



The College of
WILLIAM & MARY

2011 College of William and Mary Annual Campus Safety Report

The safety and security of all members of the William and Mary Community is a vital concern. The information provided in this document is intended to comply with the required reporting under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Statistical data on offenses reported in this document reflect reports to the College of William and Mary Police Department, which are assumed to have actually occurred unless determined to be unfounded through the investigative process. Reports made to local police agencies and reports made by other College officials are also included in these statistics. This document includes crime statistics for the previous 3 calendar year period and reports all crimes by UCR definition broken down by geographic location.

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Introduction

Colleges are generally very safe places to live, learn, and work. You are less likely to be a victim on a college campus than anywhere else. That said colleges are not immune from the problems that affect all segments of our society. It is the goal of the College of William and Mary to make the students, faculty, staff, and visitors to the College as safe as possible. To accomplish this we understand it is important to engage the entire community in the shared obligation of community safety. Through the work of the William and Mary Police Department, the Division of Student Affairs, and other College departments and organizations the College works to provide a balance of law and policy enforcement with educational and developmental programs designed to increase the safety of the community.

Police Patrol

The William and Mary Police proactively patrol the campus 24 hours a day. Patrols are conducted by marked and unmarked police vehicles, bicycles, and on foot. This high visibility of uniformed police officers is an effective deterrent to criminal activity and serves to build our relationship with the community. We believe that the statistical information in this report is relevant in terms of reporting the appropriate and required statistics, yet done in a way which is helpful to you in understanding the context in which these events occur.

The College of William and Mary has an excellent police organization. In 1999 the department was one of the first to seek and receive statewide accreditation through The Virginia Law Enforcement Accreditation Coalition (VALEAC). The Department was re-accredited in 2004 and 2009.

The College of William and Mary is situated primarily within the City of Williamsburg Virginia with property in James City, Gloucester and Albemarle Counties and the City of Newport News. As state certified police officers, officers of the department have the authority and responsibility to provide protection and to enforce the laws of the Commonwealth of Virginia on all College property and adjacent streets and have full investigative and arrest authority on campus as well as on contiguous streets. All criminal arrests and traffic summons issued by the William and Mary Police at the Williamsburg campus will be adjudicated in the Williamsburg/James City County Courts. Charges that occur at the Virginia Institute of Marine Science are tried at the Gloucester Courts while charges that occur at the Peninsula Center are handled through the Newport News Courts system.

The College of William and Mary Police Department has a mutual aid agreement with the City of Williamsburg that allows the department to assist the Williamsburg Police Department with off campus law enforcement needs and general patrols. When requested, the Williamsburg Police Department provides on campus assistance to the William and Mary Police Department. The City of Williamsburg has mutual aid agreements with the Counties of York and James City that allows officers and deputies from those jurisdictions to respond to the College if needed.

The William and Mary Police Department assists local police departments in monitoring the activity of any students or student organization while off campus with coordination and

cooperation as needed. Similarly the Williamsburg Police Department provides police reports to the College that involves student criminal activity in the city. Information received during William and Mary Police investigations that may impact investigations being conducted by local jurisdictions is provided to that agency. Local jurisdictions also share information with the College of William and Mary Police Department.

Reporting a Crime

The William and Mary Police Department responds to all reports of criminal activity occurring on its campus. The College of William and Mary encourages the prompt reporting of crimes to the appropriate law enforcement agencies. Crimes that occur on campus should be reported to the William and Mary Police Department by calling 911 or (757) 221-4596. **It should be noted that when using a cell phone to call William and Mary Police, callers should be prepared to inform the Police Communications Officer of their location as cell phones are not tied to a location and will be answered by a different agency.** If you are reporting an emergency, dial **911** from any campus phone. Again, if you are using a cell phone you will need to advise the Communications Officer of your location. You can also report a crime to the William and Mary Police Department at 201 Ukrop Way. Personnel are on duty 24 hours a day 365 days a year.

You can also contact the department through the William and Mary web page located at <http://www.wm.edu/police>.

There are more than 85 emergency telephone locations throughout the campus, many designated by blue lights for easy identification at night. Simply pressing a button activates the phones which are directly connected to the Police Communications Center. The location of the activated telephone is automatically identified to the Police Communications Officer. When calling, tell the communications officer the following information:

- Your name.
- Location from where you are calling,
- The nature of your call,
- When the event occurred, and

A uniformed officer(s) will be immediately dispatched to the area of the phone to investigate any problems.

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission a report can be filed on the details of the incident without revealing your identity. 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. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. Generally the criminal investigation of

an incident that is reported anonymously is limited by the nature of the report and is used primarily to determine crime patterns.

The William and Mary Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident. Because police reports are public records under state law, the William and Mary Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities such as the Dean of Students Office.

Procedures for Gathering Crime Statistics

The College of William and Mary Police Department is charged with the responsibility of collecting data and preparing the annual crime report. The Police Department completes an analysis of all crimes reported to the Police Department. Data is also collected from other College officials and local police agencies. Officials include employees from Athletics, Student Affairs and faculty and staff advisors to student groups. Names and dates of offenses are compared to assure duplicate reporting does not occur.

Annual Statistics for 2008, 2009, and 2010

Offense statistical totals which are required to be reported by the Jeanne Clery Disclosure of Campus Crime Security Policy and Campus Crime Statistics Act include: homicide, manslaughter, arson, hate crimes, assault, robbery, burglary, forcible and non-forcible sex offenses and motor vehicle theft. The following statistics provide the total number of reported offenses to the William and Mary Police Department for the previous three years. Legal definitions of these offenses are also included.

Current Statistics are located at www.wm.edu/crimestats

Definitions

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

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

A **forcible sex offense** is defined as any sexual act directed against another person forcibly and/or against that person's will or not forcible or against the person's will where the victim is incapable of giving consent due to a temporary or permanent disability. These crimes include:

1. Forcible Rape
2. Forcible Sodomy
3. Sexual Assault with an object
4. Forcible Fondling

A **non-forcible sex offense** is defined as unlawful, non-forcible sexual intercourse to include:

1. Incest
2. Statutory Rape

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

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

Burglary is defined as the unlawful entry into a structure to commit a felony, a theft, to vandalize or trespass, or with the intent to commit a felony, a theft, to vandalize, or to trespass.

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

Motor vehicle theft, which is defined as the theft or attempted theft of a motor vehicle. (This classification also includes “joyriding”).

Hate crimes are defined for this report as crimes committed against a person which manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, ethnic/national origin, disability, or sexual orientation. For this report, the hate crime must have been for one of the following criminal offenses that was committed where the victim was intentionally selected because one of the above listed biases motivated the perpetrator. These crimes are murder and non-negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/ damage/ vandalism to property.

Liquor law violations are defined as violations of laws or ordinances prohibiting the manufacture, sale, possession, transporting, or furnishing of intoxicating liquors or alcoholic beverages; and all attempts to commit any of the aforementioned. (Public drunkenness and driving under the influence are not included).

Drug abuse violations are defined as violations of State and local laws relating to the unlawful possession, sale, use, growing or manufacturing and making of narcotic drugs.

Weapons possession violations are defined as violations of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying of deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons and all attempts to commit any of these acts.

Residence Hall Access

Members of the college community, invited guests, and those conducting lawful business on campus are authorized access to nonresidential buildings. Only students, their invited guests,

necessary employees, and other persons authorized specifically by the college are authorized access to residential buildings. All residence halls are equipped with a 24-hour card access system. Residents may gain entry to their residence halls by using their college issued ID card which serves as their building key.

Maintenance of Campus Facilities

The maintenance of security systems is an ongoing activity. Police officers are constantly on the lookout for conditions that reduce the safety of the campus. These include but are not limited to inoperable lights, door problems, and emergency phones malfunctions. Emergency phones are tested weekly and noted deficiencies are corrected as quickly as possible. For items that require immediate attention, such as door locks, the appropriate maintenance personnel are notified and informed of the problem. For non-emergency concerns students and other members of the community, including the Police can submit maintenance requests directly to Facilities Management through the on-line submission process. Community members can contact the William and Mary Police to submit a work order.

Drug & Alcohol Policy

Use of illegal drugs and the unlawful use of alcohol by students and employees on college property are prohibited. Violators are subject to College sanctions as well as prosecution through the appropriate legal channels. The College alcohol policy is available in the student handbook and on the web at

http://www.wm.edu/offices/deanofstudents/services/studentconduct/studenthandbook/alcohol_or_her_drug_use/index.php

The Drug-Free Schools and Communities Act of 1989 and the U.S. Department of Education's supporting regulations require that the College provide all employees with written notice of the prohibition of unlawful possession, use or distribution of illicit drugs and alcohol. As members of the College community, our common objective is to maintain a work environment free of the adverse effects of alcohol and drugs. For the College to remain in compliance, and as a condition of employment, faculty and staff are asked to read the information located at

<http://www.wm.edu/offices/hr/employeerelations/drug-free-workplace/index.php> regarding the specific acts that are subject to disciplinary action as well as the programmatic resources that are available to employees for counseling, treatment and rehabilitation.

More information regarding the Drug-Free Schools and Communities Act of 1989 is available at <http://www.higheredcenter.org/files/product/higher-ed-amend.pdf>.

Sexual Assault Reporting and Adjudication

Sexual assault is an issue of significant concern on American college campuses, including the College of William & Mary. The College is dedicated to providing first-rate information and resources to educate our students and the public about sexual assault prevention and awareness.

Victims of sexual assault are encouraged to report the incident to both the Police Department and the Dean of Student Office. Both offices will make the victim aware of campus and community resources along with information on the campus judicial process and the process initiated through the courts. Resources include counseling and medical/mental support and treatment. Reporting the incident also provides an opportunity for the collection of evidence helpful in the prosecution, which cannot be obtained later. (ideally the victim of a sexual assault should not wash, use the toilet, or change clothes prior to the legal/medical exam) Upon reporting the incident, the survivor of the incident is not required to pursue prosecution through either the campus or legal process.

Victims of sexual assault also have the option of reporting the incident to the local law enforcement agency. College personnel will assist the victim in reporting the incident to the local law enforcement agency should the victim request this assistance.

The College will change the victim's academic and living situations if changes are requested and are reasonably available.

If a student is found responsible for violating the sexual misconduct policy by non-consensual intercourse, the student will face sanctions including contingent or permanent dismissal from the College. Non-consensual touching (without intercourse or forced oral sex) will result at the minimum, a sanction of probation (although dismissal is considered for these cases as well).

In the judicial process both the accuser and the accused are entitled to the same opportunities to have others present at the disciplinary proceeding.

Upon written request, the College will disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

The College of William and Mary publishes several sexual assault pamphlets and distributes them to first year students and makes the publications available to all members of the community. The pamphlet provides students with valuable information about sex offenses and, most importantly, the procedures to follow if a student becomes

a victim of a sex offense. It advises the students of whom they can contact to report the offense, the importance of getting medical attention and the importance of the preservation of evidence as may be necessary to the proof of criminal sexual assault. Brochures containing this and additional contact information can be obtained at the William and Mary Police Department, any Dean's Office, the Office of the Vice President for Student Affairs, the Counseling Center and the Student Health Center.

Sexual Assault Resources and Services

Director of Sexual Assault Services

The Director of Sexual Assault Services integrates and oversees all services for survivors of sexual assault, ensuring that a student's needs are being met. The Director also consults with service providers, faculty and staff, friends of survivors, parents, and individuals who have been accused of sexual assault. The Director of Sexual Assault Services is also available for counseling appointments.

Sexual Assault Educator

The Sexual Assault Educator is responsible for education, prevention and training on campus on issues related to sexual assault, relationship violence, and stalking. This person is the adviser for all student groups on campus who work directly with the issue of sexual assault. These include, SAPA, Every 2 Minutes, One in Four, and ASAP.

Sexual Assault Peer Advocates (SAPA)

The members of SAPA are male and female undergraduate and graduate students trained to help someone dealing with a sexual assault related issue by providing information, resources, accompaniment, and support. An advocate is available 24-Hours/Day by calling the hotline number.

William and Mary Police

William & Mary Police (Their numbers is on the back of student ID card) are a great resource for students who want to talk with an officer about options for reporting a sexual assault.

Student Health Center

Students who have been assaulted can receive many services at the Student Health Center, including screening and treatment for sexually transmitted infections, a pregnancy test, and emergency contraception.

Office of Health Education

The Office of Health Education (OHE) is committed to enhancing the overall health and wellness of our William & Mary Tribe. The OHE has three main focus areas: Alcohol and Other Substances, Sexual Health and Mental Health and Wellness.

The Counseling Center

The Counseling Center offers free counseling for students.

The Dean of Students Office

The Dean of Students offers advising and assistance for all students.

William and Mary Student Legal Services

This is a student-run organization of volunteer law students that offers free legal assistance to William & Mary students, faculty, staff, and organizations.

Safe Zone

Faculty, staff, and students who participate in Safe Zone training are particularly equipped to serve as a resource for people seeking clarification around issues of sexual diversity. The Safe Zone Virginia stickers or pins help convey a message that the person displaying the symbol is supportive, trustworthy, and sensitive to the needs and concerns of LGBT people.

Lambda Alliance

Services include peer counseling, awareness of gay, lesbian, bisexual, and transgender communities, and to protect and serve the GLBT students at the College while establishing a support network of concerned and interested individuals, regardless of their sexual orientation or gender identity.

Personal Safety

There are many resources on campus to help keep you safe. Taking time to plan for your personal safety is important. By having a comprehensive Personal Safety Plan may help you and your friends know what to do in case you end up in a situation that makes you uncomfortable or that is potentially unsafe.

We created a [Student Safety Plan](#) to give you ideas about what to keep in mind while you are planning for your safety. Take some time to discuss these ideas with friends.

[Click here](#) to find out more about stalking using technology. We have also developed a list of [tips on how to stay safe while on the Internet](#).

Campus Escort and Steer Clear are two great services on campus that provide safe walks/rides home for students as an alternative to walking alone. Contact these organizations for more information!

Student Escort

Managed by Alpha Phi Omega, Campus Escort provides safe walks around campus 7 nights a week.

Steer Clear

Steer Clear is a safe-ride program that provides a reliable, secure and free means of travel for students on weekend nights when school is in session. The organization aims to reduce risky behavior, namely driving under the influence and traveling unescorted during late hours.

ASAP

Alliance for Sexual Assault Prevention is an umbrella student organization with interested individuals as well as representatives from groups on campus working to end sexual violence.

One in Four

One in Four is an all-male peer education group that delivers presentation to an all-male audience on the issue of sexual assault- especially how to help someone who has been sexually assaulted.

Every 2 Minutes

Every 2 Minutes is an all-female peer education group providing presentations on sexual assault and how to help a friend to all-female audiences.

HOPE

HOPE is a peer education group that addresses health issues on campus.

VOX

Voices for Planned Parenthood is a student group affiliated with the national organization, Planned Parenthood.

William and Mary Resources Contact Information

Office of Sexual Assault Services

Sexual Assault website	http://web.wm.edu/sexualassault
Director of Sexual Assault Resources	221-3620
Sexual Assault Educator	221-7369
Sexual Assault Peer Advocates (SAPA)	645-8367

Other College Resources

William and Mary Police	Emergency 911 Routine 221-4596
Student Health Center	221-2998 (Appointment) 221-4386 (Information) www.wm.edu/health
Office of Health Education	http://www.wm.edu/offices/healthcenter
Health Educator	221-2195
Substance Abuse Educator	221-3631
Counseling Center	221-3620 www.wm.edu/counselingcenter
Dean of Students Office	221-2510 www.wm.edu/deanofstudents
Student Legal Services	253-4146
Safe Zone	http://web.wm.edu/safezone

Student Organizations

ASAP	(Alliance for Sexual Assault Prevention) http://www.wm.edu/so/asap
One in Four	http://web.wm.edu/reslife/orientation/oneinfour/
Every 2 Minutes	http://web.wm.edu/reslife/orientation/every2minutes
Steer Clear	221-3293- http://wmpeople.wm.edu/site/page/steerclear/home
Student Escort	221-DRIVE

Community Resources

Crisis Hotlines and Emergencies Police (William and Mary, Williamsburg,
James City County) 911

Avalon 24 hour helpline: 258-5051
Williamsburg Community Hospital 984-6000

Victim/Witness Assistance Program City of Williamsburg 229-1541
James City County 229-1541
York County 890-3420

Sex Offender information

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amend the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne *Clery Act* and the Family Educational Rights and Privacy Act of 1974, the College of William and Mary Police Department is providing a link to the Virginia State Police Offender registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information is provided by a state concerning registered sex offenders may be obtained. It requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Virginia, convicted sex offenders must register with the Sex Offender and Crimes Against Minors registry maintained by the State Police.

The Sex Offender and Crimes Against Minors (SOR) for VIOLENT SEX Offenders are available via the internet pursuant to Section 19.2-390.1, 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 this information for the purpose if intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.**

The Virginia State Police is responsible for maintaining this registry. Follow the link to access the Virginia State Police Website. <http://sex-offender.vsp.virginia.gov/sor>

The William and Mary Police Crime Prevention function encourages students and employees to be responsible for their own security and the security of their property. The Police Department has a comprehensive and interactive crime prevention program available to all students and employees of the university. The College community is asked to support Police by reporting any unusual circumstances that might be observed.

Crime Prevention

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. As requested the William and Mary Police personnel facilitate programs for student, parent, faculty, and new employee orientations, student organizations, community organizations, in addition to programs for Residence Life Staff and residents providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes. The William and Mary Police Department offers alcohol and drug awareness classes and the Rape Aggression Defense (RAD) training. It is a comprehensive course that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. Certified RAD instructors will teach the courses provided.

The Police Department also provides escorts to members of the community. To request an escort or program call the Police Department Communications Center at 221-4596.

Requirements for Campus Reporting Authorities Frequently Asked Questions

What is the Jeanne Clery Act (also known as the Campus Crime Reporting Act)?

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (formerly the Campus Security Act) is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. It was first enacted by Congress in 1990 and amended in 1992, 1998 and 2000.

Who is Jeanne Clery? In 1986 Jeanne Clery, a freshman at Pennsylvania's Lehigh University, was murdered and sexually assaulted in her campus residence hall room by another student she didn't know. Her school hadn't informed students about 38 violent crimes on campus in the three years preceding her murder. Clery's parents, Connie & Howard, led the crusade to enact the original Campus Security Act. Congress formally named the law in memory of Clery in 1998.

What is a Campus Reporting Authority and how do I know if I am one? All institutional officials with significant responsibility for campus and student activities have reporting obligations under the Clery Act. For example, if you are a coach, a resident assistant/head resident/area coordinator, a faculty advisor for a student group, or an instructor, you have a responsibility to comply with reporting requirements. Only professional mental health and pastoral counselors are exempt from reporting. Pastors and counselors, while exempt from an obligation to report a crime, may provide the victim with the procedures to make a voluntary anonymous report on a confidential basis for inclusion in the annual disclosure of crime statistics.

What kinds of incidents do I need to report? There are three groups of incidents which are included on the CCRA reports. The first group is:

Murder/Non-Negligent Manslaughter	Negligent Manslaughter
Forcible Sex Offenses	Non-Forcible Sex Offenses
Robbery	Aggravated Assault
Burglary	Arson
Motor Vehicle Theft	

The second group of statistics is assembled based on hate crime information for the crimes listed above, plus simple assault, intimidation, and destruction/ damage/ vandalism to property. If any of these crimes occur and it is determined they were carried out because the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, ethnic/national origin, disability, or sexual orientation the incident is also reported as a hate crime.

Finally, arrests and referrals for the following violations must be reported:

Liquor Law Violations
Drug Law Violations
Weapons Law Violations

These three violations **must** be a violation of the Code of Virginia. College policy violations are NOT included in these statistics. However, criminal violations must be included if they are referred to a judicial body (i.e. Honor Council) for adjudication.

How can I report incidents and what information needs to be included? You may contact the William and Mary Police Department in person or by phone. The Department is open 24 hours a day. If you are reporting an emergency you may dial 911 from a campus phone. If using a cell phone tell the Communications Officer your exact location. Non-emergency calls are received at 221-4596. You may also file a report in person. The William and Mary Police Department is located at 201 Ukrop Way in the Police and Parking Office.

Information we need to track the statistics includes:

- Incident date
- Incident time
- Incident location (exact location is particularly helpful)
- Short description of incident which occurred

Including this information will help us ensure we are properly reporting the statistic and ensure this is not a crime that a police report has already been made. This reduces double counting of statistics.

If I make a report, does this mean that a police investigation will be initiated? No. Although we strongly encourage victims of any crime to report incidents and seek assistance through legal channels whenever possible, a report from a campus reporting authority (CRA) will not necessarily result in a police investigation. For example, if a CRA reports a robbery, the William and Mary Police will encourage the CRA to get the victim to step forward and file an official police report. However, we will not initiate an investigation in most cases without victim assistance.

If a student reported something to me in confidence, do I still need to report the incident for the Campus Crime Reporting Act? Yes. All incidents which meet the criteria and call types listed above must be reported to the William and Mary Police for statistical collection purposes. See the above question for more information on confidentiality and investigations.

What fines and/or sanctions could the College face if I fail to report an incident? The United States Department of Education is charged with enforcing the Jeanne Clery Act and may level civil penalties against institutions of higher education up to ***\$27,500 per violation*** or may ***suspend them from participating in federal student financial aid programs***. Complaints of violations should be filed with DOE regional offices.

Timely Warning

A Campus Crime notification is provided to give students, faculty, and staff timely notification of crimes that may represent a serious or on-going threat to the campus community and to heighten safety awareness. The notification also seeks information that may lead to the arrest and conviction of the offender when violent crimes against persons or substantial crimes against property have been reported.

The Vice President of Student Affairs is responsible for issuing timely warnings to the community. The Vice President with assistance from appropriate authorities on and campus such as the Chiefs of Police for the College and the City of Williamsburg will write and deliver the timely warning. Timely warnings are issued through campus wide e-mails that are sent to a students and employees.

The Chiefs of Police for the College and the City of Williamsburg share information of mutual concern so that relevant crime and crime investigations in the respective jurisdictions are known to the other.

Emergency Response

Response is a collective and comprehensive approach to disaster management and is as much about anticipation, prevention, mitigation, and training as it is about an actual physical response. The College of William and Mary understands this description of

disaster response as this drives the College's disaster planning and management. The College approaches disaster planning and management from a comprehensive and collaborative approach and has developed processes to prepare for, respond to, and mitigate damage from a variety of potential hazards. College responders and members of the Emergency Management Team have taken the required National Incident Management Systems (NIMS) and Incident Command Systems (ICS) training and have implemented the concepts of NIMS and ICS into our disaster planning and management.

Emergency Preparedness

The College of William and Mary is committed to providing a safe and secure environment for its students, faculty, employees and visitors to learn, teach, work and enjoy our beautiful campus and all it offers. In pursuit of that goal the College takes a comprehensive approach to protecting the College community and preparing for any emergency. Although a university campus is among the safest places you can be, we work every day to make our campus safer. The Disaster Management Website <http://www.wm.edu/about/administration/emergency> provides you with the information you need to familiarize yourself with emergency planning at the College and to prepare yourself in case of an emergency.

The ability to deal with any incident depends on good communication. The College is committed to informing the community of an emergency, disaster, or potential disaster immediately upon determining the nature of the emergency. Using the College's emergency notification systems, the Emergency Management Team will immediately notify the campus community of a confirmed emergency or dangerous situation that presents an immediate threat to the health or safety of the community.

Emergency Management Team

The College of William and Mary's Emergency Management Team is responsible for overall coordination of the College's emergency preparedness efforts. The Emergency Management Team operates under the authority of the President of the College and is chaired by the Vice President for Administration. The Team is responsible for the planning and execution of emergency preparedness, response and recovery. These activities include the development, scheduling, completion, and evaluation of all drills and exercises. Students and employees are notified annually through the Staff Digest and the Student Information Network the location of the College's emergency management plans and related emergency management initiatives.

Emergency Response Plan

The Emergency Response Plan establishes policies, procedures and an organizational structure for response to emergencies that cause or have the potential to cause significant disruptions to all or portions of the College. This plan describes the roles and responsibilities of departments, schools, units and personnel during emergency

situations. Non-sensitive plans emergency plans are available at <http://www.wm.edu/about/administration/emergency>.

Continuity of Operations Plan

The Continuity of Operations Plan (COOP) is designed to mitigate the effects of a man-made or natural disaster that may affect a single building or operation, a significant portion of the campus, the entire campus, or the region. This plan covers all College operations, departments, and service areas including contracted operations. It is designed to provide plans for the full range of potential emergencies.

Information Technology Disaster Recovery Plan

The Information Technology Disaster Recovery Plan is intended to ensure the continued operation of the College by providing the ability to successfully recover IT services in the event that a disaster occurs and impacts IT services. This Disaster Recovery Plan is a comprehensive document containing the necessary instruction, policies, organization, and information required for the College to be prepared for an emergency that would affect our computer services.

Building Emergency Coordinator Program

The Building Emergency Coordinator Program involves building occupants in emergency planning and response and addresses the unique needs of specific buildings. Building Emergency Coordinators are the conduit for the information flow between the Emergency Management Team and the occupants of the facility.

Emergency Communications Protocol

The Emergency Communications Protocol is an established set of procedures for the use of the College's emergency notification systems. These systems are designed to provide critical information and instructions to the community during an emergency.

Because of the relatively small campus area and communication of threat to the safety would go out to the entire campus. Because of the distance from the main campus the exception to this is the Virginia Institute of Marine Science. For instances that only impact that campus notification may be sent only to that campus.

Emergency Notification

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

The College will immediately notify the campus community upon confirmation of an emergency or dangerous situation. **Confirmation** means that a college official (or officials) has verified that a legitimate emergency or dangerous situation exists. Confirmation doesn't necessarily mean that all of the pertinent details are known or even available.

Notification of the community of an emergency is the function of the College's Emergency Management Team (EMT). The Chair of the EMT or her/his designee will facilitate all campus emergency announcements. In the event of an actual or imminent threat to the Community where immediate notification is required the Chief of Police or the Chief's designee is authorized to create and deliver an emergency message to the community.

The ability to provide information to the community during an emergency is crucial to the management of the emergency. It is important to have a process that makes effective use of the College's emergency notification systems. These systems are designed to, without delay; provide critical information and instructions to the community. The College strives to inform the community without causing widespread alarm. To accomplish this, the College has designated three levels of emergencies. The nature of the threat will determine the communication systems used to inform the community of the actual or potential emergency.

The first designation is potential emergency. This is an emergency where the conditions are favorable for the incident to occur, or for an event that happens off campus that is likely to have an impact on the College at some point in the near future. Examples of this are usually weather related such as predicted hurricanes and ice storms or manmade incidents such as a chemical spill or fire near campus.

The community is usually informed of this type of emergency through the use of campus e-mail and the College home page. Communications regarding this type of emergency will inform the community about the potential threat and the general precautionary steps to mitigate the affect of the threat.

The second designation is for an imminent threat. An imminent threat is an event likely to affect the College within the next minutes or hours, but currently has not seriously affected the College. An example of this is a confirmed report of a person with a gun on campus whose intent has not been established. Another example is for the notification of an incident at the Surry Nuclear Power Plant. In this example the College has received notification of a nuclear release from Surry with the potential for contamination of the College.

These types of incidents will result in the use of the emergency notifications system,

College e-mail, and the College home page to inform the community. The communications associated with an imminent threat will provide specific information about the threat and specific precautions to take.

The third and most serious designation is an active threat. An active threat is usually a spontaneous event that comes without warning requiring immediate action to prevent the loss of life. Some examples include a hazardous materials incident that poses an immediate threat to life or an incident where a firearm or other weapon has been used to cause injury or displayed with intent to harm.

For an active threat, community notification will use all campus systems listed previously and the Emergency Siren. Optimally the notification systems and the siren will be activated simultaneously. In an actual emergency this may not be the case and the siren may sound before the emergency message is sent. When this happens an emergency message will follow the emergency siren. An activation of both the Emergency Siren and Notification Systems is designed to inform the community of an active and ongoing threat to the campus. This notification requires an immediate response by the community. The communication will provide information about the incident and direct action to take to reduce the risk of harm. In these situations the Chief of Police or the Chief's designee has the authority to notify the community.

Once each semester the College of William and Mary tests its campus wide siren and mass notification systems. Current enrollment in the mass notification is approximately 99% among students and employees. The test of this system is announced on campus through e-mailed communication to the community and announced externally through news releases to the local print media.

Emergency communications are designed to inform and direct. We will provide as much information as possible without providing information that may further jeopardize the safety of the community. Depending on the incident the message may ask members of the community to shelter in place, evacuate specific areas of campus, or announce a full evacuation of campus. Announcements regarding the full or partial evacuation of campus will provide information on evacuation muster points. It is understood that different incidents require different types of shelter. Announcement calling for sheltering in place will contain information on the types of shelter that is appropriate for the incident.

The College documents all tests and reviews the results of such tests. This includes fire drill and tabletop exercises.

Missing Person Inquiry and Confidential Contact Information Form

The College has established a procedure to investigate when a student is reported missing. Each student has the option to designate a confidential contact by submitting a form to the Dean of Students. This contact is not necessarily the same person as the student's emergency contact, although they may be. Even if the student has identified an

emergency contact they may also designate a confidential missing person contact. The College will contact the designated person within 24 hours of the time that a student is considered missing. Law enforcement officials (including the William and Mary Police Department) also will be notified of a student's absence no later than 24 hours after the student has been deemed missing and will follow their own investigation procedures. For students who are minors (under 18 and not emancipated), the College is obligated to notify parent(s) or guardian(s) within 24 hours of receiving a report that the student is missing.

Students, employees, or other individual should report the missing person to the Dean of Students office or the William and Mary Police Department. Anyone receiving a report of a missing student should immediately report this to the William and Mary Police Department.

Missing person contact information will be registered confidentially, and will only be accessible only to authorized campus officials and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation?