

Safety and Security

Campus safety is a shared responsibility of all members of the Emory & Henry community. Safety and security practices and resources are available throughout campus and are noted in this section of the handbook. Anyone who has questions or concerns regarding safety or security on campus should immediately contact Campus Police/Security or the Dean of Students Office.

In the event that a faculty, staff or student has a concern that they would like to express anonymously, the College has a hotline available at (866) 943-5787. (For more information, see Campus Conduct Hotline section below.)

Campus Police/Campus Safety Officers. The campus police/campus safety officers are College employees who report to the Vice President for Student Life and the Dean of Students, and they also are duly authorized law enforcement officers of the Commonwealth of Virginia. These officers have jurisdiction on the main campus, on all College property owned or leased, and on surrounding public streets and roads. The major responsibility of the police/campus safety officers is to give attention to every situation which might involve the safety and welfare of students and faculty. When there are infractions of federal, state, or local laws and/or College regulations, the police/campus safety officer is authorized to take appropriate action, including arrest, issuing a warrant, and/or referring the student to an appropriate College official for internal action.

Student Safety. Campus Police/Campus Safety officers are on-site on the main campus 24 hours a day and 7 days a week. Officers are assigned to the Marion Campus during operational hours, including evenings and weekends. Officers are not assigned to the Equestrian Center. For emergencies at the Equestrian Center, students, faculty, and staff should dial 911 for assistance from local authorities. Students are urged to report to the appropriate College official any incident which may threaten their person or cause damage or loss of property. In an immediate emergency, always call 911. Responsibility for campus safety rests with Campus Safety and our police officers have jurisdictional authority. College academic buildings are locked at night, on weekends, and during school holidays, unless otherwise posted. On the main campus in Emory, there is to be no smoking in any campus or outside of campus buildings except in designated smoking areas located at least 25 feet from all entries, outdoor air intakes and operable windows. This includes tobacco products and electronic smoking devices. The School of Health Sciences, located in Marion, is a tobacco-free campus and should not have any tobacco products in use on that property. The annual campus crimes report and fire safety report are available in the Dean of Students Office and are posted at <http://www.ehc.edu/studentlife/campusafety.html>.

Campus Conduct Hotline. Emory & Henry College is committed to conducting its operations with integrity by engaging in lawful, ethical, and respectful practices. For this reason, we encourage members of the campus community to make any concerns known to the College. Whether these concerns relate to fraud or crime, security or internet abuses, or fraudulent financial or business practices, violations, or ethical concerns, the doors of college administrators, supervisors, and Human Resources are always open. If you have a question or concern about a possible violation of Emory & Henry's policies or the law, the College encourages you to express your concerns to any campus administrator.

Occasionally, a faculty, staff or student may have a concern that they would like to express anonymously. For these occasions, the college participates in a service called the Campus Conduct Hotline at (866) 943-5787. The Campus Conduct Hotline system is available for use around the clock, seven days a week. Because the Hotline is operated by an independent organization, any calls made through this Hotline are completely confidential. The hotline operator will record the complaint or concern and forward it to the appropriate staff member at Emory & Henry College for review and action as appropriate. Callers to the hotline may remain anonymous.

Whistle Blower Policy. Emory & Henry College is committed to conducting its operations with integrity by engaging in lawful, ethical and respectful practices. For this reason, we encourage members of the campus community to make any concerns known to the college. Whether these concerns relate to fraud or crime, security or internet abuses, or fraudulent financial or business practices, violations, or ethical concerns, the doors of college administrators, supervisors, and Human Resources are always open.

If you have a question or concern about a possible violation of Emory & Henry's policies or the law, the College encourages you to express your concerns to any of the persons whose names or titles appear in the policies that are included in the Student Handbook, Staff Handbook, and the Faculty Handbook. Occasionally, a faculty, staff or

student may have a concern that they would like to express anonymously. For these occasions, the college participates in a service called the Campus Conduct Hotline at (866) 943-5787. The Campus Conduct Hotline system is available for use around the clock, seven days a week. Because the Hotline is operated by an independent organization, any calls made through this Hotline are completely confidential. The hotline operator will record the complaint or concern and forward it to the appropriate staff member at Emory & Henry College for review and action as appropriate. Callers to the hotline may remain anonymous.

Missing Student Notification Policy and Procedures. Each year, new students are given an emergency response card to complete so that quick notification can be made to primary and/or secondary contacts in the event of an emergency. This card allows students to identify an initial contact for the College. In the event that a student is determined to be missing, the College will notify the primary and/or secondary contact no later than 24 hours after the student is determined missing in accordance with our official notification procedures. If a current emergency response card is not on file, the College will notify the parents documented in our records. In the event that the student is under 18 years of age, and not an emancipated individual, we are required to notify custodial parents or guardians within the same time frame.

Anyone who believes that a student is missing should report it immediately to Campus Police/Campus Safety. Details will be asked regarding the last time the student was seen, where the student was seen, and any communications that have been received. Campus personnel who may have information regarding this student will be contacted and asked to provide their last known contact with this student. If it is determined that no contact has been made with the student in question for more than 24 hours, Campus Police/Campus Safety will notify other appropriate law enforcement agencies immediately and request assistance in finding the missing student. The College will initiate the emergency contact procedures and notify the designated contact person or parents.

Family Contact. The College reserves the right to contact a student's parent(s), guardian(s), or spouse in the event of any accident, illness, mental distress, or disruptive behavior.

Insurance. All full-time domestic and international undergraduate students taking 12 or more credit hours are required to have health insurance. These students will be automatically enrolled in the Student Injury and Sickness Plan unless proof of comparable coverage is furnished. Full-time graduate students are also eligible to enroll in the Student Injury and Sickness Plan on a voluntary basis. Students must purchase coverage for their eligible dependent(s) at the same time as their own initial plan enrollment.

The College cannot assume liability for the personal articles of students which are damaged or destroyed by fire and/or any other cause, or which are stolen. Appropriate insurance coverage should be obtained by the student or parents.

College Cemetery. The cemetery at Emory is College property and all College policies are applicable to this area. Also, the Code of Virginia includes a state law making it a misdemeanor to enter a cemetery at night.

College Duck Pond. Students are prohibited, on penalty of dismissal, from going into the College duck pond or creek or causing others to do so.

Campfires and Camping. Permission must be obtained from the Dean of Students and the Director of the Facilities Management before a fire may be set on the campus. Unauthorized camping on the campus is prohibited.

Fireworks and Firearms. Fireworks, firearms, ammunition, and other weapons or materials which endanger student health or safety are strictly prohibited. The possession or use of such on College property is sufficient cause for disciplinary action and confiscation of the item in question.

Pets. For reasons of health, maintenance, pest control, and general convenience, no pets are permitted in College residence halls (except fish) or classrooms. Persons violating this policy are subject to action by an appropriate College official. Violators will be required to immediately remove the pet from College property. Service Animals and Emotional Support Animals are allowed. See the policy on Service Animals and Emotional Support Animals for more information.

Railroad. The railroad crossing adjacent to Hillman Hall is limited to pedestrian traffic. Motorcycles and other vehicles are prohibited from using this crossing. Impeding or interfering with the progress of trains is a federal offense and will result in College disciplinary action.

Annual Fire Safety Report

This report is published by Emory & Henry College in compliance with the Higher Education Opportunity Act of 2008 and applies to student housing at the College.

Fire Safety Equipment and Statistics for On Campus Housing. The College has twenty residence halls as of Fall 2018. Each residence hall is equipped with a fire alarm system monitored 24/7 by a private monitoring company with the exception of the townhouses, which have a monitored sprinkler system in each building. In the event of an alarm, Campus Safety Officers are notified of the location and nature of the alarm and they respond accordingly. Officers are equipped with two-way radios and are able to communicate directly with 911 dispatch and local EMS and fire services. The charts below indicate the fire safety equipment in each hall for the past three calendar years.

Fire Safety Systems

<i>Residence Hall</i>	<i>Monitored</i>	<i>Detectors</i>	<i>Pull Stations</i>	<i>Sprinkler System</i>
Cambridge	X	X	X	X
Carriger/ Matthews	X	X	X	
Cottage	X	X	X	X
Damer	X	X	X	X
Elm	X	X	X	X
Hickory	X	X	X	X
Hillman	X	X	X	
Inazu Apt.	X	X	X	
Inazu House	X	X	X	
Prillaman	X	X	X	X
Princeton	X	X	X	X
Stuart	X	X	X	
Sullins	X	X	X	
Weaver	X	X	X	
Wiley Jackson	X	X	X	
House 14	X	X	X	
House 15	X	X	X	
House 16	X	X	X	
House 17	X	X	X	
House 18	X	X	X	
House 4	X	X	X	X
House 9	X	X	X	X
Town House 2		X		X
Town House 3		X		X
Town House 5		X		X
Town House 6		X		X
Town House 7		X		X
Town House 8		X		X

Fire Safety Inspections and Maintenance. Fire Safety Inspections are conducted quarterly by Campus Security to coincide with arrival and departure of resident students. Fire systems and equipment are also inspected and serviced by a fire protection system contractor. Any malfunction found is immediately scheduled for service or equipment replacement. A Fire Log and records of fire inspections and maintenance are kept in the Campus Security Office in compliance with State and Federal regulations and are subject to inspection by the State of Virginia Fire Marshall.

Supervised Fire Drills. Fire drills are conducted once per semester in each residence hall by the Office of Student Life. Area Coordinators and Resident Advisors activate fire alarm systems and evacuate buildings. Students are required to participate and evacuate during a drill.

Evacuation Policy and Procedures. Resident Advisors will provide students with the specific exit pathways and procedures for evacuating their residence hall. All students must evacuate a residence hall in the event of a fire alarm. Residents are advised of their assembly area for such events during orientation by their Resident Advisor. Residents may not re-enter their building until they are cleared to do so by proper authority. In the event that a building becomes uninhabitable due to any crisis, evacuated students will be temporarily relocated to another designated building.

Fire Safety Education and Training. Professional staff and Resident Advisors are instructed in fire prevention policies, the use of fire extinguishers and evacuation procedures. Resident students are instructed by Resident Advisors and Area Coordinators during orientation upon their arrival at the College. Students are advised of the location of fire safety equipment, evacuation routes and fire prevention policies pertaining to their residence hall.

Fire Incidents on Campus 2015 - 2017

There were no fire incidents in residence halls during the 2017 academic year

Residence Hall	Fires			Deaths			
	2015	2016	2017	2015	2016	2017	2015
<i>Cambridge</i>	0	0	0	0	0	0	0
<i>Carriger/ Matthews</i>	0	0	0	0	0	0	0
<i>Cottage</i>	0	N/A	N/A	0	N/A	N/A	0
<i>Damer</i>	0	0	0	0	0	0	0
<i>Elm</i>	0	0	0	0	0	0	0
<i>Hickory</i>	0	0	0	0	0	0	0
<i>Hillman</i>	0	0	0	0	0	0	0
<i>Inazu Apt.</i>	0	N/A	N/A	0	N/A	N/A	0
<i>Inazu House</i>	0	N/A	N/A	0	N/A	N/A	0
<i>Prillaman</i>	0	0	0	0	0	0	0
<i>Princeton</i>	0	0	0	0	0	0	0
<i>Stuart</i>	0	0	0	0	0	0	0
<i>Sullins</i>	0	0	0	0	0	0	0

<i>Weaver</i>	0	0	0	0	0	0	0
<i>Wiley Jackson</i>	0	0	0	0	0	0	0
<i>House 14</i>	0	N/A	N/A	0	N/A	N/A	0
<i>House 15</i>	0	N/A	N/A	0	N/A	N/A	0
<i>House 16</i>	0	N/A	N/A	0	N/A	N/A	0
<i>House 17</i>	0	N/A	N/A	0	N/A	N/A	0
<i>House 18</i>	0	0	N/A	0	0	N/A	0
<i>House 4</i>	N/A	N/A	0	N/A	N/A	0	N/A
<i>House 9</i>	N/A	N/A	0	N/A	N/A	0	N/A
<i>Town House 2</i>	N/A	N/A	0	N/A	N/A	0	N/A
<i>Town House 3</i>	N/A	N/A	0	N/A	N/A	0	N/A
<i>Town House 5</i>	N/A	N/A	0	N/A	N/A	0	N/A
<i>Town House 6</i>	N/A	N/A	0	N/A	N/A	0	N/A
<i>Town House 7</i>	N/A	N/A	0	N/A	N/A	0	N/A
<i>Town House 8</i>	N/A	N/A	0	N/A	N/A	0	N/A

Campus Alert System

Emory & Henry offers “LiveSafe”, a state-of-the-art notification app, that is capable of sending notifications instantly and simultaneously to all registered wireless phones and email addresses. Registration is available at <http://www.ehc.edu/alert> or by downloading the app on Google Play or the App Store . This is an opt-in program and you must register in order to receive the alerts. This is the surest way for you to receive notifications critical to your safety and well-being. In the event of a critical emergency, the campus siren will be activated. This is a signal to check your mobile phone or campus email for information. If you have questions regarding the Campus Alert System, please contact the Dean of Students Office.

What to do in an Emergency

Fire:

- Activate the nearest fire alarm and CALL 911.
- Everyone must leave immediately when a fire alarm is activated, even if there are no obvious signs of an emergency.
- Do not use the elevator.
- Remain calm and assist others in safely getting out.
- Confine the fire by closing all doors and windows if possible.
- Follow directions given by emergency personnel and go to the location designated by your building coordinator.

Dangerous Person:

- Remain calm, do not engage the intruder.
- A quick and quiet escape is suggested, if it can be done safely.
- If attempting to escape, keep your hands elevated with open palms visible, especially if encountering law enforcement officers. Follow all instructions given.
- If you cannot safely exit the building, seek secure shelter.
- Close and lock windows, lower blinds, remain out of sight, and turn off the lights.
- Once secured, take cover behind concrete walls, thick desks, and filing cabinets that are away from windows and doors.

Medical Emergency

- If the person is seriously injured or non-responsive, CALL 911.
- Give key information to the 911 operator (location/address, type of injury/illness etc.) and stay on the line until help arrives.
- Ask others to assist (directing emergency personnel to your location, crowd control).
- Remain calm.
- If the person is not seriously injured, contact the College Health Center at x6538 or Campus Security at x6222 for assistance.
- Always report injuries on campus to the Office of the Vice President for Business & Finance
- Please note that Automated Electronic Defibrillators (AEDs) are available on campus in the following locations:
 - Campus Security
 - Equestrian Center
 - Kelly Library
 - King Center Athletic Training Room
 - McGlothlin-Street Hall 139
 - Wiley Hall 121
 - Van Dyke Student Center

Tornado:

- Listen for the siren. A single siren blast will sound to alert you to check for emergency message via email and the Campus Alert System.
- Seek shelter inside a building until notified by College officials that it is safe to leave.
- An “all-clear” e-alert will be sent when the danger has passed.
- Remain quiet and turn off cell phone ringers.

Inclement Weather

Emory & Henry College has campus locations in Emory, Bristol, and Marion. Due to the difference in locations, it is possible that classes may be delayed or cancelled on one campus and not the other. Because the Emory campus is primarily a residential college with a majority of its undergraduate students living on campus, it is the intention of the College to remain open during inclement weather conditions. Under rare circumstances, such as severe inclement weather, a natural disaster, or other emergency, the College may delay the opening of college activities or suspend operations early. When information is sent to local media, the information will clarify Main Campus, located in Emory, and Marion Campus for those attending DPT classes in that location. In the event of a delayed opening of the Marion campus, classes will be delayed but will meet for the normal length of time.

The decisions to cancel or delay classes and/or cancel or delay the opening of offices because of inclement weather will be made by 6:30 a.m. on the day of the college schedule change. When inclement weather or other circumstances lead to a delayed opening and/ or cancellation of classes and office hours at Emory & Henry College, information will be communicated through a variety of sources in the order provided below.

1. Information will be distributed through the Campus Alert System, which provides an email and text message to registered users only. This is the college's preferred method of communicating emergency messages, and college community members are strongly encouraged to sign up for this free service at <http://www.ehc.edu/alert>.
2. Campus Alert Messages will be posted at the top of www.ehc.edu for one hour following each alert.
3. Information will be sent to the following TV and radio stations, in order of contact: WCYB-TV 5 (Bristol); WJHL-TV 11 (Johnson City); WABN-FM 92.7 (Abingdon); WOLDFM 102.5 (Marion).

When the College cancels classes and office hours for the day, academic programming and business operations are not held on that day. When the opening of the College is on a two-hour delay due to inclement weather, the condensed class schedule listed below applies, with the exception of the Marion Campus and the Equestrian Center. On days when a two-hour delay is issued, Equestrian Center classes prior to 1:30 p.m. will be cancelled due to the travel distance.

In the event of inclement weather resulting in a delayed opening of the College, college offices will open at the time designated in the delayed opening message, and faculty and staff should report at that time. An instructor who feels that it is best to cancel their class because of inclement weather will notify the Vice President for Academic Affairs (or designee) so that appropriate action may be taken. When a class is canceled, the Registrar (or designee) will post an official notice.

Inclement Weather Plan—Delayed Schedule

Monday, Wednesday, Friday	Tuesday, Thursday
Regular Time - Inclement Day	Regular Time - Inclement Day
8 a.m. = 10 - 10:35 a.m.	8 a.m. = 10 - 10:55 a.m.
9 a.m. = 10:40 - 11:15 a.m.	9:30 a.m. = 11 - 11:55 a.m.
10 a.m. = 11:20 - 11:55 a.m.	11 a.m. = 12 - 12:55 p.m.
11 a.m. = 12 - 12:35 p.m.	
12 p.m. = 12:40 - 1:15 p.m.	

Remaining class times will not change.

