference with the normal operations of the College.

During interim suspension, the student may be denied access to student residences and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible. A determination of the appropriateness and the extent of the interim suspension shall be made in the sole discretion of the Dean of the Faculty or the Dean of Co-Curricular Life.

Whenever interim sanctions are imposed, a hearing by the Judicial Committee shall be convened at the earliest reasonable possible time after the imposition. In the sole discretion of the Dean of the Faculty or the Dean of Co-Curricular Life, the interim sanction may remain in effect until a final decision has been reached, including completion of the appropriate appeals process.

The College further reserves the right to exclude at any time, following established procedures that protect individual rights, any student whose conduct or academic standing it regards as unacceptable in a community of scholars and students. Any student accepting a place in the Sweet Briar College community should know that the College will not tolerate illegal acts or extremes of social behavior which ignore the rights of others or are injurious to individuals, the community, or to the College.
3. There are certain other circumstances that may not rise to the level of an immediate risk to the safety of the campus community, but in which the nature, extent or severity of a matter warrants redirection of a case from the Honor system to the Administration for investigation and resolution (“Administrative Review”) in order to maintain the well-being or effective functioning of the College.

The appropriate Judicial Chair will, in consultation with her respective advisor, or the Dean of Co-Curricular Life in Non-Academic matters/Dean of the Faculty in Academic matters in consultation with the applicable Chairwoman, determine that a case will be referred to an Administrative Review.

When a student matter is referred by the Honor system to Administrative Review, the President will appoint a senior officer of the College other than the Dean of Co-Curricular Life (“CCL”) to lead an investigation (“Investigator”).

B. Investigation

1. The Investigator at her/his discretion may work with another Senior Staff officer of the College on the investigation.
2. The Investigator will confer with the appropriate student Judicial Chair throughout the investigation.
3. The investigation will be maintained as confidential unless a violation of law appears to have occurred that warrants the involvement of law enforcement agencies. All participants in the investigation will agree to observe confidentiality throughout the process and the outcome.
4. The Investigator may use judgment and discretion as to methods of gathering evidence, including, but not limited to, interviewing witnesses in person or by teleconference and making a record of interviews, soliciting written statements from persons with information, and making record of social media interactions or other public behaviors.
5. After the Investigator completes the assembly of evidence, students under investigation have the right to review evidence assembled in their case but such evidence will be provided in a manner that preserves confidentiality.
6. Students under investigation have the right to respond to evidence assembled in their cases, either in person or in writing or both, within 48 hours of the being provided with the evidence. Upon response or if a student under investigation fails to respond, the Administrative Review will proceed.
7. The Investigator(s) will consider any response to the evidence.
8. If the Investigator finds that no infraction or violation has occurred, such outcome will be reported to the Dean of CCL who will inform the student under investigation that the investigation is complete and no violation has been found.
9. The Dean of CCL will inform the complainant(s) that the matter has been investigated and resolved.
10. If the Investigator(s) determines that there is sufficient evidence to support that an infraction or violation occurred, the Investigator will report this finding to the Dean of CCL and the Administrative Review will move forward to an Administrative Review hearing (“Hearing”).

C. Administrative Review Hearing

1. The accused student has the right to involve a member of the faculty or staff who is not party to the matter in the proceedings as an advocate (“Advocate”), whose role is only to provide emotional support for participants, assist in the preparation of the defense, and be present at the Hearing during the entire evidentiary phase of the Hearing.
2. A student making a complaint also has the right to seek the assistance of an Advocate, as outlined above.
3. The Chair of the Hearing will be elected by the Panel and the Chair will be responsible for conducting the Hearing. The Hearing will be held by a panel (“Panel”) comprised of Dean of Co-Curricular Life as Chair and two other Senior Staff officers of the College who were not involved in the original investigation and one Student Judicial Committee representative (or in the case of a graduate student, one graduate student representative).
4. The accused student will be granted access to all written documents at least 48 hours in advance of the Hearing but such written documents will be provided in a manner that preserves confidentiality.

5. The accused student and complainant each may present a list of witnesses to the Chair which must be provided at least 24 hours prior to the Hearing. Student witnesses are required to provide testimony in compliance with the Honor Principle and may only give testimony concerning matters of which they have direct personal knowledge.

6. The accused student has the right to question all witnesses, subject to limits of appropriateness and relevancy determined at the discretion of the Chair. The complainant and the accused may question each other through the Chair. In cases of sexual misconduct, all contact and questions between the complainant and accused will go through the Chair.

7. The accused student may not be compelled to testify again herself and the Panel will be instructed not to draw any negative inference from her refusal. Any prior bad acts of the individual may neither be discussed nor considered by the Panel. The accused student will be afforded the Student Rights in the Judicial System provided in the Student Handbook under Judicial System, Section II, pp. 37-38.

8. If the accused student fails to appear at the Hearing, after waiting a reasonable amount of time, the Hearing will proceed and a binding decision rendered without her presence.

9. The evidence is presented by the Chair. The accused has the right to address and discuss all evidence and question all material witnesses, subject to the limits of appropriateness and relevancy determined at the discretion of the Chair.

10. Testimony by witnesses may be made in person or through a written statement. If a student is off campus, arrangements may be made to present testimony via Skype or teleconference or other electronic means pursuant to which all participants can be heard. If a statement is submitted, there will not be an opportunity for the author of the statement to be questioned by the accused or the Panel and will be considered within this context. Once a statement has been submitted there is no opportunity to add to, or supplement, it.

11. Witnesses are only present during the testimony they provide and during any questions from the accused or Panel. The College is committed to protecting witnesses from retaliation or harassment prior to, during or following the judicial process and will pursue appropriate action against any student engaging in this behavior.

12. After the conclusion of the presentation of evidence by the Chair, the accused student presents evidence and witnesses on her behalf. The accused and the Panel have the right to address and discuss all evidence and question all witnesses, subject to limits of appropriateness and relevancy determined at the discretion of the Chair.

13. The Chair and then the accused will have the opportunity to make a final statement.

14. After the deliberation process begins; the accused and Advocate are excused.

15. The standard of guilt is "clear and convincing evidence" which means there is a high degree of certainty in the mind of a reasonable person that the accused student has engaged in the act under review. In cases of sexual misconduct, the standard of guilt is "preponderance of the evidence," which means that more than 50 percent of the evidence points to guilt (it is more certain than not that the behavior occurred).

16. The Panel members vote by secret ballot; a finding that the student has engaged in the act requires a 2/3 affirmative vote of the Panel members.

17. If the student is found not to have engaged in the act, she is informed in person about this outcome both orally and via a letter presented at that time; the Advocate may not attend this portion of the Hearing.

18. If the accused student is found to have engaged in the act, the sanction(s) is determined by a majority vote of the Panel, with neither the accused nor the Advocate present. During the consideration of the sanction(s), the prior disciplinary record of the student can and should be consulted where appropriate, as well as actual or potential consequences of the incident(s). An outline of Non-Academic Conduct Sanctions can be found in the Student Handbook under Judicial System, Section IV pp. 43-48.
19. After the sanction(s) have been determined, the accused student is asked to return to the Hearing and is informed of the outcome and any sanction(s) both orally and via a letter that is presented to her at that time. She is also provided with information about the Appeal process which is outlined in the Student Handbook under Judicial System, Section VI pp. 51-52.

20. A written and audio record of the Hearing shall be made; it will be maintained until any appeal process has concluded.

21. Sweet Briar College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Sweet Briar College will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

XIV. Sex Offender Registration Information

In the Commonwealth of Virginia, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry. The registry was established pursuant to §19.2-390.1 of the Commonwealth’s Criminal Code. Every person convicted on or after July 1, 1997, including juveniles tried and convicted in the circuit courts pursuant to §16.1-269.1, whether sentenced as adults or juveniles, of an offense for which registration is required shall be required as a part of the sentence imposed upon conviction to register and reregister with the Commonwealth’s Department of State Police.

The Sex Offender and Crimes Against Minors Registry (SOR) for VIOLENT SEX OFFENDERS is available via Internet pursuant to Section 19.2-390.1, (D), of the Code of Virginia. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

The on-line registry may be found at: http://sex-offender.vsp.virginia.gov/sor/

XV. Annual Disclosure of Crime Statistics

The Department of Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the office of the Dean of Co-Curricular Life, Department of Campus Safety, and local law enforcement surrounding our campus. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Department of Campus Safety, designated campus officials (including but not limited to directors, deans, department heads, judicial affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies.

These statistics may also include crimes that have occurred in private residences, businesses and on public property in a geographical defined area which surrounds the college campus. Crimes Statistics are also available on the SBC Campus Safety web page. Copies of the crime statistics may also be obtained at the Department of Campus Safety located in Fletcher Hall.

Clergy Act Crime Statistics

The following statistics on annual incident rates are provided yearly and comply with the federal Crime Awareness and Campus Security Act of 1990, the Higher Education Amendments of 1992 and Massachusetts General Laws (1996) Chapter 6, Section 168C. These statistics, which conform to the FBI Uniform Crime Reporting System, vary pending outcomes of ongoing investigations.

These statistics are compiled from all incidents reported to the Department of Campus Safety, as well as incidents reported to Campus Security Authorities, as well as any reported to law enforcement agencies with concurrent jurisdiction over on campus and non-campus College property.

Statistics for this report were received from the Virginia State Police/Amherst and the Town of Amherst Police Department.
Definitions of Clery Act Crimes - To aid in the understanding of the crimes reported in this document, we are providing the following definitions.

- **Aggravated Assault**: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Some examples of severe or aggravated bodily injuries are wounds requiring stitches, broken bones, and internal injuries.

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

- **Burglary**: The unlawful entry of a structure to commit a felony or a theft.

- **Dating Violence**: Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

- **Domestic Violence**: Asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, persons similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

- **Forcible Sex Offenses**: Any sexual act directed against another person, forcibly or against that person’s will, where the victim is incapable of giving consent. This category includes the following:
  - **Forcible Fondling**: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity. Forcible fondling includes “indecent liberties” and “child molesting.”
  - **Forcible Rape**: The carnal knowledge of a person, forcibly or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity or because of his or her age.
  - **Forcible Sodomy**: Oral or anal sexual intercourse with another person, forcibly or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental or physical incapacity.
  - **Sexual Assault with an Object**: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental or physical incapacity.

- **Hate Crimes**: All of the above crimes or any other crime involving bodily injury or the crimes listed below, but only if such offenses are bias/hate motivated. Federal law defines hate crimes as those that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.
  - **Intimidation**: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to a physical attack.
  - **Simple Assault**: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
  - **Theft (Larceny)**: Includes the crimes of Pocket Picking, Purse Snatching, Shoplifting, Theft from Building, Theft from Coin Operated Machine or Device, Theft from Motor Vehicle, Theft of Motor Vehicle Parts or Accessories, and All Other Larceny.
  - **Vandalism**: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

- **Motor Vehicle Theft**: The theft or attempted theft of a motor vehicle.
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.

Non-forcible Sex Offenses: Unlawful, non-forcible sexual intercourse, including the following:
- Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery: The taking or attempt 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 putting the victim in fear.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

Arrests and Judicial Referrals – These categories do not include violations of College policy.

Illegal Weapons Possession Violations: Weapons offenses, regulatory in nature, such as the manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the above.

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

Liquor Law Violations: The violations of state laws or local ordinances prohibiting the manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor; maintaining unlawful drinking places; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance (except where permitted by law); and all attempts to commit any of the aforementioned.

Definitions of Geographical Categories

On-Campus
- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls.
- Any building or property owned by the institution, but controlled by another person, that is within or reasonably contiguous to the geographic area, is frequently used by students, and/or supports institutional purposes (such as a food or other retail vendor).

Residence Halls
- On-campus dormitories or other residential facilities for students. Please note that statistics reported in this category are a subset of those reported in the “On-Campus” category.

Non-Campus
- Any building or property owned or controlled by a student organization that is officially recognized by the institution.
- Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property
- All public property, including parks, thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to, and accessible from, the campus.
## Criminal Offenses

<table>
<thead>
<tr>
<th>Criminal Offenses</th>
<th>On - Campus</th>
<th>On - Campus Residential</th>
<th>Non - Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex offenses - Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex offenses - Non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## Criminal Offenses as Hate Crimes

<table>
<thead>
<tr>
<th>Criminal Offenses as Hate Crimes</th>
<th>On - Campus</th>
<th>On - Campus Residential</th>
<th>Non - Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Destruction/Damage/Vandalism</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Larceny-Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex offenses - Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex offenses - Non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
## FY2013 Clery Crime Statistics

### Hate Crimes (by prejudices)

<table>
<thead>
<tr>
<th></th>
<th>On - Campus</th>
<th>On - Campus Residential</th>
<th>Non - Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Race</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Gender</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Religion</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Sexual Orientation</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Disability</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
</tbody>
</table>

### Arrest/Referrals - Select Offenses

<table>
<thead>
<tr>
<th></th>
<th>On - Campus</th>
<th>On - Campus Residential</th>
<th>Non - Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrest</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Referral</td>
<td>34 24 11</td>
<td>34 24 11</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrest</td>
<td>0 0 6</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Referral</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Illegal Weapons Violation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrest</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Referral</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
</tbody>
</table>

**NOTES:** The “On-Campus Residential” category is a subset of the “On-Campus” Category.
Sweet Briar College 2013 Fire Safety Report

The Higher Education Opportunity Act (HEOA) includes various provisions related to fire safety and requires institutions with on-campus housing to publish annually a fire safety report that provides statistics for all on-campus residence facilities.

The report must detail such information as the number of fires, deaths, injuries, fire drills, fire-related property damage, and the type of fire detection systems in each building. In addition, each institute must maintain a log of all campus student housing fires, including the nature, date, time, and general location of each fire.

I. Residential Life and Fire Safety

Sweet Briar College has undertaken an aggressive review of its fire safety program, including policies and procedures for conducting fire and evacuation drills, the inventory and maintenance of fire detection and suppression systems, and in-service training for students, faculty, and staff.

Department of Campus Safety personnel work in close partnership with residential life staff on life and fire safety training basics to include evacuation planning and procedures, fire behavior, malicious activation of fire alarms, and assessing living areas for fire safety.

II. Sweet Briar Smoking and Prohibited Items Policies

A. Smoking

Smoking is NOT permitted in any College facility and is prohibited within 50 feet of any residential, academic or administrative building.

The College community is encouraged to use common sense and common courtesy when smoking outside residence halls. In addition, please use caution when lighting, smoking, and extinguishing cigarettes or other smoking materials. Students/community members are liable for any injury to others and/or damage to property resulting from negligence.

B. Prohibited Items

The following items are prohibited in all SBC Residence Hall rooms:

- Sunlamps
- Clip lamps
- Halogen lamps
- Air conditioners
- Microwaves (the only exception is for approved MicroFridge units, which you can rent from Melvin Corporation)
- Hot plates
- Electric frying pans
- Immersion coils
- Any other similar cooking or heating devices
- Space heaters
III. Fire Protection Systems

Information specific to fire safety/detection systems and fire suppression systems for each on-campus housing facility is detailed in the chart shown below.

<table>
<thead>
<tr>
<th>Residential Houses</th>
<th>Alarms</th>
<th>Room Smoke Detectors</th>
<th>Sprinkler System</th>
<th>Fire Extinguishers</th>
<th>Evacuation Plans and Placards</th>
<th>No. of Evacuation/Fire Drills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carson</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>Dew</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>Grammer</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>Green Village 1</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>Green Village 2</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>Green Village 3</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>Green Village 4</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>Green Village 5</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>House 5</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>Manson</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>Meta Glass</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>Patterson House</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>Randolph</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>Reid</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
</tbody>
</table>

IV. Fire Drills and Evacuation Procedures

The College is required to conduct periodic fire drills throughout the academic year. Students should be familiar with the building exits to be used in the event a fire alarm is sounded. All residents and all guests are required to evacuate the residence area when an alarm is sounded and remain outside the residence area until it is declared safe to re-enter by the appropriate College official. Resident Advisors, Resident Directors, Campus Safety, Physical Plant and Student Fire Marshals assist with fire drills and evacuation.

Students and staff living or working in the each residence hall will respond directly to their assigned evacuation points when any fire alarm sounds. Campus Safety and Residence Life personnel will assist students during evacuations and attempt to account for all students and/or staff assigned to the residence hall.

V. Campus Evacuation Plan

When an emergency occurs on or near campus that requires a systematic evacuation, Campus Safety will begin the process by contacting the Superintendent of Amherst Public Schools to activate their emergency evacuation protocol for Sweet Briar. Simultaneously, the EAS signal for GATHER will be sounded.

GATHER SIREN SIGNAL – A series of 10 second blasts followed by 4 seconds of silence for a period of 3 minutes. This signal indicates that persons should gather on campus at the Fitness and Athletic Center (FAC).

A text message will be sent via the e2Campus emergency notification system.

The Amherst School District will dispatch busses to the SBC Fitness and Athletic Center from which they will transport the campus population to the Amherst County High School until the threat has abated, or in the event of an extended emergency a dismissal procedure is initiated. In the event that Amherst High School is also in harm’s way, an alternate ACS facility will be identified by ACS staff and law enforcement as the evacuation point.

The Crisis Response Team will be notified and convene at the FAC to assist Campus Safety in the direction of the evacuation and then at the evacuation facility to assist the management of the gathering at Amherst High School and to coordinate follow up.

A follow up message via e2Campus and campus email will be sent to the community. The Director of Residence Life will work directly with the Resident Coordinators and Resident Advisors to assist with disseminating information and updates to students.
Follow Up/Recovery

1. Campus Safety will work with Physical Plant staff to assess any damage on campus. They will use extreme caution when entering buildings and watch for electrical system damage, downed power lines, gas leaks, and sewer and water line damage, as appropriate.

2. Physical Plant staff will work with the Director of Residence Life to coordinate any housing needs/relocation of students.

3. Campus Safety and Physical Plant will coordinate follow up with any outside agencies (e.g. DOD, Civil Defense, etc.).

VI. Daily Campus Fire Log

In compliance with federal law, the Department of Campus Safety maintains a daily campus fire log listing all campus student housing fires, including the nature, date, time, and general location of each fire that occurred on campus within any of the College-provided student residential facilities.

The Daily Fire Log is available for public inspection during normal business hours at the Department of Campus Safety.
## VII. 2013 Fire Statistics

The table below documents the fire statistics for on-campus residential housing during 2013.

### 2013 Residence Hall Fire Statistics

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Number of Fires</th>
<th>Cause of Fire</th>
<th>No. of Fire Related Injuries(^1)</th>
<th>No. of Fire Related Fatalities</th>
<th>Value of Property Fire Damage(^1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carson</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dew</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grammer</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Green Village 1</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Green Village 2</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Green Village 3</td>
<td>1</td>
<td>Grease in hot pan caught fire.</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Green Village 3</td>
<td>1</td>
<td>Liquid butter spilled on burner caught fire</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Green Village 4</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Green Village 5</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>House 4</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>House 5</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manson</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Meta Glass</td>
<td>1</td>
<td>Food spilled on hot burner caught fire.</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Patterson House</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Randolph</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Reid</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

---

1. Statistic for injuries requiring treatment at a Medical Facility.
2. Values are in dollar amounts