

PUBLIC NOTICE

To: All Students and Employees

Date: Sept. 22, 2017

From: Michael B. Cashwell
Vice President for Finance and Administration

UNION PRESBYTERIAN SEMINARY RESPONSE TO PUBLIC LAW 101-542

THE STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT

ANNUAL SECURITY REPORT for RICHMOND CAMPUS and CHARLOTTE CAMPUS

As of August 1, 1991, Public Law 101-542, The Student Right to Know Campus Security Act, requires Union Presbyterian Seminary to collect and report certain information related to campus security matters.

As of August 1, 1991, all Union Presbyterian Seminary students and employees are required to report as soon as possible certain alleged criminal offenses occurring on the Union Presbyterian Seminary campus to security personnel and also to the Vice President for Finance and Administration. The alleged offenses that must be reported are: murder, rape, robbery, aggravated assault, dating violence, domestic violence, sexual assault, stalking, burglary, motor vehicle theft, and arson.

The Vice President for Finance and Administration will keep a record of all such reported offenses. The record of specific crimes will be available only to the Union Presbyterian Seminary President, the Dean of Union Presbyterian Seminary at Richmond, Dean of Union Presbyterian Seminary at Charlotte, the Vice President for Community Life and Dean of Students, and persons named in a particular allegation. A comprehensive statistical record will also be kept.

Annually, the Vice President for Finance and Administration will compile this statistical information. The statistical report will be reviewed by the President and transmitted to the office of the United States Department of Education, if requested. A statistical report of alleged criminal activity on campus will be prepared, published, and distributed to all current students and employees in September of each year. This report will also be made available to prospective students and employees upon request.

Union Presbyterian Seminary Annual Security Report

Pursuant to Public Law 101-542, The Student Right to Know and Campus Security Act, Union Presbyterian Seminary provides the following report:

Date of Report:

Sept. 22, 2017

(A) Crime and Emergency Reporting Policies

Union Presbyterian Seminary students and employees are urged to report suspected criminal offenses or emergencies on campus or Seminary properties to:

Richmond Campus:

Richmond Police (911) for emergencies

Security Staff (278-4357 – 278-HELP)

Vice President of Finance and Administration (278-4205)

Associate Vice President for Operations (278-4274)

Charlotte Campus:

Charlotte-Mecklenburg Police Department

(911) for emergencies

(311) for non-emergency crime reporting

For information regarding reporting crimes involving sexual misconduct, refer to Union Presbyterian Seminary's sexual misconduct policy:

https://www.upsem.net/Active_71966621_3_UnionPresbyterianSeminarySexualMisconductPolicyandProcedures.pdf

(B) Campus Security Procedures and Access Policies

At the beginning of the fall term each school year, new and returning students are given a briefing on campus security matters. New employees are likewise informed about campus security.

Richmond Students are required to lock their apartments and dorm residence doors, and to close and lock first floor windows when away from their apartments and dorm rooms. Periodic reminders of these requirements are distributed during the school year.

Richmond Students are issued specially designed identification cards. Students are required to produce such cards on request by security personnel as a check against intruders.

(C) Security Force and Crime Reporting Policy

The Richmond Campus is vehicle patrolled by a security force comprised of 19 City of Richmond police officers, academy trained and licensed. All officers carry arms and can make arrests. It is the policy of the Campus Police to log all criminal and suspicious activities, and also to report crimes to the Richmond Police authorities or to the Charlotte-Mecklenburg Police Department.

(D) Programs for Crime Prevention

In fall orientation sessions and by dissemination of this report, UPSEM informs students and employees annually about campus security procedures and practices. Because UPSEM utilizes off-duty police officers as security staff, persons affiliated with the school are urged to make use of public awareness programs provided by City of Richmond Police and Richmond Fire Departments. UPSEM encourages students and employees to be responsible for their own safety, as well as the safety and security of others. Crime avoidance tips are available from the City of Richmond Police Department at the following website:

<http://www.richmondgov.com/Police/>

(E) Campus Geographic Definitions

The following definitions are used to reference building statistics:

Campus:

Any building or property owned or controlled by UPSEM within the same reasonably contiguous geographic area and used by the institution in direct support of the institution's educational purposes, including residence halls and institutional offices.

Campus Student Housing (Residential):

For the purposes of Clery Act regulations, any building reference used for fire safety and missing student reports, any student housing facility owned or controlled by the institution, or located on property owned or controlled by the institution, and within the reasonably contiguous geographic area that makes up the main campus.

Non-Campus Building or Property:

Any building or property owned or controlled by UPSEM that is used in direct support of the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. These include continuing education buildings or faith-based facilities near campus that allow use by the seminary.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities immediately adjacent to and accessible from the campus, including streets running north, south, west and east of main campus. UPSEM does not include statistics for crimes such as burglary occurring in neighborhood residential properties or other business property. For public property, UPSEM follows the Clery Act guidelines of "sidewalk – street – sidewalk" when evaluating reported crimes for inclusion in this section of the annual report.

(F) Statistics on Criminal Offenses

The following criminal offenses were reported to security authorities during the three most recent calendar years. Richmond Campus statistics are designated by (R); Charlotte Campus by (C).

REPORTED CRIMINAL OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
		MURDER/ NON-NEGLIGENT MANSLAUGHTER	2014	0	0
	2015	0	0	0	0
	2016	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
SEX OFFENSE - FORCIBLE	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
SEX OFFENSE – NON FORCIBLE	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
ROBBERY	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
AGGRAVATED ASSAULT	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
BURGLARY	2014	5 (R)	1 (R)	0	0
	2015	0	0	0	0
	2016	0	1 (R)	0	0
MOTOR VEHICLE THEFT	2014	0	0	0	0
	2015	0	1 (R)	0	0
	2016	0	0	0	0
ARSON	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
REPORTED ARRESTS AND DISCIPLINARY REFERRALS	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
		ARRESTS FOR WEAPONS CARRYING, POSSESSING, ETC.	2014	0	0
	2015	0	0	0	0
	2016	0	0	0	0
DISCIPLINARY REFERRALS FOR WEAPONS CARRYING, POSSESSING, ETC.	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
ARRESTS FOR DRUG ABUSE VIOLATIONS	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
DISCIPLINARY REFERRALS FOR DRUG ABUSE VIOLATIONS	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
ARRESTS FOR LIQUOR LAW VIOLATIONS	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
DISCIPLINARY REFERRALS FOR LIQUOR LAW VIOLATIONS	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

REPORTED VIOLENCE AGAINST WOMEN OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
		DOMESTIC VIOLENCE	2014	0	0
	2015	0	0	0	0
	2016	0	0	0	0
DATING VIOLENCE	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
STALKING	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

(G) Violence Against Women Act

The Violence Against Women Act of 1994 (VAWA) is a federal law that was implemented in recognition of the severity of the crimes associated with domestic violence, sexual assault, and stalking, as part of the Violent Crime Control and Law Enforcement Act of 1994. VAWA was reauthorized in 2000, 2005, and 2013 to strengthen the law.

Union Presbyterian Seminary (UPSem) is committed to maintaining a safe and secure work and academic environment free of any form of sexual misconduct and sexual harassment. A violation of the Violence Against Women’s Act shall constitute grounds for disciplinary action, up to and including, dismissal from the Seminary.

UPSem encourages all students and employees to immediately report incidents of sexual misconduct. The Vice President for Student Services and the Title IX Coordinator are available as resources for support, and to aid with policies and procedures. To assure that victim confidentially is protected and needed services are provided, victims should be referred to the following resources:

Vice President of Student Services	804 278-4252
Title IX Coordinator	804 278-4205
Richmond Police Department	911 (non-emergency 804 646-5100)

If you are the victim of rape, sexual assault, stalking, or domestic/dating violence:

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence. Don't wash or change clothes if you can avoid it. If you do change clothes, put all of the clothing that you were wearing at the time of the attack in a paper (not plastic) bag.
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may wish to later take legal action. It is your choice whether to report to police and whether to pursue criminal charges. If you have general questions about the criminal justice

process, even if you are not ready to report, you may contact Assistant Commonwealth's Attorney for the City of Richmond, at (804) 646-8685.

- Even if you decide not to pursue charges, you may seek a protective order prohibiting contact and other conditions necessary to prevent further such acts. (Note: You do not have to answer any questions from the police, or otherwise cooperate in any criminal investigation, as a condition for receiving a forensic medical exam. In addition, the cost of this exam is borne by the state.)
- Contact UPSem Dean of Students or Title IX Coordinator.
- Contact someone you trust to be with you and support you.
- Consider talking with a professional or pastoral counselor who will maintain confidentiality, explain your options, and provide emotional support. Counseling is available through Virginia Family Violence & Sexual Assault 24-Hour Hotline 1-800-838-8238, or National Domestic Violence Hotline 1-800-799-7233.

Resources for Medical Care and Forensic Nursing-- At local Richmond area hospitals, a trained forensic nurse can provide medical care including STI testing and treatment, pregnancy prevention, and a Physical Evidence Recovery Kit (P.E.R.K.) exam. This special medical exam is given to people who have been sexually assaulted to collect evidence that may be helpful in the investigation and prosecution of the sexual assault, if survivors choose to do so. P.E.R.K. exams are provided at no cost. If you think you may want to report the assault to police, the sooner you have evidence collected, the better. Forensic nurse services are available at the hospitals listed below.

Call (804) 281-8184 (Emergency) or Non-Emergency (804) 281-8574.

- St. Mary's Hospital
- Richmond Community Hospital
- Memorial Regional Medical Center
- St. Francis Medical Center.

Reporting Procedures-- There are seminary procedures available to all students and employees reporting instances of sexual misconduct, designed to provide prompt, fair, and impartial investigation and resolution processes. Investigations will be conducted by individuals who have received training on the issues related to sexual misconduct cases (including domestic violence, dating violence, sexual assault, and stalking). The procedures also address interim measures that can include, but not be limited to, changes in academic and living situations and no-contact directives.

The respondent and the complainant involved in alleged student sexual misconduct cases are entitled to be accompanied to disciplinary proceedings by a hearing advisor and/or advisor of choice specified under the above-referenced procedures. The student respondent and the complainant are also entitled to prompt notification of the outcome of these proceedings as specified in the procedures, including written notice of the decision, the appeal process, any change to the decision, and when the decision becomes final. The seminary may impose sanctions ranging from a warning to dismissal from the institution for individuals found in violation of sexual misconduct policies and/or laws.

Bystander Intervention-- Offer Support if you suspect that the person is being abused, sexually assaulted, or stalked. Speak out against all forms of sexual violence. Be an advocate for preventing sexual violence. Model the behavior that values respect for others and promotes positive pro-social behavior.

Retaliation-- UPSem prohibits retaliation against individuals who file a complaint or who participate in the complaint process. Retaliation is regarded as a basis for a separate complaint and can lead to further review and disciplinary action.

Community Resources are listed below:

The Greater Richmond Regional Hotline, (804) 612-6126, provides confidential services and operates as a collaborative service by five local agencies:

- The James House
- Project Hope
- Safe Harbor
- Hanover Safe Place
- YWCA of Richmond

One call to the hotline and you are directly connected to a local specialist who can offer support and connect callers to resources and experts in your area. The Hotline is available 24 hours per day and open to survivors and their support networks to offer information and connectivity to agencies dedicated to empowering survivors.

The Intimate Partner Violence Crisis Fund provides limited funds to persons experiencing a domestic or sexual violence related crisis and who are in need of financial assistance. VCU Health Injury and Violence Prevention Program, Project Empower established a crisis fund that provides monetary assistance and community resources for persons who are experiencing a domestic or sexual violence related crisis. If you identify a patient who may be eligible, please contact IPV/SA advocate at (804) 628.4603.

LGBTQ Partner Abuse & Sexual Assault Helpline: (866) 356-6998 Services are confidential. (Monday - Friday, 8 a.m. to 8 p.m.)

Chesterfield County Domestic & Sexual Violence Resource Center

Office: 308-8265 | Court Advocate -Victim Services: 318-8264

<http://www.chesterfield.gov/content2.aspx?id=2541>

Hanover Safe Place

Hotline: 752-2702 | Office: 752-2728

www.hanoversafeplace.com

Safe Harbor – Henrico County

Hotline: 804-612-6126 | Office: 249-9470

www.safeharborshelter.com

YWCA of Richmond:

(804) 612-6126 | Services are confidential. Web: www.ywcarichmond.org/

Central Virginia Legal Aid

Legal advice and/or court representation for low-income victims; handles protective orders, custody and visitation, and child-spousal court cases; criminal cases are not taken. Domestic Violence Unit: 648-1012 <http://cvlas.org/>

Virginia Statewide Services

Virginia Family Violence & Sexual Assault Hotline
1-800-838-8238

Virginia Sexual & Domestic Violence Action Alliance - VSDVAA

Technical assistance to community-based domestic violence programs and sexual assault centers and other related professional organizations and individuals including a directory for statewide services, referral network, and training institute for technical assistance: 1-866-387-3822 www.vsdvalliance.org and located at:

The Corporate Centre
5008 Monument Avenue, Suite A
Richmond, VA 23230
804-377-0335

National Resources-- a list of national victim advocates and training resources follows:

National Coalition Against Domestic Violence (NCADV) is dedicated to the empowerment of battered women and their children and therefore is committed to the elimination of personal and societal violence in the lives of battered women and their children. NCADV's work includes coalition building at the local, state, regional and national levels; support for the provision of community-based, non-violent alternatives—such as safe home and shelter programs—for battered women and their children; public education, policy development and innovative legislation. 303-839-1852 Fax: 303-831-9251 www.ncadv.org

National Resource Center on Domestic Violence (NRCDV) has been a comprehensive source of information since 1993 for those wanting to educate themselves and help others on the many issues related to domestic violence. The NRCDV Technical Assistance Specialist may be reached by phone at 1-800-537-2238 / TTY 1-800-553-2508, email at nrcdvTA@nrcdv.org, or at <http://www.nrcdv.org/>

Futures without Violence (FUTURES) has been providing groundbreaking programs for over 30 years, policies, and campaigns that empower individuals and organizations working to end violence against women and children around the world. Their vision is a future without violence that provides education, safety, justice, and hope. FUTURES can be reached at:
(415) 678-5500 or www.futureswithoutviolence.org

The Rape, Abuse & Incest National Network is the nation's largest anti-sexual assault organization, RAINN operates the National Sexual Assault Hotline at 1.800.656.HOPE and the National Sexual Assault Online Hotline <https://rainn.org/>

National Sexual Violence Resource Center (NSVRC) mission is to provide leadership in preventing and responding to sexual violence through collaboration, sharing and creating resources, and promoting research. www.nsvrc.org

VAWA Definitions-- for purposes of reporting and record keeping:

Stalking-- (18.2-60.3 and 8.01-42.3) engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for safety or the safety of others, or suffer emotional distress. Penalty: 12 months jail and/or up to \$2,500 fine, plus an order prohibiting contact between the offender and the victim/victim's family. Additionally, victim may bring a civil suit for damages, whether or not criminal charges are filed.

Domestic Violence-- (18.2-57.2, 18.2-61 et seq., etc.) includes any act of violence, force, or threat resulting in bodily injury or placing one in reasonable apprehension of death, sexual assault, or bodily injury, including forceful detention, stalking, criminal sexual assault, or any other offense meeting those elements, which is committed against a member of the person's family or household member.

Dating Violence-- (federal law definition per 42 U.S.C. Section 13925(a)(10)) "dating violence" means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined by the reporting party based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

Consent-- Individuals who choose to engage in sexual activity of any type must first obtain the consent of the other party. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. Additional guidance, relative to legal definition of consent, is below :

- Consent to one form of sexual activity does not, by itself, constitute consent to engage in all forms of sexual activity.
- Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity.
- Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- A verbal "no" is a clear demonstration of the lack of consent.
- Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.
- Either party may withdraw consent at any time. Withdrawal of consent should be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.

- Consent is not effective if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual's ability to exercise free will to choose whether or not to have sexual contact. See "Force" and "Coercion" in the Sexual Discrimination and Misconduct Policy for further discussion.
- An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily) or is asleep, unconscious, unaware, or otherwise physically helpless is considered unable to give consent.

Domestic Violence/ Sexual Assault Laws and Penalties in Virginia

(for detailed information see noted Virginia Code sections)

Protective Order-- Victims of criminal offenses involving violence, force or threat that result in bodily injury or create reasonable fear of death, sexual assault, or bodily injury may obtain a protective order prohibiting contact and other conditions necessary to prevent further such acts. (19.2-152.8; 19.2-152.7:1) This includes victims of dating violence, which is not a separate offense under Virginia law.

Forensic Exams-- Under Virginia law, victims of sexual assault are no longer required to cooperate with police or participate in the criminal justice system in order to be provided with forensic medical exams. (19.2-165.1)

Rape (18.2-61) Penalty: 5 years to life imprisonment

Attempted Rape (18.2-67.5) Penalty 1 to 5 years imprisonment, or 12 months in jail and/or up to \$2,500 fine.

Forcible Sodomy (18.2-67.1) Penalty: 5 years to life imprisonment

Inanimate Object Sexual Penetration (18.2-67.2) Penalty: 5 years to life imprisonment

Aggravated Sexual Battery (18.2-67.3) Penalty: 1 to 20 years imprisonment, fine of not more than \$100,000.

Mental Incapacity (18.2-67.10) "Mental incapacity" means that condition of the complaining witness existing at the time of a criminal sexual offense under Virginia law which prevents that person from understanding the nature or consequences of the sexual act involved and about which the accused knew or should have known.

Physical Helplessness (18.2-67.10) "Physical helplessness" means unconsciousness or any other condition existing at the time of a criminal sexual offense under Virginia law which otherwise rendered the complaining witness physically unable to communicate an unwillingness to act and about which the accused knew or should have known.

Sexual Battery (18.2-67.4) Penalty: 12 months jail and/or up to \$2,500 fine

Incest Penalty: 12 months jail and/or up to \$1,000 fine

Indecent Liberties Penalty: 1 to 5 years' imprisonment OR 12 mo. jail, up to \$2,500 fine

Infected Sexual Battery (18.2-67.4:1) Penalty: 1 to 5 years' imprisonment OR 12 months jail and/or up to \$2500 fine.

Obscene Sexual Display (18.2-387.1) Penalty: 12 months jail and/or up to \$2,500 fine.

Harassment by Computer (18.2-152.7:1 and 18.2-152.12) Penalty: 12 months jail and/or up to \$2,500 fine. Additionally, the victim may bring a civil suit for damages.

Use of Profane, Threatening or Indecent Language over Telephone (18.2-427) Penalty: 12 months jail and/or up to \$2,500 fine.

Educational Programs-- Beginning with first-year orientation and continuing throughout each academic year, the Community Life Office and Title IX Coordinator will discuss VAWA issues relative to sexual misconduct awareness and prevention, as well as reporting and response options. Focus shall include VAWA definitions, promotion of healthy relationships, safe options for bystander intervention, risk awareness and risk reduction; and the relationship between alcohol and sexual assault.

Training efforts for new and existing employees will highlight prevention and awareness relative to the VAWA program, reporting of offenses, understanding of due process, and seminary expectations for staff and students.

There will be additional training sessions for all responsible Title IX employees (those required to report sexual misconduct), and all seminary faculty and staff who handle complaints of sexual misconduct. There are numerous educational resources online designed to promote positive and healthy behaviors and relationships and to educate the campus community.

(H) Hate Offenses

Occurrences of offenses that manifest evidence of bias based on race, religion, sexual orientation, gender, gender identity, disability, ethnicity, or national origin must be reported by geographic location as prescribed in the Hate Crimes Statistics Act (28 U.S.C. 534). For all offenses reported below, the category of bias and the year of offense will be posted in the table footnotes.

REPORTED HATE CRIMES	Year	On Campus Property	Campus Student Housing Facility	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

Sex Offenses, Forcible	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Sex Offenses, Non-Forcible	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Robbery	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Simple Assault	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Burglary	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Arson	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Intimidation	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Larceny-Theft	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Criminal Mischief	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Other crimes involving bodily injury	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Destruction, Damage, or Vandalism of Property	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

(I) Counselors And Confidential Crime Reporting

Pastoral and professional counselors who receive confidential reports of crime are not required to report these crimes to UPSEM for inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning. These positions are defined below:

Pastoral Counselor: A person who is associated with a religious order or denomination is recognized by that religious order or denomination as someone who provides

confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor: A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Certain other UPSEM departments whose members include campus security authorities may also accept anonymous reports of a crime from a victim. The Clery Act, however, requires these departments to report the crime to UPSEM. This reporting allows UPSEM to maintain accurate records on the number of incidents that take place; determine if there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community of an ongoing threat if needed.

(J) Registered Sex Offenders

A current listing of registered sex offenders residing in the community may be viewed at the following websites:

Richmond <http://www.vsp.state.va.us>

Charlotte <https://www.ncdps.gov>

For information on reporting sexual misconduct, refer to Union Presbyterian Seminary's sexual misconduct policy:

http://www.upsem.edu/img/academics_pdf/Sexual_Misconduct_Policy.pdf

(K) Missing Student Notification Policy

In the event that a resident student is reported missing, the Dean of Students office will conduct an investigation to determine relevant facts. If the investigator determines that the student may in fact be missing for more than 24 hours, the seminary will notify campus security and the City of Richmond Police Department.

The City or Richmond Police Department will make a "missing persons" determination based on evidence. If it appears that a subject of such a report has not returned to campus, the school will attempt to reach the emergency contact in accordance with the student's designation.

(L) Timely Warning Policy

UPSEM maintains an alerting and warning service designed to contact faculty, students, staff and other interested parties to warn of situations on or near campus that may pose an immediate threat. The "BlackBoard-Connect" system provides emergency, urgent and important information and instructions in other emergencies. This is an opt-in service.

Members of the campus community must contact the Business Office in order to enroll in this system and thereafter be notified by email, text and/or phone call of an emergency situation. UPSem will activate this system in the event of an imminent threat to safety, in a serious emergency or on the occasion of an urgent situation. All personal information you may provide by signing up for this alert remains private and is not accessed by UPSem or others for any reason other than alerting you.

UPSem tests this system on a regular basis to ensure that it is functioning properly. The Vice President for Administration and Finance will determine the content of the emergency communication and initiate the notification system.

If UPSem initiates the emergency notification system, those who have registered for its use by completing the enrollment steps will be notified according to the method(s) they selected. (Emergency response evacuation procedures are outlined in section (P) of this document.)

(M) Off-Campus Student Organizations

Union Presbyterian Seminary does not recognize off-campus student organizations and thus has no policy concerning the monitoring and recording of criminal activities at such organizations.

(N) Drug and Alcohol Abuse Policy (Drug Free Schools and Communities Act)

A statement of the Seminary's policy with regard to drug and alcohol abuse, as required by Public Law 101-226 follows:

To voluntarily comply with Public Law 101-226, the Drug-Free Schools and Communities Act Amendments of 1989, Union Presbyterian Seminary is hereby notifying its students and employees of the policies regarding illicit use of drugs and alcohol:

Standards of Conduct-- Union Presbyterian Seminary prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on Seminary property, including the campus grounds, buildings and residences, or during any Seminary authorized or sponsored activity. Any such illegal conduct by a student should be reported to the Dean of Union Presbyterian Seminary at Richmond or Dean of Union Presbyterian Seminary at Charlotte. Any such conduct by an employee should be reported to the Vice President for Finance and Administration.

Health Risks-- Medical research has shown that the abuse and misuse of drugs and alcohol can lead to severe and/or chronic physical, social, and emotional impairment. In addition, the abuse and misuse of drugs and alcohol is inconsistent with the mission of Union Presbyterian Seminary and preparation for ministry.

Treatment and Rehabilitation Programs-- Counseling and treatment for substance abuse, by qualified practitioners, is covered by the health insurance plans of Union Presbyterian Seminary, the Presbyterian Church (USA), and other companies. Coverage offered varies from company to company. Consult your policy for limits and restrictions before seeking professional help. If you believe that you have a substance abuse problem

you are encouraged to seek treatment. In the event that your treatment will affect your study or work at the Seminary, you are encouraged to discuss your treatment with your supervisor, the Dean of Union Presbyterian Seminary at Richmond, the Dean of Union Presbyterian Seminary at Charlotte, or the Vice President for Finance and Administration.

Legal Sanctions-- Violations of Virginia's alcoholic beverage laws are misdemeanors subject to fines of up to \$2,500, a jail term of up to twelve months, and possible loss of driver's license. Violations of Virginia's drug control laws constitute misdemeanors or felonies, depending upon the nature of the offense involved, and can result in imprisonment of up to ten years and fines of up to \$2,500.

In North Carolina, the Department of Crime Control and Public Safety has statewide jurisdiction. Failure to comply with alcoholic beverage laws and regulations can result in criminal charges and conviction, heavy fines, and even termination of employment. Class 1 misdemeanor fines begin at \$250, ranging to \$1,000 with 150 hours community service. North Carolina's drug control laws constitute misdemeanors and various forms of felony. Depending upon the nature of the offense, violations are punishable by fines, probation and possibly prison time.

Seminary Sanctions-- Consistent with local, state and federal law, Union Presbyterian Seminary will impose appropriate sanctions against students or employees violating the institution's policy against unlawful possession, use or distribution of drugs or alcohol on Seminary property or as a part of Union Presbyterian Seminary activities. Such sanctions may include reprimand, suspension, expulsion in the case of students, or termination in the case of employees. In addition, Union Presbyterian Seminary may refer suspected violations to civil authorities for investigation and possible prosecution.

Alcoholic Beverage Policy-- No alcoholic beverages may be sold, served or consumed on the premises of Union Presbyterian Seminary except as follows:

- (1) Non-distilled spirits (wine or beer) may be served, but not sold, at Seminary sponsored or approved events by approved caterers, but only when specifically authorized in writing by a member of the Executive Staff of the President.
- (2) When the service of non-distilled alcoholic beverages is authorized as provided in #1 above, non-alcoholic beverages must be served.
- (3) In no event may alcoholic beverages be served to or consumed by persons under the age of 21.
- (4) The possession or consumption of alcoholic beverages in the privacy of Richmond on-campus residences is neither condoned nor prohibited by Union Presbyterian Seminary. Such activity is deemed to be the sole responsibility of the resident. In no event may alcoholic beverages be consumed by persons under the age of 21 or anyone otherwise prohibited by law from such use.

(O) Union Presbyterian Seminary Annual Fire Safety Report--Richmond Campus
Annual Fire Safety Report not required in Charlotte because there is no on-campus student housing.)

Pursuant to Public Law 110-315, The Higher Education Opportunity Act, enacted August 14, 2008, Union Presbyterian Seminary provides the following report:

Fire Safety Education and Training Policy-- At the beginning of the fall term each school year, new and returning students are briefed on campus fire safety policy and evacuation procedures. Employees are also informed about pull-station locations, evacuation routes, and extinguishment systems.

Fire Emergency Response-- Richmond City Fire Department and Charlotte Fire Department have primary responsibility for managing fire emergencies and must be notified immediately by calling the 911 dispatcher. Occupants should become familiar with locations of fire alarms, extinguishers, and emergency exits. Wall maps with device locations are posted in all buildings.

Persons trained in the use of a fire extinguisher may try to extinguish small, incipient stage fires (no larger than a waste paper basket). In such cases, fire-fighting efforts must be terminated when it becomes obvious that there is danger of injury or fire-spread.

Even if a minor fire appears controllable, IMMEDIATELY activate the building fire alarm and call 911, then promptly direct the charge of fire extinguisher toward the base of fire. Remember, a fire extinguisher PASS = Pull pin, Aim nozzle, Squeeze trigger, Sweep.

If you become trapped in a building during a fire and a window is available, place an article of clothing outside the window as a marker for rescue crews. Before opening any doors feel surface for heat build-up, indicating fire on opposite side.

If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. If requested, assist emergency crews as necessary.

A campus command post may be set up near the emergency site. Keep clear of the command post unless you have official business.

Do not return to an evacuated building unless told to do so by a public safety or Seminary official.

(P) Emergency Evacuation Procedures

Evacuation maps are posted in common areas of all occupied Seminary buildings. These illustrations depict building-specific fire-exits, egress paths, alarm stations, and fire-extinguisher locations.

During an alarm condition (continuous ringing bell), students, staff, and visitors are required to evacuate the building. Special attention should be given to persons with disabilities, and those who are unfamiliar with building layout.

Once an alarm has been activated and “911” called, walk at a steady pace to the nearest fire-exit, closing doors and windows as you leave the room. Do not lock doors. Do not use elevators. Shafts can become chimneys and elevator cars are programmed to stop running during fire-alarm condition.

If fire blocks your path, use closest alternate route as shown on the emergency evacuation map. Assist disabled individuals out of building using nearest exit. Enlist aid if

possible, but do not attempt to use elevator. If unable to exit, assist individual to nearest stairwell or safe refuge, and immediately inform emergency responders.

Assemble in designated assembly area which is on the opposite side of the street from main entrance. For purposes of evacuation and emergency response, main entrance is street-side door, with address numbers posted for fire trucks and ambulance. NOTE: Library employees and patrons should assemble at west end of the quadrangle”.

Remain at assembly area, across the street from main building entrance, for a head count and until officials can determine if structure is secure.

Accounting For All Persons After Emergency Evacuation-- Department supervisors should account, to the maximum degree possible, for all employees, students and visitors after an evacuation has been completed. Faculty should cease instruction and assist students in exiting the building. Employees and occupants should be cognizant of exterior assembly points and encourage visitors and guests to gather at those locations.

Any knowledge of persons still inside the building, including names and locations, should be passed to emergency responders. Only designated personnel "who are required to shut down critical systems are allowed to remain in the building during an alarm. If smoke or fire is detected in the area of a critical system, "designated personnel" also shall immediately evacuate.

Persons refusing to evacuate constitute a hazard to emergency responders and may be subject to disciplinary action per the City of Richmond Fire Marshal. Any person instructed not to evacuate during an emergency is encouraged to contact the V.P. for Administration at the earliest opportunity.

Pull-stations and alarm panels are required by law to be unobstructed and operational.

Students and staff are asked to notify Physical Plant of areas where the alarm cannot be heard over ambient noise.

Only licensed contractors are allowed to inspect and repair Seminary alarm systems.

Contact Persons for Reporting that a Fire has Occurred-- After fires are pressed and contained by Richmond Fire Department (911) or Charlotte Fire Department (911) known incidents should be reported to:

Director of Physical Plant, 1313 Westwood Avenue, Richmond, VA
(804-278-4218) or
Security Coordinator of Campus Police, 3406 Chamberlayne Avenue
(804-340-4600)

All confirmed reports will be entered into the Union Presbyterian Seminary Fire Log, for public record. In Charlotte, fires should also be reported to the Dean of Union Presbyterian Seminary at Charlotte (980-636-1700).

Disclosure of Campus Fire Safety Standards and Measures-- 2006 International Fire Code is the official reference. Local fire officials have final authority.

Appliance Guidelines, Dormitory Rooms-- Appliances must be UL approved and should be in good working order. Hotpots, popcorn poppers and coffee pots are permitted. Toasters, toaster ovens, microwave ovens, and hot plates are not allowed. One compact refrigerator is permitted; freezers are not permitted. Halogen lamps are not allowed. Auxiliary space heaters may not be used. Only UL approved extension cords are permitted. Students are encouraged to use power strips with built-in circuit breakers

or surge protectors. Students may not install window air-conditioner units in dorm rooms because of limited electrical service capacity.

Appliance Guidelines, Apartments-- Only one refrigerator is permitted in each apartment. Freezers, auxiliary space heaters, and halogen lamps are not allowed. Only UL approved extension cords are permitted. Students are encouraged to use power strips with built in circuit breakers or surge protectors. In non-air-conditioned apartments, residents may install a window air-conditioner so long as the total number of such requests does not overload the electrical service. Housing Office must be notified, and Director of Physical Plant will approve each installation for safety. The unit must be 115v, no more than 9,000 BTU's.

Smoking Policy-- Per the Union Presbyterian Seminary Employee Handbook: Smoking is permitted in designated areas only. If a conflict arises between smokers and nonsmokers about when and where a staff member may smoke within Seminary buildings, this policy calls for the smoker to respect the expressed wishes and needs of the nonsmoker. Per the 2006 International Fire Code, smoking is prohibited in construction areas, except for designated space with approved ashtrays. Smoking is prohibited in flammable vapor areas and hazardous materials storage rooms; near any motor fuel-dispensing operations, facility, or repair garage; and in areas where flammable/combustible materials and liquids are stored.

Open Flame Policy-- Per the 2006 International Fire Code, an operational permit is required to use open flames or candles in connection with assembly areas... (and) dining areas; a person shall not utilize or allow an open flame in connection with a public meeting or gathering for purposes of deliberation, worship, entertainment, amusement, instruction, education, recreation... in Group A or E occupancies without first obtaining a permit in accordance with Section 105.6.

Natural cut (decorative) trees shall be prohibited in Group A, E, I-1 through I-4, M, R-1, R-2, and R-4 occupancies. Candles and open flames shall not be used on or near decorative vegetation.

(Q) Fire Statistics for Richmond On-Campus Student Housing Facilities

The following fire statistics were reported to Physical Plant and security authorities during the three most recent calendar years.

Fires on Richmond Campus, Union Presbyterian Seminary	2014	2015	2016
Fires at Student Housing	0	0	0
Fires at Other Campus Facilities	0	0	0
Causes of Fire	0	0	0
Fire-Related Deaths	0	0	0
Fire-Related Injuries that Required Medical Treatment	0	0	0
Value of Property Damage Caused by Fire			

(R) Description of Fire Safety Systems, Richmond Campus Student Housing

Student Housing Facilities	Sprinklered	Smoke Detectors	Central Alarm
Richmond Hall	Yes	Electric	Central, 2 lines
Thompson House	Yes	Battery & Elec.	Central, 2 lines
Moore Hall Dormitory	Yes	Battery Pwr.	Local, no dial out
Melrose Apartments	No	Battery Pwr.	None

(S) Fire Drills

Supervised fire drills.	2014	2015	2016
Student Housing	2	2	0
Other Campus Facilities	1	1	0

(T) Plans for Future Improvement in Fire Safety

It is the policy of Union Presbyterian Seminary to upgrade alarm panels and fire-suppression sprinkler systems whenever campus buildings are renovated. All engineered alarm-panels and peripheral systems will be code-compliant, with dual telephone lines for dial-out capability. All fire suppression sprinklers are fed from a pump-boosted distribution network located at the Early Center lower level, Mechanical Room #17.