



QUICK CONTENTS

Equity Statement	2
Introduction	3
Contact Information	4
Crime Prevention and Safety	5
Clery Reporting	19
Statistical Charts	27
Appendices	30
Fire Safety Report	125



Annual Security and Fire Safety

Report

October 2022

VMI Equity Statement

Consistent with Federal and State law, the Virginia Military Institute does not discriminate against employees, cadets, or applicants on the basis of race, sex, color, national origin, religion, age, veteran status, sexual orientation, pregnancy, genetic information, against otherwise qualified persons with disabilities, or based on any other status protected by law. Every VMI staff member, faculty member and cadet has the right to work and study in an environment free from discrimination and should be treated with dignity and respect. VMI complaint and grievance procedures provide employees and cadets

with the means for resolving complaints that this Statement has been violated. Please refer to General Order 13 (Superintendent's Statement on Equity at VMI) for Superintendent Major General Wins' Statement about equity here at VMI. You may view this general order and all others at www.vmi.edu/generalorders.

Anyone having questions concerning discrimination or the application of Title IX regulations should contact the Inspector General/Title IX Coordinator, 303 Letcher Ave, VMI, Lexington, VA 24450, (540) 464-7072.

Any cadet or prospective cadet having questions about disability services for students should contact the Director of the Center for Cadet Counseling and Disability Services, 448 Institute Hill, 2nd floor, Post Infirmary, Lexington, VA 24450, (540) 464-7667.

For employment-related disability services, contact the Employee Disability Services Coordinator in the VMI Human Resources Office, Lexington, VA 24450, (540) 464-7322.



20 U. S. Code § 1092 (f)(1)

“Each eligible institution participating in any program under this subchapter and part C of subchapter I of chapter 34 of Title 42, other than a foreign institution of higher education, shall on August 1, 1991, begin to collect the following information with respect to campus crime statistics and campus security policies of that institution, and beginning September 1, 1992, and each year thereafter, prepare, publish, and distribute, through appropriate publications or mailings, to all current students and employees, and to any applicant for enrollment or employment upon request, an annual security report containing ... information with respect to the campus security policies and campus crime statistics of that institution.”

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The safety, security and welfare of cadets, faculty, staff, and visitors on post are major concerns at Virginia Military Institute. We are committed to providing a unique and rigorous academic experience in an environment in which the physical safety of individuals is assured to the maximum extent possible.

As you will see, crime is a rare occurrence at VMI, especially when compared to other college campuses. You will also see that we have policies and procedures in place to minimize the potential for crime and respond to it immediately and forcefully if it happens. Crime prevention is a partnership, with all on Post being partners in

these effort. As an Institution, VMI has invested in a professional police department, developed detailed plans to deal with natural and man-made disasters, and has established multi-layered support systems focused on identifying and dealing with inappropriate behaviors before they escalate to the point that they endanger others.

However, no system is foolproof. Therefore, VMI also enlists all personnel on Post in the battle against crime through a series of training and awareness activities. We are all, both as individuals and organizations, responsible for our personal safety and for the safety of those around us.

In this annual safety report, we review the most recent crime statistics both on Post and the community surrounding it. We also highlight some of the pertinent policies and procedures we have instituted to ensure VMI remains a safe and secure environment.



Jeanne Clery
1966 - 1986



**Contact
Information
For
Safety
And
Victim
Resources**



Law Enforcement

Emergency	911
VMI Police Dispatch (non-emergency)	(540) 463-9177
VMI Police Business Hours	(540) 464-7017
Lexington Police Department	(540) 462-3705
Rockbridge Sheriff's Office	(540) 463-7328
Virginia State Police	(540) 375-9500
Federal Bureau of Investigation	(540) 344-5561

Silent Witness Anonymous
Electronic Reporting

www.vmi.edu/silentwitness/

VMI Specific

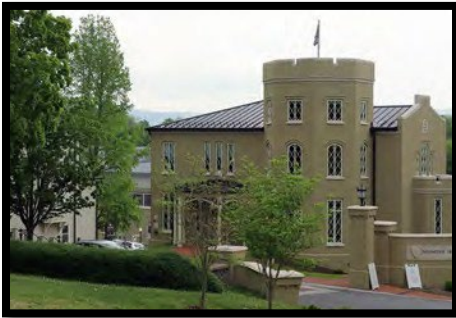
Commandant	(540) 464-7313
Officer In Charge	(540) 464-7293
VMI Infirmary	(540) 464-7218
VMI Cadet Counseling and Disability Services	(540) 464-7667
VMI Chaplin	(540) 464-7390
VMI Inspector General (office)	(540) 464-7072
(cell)	(540) 460-5250

Community Resources

Project Horizon (24-hour)	(540) 463-2594
Virginia Alcohol Safety Action Plan	(540) 463-2471
Rockbridge Area Community Services Board	(540) 463-3141

Virginia Military Institute Police Department

The Virginia Military Institute Police Department provides full-service police services to the Institute community. The VMI Police Department is headed by a Chief of Police, who reports to the Assistant Superintendent for Plans and Operations. The jurisdiction of the VMI Police Department includes, but is



not limited to, the main Post, the adjacent streets and sidewalks, and multiple off-Post facilities owned or controlled by VMI. These in-

clude McKethan Park, Sky Farm, the Chessie Trail, the Stonewall Jackson House and the Virginia Museum of the Civil War at New Market.

There are fourteen sworn police officers with comprehensive arrest powers. They are augmented by four part-time, non-sworn certified campus security officers. Full-time officers include a patrol division, an investigator, and administration. Patrol officers patrol the Post 24 hours a day, seven days a week. They enforce state statutes along with regulations of the Institute while protecting property, providing assistance to the VMI community and responding to reported criminal incidents and traffic concerns. VMI officers also provide coverage for athletic events, dignitary visits, and other special events.

The authority, responsibility and training of VMI law enforcement personnel are the same as required of any police officer in Virginia. All police officers have completed a basic academy training program, and are required to complete 40 hours

of in-service training biennially along with specialized in-house training. All are certified by the Virginia Department of Criminal Justice Services as police officers and are trained in all phases of law enforcement, including the use of firearms. Officers carry standard issue or approved firearms at all times and must maintain firearms proficiency through annual classroom training, qualification, and certification at a firing range.

VMI law enforcement personnel receive training and certification in many specialty areas. The VMI Police Department has certified bike patrol officers, certified Breathalyzer operators, trained crime prevention specialists and officers trained in Crisis Intervention. Many officers are trained and/or are certified instructors in specialties areas to include defensive tactics, First Aid/CPR/AED, active shooter training, intimate partner violence and sexual assault response, crime scene investigations, and officer survival. VMI Police Department also maintains a fully trained and equipped Special Emergency Response Team.

Law Enforcement

Oath of Honor

“On my honor, I will never betray my badge, my integrity, my character or the public trust. I will always have the courage to hold myself and others accountable for our actions. I will always uphold the constitution, my community, and the agency I serve, so Help me God”

The VMI Police Department maintains a close working relationship with state and local police including but not limited to the Lexington Police Department, the Rockbridge County Sheriff's Office and the local contingent of the Virginia State Police on incidents that occur on and off Post. VMI has entered a mutual aid agreement with the Lexington Police Department, and Rockbridge County Sheriff's Office to provide reciprocal cooperation in furnishing police services and for the use of police personnel, equipment and materials for the mutual protection, defense and maintenance of peace and good order. This enables cooperation on incidents that occur on and off Post. Additionally, pursuant to Virginia Code § 23.1-815(c), VMI has entered a mutual aid agreement with the Department of State Police for the use of their joint forces, both regular and auxiliary equipment, and materials when needed in the investigation of

any felony criminal sexual assault or medically unattended death occurring on property owned or controlled by VMI or any death resulting from an incident occurring on such property. Virginia Military Institute, as an agency of the Commonwealth of Virginia, may request resources and assistance from the Virginia State Police in the emergency response to, investigation of, or prevention of any other crime occurring at VMI dependent on availability of resources.

When a Virginia Military Institute cadet is involved in an off-Post offense, VMI Police officers may assist in the investigation in cooperation with local, county, state or federal law enforcement. VMI officers have direct radio communication with the Lexington Police Department, Rockbridge County Sheriff's Department and local fire and rescue services to facilitate rapid response in any emergency situation.

Reporting Crimes and Other Emergencies

All crime, suspicious activity or emergencies that occur on the Post of Virginia Military Institute should be reported promptly to the VMI Police for response and documentation. This can be done in person at 301 Letcher Ave. or by telephone.

VMI Police Department participates in the Rockbridge Regional Emergency Communications Center. Individuals should call 911 when an immediate response by fire, police or medical services is required. The caller will need to provide the 911

dispatcher of their specific location at VMI. For general information and other non-emergencies, cadets and employees should dial (540)464-7017.

Twenty six emergency phones with blue lights are located across Post in parking lots, stairways and other areas. These telephones feature one-button speed dialing for instant communication with the VMI Police. The location of the activated telephone is automatically identified to the emergency dispatcher.

If you are a witness, a victim, or have knowledge of a criminal activity, information may also be reported anonymously by utilizing the “Silent Witness” program. This can be accessed on line at www.vmi.edu/silentwitness/. Please complete the form as thoroughly as possible. For this information to be included in crime statistics, enough information has to be given to determine a crime has occurred and the location.

If a member of the VMI community is a witness, a victim, or has information about criminal activity off-Post, the VMI Police will assist them in reporting crimes to other law enforcement agencies if needed.

If you are the victim of a crime and do not want to pursue action within the criminal justice system or through the Institute, you may still want to consider making a confidential report. In most circumstances, other than sexual violence, 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 Institute can keep an accurate record of the number of incidents involving cadets, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the VMI community to potential danger. Reports filed in this manner are included in the annual crimes statistics for the Institute. 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. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to any campus security authority.

Emergency Preparedness

Emergency Management Committee

VMI Emergency Management Committee develops and communicates plans or emergencies to the VMI Post. VMI’s Emergency Planning Committee meets regularly to review policy, procedure and plans associated with Emergency Preparedness. VMI’s Emergency Management Director chairs the committee. A full list of committee members may be found at www.vmi.edu.

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 Institute. This plan describes the roles and responsibilities of departments, schools, units and personnel during emergency situations.

Continuity of Operations Plan

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

Emergency Response, Notification and Evacuation

The Virginia Military Institute Police Department has the responsibility of responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation to the VMI community. In addition, the VMI Police Department has the responsibility to respond to such incidents to determine if the situation does pose a threat to the community and notify the VMI community or the appropriate segments of the community that may be affected by the situation.

The VMI Police Department will, upon confirmation of an emergency, activate procedures to notify the individuals impacted and respond to and mitigate the threat to the health or safety of those individuals by utilizing appropriate measures to include emergency notification, emergency evacuation, shelter in place or other measures deemed necessary using the National Incident Management System (NIMS) structure. The VMI Police have the authority to activate the emergency measures upon their confirmation of the emergency or dangerous situation and determine the content and scope of the notification.

The Chief of Police or their designee will act as the incident commander and, with the assistance from other personnel or organizations such as risk management, emergency services, physical plant, cadet health services, and with information from external sources such as the National Weather Ser-

vice and other law enforcement or emergency services agencies, will assess possible hazards to human health and the environment, considering both the direct and indirect effects. The incident commander ensures notification of impacted employees and may coordinate an internal response and/or act as a liaison to external emergency responders. The types of incidents that may cause an immediate threat to the VMI community could include, but are not limited to, emergencies such as: an active shooter on Post; hostage/barricade situation; a riot; suspicious package with confirmation of a device; a tornado; a fire/explosion; suspicious death; structural damage to an Institute-owned or controlled facility; biological threat (anthrax, etc.), significant flooding; a gas leak; hazardous materials spill; criminal or terrorist activity; or a possible medically contagious outbreak.

Virginia Military Institute police officers and supervisors receive training in Incident Command and responding to critical incidents on post. When a serious incident occurs that causes an immediate threat to the Post, the first responders to the scene are usually Virginia Military Institute Police and Lexington Fire and Rescue Department. These agencies typically respond and work together to manage the incident. Depending upon the incident, other local agencies may provide support and response to include the Lexington Police Department, Rockbridge County Sheriff's Department, other local law enforcement agencies or other state and

federal agencies at the request of the Chief of Police.

The Incident Commander or designee will, upon confirmation of an emergency that necessitates evacuations, order an evacuation or, if the situation warrants, instructions to shelter in place. The Incident Commander, or their designee, is responsible for determining the appropriate segment or segments of the VMI community to receive a notification, determine the content of the notice and initiate protocols for the implementation of the emergency notification system through the established procedures. Once this determination is made, the combined emergency notification system can be activated by the Chief of Police, or by the Deputy Superintendent for Finance and Support; the Director of Auxiliary Services; the Commandant; the Emergency Management Director; or the Chief of Staff.



Emergency notifications may be made through multiple channels. When an event occurs that could conceivably endanger personnel, Post-wide notification can be made immediately through Voice-Over-IP Telephones in most offices and some classrooms, through the VMI email system, through the Barracks and Crozet Hall public address systems, and through the fire alarm systems in some buildings that can be used as public address systems. VMI installed an out-

door public address system providing emergency notification coverage outside of buildings. In addition, anyone can subscribe to text alerts at Alert Rockbridge (www.alertrockbridge.com/) and select to receive alerts concerning VMI. When appropriate, information may also be relayed through the VMI website and local media outlets.

Specific instructions appropriate to the situation will accompany these notifications. Building coordinators are responsible for developing emergency evacuation plans and guidelines for their designated areas of responsibility in conjunction with VMI Office of Emergency Management.

All members of the Virginia Military Institute community are encouraged to notify the VMI Police Department of any situation or incident on Post that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of cadets, employees or visitors on Post.

All employees receive on-line training in the "Run, Hide, Fight" response to an incident of workplace violence. Employees are also provided with a Threat Guide desk chart outlining appropriate responses to threats. Virginia Military Institute's General Order 25 (Workplace Violence Prevention Policy) can be found at www.vmi.edu/generalorders.

Imminent Threat

(Active-Shooter or other act of violence)

Run

Escape from the situation if possible. Leave belongings behind. Encourage others to escape with you, but do not wait for them.

Hide

If it is not possible to escape, hide. Lock and/or barricade doors, turn off lights and silence your cell phone completely. Hide behind or under furniture.

Fight

If it is not possible to escape or hide and you are confronted by the aggressor, fight back with physical aggression. This should be a last resort when you have no other option. Try to use items around you as weapons. Your goal is not to apprehend or stop the aggressor, only to create an opportunity for escape.

Call For Help

Call 911 as soon as possible. Even if you are not able to provide information, call and lay the phone down. The dispatcher will be able to hear what is going on in the background. If you have escaped prior to calling 911, provide the dispatcher with as much information as possible.

When Law Enforcement Arrives

Stay calm, follow instructions and keep your hands in plain view. Do not try to stop the officers to ask questions or seek help. Their goal will be to stop the aggressor. They will not be stopping to help the injured or search every room.

Elevated Threat

(Bomb Threat, Fire, Natural Disaster)

Remain Calm

Help those around you remain calm as well.

Follow Any Directions You Receive

In the case of emergency, you may be notified through the VMI Voice-Over-IP phone system, the VMI e-mail system, the Post-wide public address system, or Rockbridge Alerts. Instructions will vary depending on the threat. You may also be given instructions by police or fire personnel who arrive.

Specific Incidents

Fire Alarm: Evacuate the building immediately, even if you believe it to be a false alarm. Do not use elevators. Leave behind any belongings.

Bomb Threats: Remain calm. Signal a co-worker to call 911 and try to gather as much information from the caller as possible. Refer to the bomb threat checklist in the front of your VMI Directory for specific information to seek. Relay all information to the police and follow any evacuation orders they may give.

Earthquake: Drop to the floor and crawl under a heavy piece of furniture, such as a desk or table. Hold on to the furniture and move with it if it moves. If there is no appropriate furniture, crawl to an interior corner of the room and cover your head and neck with your arms. Do not attempt to leave the building. If you are outside, move to an open area away from buildings.

Tornado: Move to a safe area such as a basement, interior room or hallway, bathroom or closet, on the lowest level of the building. Stay as far from windows as possible. Sit or kneel on the floor, facing down, and cover your head with your arms.

“When disaster strikes, the time to prepare has passed.”

Steven Cyros

Timely Warnings

In the event that a potentially dangerous situation arises on Post, the Chief of Police or their designee will review the facts and circumstances of the incident. If in their judgment the situation constitutes an ongoing or continuing threat to the community, the Virginia Military Institute Police Department will ensure that appropriate measures are taken by the appropriate individual to inform the VMI community.

Timely Warnings will be issued for the occurrence of a Clery category crime that is considered by the Institute to represent a serious or continuing threat to student and employees. Timely warnings are evaluated on a case-by-case basis depending on the facts of the case and the information known. These warnings may also be developed to notify the VMI community in the event that a situation arises off Post, which, in the judgment of the Chief of Police or their designee, after reviewing the circumstances and

facts of the incident, constitutes an ongoing or continuing threat to the VMI community. Warnings will be issued as soon as pertinent information regarding the situation is available.

Timely Warnings may be issued through Voice-Over-IP telephones in most offices and some classrooms, through the Barracks and Crozet Hall public address systems, and through the fire alarm systems in some buildings that can be used as public address systems, through the outdoor public address system, through the VMI e-mail system, and/or through Alert Rockbridge text alerts.

This combined notification system can be activated by the Deputy Superintendent for Finance, and Support; the Director of Auxiliary Services; the Chief of Police; the Commandant; the Emergency Preparedness Director; or the Chief of Staff.

Violence Prevention and Threat Assessment

Virginia Code §23.1-805 mandates the establishment of a Violence Prevention Committee and Threat Assessment Team at institutions of higher education.

As part of a larger and Institute-wide commitment to a safe Post and workplace environment, VMI is committed to the development of preventative measures, and educational programming, publication of behavioral health resources for cadets and

employees, ongoing dialogue and assessment of Violence Prevention Strategies through the Violence Prevention Committee, and assessment and management of threats according to national and regional best practices by the Threat Assessment Team.

The Deputy Superintendent for Finance, and Support chairs the Post-wide Violence Prevention Committee, and a sub-set of that Committee, the

Threat Assessment Team. The TAT is comprised of legal, medical, mental health, law enforcement, student affairs, and human resources professionals charged with assessing and managing threats of violence.

Virginia Code § 23.1-806 mandates that each public institution of higher educa-

tion and nonprofit private institution of higher education shall establish a review committee for the purposes of reviewing information relating to acts of sexual violence. Pursuant to this Code, VMI's review committee consists of VMI's Title IX coordinator, VMI's Chief of Police, and the VMI Commandant.

Drug and Alcohol Policy

Virginia Military Institute strictly regulates the use of illegal drugs and the consumption of alcohol for its cadets and employees. Violators are subject to Institute sanctions as well as prosecution through the appropriate legal channels when applicable.

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. Virginia Military Institute General Order 02 (Alcohol and Drug Policies) addresses policies and sanctions for VMI employees, cadets and visitors. The Cadet Blue Book Chapter 19 (Drugs, Alcohol and Tobacco) specifically addresses VMI policies and sanctions for cadets. General Order 02 can be found at www.vmi.edu/generalorders.

Sexual Assault, Sexual Harassment and Discrimination

The Virginia Military Institute is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based on race, sex, color, ethnicity, national origin, religion, age, veteran status, sexual orientation, gender identity, pregnancy, genetic information, against otherwise qualified persons with disabilities, or based on any other status protected by law. VMI prohibits discrimination, harassment, sexual misconduct, and retaliation by individuals subject to its control or supervision.

Any question of impermissible discrimination on these bases will be addressed with efficiency and energy and in accordance with Virginia Military Institute General Order 16 (Discrimination, Harassment, and Sexual Misconduct). General Order 90 (Retaliation) also addresses complaints or reports of retaliation against those who have opposed practices prohibited by this policy, those who have filed complaints or reports under this policy, and those who have testified or otherwise participated in enforcement of this policy. These General Orders can be found at www.vmi.edu/generalorders.

Crime Victims' and Witness' Rights and Resources

Virginia Military Institute recognizes the inherent trauma for any individual who is the victim of criminal behavior or who may witness the victimization of another. The Institute is dedicated to providing a safe and supportive environment and to ensuring access to appropriate resources for all members of the VMI community who may have need for these.

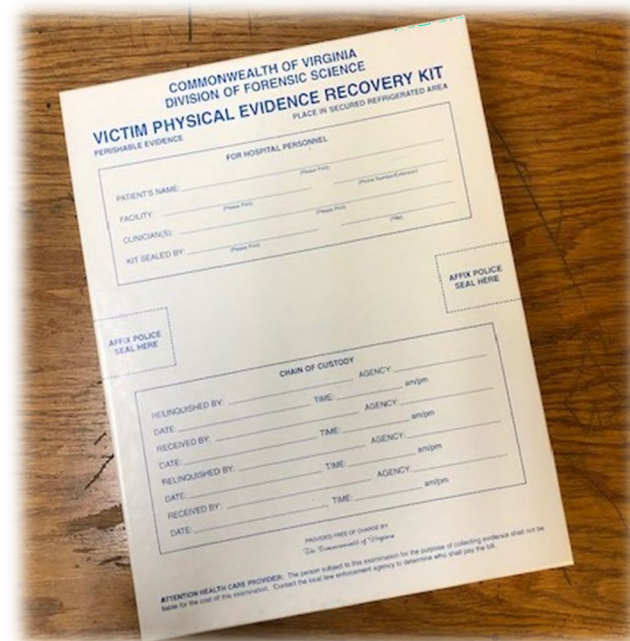
The Virginia Military Institute Cadet Counseling Center provides a confidential space for all cadets to explore concerns. The Center for Cadet Counseling is fully accredited by the International Association of Counseling Services (IACS). Cadets can reach the CCC at (540) 464-7667.

The Chaplain's office can serve as a resource for the counseling needs of cadets, regardless of religious affiliation. Counseling received through the Chaplain's office is confidential and the religious convictions of all cadets are respected, regardless of one's faith preference. The Chaplain's office can be reached at (540)464-7390.

Project Horizon is a non-profit organization dedicated to reducing dating, domestic, and sexual violence in Rockbridge County. They have outreach programs and provide direct services to clients including a 24-hour hotline, emergency shelter, crisis intervention, counseling, applicable referrals, and legal advocacy. Project Horizon has no income eligibility for the services offered. All services are confidential and free of charge. VMI has executed a mutual aid agreement

with Project Horizon to provide advocacy and support services to cadets and employees who may need these services.

Virginia Military Institute Police Department is available twenty-four hours a day to assist members of the VMI community. VMI officers can provide information regarding an individual's legal options and to assist victims in navigating the criminal justice system.



The Lexington/Rockbridge Commonwealth Attorney's Office employs a full time Victim/Witness advocate to help ensure that victims of crime will receive fair and compassionate treatment throughout the judicial process. The advocate helps victims and witnesses by answering questions, to keep him or her informed, providing referrals to counseling and support groups, and providing personal assistance when possible.

Several resources are available to individuals who feel that they have been the victim of harassing, discriminatory, or inequitable treatment based on status as a member of a protected class. Cadets may make reports to the Cadet Equity Association or choose to report directly to the Inspector General. All members of the VMI community may make reports to the Inspector General. The IG is responsible for receiving reports of alleged violations of Title IX of the Education Amendment of 1972, and Title VI and Title VII of the Civil Rights Act of 1964. The reports are resolved or investigated, with the IG recommending corrective actions to the appropriate authorities.

Students or employees who report being the victims of dating violence, domestic violence, sexual assault or stalking to VMI Police, VMI Counseling, or the VMI Inspector General will be provided with a written explanation of their rights and options, regardless of whether the offense occurred on Post, including written notification of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both within the institution and in the community, and the availability of changes to academic, living, transportation, and working situations, or protective measures regardless of whether the victim reports to law enforcement.

Hazing

Virginia Military Institute unconditionally opposes any situation created for the purpose of intentionally producing embarrassment, harassment or ridicule. Hazing is illegal under Virginia law and not tolerated by VMI. The VMI Ratline and cadet life are difficult, but the conduct of cadre must remain absolutely professional. Incidents of hazing should be reported promptly and will be investigated by VMI Police Department.

Virginia Code §18.2-56 defines hazing as “to recklessly or intentionally endanger the health or safety of a student or students



or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.” Violations of this statute are a Class I Misdemeanor.

Hazing is specifically forbidden by the Cadet Blue Book Chapter 22 (New Cadets) and by General Order 52 (Hazing Policy). This order can be viewed at www.vmi.edu/generalorders.

Sex Offender Registry

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amended the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Clery Act and the Family Educational Rights and Privacy Act of 1974, the Virginia Military Institute Police Department provides a link to the Virginia State Police Offender registry. This act requires institutions of higher education to issue a statement advising the community how to access information provided by a state concerning registered sex offenders. 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 Registry is available via the internet pursuant to Virginia Code § 19.2-390.1. Registry information provided 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 of intimidating or harassing another is prohibited. Willful violation shall be punishable as a Class I Misdemeanor. The Virginia State Police is responsible for maintaining this registry. The registry can be accessed at:

www.sex-offender.vsp.virginia.gov/sor/

It can also be accessed via:

<https://www.vmi.edu/cadet-life/health-and-safety/vmi-police/law-enforcement-links/>

Confidential Reporting

Reports concerning possible victims of sexual assault are completely confidential only when those reports are made to licensed Cadet Counseling personnel, licensed medical professionals in the VMI Infirmary, the VMI Chaplain, or Project Horizon. These individuals will encourage victims of sexual assault to make a report to the VMI Police, the Inspector General, or local law enforcement. Institute officials receiving a report will treat the matter as confidential and maintain that confidentiality to every ex-

tent possible without compromising their ability to investigate and respond as necessary to the report.

Under the SAFE Payment Program, victims have right to seek evidence collection without filing a police report at no cost. Victims of certain crimes are entitled for compensations under the Virginia Victims Fund. These can include medical bills, prescriptions, and other items but usually requires criminal charges. More information can be found at <http://cicf.state.va.us/>

Security and Access to Facilities

All cadets reside within the Barracks. Security for personal belongings is governed by VMI's self-imposed honor system, which states that a cadet does not lie, cheat, or steal, nor tolerate those who do. VMI fosters a culture of self-policing among cadets. In addition, the military organization of the Corps of Cadets, with close supervision by the Commandant, provides a level of oversight that is unique on American campuses.

During the school year, the Barracks is monitored 24 hours a day by a cadet guard team supervised by the Commandant's staff during the day and by an officer-in-charge (a faculty or staff member) in the evenings. In addition, the sworn police officers and non-sworn security officers of the VMI Police Department provide round-the-clock patrols of the post.

Academic buildings are seldom vacant. Cadets may study in academic buildings until 1 a.m. and custodial staff begins work as early as 4 a.m. Administrative offices are locked at approximately 6 p.m. Most buildings on Post are equipped with electronic scan card lock systems to facilitate greater access control and security. These systems are set to lock automatically at

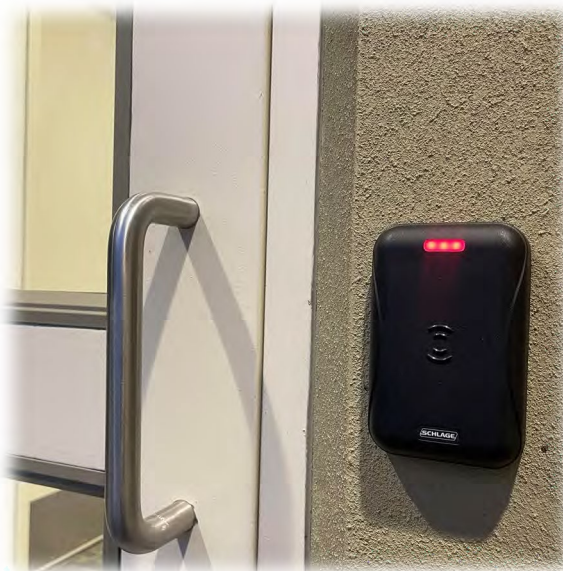
scheduled times and with specific permissions for entry.

An extensive lighting system throughout the Post area provides security at night, and 26 emergency calling boxes with a direct 911 link have been placed strategically around Post for use by cadets and the general public. These call boxes are checked three times a week by VMI police to ensure that they are functioning properly.

VMI's closed circuit television security camera system is used to observe and record public areas for the purpose of safety and security. The installation and monitoring of the camera system is done in accordance with VMI General Order 63 (Safety and Security Camera Use). This policy can be found at

www.vmi.edu/generalorders.

Each facility has a faculty/staff building coordinator, who is responsible for coordinating maintenance of the building and ensuring procedures are followed in emergency situations. In addition, a Physical Plant maintenance team is assigned responsibility for each facility. A high priority of the building coordinators and the maintenance teams is to ensure safety and security features in each facility are operational.



Missing Cadet Protocol

A VMI cadet will be considered “missing” if they have been absent for 24 hours or more, or if their status has otherwise not been accounted for in several hours and it appears that the cadet has left the immediate area for unexplained reasons. Multiple regular VMI accountability checks allow for a prompt identification of any cadet whose whereabouts are unknown.

Any member of the VMI community,

upon becoming aware that any cadet is missing, will make appropriate notifications as outlined in Virginia Military Institute General Order 60 (Missing Cadet Procedures). This General Order can be found at www.vmi.edu/generalorders.

Virginia Military Institute Police Department will conduct a prompt and thorough investigation into the whereabouts of the missing cadet.

Crime Prevention

Virginia Military Institute Police Department recognizes that crime prevention will always have a more positive impact on the community than a merely reactive response to criminal activity. As a result, VMI Police engage in many crime prevention activities including foot patrols, building door checks, and security assessments of Post facilities. VMI Police participate in regional crime prevention initiatives as well, such as National Night Out and Crime Line. All VMI Police officers are certified in Crisis Intervention Training, aimed at recognizing and responding to individuals in mental health crisis in ways that may prevent a medical/psychological crisis from escalating into a criminal incident.

New VMI employees receive training on Workplace Violence Training, Terrorism Awareness/Active Shooter Training and Alcohol & Other Drugs Education Training. Current employees are required to review each of these trainings annually. All

employees also receive training in how to recognize cadets in crisis and suicide prevention, bystander intervention, and a Threat Assessment Team overview. These trainings occur throughout the year and are facilitated by the VMI Police Department, the Inspector General’s office and Cadet Counseling. The Inspector General’s office conducts regular training for all employees on dating violence, domestic violence, sexual assault and stalking.

Cadets receive training from VMI Police Department, the Cadet Counseling Center, the Inspector General, the Commandant’s staff, Cadet Government, Rockbridge County Sheriff’s Department, and Project Horizon covering the same topics. The training begins prior to Matriculation for incoming Rats and recurs throughout the cadet’s four years. The type and frequency of training is specific to the cadet’s class year and responsibilities within the Corps. For example, members of the Cadre

and Cadet Government receive more extensive training, reflective of their greater degree of responsibility to their fellow cadets. Members of the Second Class receive additional safety training regarding alcohol safety and sexual assault prevention immediately prior to Ring Figure. Similar training is provided to all cadets prior to Homecoming and academic furloughs. Each year all cadets also receive Bystander Intervention training.

Crime prevention and safety information is provided to cadets and employees in written form. VMI Police support a booth at the annual Matriculation Fair to provide incoming Rats and their families with safety and crime prevention information. Cadet Counseling staffs awareness tables at the VMI Employee Health Fair and at athletic events. Safety and crime prevention brochures are

available at all times in the lobby of VMI Police Department and in Cadet Counseling during business hours.

VMI Police teach courses for students and parents at the local middle school on Internet Safety. Officers also assist in Lexington Police Department's Junior Police Academy course for middle school students. VMI Police participate in the local National Night Out, providing crime prevention literature, safety information and demonstrations to the community.

All awareness programs encourage cadets and employees to be aware of their responsibility for their own security and the security of others. Please contact VMI Police for further information concerning questions about crime prevention and safety.



Clery Reporting

Procedures For Gathering Crime Statistics

The VMI Police Department is responsible for collecting all crime reports from post authorities and local police for inclusion in this annual report. The tables in this report reflect the most recent information reported to federal authorities as required by the Clery Act. Crime, arrest, and referral statistics include those reported to the VMI Police, designated Institute officials, and local law enforcement agencies.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is deemed to be “unfounded” and will be designated as such in VMI’s annual crime statistics. An offense can only be deemed “unfounded” after a thorough investigation by sworn law enforcement personnel. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution or the failure to make an arrest does not “unfound” a legitimate offense. Also, the findings of a coroner, court, jury or prosecutor do not “unfound” offenses or attempted offenses that law enforcement investigations establish to be legitimate. If a crime statistic is disclosed in the annual crime reporting and the crime is “unfounded” in a subsequent year, statistics will be revised. It will be noted in the subsequent year’s report that the change to the prior year’s statistics reflects the “un-founding” of a crime.

Campus Security Authorities

A campus security authority is a Clery specific term that encompasses four groups of individuals and organizations associated with an institution: a campus police department or a campus security department of an institution; any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department; any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and an official of an institution who has significant responsibility for student and campus activities.

Although the Institute encourages members of the VMI community to report criminal incidents to law enforcement, we know that this doesn't always happen. Often, individuals who are the victim of a crime may be more inclined to report it to someone

other than the police. For this reason, the Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be campus security authorities. Data is collected from a wide variety of campus security authorities to provide the most accurate crime statistics possible.

A campus security authority's primary responsibility is "to report allegations made in good faith to the reporting structure established by the Institution" in the Clery geography.

The VMI Police Department encourages members of the community to promptly and accurately report crimes to the police agency. However, in some instances members of the VMI community may choose to file a report with a different campus security authority.

VMI Campus Security Authorities

- ◆ VMI Police Department
- ◆ Contract Event Security
- ◆ Commandant's Staff
- ◆ International Programs
- ◆ Post Hospital Director
- ◆ Cadet Life (to include team sports and recognized clubs)
- ◆ Disability services
- ◆ ROTC Cadre
- ◆ Athletic Department (Directors, Coaches, Trainers)
- ◆ Faculty/Staff advisors to cadet organizations
- ◆ Human Resources Director
- ◆ Marching Band Director
- ◆ Inspector General/Title IX Coordinator and Assistants

Clery Act Geography

Definitions

On-Campus Property: Any building or property owned or controlled by an institution with in the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls;

and

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor)

On-Campus Student Housing Facilities: any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus

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

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from campus

VMI Clery Act Geography

Includes but not limited to:

- VMI Main Post Facilities
- VMI Athletic Facilities
- VMI owned or leased parking locations
- McKethan Park
- Sky Farm
- Lackey Farm
- Hinty Hall
- Chessie Trail
- New Market Battlefield and the Museum of the Civil War
- Stonewall Jackson House Museum
- Streets and sidewalks adjacent to these locations
- Properties leased and controlled by VMI for short-term educational or student housing purposes
- Properties leased and controlled by VMI for events

Clergy Offenses and Definitions

Homicide: the killing of one human being by another, either willfully or through gross negligence

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

Manslaughter by Negligence: the killing of another person through gross negligence

Sex Offenses: Any sexual act directed against another person without consent of the victim, including instances where the victim is incapable of giving consent.

Rape: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes any rape regardless of gender and/or gender identity.

Statutory Rape: sexual intercourse with a person who is under the statutory age of consent (the age of consent is 18 in the Commonwealth of Virginia)

Fondling: the touching of the private body parts of another person for purposes of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity

Incest: non-forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law

General Offenses

Aggravated assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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

Burglary: unlawful entry into a structure for the purpose of committing a larceny or a felony.

Motor vehicle theft: the theft or attempted theft of a motor vehicle.

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

Violations of liquor laws: includes illegally manufacturing, selling, transporting, furnishing or possessing alcoholic beverages, it does not include being intoxicated in public or driving under the influence (both arrests and discipline referrals).

Violations of drug laws: includes possessing, selling, using, growing, or manufacturing narcotic drugs and dangerous non-narcotic drugs, including abuse of prescription medications (both arrests and discipline referrals).

Violations of weapons law: includes manufacturing, selling, purchasing, transporting, possessing, providing, using or concealing any firearm, cutting instrument, explosive, incendiary device or other deadly weapon in violation of state or federal law (both arrests and discipline referrals).

Intimate Partner Crimes

Dating violence: any crime of violence committed against a person by someone with whom the victim has been in a social relationship of a romantic or intimate nature

Domestic violence: any crime of violence committed against a person by someone who is a current or former spouse; a person with whom the victim has a child in common; a person with whom the victim has co-habited in a romantic relationship; and any other person who is protected from that person's acts as a family member under the Code of Virginia.

Stalking: engaging in a course of conduct directed at a specific person, that would cause a reasonable person to fear for their safety or the safety of others or that would cause a reasonable person to suffer substantial emotional distress

Clery Offenses

Hate crimes: a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The previously listed offenses and the additional offenses in this chart are considered hate crimes if the crime is motivated by race, gender, religion, sexual orientation, gender identity, ethnicity, national origin or disability.

Larceny: the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Simple Assault: an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Vandalism/Property Damage: to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Intimidation: to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Any other crime that causes bodily injury

Police Crime Log

The Daily Crime Log at Virginia Military Institute contains entries of crimes and/or alleged crimes that have been reported to the VMI Police Department for the required geographic locations to include on Post and/or off-Post property owned or controlled by VMI, or immediately adjacent to and accessible from the Post and the extended patrol jurisdiction. VMI has no off-Post housing facilities and does not recognize or sanction any off-Post student organizations.

All information will be recorded in the Crime Log within two business days of the reporting of the information to the VMI Police Department. The current Crime Log may be viewed at VMI Police Department during normal business hours.



Crimes Reported To Virginia Military Institute

VMI Annual Crime Chart

Total Crimes Reported	VMI Campus						Non-Campus Buildings or Property			Public Property					
	2019 Residence	2019 Other	2019 Total	2020 Residence	2020 Other	2020 Total	2021 Residence	2021 Other	2021 Total	2019 Total	2020 Total	2021 Total			
<i>Geographic Boundaries: Public Property includes some sidewalks and streets adjoining the campus. Residence refers to the Barracks at VMI. Non-Campus refers to outlying properties, including but not limited to Lackey Farm, McKethan Park and New Market Battlefield, as well as properties temporarily leased or otherwise controlled by VMI.</i>															
Offense Type	2019 Residence	2019 Other	2019 Total	2020 Residence	2020 Other	2020 Total	2021 Residence	2021 Other	2021 Total	2019 Total	2020 Total	2021 Total	2019 Total	2020 Total	2021 Total
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	00	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	2	0	2	2	1	3	4	1	5	3	0	1	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Fondling	1	3	4	0	0	0	4	0	4	2	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	1	0	1	3	0	3	0	0	0	0	0	0
Burglary	9	0	9	1	0	1	2	1	3	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	2	0	2	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	1	0	1	1	1	2	4	0	4	0	0	0	0	0	0
Hate Crimes (by offense)															
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	2	0	2	1	1	2	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes (by prejudice)															
Race	1	0	1	1	1	2	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Unfounded Crime: 2021: Zero unfounded crimes
2020: Zero unfounded crimes
2019: Zero unfounded crimes

APPENDIX 1

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 2)

6 November 2019

VMI Alcohol and Controlled Substances Policy

The VMI Post is Commonwealth of Virginia property and subject to its laws concerning consumption of alcohol and controlled substances.

1. EMPLOYEES

- A. The Commonwealth of Virginia's Policy 1.05 on Alcohol and Other Drugs states that the following acts by all classified and non-classified employees, including teaching, research, and administrative faculty are prohibited (a copy of the entire Commonwealth of Virginia's Policy on Alcohol and Other Drugs can be obtained at [DEPARTMENT OF HUMAN RESOURCE MANAGEMENT POLICIES AND PROCEDURES MANUAL ALCOHOL AND OTHER DRUGS POLICY NO. 1.05:](#)
- 1) the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol and other drugs on the workplace;
 - 2) the impairment in the workplace from the use of alcohol or other drugs, (except the use of drugs for legitimate medical purposes);
 - 3) any action which results in the criminal conviction for:
 - a. a violation of any criminal drug law, based upon conduct occurring either on or off the workplace, or
 - b. a violation of any alcoholic beverage control law, or law which governs driving while intoxicated, based upon conduct occurring on the workplace;
 - 4) the failure to report to their supervisors that they have been convicted of any offense, as defined in 3 above, within five calendar days of the conviction.
- B. VMI employees shall not consume alcohol while on duty, during work hours, and/or while in the workplace, including while on meal breaks. The workplace consists of any site, including state owned or leased property, where state employees are performing official duties.
- C. Employees may not be impaired by or under the influence of alcohol while working.
- D. Employees may not participate in the unlawful use of controlled substances and may not be impaired by controlled substances while working.
- E. Alcoholic beverage-related sponsorship of VMI activities, as well as the advertisement and promotion of alcoholic beverages on Post is prohibited. Any exceptions to this policy must be approved by the Superintendent.

2. EMPLOYEES, CADETS, VISITORS, AND OTHER PERSONS

- A. Employees, cadets, visitors, and other persons, regardless of age, are not allowed to consume or possess alcohol on Post, including events such as tailgating and locations such as, but not limited to, Alumni Memorial Field, Foster Stadium, Gray-Minor Stadium, and other locales involving Institute athletic events.
- B. The VMI Foundation, the VMI Alumni Association, the Keydet Club (“Alumni Agencies”), and others associated with VMI, will not normally host events on Post at which alcohol is available. Certain events, at which there is no cadet involvement, or where cadets are present as dinner guests, ushers, or escorts, may be exempted from this prohibition.
- C. The Alumni Association’s policy and practice is to limit the provision and consumption of alcohol to the interior, porches and balconies of Moody Hall.
- D. Members of the VMI community living on the Post are asked to refrain from hosting outdoor events that include the provision of alcohol when the Corps is in residence, whether or not cadets are involved.
- E. Approval for exceptions to the policy regarding the possession and consumption of alcohol on Post must be approved by the Superintendent, through the Chief of Staff. This authority may be delegated to the Chief of Staff.
- F. Any permits for events off Post that involve any combination of cadets, faculty/staff and the use of alcohol, must be approved by the Superintendent through the Chief of Staff. This authority may be delegated to the Chief of Staff.
- G. It is the responsibility of all Institute officials and the Alumni Agencies to inform visitors to the Post (e.g., football ticket-holders, cadet parents, alumni reunion visitors) of VMI’s rules regarding alcohol and drugs, and request that they absolutely refrain from providing alcohol to cadets anywhere on Post in accordance with Section 2(A).
- H. The possession or consumption of controlled substances on-Post or during any VMI sanctioned activity by anyone is strictly prohibited.

3. VMI SANCTIONS - VMI will impose sanctions on cadets and employees (consistent with local, state, and federal law) up to and including dismissal or termination of employment and referral for prosecution, for violations of this policy and standards of conduct in accordance with the Faculty Handbook, the Administrative and Professional Faculty Handbook, the Classified Employee Handbook, and the Blue Book.

- A. Employees who are impaired by or under the influence of alcohol and/or engage in the unlawful use of controlled substances while working will be subject to a full range of disciplinary actions up to and including termination of employment and referral for prosecution, and may be required to participate satisfactorily in an appropriate rehabilitation program.
- B. Cadets are subject to the provisions found in the Blue Book for violations of alcohol-related policies. Cadets arrested for driving under the influence of alcohol off Post may be referred for an alcohol assessment and, if convicted of an offense, may be subject to penalties for Conduct Unbecoming a Cadet, Conduct Discrediting the Institute, or other penalties as specified in the Blue Book. See Appendix I for the Alcohol Medical Safety Policy.
- C. Cadets possessing controlled substances will be subject to the provisions found in [General Order 53 - Policy on Prohibiting Controlled Substance and Drug Paraphernalia; and the VMI Drug Testing Program](#) as well as the Blue Book. Cadets

convicted of Driving under the Influence of drugs will be similarly subject to these policies and the Blue Book.

- D. Any violation by a VMI employee of the alcohol and drug policies contained in this General Order must be reported to the Director of Human Resources or the Dean of the Faculty by supervisors through the employee's chain of command; for cadets, the Commandant's office must be notified. This ensures that VMI sanctions are appropriately administered and are consistent with the nature of the offense, applicable laws, policy, and other legal requirements. These actions are independent of any law enforcement or criminal prosecution that may be ongoing or may have preceded VMI sanctions.

4. **CRIMINAL SANCTIONS FOR EMPLOYEES, CADETS, VISITORS, AND OTHER PERSONS**

- A. Alcohol - Virginia's Alcohol Beverage Control Act contains a variety of laws governing the possession, use, and consumption of alcoholic beverages. The Act applies to cadets and employees of the Institute. As required by the Federal Drug-Free Schools and Communities Act of 1989, the pertinent laws, including sanctions for their violation, are summarized below:
 - 1. It is unlawful for any person under age 21 to purchase or possess any alcoholic beverage. Violation of the law exposes the violator to a Class 1 misdemeanor conviction for which the minimum penalty is a fine of at least \$500 and/or performance of a minimum of 50 hours of community service and suspension of the individual's driver's license for at least six months. The maximum punishment is confinement in jail for twelve months and a fine of \$2,500, either or both, and suspension of the individual's driver's license for one year.
 - 2. It is unlawful for any person to sell alcoholic beverages to persons under the age of 21 years of age. Violation of the law exposes the violator to a Class 1 misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both, and a suspension of the individual's driver's license for up to one year.
 - 3. It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, he knows or has reason to know that the person for whom the alcohol is purchased is under the legal drinking age. Such violation also exposes the violator to a Class 1 misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine of up to \$2,500, either or both, and a suspension of the individual's driver's license for up to one year.
 - 4. A person in his or her own home may provide alcoholic beverages to family members under 21, but guests provided alcohol must be of legal age unless accompanied by a parent, guardian, or spouse age 21 or older. Violation of this law also constitutes a Class 1 misdemeanor punishable by up to 12 months in jail and/or a fine of up to \$2,500, and a suspension of the individual's driver's license for up to one year.

5. It is unlawful for any person to consume alcoholic beverages in unlicensed public places. Persons violating the law, upon conviction, expose the violator to a Class 4 misdemeanor conviction for which the punishment is a fine up to \$250.

B. Controlled Substances and Illicit Drugs - The unlawful possession, distribution, and use of controlled substances and illicit drugs, as defined by the Virginia Drug Control Act, are prohibited in Virginia. Controlled substances are classified under the Act into "schedules," ranging from Schedule I through Schedule VI, as defined in sections 54.1-3446 through 54.1-3456 of the Code of Virginia (1950), as amended and can be found at [Virginia Code § 54.1-3446 - Schedule I](#). As required by the Federal Drug-Free Schools and Communities Act of 1989, the pertinent laws, including sanctions for their violation, are summarized below (**Refer to General Order 53's Annex I for controlled substance classifications at [General Orders \(Policies & Procedures\)](#)**)

1. Possession of a controlled substance classified in Schedules I or II of the Drug Control Act, upon conviction, exposes the violator to a Class 5 felony conviction for which the punishment is a term of imprisonment ranging from one to ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
2. Possession of a controlled substance classified in Schedule III of the Drug Control Act, upon conviction, exposes the violator to a Class 1 misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
3. Possession of a controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a Class 2 misdemeanor conviction for which the punishment is confinement in jail for up to six months and a fine up to \$1,000, either or both.
4. Possession of a controlled substance classified in Schedule V of the Drug Control Act, upon conviction, exposes the violator to a Class 3 misdemeanor conviction for which the punishment is a fine up to \$500.
5. Possession of a controlled substance classified in Schedule VI of the Drug Control Act, upon conviction, exposes the violator to a Class 4 misdemeanor conviction for which the punishment is a fine up to \$250.
6. Possession of a controlled substance classified in Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction for a first offense, exposes the violator to a felony conviction for which the punishment is imprisonment from five to forty years and a fine up to \$500,000. Upon a second conviction, the violator must be imprisoned for a minimum of three years up to life imprisonment, and a fine of up to \$500,000.

7. Possession of a controlled substance classified in Schedule III of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a Class 5 felony conviction for which the punishment is confinement in jail for up to ten years and a fine up to \$2,500, either or both.
8. Possession of a controlled substance classified in Schedule IV of the Drug Control Act with the intent to see or otherwise distribute, upon conviction, exposes the violator to a Class 6 felony conviction for which the punishment is confinement in jail for up to five years and a fine up to \$2,500, either or both.
9. Possession of a controlled substance classified in Schedule V or VI of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to punishment of confinement in jail for up to one year and a fine up to \$2,500, either or both.
10. Possession of less than one-half ounce of marijuana, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to thirty days and a fine up to \$500, either or both. Upon a second conviction, punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both.
11. Possession of not more than one-half ounce of marijuana with intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than one-half ounce to five pounds, the crime is a felony with a sanction of imprisonment from one to ten years and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than five pounds, the crime is a felony with a sanction of imprisonment from five to thirty years. Additionally, the Code of Virginia section 18.2-255.2 specifically prohibits the manufacture, selling, distribution, or possession with the intent to sell, give, or distribute any controlled substance, imitation controlled substance, or marijuana at any time upon the property, including buildings and grounds, of any institution of higher education. Violation of this section constitutes a separate and distinct felony punishable by one to five years imprisonment and a fine of up to \$100,000 for a first offense.

FOR THE SUPERINTENDENT:

James P. Inman
Colonel, US Army (Ret.)
Chief of Staff

OPR: CoS

Dist: E, Cadets

Appendix I

Alcohol Medical Safety Policy

Blue Book regulations clearly state penalties for underage consumption of alcohol and drinking alcohol on Post. Cadets are expected to fulfill all their obligations, and intoxication is not an excuse for failing to do so. Members of the VMI faculty and staff will enforce Blue Book regulations.

Intoxicated cadets reporting to the VMI Infirmary will be treated as medical patients. Pursuant to state laws and the professional ethical obligations of licensed health care providers, the Infirmary staff cannot break confidentiality. Any assessment and treatment in the Infirmary, including referral to the emergency room when intravenous hydration is required, is confidential.

Because of confidentiality, cadets treated in the Infirmary will not be reported to the Commandant for discipline. All intoxicated cadets seen in the Infirmary or the emergency room will be referred to Cadet Counseling for mandatory assessment and alcohol education.

If a VMI faculty or staff member discovers the alcohol abuse through channels other than the Infirmary or Cadet Counseling, penalties will be at the discretion of the Commandant's Office. Any cadet who brings a highly intoxicated cadet to the Infirmary will not be subjected to an alcohol penalty.

Pursuant to General Order 16, cadets who report a violation involving sexual misconduct and other prohibited forms of discrimination may be given amnesty for minor disciplinary infractions, including underage drinking, at the time of the incident, except respondents in any such investigation shall not be granted amnesty for any infractions if found responsible for the underlying complaint. Violations of the Honor Code are not covered by amnesty.

A cadet seen in the Infirmary for a second episode of intoxication will again be referred to Cadet Counseling which may require the cadet to participate in an off-Post alcohol treatment program.

Cadets who fail to attend mandatory assessment and alcohol education will be turned over to the Commandant's Staff for appropriate discipline or sanctions

APPENDIX 2

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 16)

23 September 2021

Discrimination, Harassment, and Sexual Misconduct

- 1. Policy.** The Virginia Military Institute is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based on race, sex, color, national origin, religion, age, veteran status, sexual orientation, pregnancy, genetic information, against otherwise qualified persons with disabilities, or based on any other status protected by law. In pursuit of this goal, any question of impermissible discrimination on these bases will be addressed with efficiency and energy and in accordance with this policy and VMI's Grievance Procedures (Appendix A). VMI's Retaliation Policy, General Order 90, and the Grievance Procedures also address complaints or reports of retaliation against those who have opposed practices prohibited by this policy, those who have filed complaints or reports under this policy, and those who have testified or otherwise participated in enforcement of this policy. Questions regarding discrimination prohibited by Title IX of the Education Amendments of 1972, or other federal law, may be referred to the VMI Inspector General and Title IX Coordinator (collectively "IG"), Ms. Susan LeMert, 212 Carroll Hall, 540-464-7072, lemertsl@vmi.edu, or to the U.S. Department of Education's Office for Civil Rights.
- 2. Purpose.** The purpose of this policy is to establish clearly and unequivocally that VMI prohibits discrimination, harassment, and sexual misconduct by individuals who are subject to its control or supervision and to set forth procedures by which such allegations will be filed, investigated, and adjudicated.
- 3. Applicability.** This policy applies to on-Post conduct involving VMI cadets, employees, faculty, and staff, visitors to Post (including, but not limited to, students participating in camp programs, non-degree seeking students, exchange cadets, and other students taking courses or participating in programs at VMI), and contractors working on Post who are not VMI employees, and to VMI cadets, visiting students, employees, faculty, and staff participating in VMI-sponsored, recognized, or controlled activities off Post. Conduct by cadets in violation of this policy will be addressed in a manner consistent with other cadet misconduct that is subject to discipline under the Blue Book or as an honor offense. Allegations of violations of this policy should be reported to the IG in accordance with the guidance below and the Grievance Procedures.
- 4. Definitions**

 - A. Discrimination** is inequitable and unlawful treatment based on an individual's protected characteristics or statuses -- race, sex, color, national origin, religion, age, veteran status, sexual orientation, pregnancy, genetic information, disability, or any other status protected by law – that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or

condition of an individual's employment, education, living environment, or participation in an Institute program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

- B. **Harassment** is a form of discrimination in which unwelcome verbal, written, or physical conduct is directed toward an individual on the basis of his or her protected characteristics or statuses, by any member of the Institute community. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Harassment violates this policy when it creates a hostile environment, as defined below.

- C. **Sexual harassment** is a form of discrimination based on sex. It is defined as unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature including: verbal (e.g., specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats); non-verbal (e.g., sexually suggestive emails, other writings, articles or documents, objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures); or physical (e.g., touching, pinching, brushing the body, any unwelcome or coerced sexual activity, including sexual assault). Sexual harassment, including sexual assault, can involve persons of the same or different sexes. Sexual harassment may also include sex-based harassment directed toward stereotypical notions of what is female/feminine versus male/masculine or a failure to conform to those gender stereotypes.

This policy prohibits the following types of sexual harassment:

- 1) Term or condition of employment or education. This type of sexual harassment (often referred to as "quid pro quo" harassment) occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment, or participation in an Institute activity are conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual's employment, education, living environment, or participation in an Institute program or activity.
 - 2) Hostile environment. Acts that create a hostile environment, as defined below.
- D. **Hostile environment** may be created by oral, written, graphic, or physical conduct that is sufficiently severe, pervasive, and objectively offensive that it interferes with, limits, or denies the ability of an individual to participate in or benefit from the Institute's educational programs, services, opportunities, or activities or the individual's employment access, benefits, or opportunities. Mere subjective offensiveness is not enough to create a hostile environment. In determining whether conduct is severe, pervasive, and objectively offensive and thus creates a hostile environment, the following factors will be considered: (a) the degree to which the conduct affected one or more individuals' education or employment; (b) the nature, scope, frequency, duration, and location of the incident(s); (c) the identity, number, and relationships of persons involved; (d) the perspective of a "reasonable person" in the same situation as the person subjected

to the conduct, and (e) the nature of higher education and the Institute's military training program.

- E. **Responsible employee** includes all VMI employees other than the following individuals who are designated as confidential employees: The Institute Physician and other medical personnel at the VMI Infirmary, counselors at the Cadet Counseling Center, and the VMI Chaplain. Contractors and their employees working at VMI are not considered responsible employees. A responsible employee must report to the IG all relevant information received about an incident or conduct that potentially is in violation of this policy as soon as practicable after addressing any immediate needs of the victim of such conduct.
- F. **Actual Knowledge** is present when an alleged violation of this policy is reported to the IG, a member of the IG/Title IX coordinator staff, or any responsible employee as defined above.
- G. **Sexual misconduct** includes sexual assault, sexual coercion, sexual exploitation, dating violence, domestic violence, and stalking.
 - 1) Sexual assault is non-consensual contact of a sexual nature. It includes any sexual contact when the victim does not or is unable to consent through the use of force, fear, intimidation, physical helplessness, ruse, impairment or incapacity (including impairment or incapacitation as a result of the use of drugs or alcohol, such that a reasonable person would determine that the victim is unable to knowingly consent); intentional and non-consensual touching of, or coercing, forcing, or attempting to coerce or force another to touch, a person's genital area, groin, inner thigh, buttocks or breast; and non-consensual sexual intercourse, defined as anal, oral, or vaginal penetration with any object.
 - 2) Consent is knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Silence does not necessarily constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.
 - 3) Sexual coercion means the application of an unreasonable amount of pressure to gain sexual access. Continued pressure after an individual has made clear that he or she does not want to go beyond a certain point of sexual interaction can be coercive. In evaluating coercion, the Institute will consider: (a) frequency of the application of pressure; (b) the intensity of the pressure; (c) isolation of the person being pressured; and (d) duration of the pressure.
 - 4) Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or an STD to another, or exposing one's genitals to another in non-consensual circumstances.

- 5) Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- 6) Domestic violence is a felony or misdemeanor crime of violence committed: (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the laws of the Commonwealth of Virginia; or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family laws of the Commonwealth of Virginia. Domestic violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual or physical abuse.
- 7) Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for his or her safety or the safety of others; or (ii) suffer substantial emotional distress, meaning significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. A "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling."

5. Retaliation

Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging discrimination, harassment, or sexual misconduct or any person cooperating in the investigation of allegations of discrimination, harassment, or sexual misconduct to include testifying, assisting, or participating in any manner in an investigation pursuant to this policy is strictly prohibited. Allegations of retaliation will be investigated per General Order 90 and the Grievance Procedures. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of discrimination, harassment, or sexual misconduct. Retaliation prohibited by General Order 90 includes any harassment, intimidation, threat, or coercion against the IG, an Assistant Title IX Coordinator, or external investigator for the purpose of interfering with his or her job responsibilities.

6. Reporting

- A. Conduct allegedly in violation of this policy should be reported promptly by all cadets, employees, and visitors. VMI's IG serves as the Title IX Coordinator and is responsible for overseeing the investigation of all reports of alleged discrimination, harassment, or sexual misconduct in accordance with the Grievance Procedures (See Appendix B for Investigations Flowchart). Except for confidential employees, all employees receiving such reports or complaints must immediately notify the IG and must not undertake any independent efforts to determine whether or not the report or complaint has merit before reporting it to the IG.
- B. The VMI Inspector General and Title IX Coordinator is Ms. Susan LeMert. The members of the Inspector General/Title IX Coordinator's staff are COL Samuel Allen, LTC Alyssa Astphan, LTC Abbey Carrico, and Ms. Haley Shotwell. Sergeant First Class (SFC) Christopher Bean, assigned to the Commandant's staff, serves as an Assistant Title IX Coordinator for cadets. Their contact information is listed below:

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Ms. Haley Shotwell
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SFC Christopher Bean
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- C. All employees, other than the confidential employees detailed in Section 8 of this policy, who receive information regarding a complaint or report of discrimination, harassment, or sexual misconduct must report any relevant information about the alleged incident to the IG as soon as practicable after addressing the needs of the victim. No VMI employee will undertake any independent efforts to determine whether or not the report or complaint has merit or can be substantiated before reporting it to the IG.
- D. Reports made by Cadets: Cadets may report alleged violations of this policy to the IG or a member of his staff, the Commandant or the Assistant Commandant for Cadet Government, or the Cadet Equity Association (CEA). Other than reports made to confidential employees in accordance with Section 8 of this policy, reports received by all other employees from cadets must be forwarded to the IG.
- E. CEA responsibility: Any member of the CEA receiving a report of alleged discrimination, harassment, or sexual misconduct may report it immediately to the Assistant Commandant for Cadet Government. Upon receiving a report from the CEA, the Assistant Commandant for Cadet Government must notify the IG without delay. Neither the CEA nor the Assistant Commandant for Cadet Government will undertake any independent efforts to determine whether or not the report or complaint has merit or can be substantiated before reporting it to the IG.
- F. Reports made by visitors or contractors: Visitors, including visiting students and employees of contractors working on Post, will report alleged violations of this policy to the IG or a member of the IG's staff listed above.
- G. All members of the VMI community are expected to provide truthful information in any report or proceeding under this policy and the Grievance Procedures. Submitting or providing false or misleading information in bad faith or with a view toward personal gain or intentional harm to another in connection with any report, investigation, or proceeding under this policy and the Grievance Procedures is prohibited and subject to honor charges for cadets or employee discipline under the appropriate policy. This provision does not apply to reports made or information provided in good faith, even if the facts as alleged are not later substantiated by a preponderance of the evidence.

7. Criminal Reporting

If a victim is in immediate danger or needs immediate medical attention, contact 911 (blue emergency lights on post connect directly to 911) or the VMI Police (540-463-9177). Some conduct in violation of this policy may also be a crime under Virginia law. Individuals are strongly encouraged to report incidents of sexual misconduct to law enforcement, even if the reporting individual is not certain if the conduct constitutes a crime. VMI will provide assistance to victims in notifying law enforcement if the victim so chooses. Crimes involving minors must be reported to law enforcement.

8. Confidentiality and Anonymous Reporting.

Institute officials have varying reporting responsibilities under state and federal law. If a victim of conduct in violation of this policy or another reporting party wishes to make a confidential report, it must be made to the Institute Physician and other medical personnel at the VMI Infirmary, counseling personnel at the Cadet Counseling Center, or the VMI Chaplain. These individuals will encourage victims to make a report to the VMI Police, the IG, or local law enforcement. Other Institute officials receiving reports of conduct in

violation of this policy are responsible employees and, thus, mandated reporters, but will maintain privacy to every extent possible without compromising the Institute's ability to investigate and respond in accordance with applicable law and regulations.

Notwithstanding a complainant's request that law enforcement not be informed of an incident, the Institute is required pursuant to Virginia Code § 23.1-806 to report information about an incident to law enforcement if necessary to address an articulable and significant threat posing a health or safety emergency, as defined by the implementing regulations of the Family Educational Rights and Privacy Act, 34 C.F.R. § 99.36, as detailed in the Sexual Violence Threat Assessment provisions of the Grievance Procedures (Appendix A). The IG may be limited in the ability to investigate an anonymous report unless sufficient information is furnished to enable the IG to conduct a meaningful and fair investigation. If the complainant requests confidentiality and does not file a signed formal complaint with the IG, the Institute also may be limited in the actions it is able to take and its ability to respond.

9. Timely Warnings

VMI is required by federal law to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the VMI community. The Institute will ensure, to every extent possible, that a victim's name and other identifying information is not disclosed, while still providing enough information for members of the VMI community to make decisions to address their own safety in light of the potential danger.

10. Emergency Removal

A respondent may be removed from Post or other education program or activity on an emergency basis, provided that VMI undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any cadet or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. The VMI Threat Assessment Team will decide whether a situation warrants an emergency removal.

11. Sexual Misconduct Survivor/Victim Procedures and Services

- A. VMI will assist sexual misconduct survivors/victims in a supportive manner, implementing the procedures set out herein. Because of the potential seriousness and sensitivity of the investigations involved, it is important to undertake these investigations properly. Preserving the evidence is often a key step of successful investigation of alleged sexual misconduct.
- B. Recommended procedure for anyone who has experienced sexual misconduct:
 - 1) Go to a safe place.
 - 2) For safety and confidential care, report promptly to the VMI Infirmary, Stonewall Jackson Hospital, or the nearest medical facility/emergency room. You may request a Sexual Assault Advocate if one is not provided. Physical evidence may be usable if proper procedures are followed for evidence collection within 96 hours of the assault.
 - 3) Contact a trusted friend or family member. For professional and confidential counseling support, contact Cadet Counseling (540-464-7667) or Project Horizon. Among other services, Project Horizon offers survivors a 24-hour Hotline (540-463-

- 2594), emergency shelter, crisis intervention, counseling, applicable referrals, and court advocacy.
- 4) It is your right to have evidence collected and retained anonymously by law enforcement while you consider whether to pursue criminal charges. Evidence preservation is enhanced in the following ways:
 - a. Do not wash your hands, bathe, or douche. Do not urinate, if possible.
 - b. Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
 - c. Keep the clothing worn when the assault took place. If you change clothing, place the worn clothing in a paper bag (evidence deteriorates in plastic).
 - d. Do not destroy any physical evidence that may be found in the vicinity of the assault by cleaning or straightening the location of the crime. The victim should not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
 - e. Tell someone all the details you remember or write them down as soon as possible.
 - f. Maintain text messages, pictures, online postings, video and other documentary or electronic evidence that may corroborate a complaint.
 - C. Complainants should report as soon as possible to maximize VMI's ability to respond. Failure to report promptly could result in the loss of relevant evidence and impair VMI's ability to adequately respond to the allegations.
 - D. The victim will have the right to file a complaint with law enforcement and the option to be assisted by the IG and other Institute authorities in notifying the proper law enforcement authorities of the alleged sexual misconduct.
 - E. VMI officials (excluding VMI Police) receiving reports of a possible sexual misconduct will follow the procedures listed in VMI's Sexual Misconduct Response Protocol located in the Commandant's office and Officer in Charge room. VMI Police will follow departmental procedures.
 - F. Resources for Victims of Sexual Misconduct
 - 1) Any cadet or visiting student who reports sexual misconduct to the IG, Officer in Charge, Institute Physician, Cadet Counseling, or VMI Chaplain will receive information outlining resources and options. VMI Police protocol includes coordination with Project Horizon.
 - 2) The IG or an Assistant Title IX Coordinator will advise victims of the resources available with Project Horizon and encourage use of these resources. Any individual who is reported to be the victim of sexual misconduct will receive from the IG or his staff information on contacting Project Horizon and services available through Project Horizon's memorandum of understanding with VMI.
 - 3) Cadets and visiting students will be assisted with available options for changing academic classes, and transportation, parking, work, and living arrangements after alleged sexual misconduct. Safety arrangements such as no-contact orders and escorts are also available as needed.

11. Inspector General/Title IX Coordinator Oversight

The IG oversees the investigation and resolution of all reports by cadets, visiting students, faculty, and administrative staff of alleged discrimination, harassment, or sexual misconduct

in accordance with the Grievance Procedures. Reports of violations of this policy by the IG should be made to the Superintendent.

12. Supportive Measures

The Institute will offer supportive measures, as appropriate, to both the complainant and the respondent during the investigation and resolution of complaints of discrimination, harassment, or sexual misconduct, as well as, any law enforcement investigation, to address the safety of the complainant, the respondent, or any member of the VMI community, and to avoid retaliation. If, in the judgment of the IG or other VMI leadership, the safety or well-being of any member of the VMI community may be jeopardized by the presence on-Post of the complainant or the respondent, the IG will notify the Threat Assessment Team. VMI will seek the consent of the complainant and the respondent before taking supportive measures to the greatest degree possible. Supportive measures will be individualized and may include, but are not necessarily limited to, changes in classroom schedules or barracks arrangement, no-contact orders between the parties, bar from Post, escorts on Post, referral and coordination of counseling and health services, and modification of work, academic, or training requirements. The Institute may temporarily reassign or place on administrative leave an employee alleged to have violated this policy. In such situation the employee will be given the opportunity to meet with the Chief of Staff prior to such action being imposed, or as soon thereafter as reasonably possible, to show cause why the action should not be implemented.

13. Sanctions

If it is determined that conduct in violation of this policy has occurred, sanctions will be determined in accordance with the Grievance Procedures. Consequences for violating this policy will depend on the facts and circumstances of each particular situation, the frequency and severity of the offense, and any history of past conduct in violation of this policy. Sanctions may include penalties up to and including dismissal for cadets and termination for employees. In addition to sanctions that may be imposed on an individual found in violation of this policy, the Institute will take steps to prevent recurrence of any discrimination, including sexual misconduct, and to remedy discriminatory effects on the complainant and others, if appropriate.

14. Cadet Amnesty

In order to facilitate reporting, the Institute may, with the following limited exceptions, provide amnesty to a cadet who reports an incident in violation of this policy, directed toward that cadet or another cadet, for minor disciplinary infractions, such as underage drinking or fraternization, at the time of the incident. Amnesty may not be offered if (1) the minor disciplinary infraction places or placed the health or safety of any other person at risk or (2) the cadet who committed the disciplinary infraction previously has been found to have committed the same disciplinary infraction. If amnesty is provided, no conduct proceedings or conduct record will result for minor disciplinary infractions. Amnesty for minor disciplinary infractions also may be offered to cadets who are witnesses in an investigation under this policy, who intervene to help others before a violation of this policy occurs, or who receive assistance or intervention. Abuse of amnesty requests may result in a decision by the Commandant not to extend amnesty to the same cadet repeatedly. Infractions that

constitute honor offenses will not be considered minor policy violations for which amnesty may be offered under this provision.

15. Education and Awareness

- A. VMI has developed the VMI REACH OUT app for safety and security information. The home page of the app displays icons that direct users to information, reporting contacts, and services they may need. The app can be downloaded free of charge from the Apple App Store and from Google Play. Search for the “REACH OUT College Edition” app, download it, and select “Virginia Military Institute” when prompted. For more information about sexual misconduct and resources available in the local community, please visit the Project Horizon website at www.projecthorizon.org.
- B. The IG's Office coordinates an education, training, and awareness program on discrimination, harassment, and sexual misconduct for cadets and employees, including training on primary prevention, bystander intervention, risk reduction, consent, and other pertinent topics.

16. Academic Freedom and Free Speech

This policy does not allow curtailment or censorship of constitutionally protected expression, which is valued in higher education and by the Institute. In addressing all complaints and reports of alleged violations of this policy, the Institute will take all permissible actions to ensure the safety of cadets and employees while complying with any and all applicable legal authority regarding free speech rights of cadets and employees. This policy does not in any way apply to curriculum and curriculum decisions or abridge the use of particular textbooks or curricular materials.

FOR THE SUPERINTENDENT:

John M. Young
Lieutenant Colonel, Virginia Militia
Chief of Staff

DIST: E, Cadets

Appendix A:

Grievance Procedures

Purpose: These procedures provide a prompt and equitable resolution for complaints or reports of discrimination based on race, sex, color, national origin, religion, age, veteran status, sexual orientation, pregnancy, genetic information, against otherwise qualified persons with disabilities, or based on any other status protected by law, including complaints alleging harassment or sexual misconduct prohibited by General Order (GO) 16. Any person who believes he or she has been subjected to discrimination or harassment on any of these bases may file a complaint with the Institute as outlined in these procedures. These procedures also address any complaints or reports of retaliation against individuals who have filed complaints or reports of discrimination, who have opposed discriminatory practices, and those who have testified or otherwise participated in investigations or proceedings arising from complaints or reports of discrimination, harassment, or sexual misconduct. Questions regarding discrimination prohibited by Title IX of the Education Amendments of 1972, or other federal law, may be referred to the VMI Inspector General and Title IX Coordinator (IG), Ms. Susan LeMert, 212 Carroll Hall, 540-464-7072, lemertsl@vmi.edu, or to the U.S. Department of Education's Office for Civil Rights.

Complaints and Reporting

Complaints and reports of discrimination, harassment, and sexual misconduct should be made to VMI's Inspector General ("IG") who serves as the Institute's Title IX Coordinator. The IG is responsible for overseeing the investigation of all reports of alleged discrimination, harassment, or sexual misconduct and is trained to help individuals who file complaints and those against whom complaints are filed find resources, to investigate reported incidents, and to respond appropriately to conduct alleged to be in violation of GO 16. Individuals receiving reports or complaints of discrimination, harassment, or sexual misconduct should notify the IG as soon as practicable after addressing the immediate needs of the victim and must not undertake any independent efforts to determine whether or not the report or complaint has merit before reporting it to the IG.

The VMI Inspector General and Title IX Coordinator is Ms. Susan LeMert. The members of the Inspector General/Title IX Coordinator's staff are COL Samuel Allen, LTC Alyssa Astphan, LTC Abbey Carrico, and Ms. Haley Shotwell. Sergeant First Class (SFC) Christopher Bean, assigned to the Commandant's staff, serves as an Assistant Title IX Coordinator for cadets. Their contact information is listed below:

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LTC Abbey Carrico
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540-464-7276
carricoab@vmi.edu

Ms. Haley Shotwell
233 Cameron Hall
540-464-7529
shotwellha@vmi.edu

SFC Christopher Bean
113 Third Barracks
540-464-7413
beanacs@vmi.edu

Reports of conduct in violation of GO 16 should be made as soon as practicable after addressing the immediate needs of the victim and may be made orally or in writing, including by electronic mail directly to the IG. The IG also will accept, without comment or need for explanation, a sealed envelope addressed to the “Inspector General.” The envelope, at a minimum, need only contain a piece of paper with the name and room number or phone number of the individual wishing to make a report. Individuals also can report incidents anonymously online through the IG webpage: (<http://www.vmi.edu/issuesandconcerns>) or by leaving an anonymous message with the IG's hotline (540-464-7702). With all reports other than those made anonymously, the reporting individual will be contacted promptly for an interview with a member of the Inspector General’s staff or an external investigator when applicable.

Notwithstanding the forgoing, individuals who believe they have been the subject of conduct in violation of GO 16 are encouraged to make detailed written statements of the facts, including the name(s) of the offending individual(s) and any witness(es), promptly after an incident.

The Role of the IG

The IG and the Office of the IG are charged with coordinating the Institute's compliance with federal civil rights laws. The IG does not serve as an advocate for either the complainant or the respondent. The IG will explain to all parties the rights and procedures outlined in these procedures. As appropriate, the IG will provide all parties with information about obtaining medical and counseling services, making a criminal report, receiving advocacy services including those offered by Project Horizon, and guidance on other Institute and community resources. The IG will offer to coordinate with other VMI leadership, when appropriate, to implement supportive measures as described below. The IG will explain to all parties the process of a prompt, adequate, reliable, and impartial investigation, including the opportunity for

both complainant and respondent to identify witnesses and provide other evidence. The IG will explain to all parties both the initial hearing process in front of a decision maker and the appeals hearing process in front of an appeals officer. The IG will explain to all parties the right to have a personal advisor of their choice present throughout the process, as well as, the right to have VMI assign an advisor to either party for the initial hearing process if needed. The IG will explain to each party the right to review and respond to the allegations and all evidence collected during the IG investigation. The IG will also explain to the parties and witnesses that retaliation for reporting alleged discrimination, harassment, or sexual misconduct, or participating in an investigation of an alleged violation, is strictly prohibited and that any retaliation should be reported immediately and will be promptly addressed per GO 90.

Explanation of Sexual Misconduct Rights and Options

When a cadet or VMI employee reports that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off Post, the cadet or VMI employee will be provided an explanation of rights and options, which will include:

1. Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including information about:
 - A. The importance of seeking medical attention and of the collection and preservation of evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protective order;
 - B. How and to whom the alleged offense should be reported;
 - C. Options about the involvement of local law enforcement and the VMI Police, including the victim's option to:
 - 1) Notify proper law enforcement authorities, including local law enforcement and/or the VMI Police;
 - 2) Be assisted by VMI staff in notifying law enforcement authorities, if the victim so chooses; and
 - 3) Decline to notify such authorities; and
 - D. The rights of victims and VMI's responsibilities regarding no contact orders, restraining orders, protective orders, or similar orders;
2. Information about how the Institute will protect the confidentiality of victims and other parties, including how the Institute will:
 - A. Complete publicly available recordkeeping, including reporting and disclosures required by the Clery Act, without the inclusion of personally identifying information about the victim;
 - B. Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the Institute to provide the accommodations or protective measures; and
 - C. Ensure confidentiality of investigative files as education records protected by the Family Educational Rights and Privacy Act (FERPA), including that the process for the Sexual Violence Threat Assessment in accordance with Virginia Code § 23.1-806 could, if the incident poses to members of the VMI community a health or safety emergency as defined by the FERPA regulations, lead to disclosure of personally

identifying information to the law enforcement agency that would be responsible for investigating the incident and other appropriate parties whose knowledge of the information is necessary to protect the health and safety of the victim or other individuals.

3. Notification of existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the Institute and in the local community;
4. Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures, regardless of whether the victim chooses to report the crime to VMI police or local law enforcement; and
5. The procedures for VMI investigation, adjudication, and disciplinary action, including the right to decline to participate in a VMI investigation.

Criminal Reporting and Coordination

The IG will make all complainants aware of the right also to file a complaint with the VMI Police or local law enforcement and will encourage accurate and prompt reporting when the complainant elects to report. If a victim of sexual assault, dating violence, domestic violence, or stalking is physically or mentally incapacitated for at least ten (10) calendar days, and thereby unable to report the incident to law enforcement, then the IG will make such report. VMI will comply with all requests by the VMI Police Department or local law enforcement for cooperation in investigations. Such cooperation may require the IG to temporarily suspend the fact-finding aspect of a Title IX investigation detailed in the procedures below while the VMI Police or the appropriate law enforcement agency conducts a criminal inquiry.

Confidentiality, Anonymity, and Requests Not to Pursue Title IX Investigation

Institute officials have varying reporting responsibilities under state and federal law. If a victim of conduct in violation of this policy or another reporting party wishes to keep a report confidential, it must be made to the Institute Physician and other medical personnel at the VMI Infirmary, counseling personnel at the Cadet Counseling Center, or the VMI Chaplain. These individuals will encourage victims to make a report to the VMI Police, the IG, or local law enforcement. Other Institute officials receiving reports of conduct in violation of this policy are responsible employees and, thus, mandated reporters, but will maintain privacy to every extent possible without compromising the Institute's ability to investigate and respond in accordance with applicable law and regulations. The IG may be limited in the ability to investigate an anonymous report unless sufficient information is furnished to enable the IG to conduct a meaningful and fair investigation.

If the complainant requests confidentiality and does not sign a formal written complaint, the Institute may be limited in the actions it is able to take and its ability to respond while respecting the request. The complainant will be asked to sign a statement stating a desire not to sign a formal written complaint. Notwithstanding a complainant's request that local law enforcement not be informed of an incident, the Institute is required pursuant to Virginia Code § 23.1-806 to report information about an incident to local law enforcement if necessary to address an

articulable and significant threat posing a health or safety emergency, as defined by the implementing regulations of the Family Educational Rights and Privacy Act (FERPA), 34 C.F.R. § 99.36, and as detailed in the Sexual Violence Threat Assessment provisions, below.

Sexual Violence Threat Assessment

1. Upon receipt of any report of sexual violence, defined as a physical sexual act perpetrated against a person's will or where a person is incapable of giving consent, that is alleged to have occurred (i) against any VMI cadet; or (ii) on Post, in or on a VMI building or property, or on public property that is on Post or immediately adjacent to and accessible from Post, the IG will promptly inform a review committee of the report, including personally identifying information. The review committee will be comprised of, at a minimum, the IG, the Chief of the VMI Police, and the Commandant of Cadets, or their designees. The review committee may consult other VMI officials depending on whether the accused individual is a cadet, faculty, or staff member and the circumstances of the report. The review committee will be advised by VMI counsel.
2. Within 72 hours of receipt of the report from the IG, the review committee will meet to review the information and will continue to meet as necessary as new information becomes available. If the criteria in Paragraph 1 are met, the review committee will convene regardless of whether or not the victim has notified the VMI Police or local law enforcement or whether or not the victim has requested that VMI proceed with a Title IX investigation.
3. The review committee may obtain law-enforcement records and criminal history record information as provided in Virginia Code § 19.2-389 and § 19.2-389.1, health records as provided in Virginia Code § 32.1-127.1:03, available conduct or personnel records, and known facts and circumstances of the reported incident of sexual harassment or sexual misconduct and other evidence known to VMI, including the VMI Police, and local law enforcement. The review committee will be considered to be a threat assessment team established pursuant to Virginia Code § 23.1-805 for purposes of (i) obtaining criminal history record information and health records and (ii) the Virginia Freedom of Information Act (Virginia Code § 2.2-3700 *et seq.*) The review committee will comply with the Family Educational Rights and Privacy Act in conducting its review.
4. In addition to the available information detailed in Paragraph 3, above, the review committee will consider factors that suggest there is an increased risk of the accused individual committing additional acts of sexual misconduct or other violence, including, but not limited to:
 - A. Other sexual misconduct complaints about the same individual;
 - B. Prior arrests or reports of misconduct at another institution or a history of violent behavior;
 - C. Threats of further sexual misconduct against the reporting individual or others;
 - D. A history of failing to comply with a no-contact order issued by Institute officials;
 - E. Allegations of multiple perpetrators in the same incident;

- F. Use of physical violence in the reported incident or a prior incident. Examples of physical violence include, but are not limited to, hitting, punching, slapping, kicking, restraining, or choking;
- G. Reports or evidence of a pattern of perpetration, including a pattern of the accused individual using alcohol or drugs to facilitate sexual misconduct or harassment;
- H. Use of a weapon in the reported incident or a prior incident;
- I. A victim under the age of 18 or who is significantly younger than the accused individual;

The review committee will also consider whether means exist to obtain evidence other than investigation by law enforcement or a Title IX investigation such as security camera footage, eyewitness reports from security or guard personnel, or physical evidence.

- 5. If based on a consideration of all factors, the review committee determines that there is a significant and articulable threat to the health or safety of one or more individuals and that disclosure of the information to local law enforcement, including personally identifying information, is necessary to protect the health and safety of one or more individuals, the Chief of the VMI Police will immediately disclose such information to the law-enforcement agency that would be responsible for investigating the incident, for the purpose of investigation and other actions by law enforcement. If the review committee cannot reach a consensus, the Chief of the VMI Police may make the threat determination. Upon any disclosure to law enforcement under this paragraph, the IG will notify the victim that such disclosure is being made. The provisions of this paragraph will not apply if the law enforcement agency responsible for investigating the alleged incident is located outside the United States.
- 6. If information is disclosed to law enforcement under Paragraph 5 or if the review committee determines that sufficient factors exist to proceed with a Title IX investigation, despite the stated desires of the victim for confidentiality or not to proceed with an investigation, the IG will proceed with a full investigation under these procedures. In those situations, the IG will notify the victim that VMI is overriding the victim's requests for confidentiality and not to sign a formal written complaint. Other than the disclosure under Paragraph 5, if made, the information will only be shared with individuals who are responsible for handling VMI's response to incidents of sexual violence and VMI will ensure that any information maintained by VMI is maintained in a secure manner.
- 7. If the reported incident would constitute a felony violation of Article 7 (§ 18.2-61 *et seq.*) of Chapter 4 of Title 18.2 of the Code of Virginia, as determined by the Chief of the VMI Police or any other member of the review committee, the Chief of the VMI Police will inform other members of the review committee and will notify the attorney for the Commonwealth or other prosecutor responsible for prosecuting the incident and provide information received without disclosing personally identifying information, unless such information was disclosed to a law-enforcement agency pursuant to Paragraph 5.

8. At the conclusion of the Sexual Violence Threat Assessment, the IG and the Chief of the VMI Police will each retain (i) the authority to proceed with any further investigation or adjudication allowed under state or federal law and (ii) independent records of the review committee's determination considerations, which will be maintained under applicable state and federal law.

Supportive Measures

The Institute will offer supportive measures, as appropriate, to both the complainant and the respondent during investigations of alleged violations of this policy and the resolution process and any law enforcement investigation, to address the safety of the complainant, the respondent, or any member of the VMI community, and to avoid retaliation. If, in the judgment of the IG or other VMI leadership, the safety or well-being of any member of the VMI community may be jeopardized by the presence on-Post of the complainant or the respondent, the IG will notify the Threat Assessment Team. VMI will seek the consent of the complainant and the respondent before taking supportive measures to the greatest degree possible. Supportive measures will be individualized and may include, but are not necessarily limited to, changes in classroom schedules or barracks arrangement, no-contact orders between the parties, bar from Post, escorts on Post, referral and coordination of counseling and health services, and modification of work, academic, or training requirements. The Institute may temporarily reassign or place on administrative leave an employee alleged to have violated GO 16. In such situation, the employee will be given the opportunity to meet with the Chief of Staff prior to such action being imposed, or as soon thereafter as reasonably possible, to show cause why the action should not be implemented.

Timely Warnings

VMI is required by federal law to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the VMI community. The Institute will ensure, to every extent possible, that a victim's name and other identifying information is not disclosed, while still providing enough information for members of the VMI community to make decisions to address their own safety in light of the potential danger.

Coordination with the Cadet Equity Association

As the Institute's Title IX Coordinator, the IG is responsible for overseeing all complaints of discrimination, harassment, and sexual misconduct and identifying and addressing any pattern or systemic problems that arise during the review of such complaints. The Cadet Equity Association (CEA) is charged with monitoring and enforcing a Post-wide climate of respect and equitable treatment within the Corps of Cadets.

Any member of the CEA receiving a report of alleged discrimination, harassment, or sexual misconduct should report it without delay to the Assistant Commandant for Cadet Government/Assistant Title IX Coordinator. The Assistant Commandant for Cadet Government as an Assistant Title IX Coordinator will, upon receipt of the complaint by the CEA, notify the IG without delay. Neither the CEA members nor the Assistant Commandant for Cadet Government will undertake any independent efforts to determine whether or not the report or complaint has merit before reporting it to the IG. The Office of the IG will conduct all

investigations of allegations of discrimination, harassment, or sexual misconduct in violation of GO 16 in accordance with the procedures below.

Investigation and Resolution

Upon receiving information concerning alleged violations of GO 16, the IG will determine whether the conduct constitutes a possible violation of GO 16 and whether VMI has jurisdiction to conduct an administrative investigation into the incident. Jurisdiction exists under the following three conditions: 1) the conduct occurred against a person in the United States, 2) the conduct occurred during a VMI education program or activity, and 3) at the time of filing a formal complaint, the complainant must be participating in or attempting to participate in a VMI education program or activity. An education program or activity includes locations, events, or circumstances over which VMI exercised substantial control over both the respondent and the context in which the incident occurred, and also includes any building owned or controlled by a cadet organization that is officially recognized by VMI. Additionally, for jurisdiction relating to sexual harassment, if the conduct alleged does not rise to the level of severe, pervasive, and objectively offensive even if the allegations are assumed to be true, then dismissal of the investigation under GO 16 is mandatory. This determination likely will occur after an investigation has begun.

If the IG determines that VMI does not have jurisdiction over the incident, the allegation must be dismissed pursuant to GO 16, but may be adjudicated pursuant to other VMI policies, including but not limited to in accordance with GO 13 or GO 17. Sexual harassment conduct that is determined not to be severe, pervasive, and objectively offensive, as defined by Title IX of the Civil Rights Act of 1964 as amended (Civil Rights Act), may be addressed under other policies.,

The complainant has the right to appeal the IG decision to dismiss the allegation per the appeals procedures explained below. The IG may also dismiss an allegation if the complainant requests in writing to withdraw a formal complaint, the respondent is no longer enrolled or employed by VMI, or if specific circumstances prevent VMI from gathering evidence sufficient to reach a determination.

Once a formal written complaint is signed by a complainant or the IG alleging violations to GO 16, there are two possible methods for investigating, adjudicating, and resolving the alleged complaint: informal and formal resolution. The IG will explain the informal and formal procedures to both the complainant and the respondent, if known. The complainant and the respondent have the option to proceed under an informal resolution process. Both parties must voluntarily sign a written request to enter into an informal resolution process. This process is voluntary and either party can terminate their participation in the process and request a formal resolution at any time. In all cases, VMI will ensure there is no actual conflict of interest or bias among officials involved in the investigation and resolution of complaints to include the IG, Assistant Title IX Coordinators, Decision Makers, Appeals Officers, and Informal Resolution Facilitators. VMI will also strive to avoid even the appearance of conflict of interest or bias in all cases.

1. Informal Resolution Process

- A. Only after a formal complaint has been filed, the complainant and the respondent can request an informal resolution process to address the allegation. Both parties must provide their voluntary consent in writing to participate in the informal process. Either party can withdraw from the informal process at any time. Prior to commencing an informal resolution process, the IG will provide both parties with written notice of the allegations and describe the informal process. This written notice must include a statement that either party can withdraw from the informal process and resume a formal process at any time prior to a resolution being reached. The IG will also advise both parties that they are allowed to have one advisor of their choice participate in the process if they so choose.
- B. The Informal Resolution Process cannot be utilized when the complainant is a student and the respondent is an employee.
- C. Upon commencing the informal resolution process, the IG will assign an Informal Resolution Facilitator to oversee the process. This Informal Resolution Facilitator will be a member of the Institute staff who has received formal training on being a resolution facilitator. The Informal Resolution Facilitator will work with the complainant and the respondent in order to mediate a resolution that is satisfactory to both parties. Any resolution through the informal process must adequately address the concerns of the complainant, as well as the rights of the respondent and the responsibility of the Institute to prevent, address, and remedy alleged violations of GO 16. Informal resolution remedies might include providing training, providing counseling to an individual whose conduct, if not ceased, could rise to a higher level of policy violations, confidential briefing of the respondent's work supervisor, use of penalties through the cadet governance system, use of penalties through the Human Resources Department, or other methods deemed appropriate by the facilitator. Informal resolutions will be reviewed and approved by the IG. All parties will be provided written notification of the resolution of the complaint through the informal process.
- D. There will be no right of appeal afforded to the complainant or the respondent following the completion of an informal resolution process.

2. Formal Resolution Process and Decision Maker Hearing

- A. A formal complaint is a physical or electronic document that describes the facts alleged and is signed by an alleged victim of a GO 16 policy violation or the IG. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in a VMI education program or activity, including as an employee. The IG may also sign a formal complaint based on several factors to include the severity of the conduct alleged, the risk that the conduct may be repeated, multiple reports of serious misconduct against the same respondent, and the availability of evidence. The complaint may be supplemented by additional supporting documents, evidence, or recommendations of witnesses to be interviewed during the course of the investigation. The complainant must also disclose if a formal complaint has been filed with another VMI office, or a state or federal agency for the same offense.

- B. Once a formal complaint is filed, the respondent will be provided a copy of the complaint and written notice of (i) the identities of all involved parties; (ii) the specific section of the Blue Book or applicable policies allegedly violated; (iii) the precise conduct allegedly constituting the potential violation; and (iv) the date, or a reasonable approximate date, and location of the alleged incident. This notice will also include a statement that the respondent is presumed not responsible and that a determination of responsibility will not be made until the conclusion of the grievance process. Such written notice will be provided in advance of any interview of the respondent with sufficient time to prepare for meaningful participation. If the scope of the investigation expands, the IG will issue a supplemental written notice providing additional details and will provide additional time to the respondent to prepare a response before any initial interview occurs regarding those additional charges.
- C. If more than one respondent is involved in the alleged violations of GO 16, then the complainant must file a separate formal complaint against each respondent. The IG may choose to consolidate the cases once the separate complaints are filed.
- D. During the investigation, all parties will be provided equal opportunity to present witnesses, including both fact and expert witnesses, together with other inculpatory and exculpatory evidence. All parties will have the same opportunity to review and respond to evidence obtained during an investigation.
- E. The IG will consider whether supportive measures and involvement of other VMI leadership is appropriate. The IG also will confirm that the matter involves an alleged violation of GO 16, thereby conferring jurisdiction on the Office of the IG. If the IG determines that the Office of the IG does not have jurisdiction, the IG will offer to assist the complainant and, as appropriate, the respondent, in finding appropriate on-Post and off-Post resources to address the issues.
- F. The IG will conduct a prompt, adequate, reliable, and impartial fact finding investigation of the complaint. Only the IG, a trained investigator assigned to the Office of the IG, or a trained external investigator will conduct the investigation. All investigations of complaints alleging violations of GO 16 will be overseen by the IG, except as indicated below. Investigations will be transparent to the complainant and the respondent. The IG will assign the investigator, which may include the use of an external investigator if deemed appropriate. Once an investigator is assigned, the complainant and the respondent will be notified and will have three (3) business days from notification to file a written statement claiming that an investigator likely has a conflict of interest or will be biased. The statement must include details regarding why possible bias or a conflict of interest is suspected. If a bias or conflict-of-interest claim is reasonable, the IG will select a replacement for the applicable investigator. If the IG is suspected of possible bias or conflict of interest, then an external investigator chosen by the Superintendent will conduct the investigation and the VMI Chief of Staff will oversee the investigation.
- G. Only evidence that is relevant to the allegations in the complaint will be considered at any stage of the process. "Relevant" evidence and questions refer to any questions and evidence that tends to make an allegation in the complaint more or less likely to be true.
- H. Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the formal complaint. It will include any: 1) Evidence that is relevant, even if that evidence does not end up being relied upon by VMI in making a determination regarding responsibility; and 2)

inculpatory or exculpatory evidence (i.e. evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a party or other source.

- I. The complainant and the respondent may designate an advisor of their choice to accompany him or her at any meeting or proceeding during the formal investigation. The role of such advisors will be limited to advice and consultation. Neither the advisor for the complainant nor the advisor for the respondent will be permitted to question witnesses, raise objections, or make statements or arguments at any meetings or proceedings during the investigation. If either party has retained legal counsel, the party must immediately notify the IG of such representation. The role of counsel for the parties will be limited to advice and consultation with the attorney's client. The legal counsel will not be permitted to question witnesses, raise objections, or make statements or arguments to the IG or external investigator when applicable. If either party does not choose to have an advisor of his/her choice, the IG will assign an advisor to that party in order to participate in the initial hearing phase of the process.
- J. The IG will provide written notice to the parties and any witnesses of any interview, meeting, or hearing that the individual is expected to attend. This notice will allow sufficient time for the party to prepare to participate and will include the date, time, location, purpose, and participants of the meeting.
- K. The IG or external investigator when applicable, will prepare a written report of the fact finding investigation. The IG or external investigator will provide a draft copy of this written report along with a copy of all evidence gathered during the investigation to both parties and their advisors in electronic format. The parties will have ten (10) business days to submit a written response to the IG or external investigator. Upon finalizing the investigative report, the IG or external investigator will send a copy of the final report in electronic format to the parties and their advisors at least ten (10) business days prior to the hearing. The IG or external investigator will provide a copy of the final report and a copy of all evidence gathered during the investigation to the Decision Maker who will be overseeing the hearing.
- L. The Decision Maker will be a member of the Institute staff who has received formal training on being a decision maker and overseeing a student conduct hearing. Upon receiving an investigative report from the IG or external investigator, the Decision Maker will notify all parties and their advisors of the date, time, and location of the hearing. The Decision Maker, with assistance from the IG, will also notify all witnesses involved of the date, time, and location of the hearing. The hearing will typically be scheduled within fifteen (15) business days of the Decision Maker's receipt of the investigative report. If extension beyond fifteen (15) business days is necessary, all parties will be notified of the expected timeframe. If either the complainant or the respondent suspects that the Decision Maker could be biased or have a conflict of interest, then that party has three (3) business days from notification of the name of the Decision Maker to file a written statement claiming that the Decision Maker likely will be biased or has a conflict of interest. The statement must include details regarding why possible bias or a conflict of interest is suspected. If a bias or conflict-of-interest claim is reasonable, the VMI Chief of Staff will select a replacement Decision Maker.
- M. The Decision Maker will convene a live hearing concerning the formal complaint involving all parties, their advisors, and all witnesses. This live hearing will be recorded

via video or audio or transcribed by a licensed court reporter. While the hearing will be live, either party can request a separate room where they will have the technology to simultaneously see and hear the proceedings.

- N. The Decision Maker will preside over the hearing, including the presentation of evidence, the questioning of witnesses, and the cross-examination of witnesses by each party's advisor. The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the Institute will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party. The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing or refusal to answer cross-examination or other questions. The Decision Maker will determine the relevancy of questions and explain during the hearing any decision not to permit a question. Questions about the past sexual history or sexual character of a party to the complaint, complainant or respondent, with anyone other than each other, will not be admissible. Notwithstanding the above, demonstration of pattern, repeated, and/or predatory behavior by the respondent, in the form of previous findings in any Institute or judicial proceeding will be admissible. The parties will be notified in advance of the hearing if any information concerning prior conduct is deemed admissible.
- O. Each party must be given the opportunity to participate in the live hearing. If a party refuses or waives its right to participate in the live hearing, the Decision Maker may still proceed with the live hearing in the absence of a party, and may reach a determination of responsibility in his or her absence, including through any evidence gathered that does not constitute a "prior statement" by that party. A recorded verbal or written statement constituting part or all of the sexual harassment itself is not a "prior statement" that must be excluded if the maker of the statement does not submit to cross-examination about that statement. In other words, a prior statement does not include a document, audio recording, audiovisual reading, or digital media, including but not limited to text messages, emails, or social media postings, that constitute the conduct alleged to have been the act of sexual harassment under the formal complaint.
- P. The advisor is not prohibited from being a witness in the matter. If a party does not attend the live hearing, the party's advisor may appear and conduct cross-examination on his or her behalf. If neither a party nor their advisor appears at the hearing, VMI will provide an advisor to appear on behalf of the non-appearing party.
- Q. VMI, and not the parties, has the burden of proof and the burden of gathering evidence, i.e. the responsibility of showing a violation of GO 16 has occurred. This burden does not rest with either party, and either party may decide not to share his or her account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from VMI and does not indicate responsibility.
- R. VMI cannot access, consider, or disclose medical records without a waiver from the party (or parent, if applicable) to whom the records belong or of whom the records include information.
- S. The Decision Maker will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove or disprove the allegations).
- T. Witnesses cannot be compelled to participate in the live hearing, and have the right not to participate in the hearing free from retaliation.

- U. After the hearing, the Decision Maker will issue within ten (10) business days a written determination of responsibility based on the preponderance of evidence standard of evidence. The “preponderance of evidence” standard requires that the weight of the evidence, in totality, supports a finding that it is more likely than not that the alleged misconduct occurred. The Decision Maker will consider only the evidence that is directly related to the allegations. In determining whether alleged harassment has created a hostile environment, the Decision Maker will consider not only whether the conduct was unwelcome to the complainant, but also whether the conduct was severe, pervasive, and a reasonable person similarly situated to the complainant would have perceived the conduct to be objectively offensive.
- V. The Decision Maker’s written determination will include the following:
 - 1) Identification of the allegations at issue.
 - 2) Description of the procedural steps taken throughout the case.
 - 3) Findings of fact supporting the determination.
 - 4) Conclusions regarding application of GO 16.
 - 5) A statement and rationale as to the determination for each allegation.
 - 6) A statement of any disciplinary sanctions and whether any remedies will be provided to the complainant.
 - 7) A description of the procedures and permissible grounds for appeal.
- W. Upon completion of the written determination, the Decision Maker will at the same time provide a copy to all parties, their advisors, and the IG. The written determination should be completed within ten (10) business days from the completion of the hearing. Subsequent to receiving the written determination, the IG will meet with the parties to review the appeals procedures. If neither party notifies the IG of their desire to appeal, the findings, sanctions, and recommendations in the written determination become final.

Sanctions

- A. Sanctions for cadets will be determined by the Decision Maker, in consultation with the Commandant of Cadets. Sanctions may include, but are not limited to, penalties described in the Blue Book, suspension, or dismissal.
- B. Sanctions for teaching and research faculty will be determined by the Decision Maker in accordance with the procedures in the Faculty Handbook. Sanctions for non-teaching faculty and other non-classified staff will be determined by the Decision Maker, in consultation with the Director of Finance, Administration and Support; the Director of Intercollegiate Athletics; the Commandant; the Chief of Staff; or the Superintendent, in accordance with any applicable VMI regulations. Possible sanctions include, but are not limited to, counseling, training, reassignment, or the initiation of termination proceedings according to procedures in the appropriate governing policy.
- C. Sanctions for classified employees will be determined by the Decision Maker, in consultation with the Director of Human Resources, in accordance with the Commonwealth’s Standards of Conduct Policy. Sanctions that may be imposed by the Institute include, but are not limited to, verbal counseling, and additional training, issuance of a Written Notice, or suspension or termination of employment.
- D. All sanction proceedings for cadets, faculty, and other VMI employees will be conducted consistent with GO 16 and these procedures and will be transparent to the complainant and the respondent to the extent permitted by federal and state law and regulations.

- E. Contractors will assign for duty only employees acceptable to the Institute. The Institute reserves the right to require the Contractor to remove from the Post any employee who violates GO 16.
- F. Visitors (including, but not limited to, students participating in camp programs, non-degree seeking students, exchange cadets, and other students taking courses or participating in programs at VMI), who violate GO 16 will be directed to immediately leave the Post and may be subject to a permanent bar from Post.
- G. To the extent permitted by applicable VMI policies and regulations, sanctions will be imposed within fourteen (14) business days of completion of the Decision Maker's written determination of responsibility if neither the complainant nor the respondent requests an appeal hearing. If an appeal is requested, sanctions, if any, will be imposed within fourteen (14) business days of the final decision of the Appeals Officer. If extension of the time frame for sanctions to be imposed beyond fourteen (14) business days is necessary, all parties will be notified of the expected time for imposition of sanctions. The respondent will be informed in writing of any sanctions imposed for violation of GO 16 by the individual imposing the sanctions within five (5) business days of the determination. The IG will be provided a copy of such written notification. The IG will disclose to the complainant, as simultaneous as possible to the notification provided to the respondent, sanctions that directly relate to the complainant as permitted by state and federal law including the Family Educational Rights and Privacy Act (FERPA) and the Virginia Freedom of Information Act.

Appeal Hearing

1. Appeal Officers

The Appeal Officer will be a member of the Institute staff who has received formal training on being an Appeal Officer and on overseeing an appeal hearing. Appeal Officers will be authorized to hear appeals by either party to include: an appeal hearing in regards to an IG decision to dismiss a formal complaint; an appeal hearing in regards to an emergency removal ordered by the Threat Assessment Team; and an appeal hearing requested by any party in regards to a Decision Maker's written determination of responsibility. Appeals will be heard by one Appeal Officer. If either the complainant or the respondent suspects that the Appeal Officer could be biased or have a conflict of interest, then that party has three (3) business days from notification of the identity of the Appeal Officer to file a written statement claiming that the Appeal Officer likely will be biased or likely has a conflict of interest. The statement must include details regarding why possible bias or conflict of interest is suspected. If a bias or conflict-of-interest claim is reasonable, the Superintendent or the President of the VMI Board of Visitors will select a replacement Appeal Officer.

2. Appeal Procedures

A complainant or respondent desiring to appeal a Decision Maker's written determination of responsibility will file a written request for appeal with the IG within three (3) business days of receipt of the written determination along with information to support one or more of the following grounds for appeal:

- A. Procedural irregularity that affected the outcome.

- B. New evidence, unavailable at the time of the investigation that could substantially impact the Decision Maker's findings.
- C. Conflict of interest or bias by the institutional participants that affected the outcome.
- D. The sanctions recommended by the Decision Maker are substantially outside the parameters or guidelines set by the Institute for this type of offense or the cumulative conduct record of the respondent.

Within five (5) business days of receipt of the written request for appeal, the IG will notify the parties of the time and place of the hearing before an Appeal Officer. In addition, the IG will provide the parties with the name of the Appeal Officer. The hearing typically will be scheduled within fifteen (15) business days of receipt of the request for appeal. If extension beyond fifteen (15) business days is necessary, both parties will be notified of the expected time frame.

Within five (5) business days of filing the request for appeal, the party appealing the Decision Maker's findings (appellant) must submit a written statement to the IG that (i) identifies the names and addresses of witnesses that are requested to be called at the hearing; (ii) identifies and includes copies of any documents that will be used as evidence at the hearing; (iii) describes with specificity the grounds for appeal, including any procedures in GO 16 allegedly violated during the course of the investigation; and (iv) requests a specific remedy. The non-appealing party (appellee) also may submit such information for the Appeal Officer's consideration.

The IG will provide to the Appeals Officer within five (5) business days of receiving the above information from the appellant and the appellee: (i) the written determination of responsibility from the Decision Maker; (ii) the final investigative report from the IG; (iii) copies of all appeals documents provide to the IG by the appellant and the appellee; and (iv) the names and addresses of any witnesses that will be called at the hearing.

Both the appellant and the appellee may be accompanied by an advisor of their choice to the appeal hearing. If either party has retained legal counsel or a non-attorney advisor, the party must immediately notify the IG of such representation. The role of the attorney or the non-attorney advisor for the parties will be limited to advice and consultation with the attorney's/advisor's client and the client's witnesses. Neither the attorney/advisor for the appellant nor attorney/advisor for the appellee will be permitted to question witnesses, raise objections, or make statements or arguments to the Appeal Officer at the hearing. If either party is represented by legal counsel, the Institute may be represented at the hearing by assigned legal counsel from the Office of the Attorney General.

The Appeal Officer will preside over the hearing, including the questioning of witnesses and the presentation of documentary evidence. The hearing will be a non-adversarial proceeding and the rules of evidence will not be strictly applied. However, the Appeal Officer may limit evidence or testimony that is not relevant to whether the grounds for appeal are met by a preponderance of evidence. The hearing will be conducted in a fair and impartial manner. The Appeal Officer will be the final decision-maker on all matters of procedure during the hearing. All hearings will be closed to the public.

Within ten (10) business days of completion of the hearing, the Appeal Officer will submit a written decision to the parties, the Decision Maker, and the IG. The decision will include: (i) a description of the appellant's grounds for appeal; (ii) whether such grounds are accepted or rejected and the rationale for such determination; (iii) the Appeal Officer's decision to uphold or reject the findings of the Decision Maker and/or the recommended sanction and the rationale for such determination; and (iv) if the Decision Maker's findings and/or recommended sanction are rejected, the findings of the Appeal Officer and recommendations for resolution. The decision of the Appeal Officer is final with no further right to appeal.

Documentation and Recordkeeping

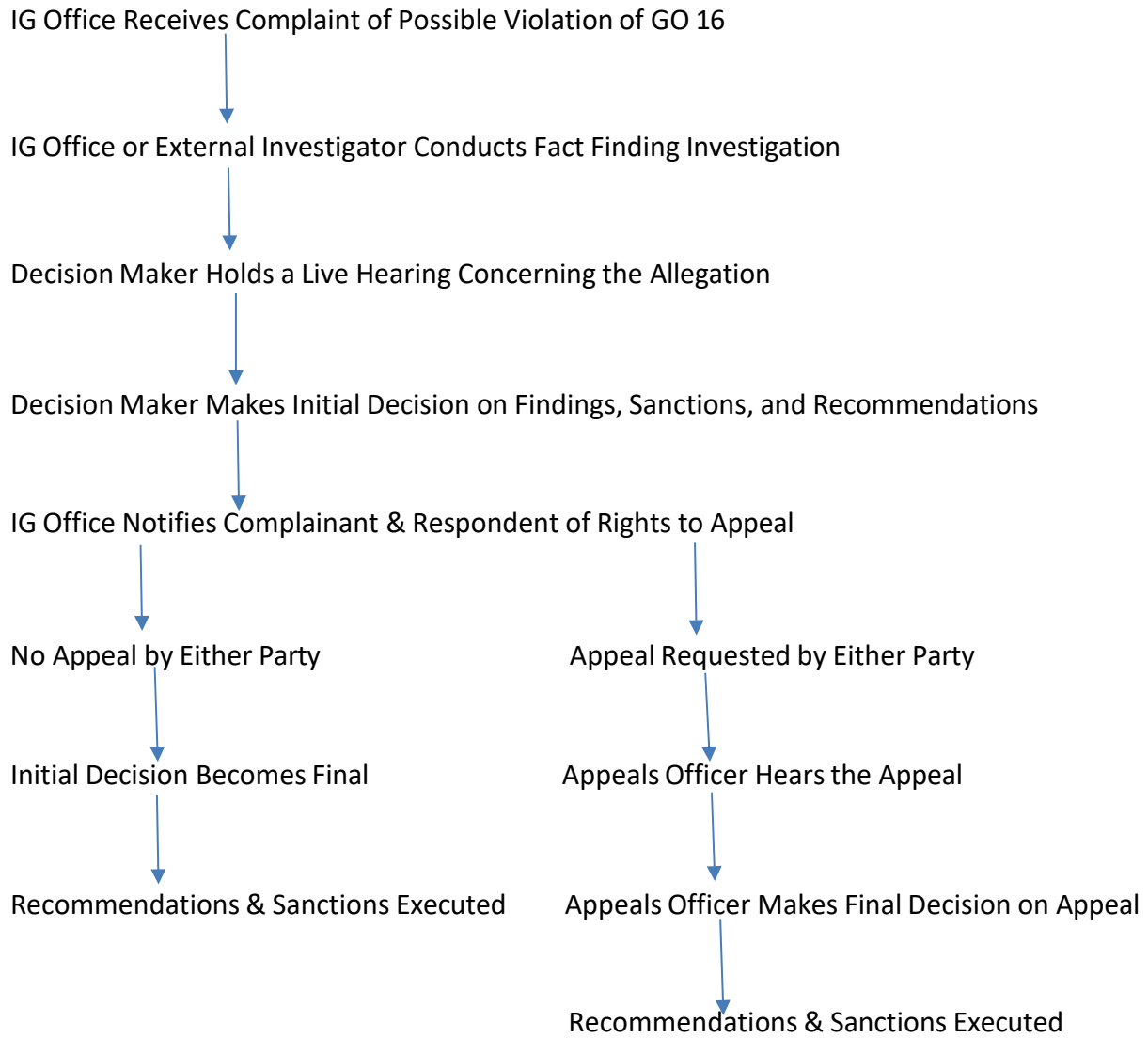
The Office of the IG will maintain, in a confidential manner, for at least seven (7) years paper or electronic files of all investigative case files to include: complaints, witness statements, documentary evidence, written investigation reports, written determinations of responsibility, informal resolutions, written appeals decisions, hearings documentation, and other associated case-related documents. The IG will prepare a monthly summary of pending cases that will be presented to the Superintendent. The summary will contain sufficient information to permit the Superintendent to assess VMI's compliance with the requirements of Title IX.

Training

Institute officials who are involved in these Grievance Procedures will receive formal training in regards to their roles in the process. This training will be provided to the IG, Assistant Title IX Coordinators, external investigators when applicable, Informal Resolution Facilitators, Decision Makers, and Appeal Officers. The training will cover various aspects of GO 16 and the grievance procedures including: the definition of sexual harassment and other policy violations; the scope of the Institute's education programs and activities; how to conduct investigations; how to conduct decision maker hearings and appeals hearings; informal resolutions; and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The training for Decision Makers and Appeal Officers will also include understanding technology to be used at live hearings, relevance, and the permissible use of sexual history. All training provided in regards to this policy and the grievance procedures will be posted on VMI's website for public review.

Appendix B:

GO 16 Adjudication Process



APPENDIX 3

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 25)

6 July 2021

Institute Violence Prevention Policy

1. Purpose

Virginia Military Institute strives to provide a safe and secure environment for Institute employees, cadets, and visitors by establishing preventive measures, assessing and intervening as appropriate with potential threats, providing assistance and support to victims, and ensuring fair and impartial investigation and adjudication of allegations of violence. This policy specifically addresses the Institute's efforts on the prevention, reduction, and management of violence to provide a safe working and learning environment for our cadets, employees, and visitors at all Institute owned, controlled, or leased properties, including but not limited to, barracks or any structure designed for cadet housing, academic buildings, administrative office buildings, support buildings, military training facilities, athletic facilities, dining facilities, parade ground, faculty and staff housing, green space, roadways, sidewalks, and parking lots and the Jackson House, Davidson-Tucker House, Hinty Hall, New Market Battlefield and the Virginia Museum of the Civil War, McKethan Park, Lackey Park, Chessie Nature Trail, and property leased by VMI.

2. Policy

Virginia Military Institute does not tolerate acts of violence or threats committed by or against employees, cadets, contractual workers, volunteers, visitors, or other third parties on Institute owned, controlled, or leased properties, or while conducting Institute business at any location, including representing the Institute at conferences or off-site meetings or riding in Institute owned or leased vehicles.

It is intended that all useful management strategies be employed to identify, intervene, and prevent incidents of violence on Post, and provide appropriate consequences to those who threaten or perpetrate violence. VMI managers, employees, and cadets are responsible for reporting perceived threats or risks of violence, and must not be subjected to any acts of retaliation for reporting concerns. VMI's Threat Assessment Team will assess and manage threats according to state guidance and best practices on threat assessment and management at institutions of higher education. VMI will use available resources such as the Employee Assistance Program, the Office of Cadet Counseling, law enforcement officials, community services boards, outside health care providers, the Commandant's Office, the Violence Prevention Committee, and applicable personnel and cadet programs and policies in responding to alleged acts of violence and threats.

VMI will cooperate with law enforcement and prosecutors in accordance with federal and state law.

2.1 Applicability

This policy applies to the personal conduct of an employee while functioning in the course and scope of employment, whether on or off Post, and to any off-duty violent conduct that adversely impacts a VMI employee's ability to perform his or her assigned duties and responsibilities. This policy further applies to cadets, summer session cadets, volunteers, contracted service representatives, visitors, and other third parties. Sexual misconduct, including but not limited to sexual assault, sexual exploitation, dating violence, domestic violence, and stalking, occurring on or off Post will be governed by General Order 16, Discrimination, Harassment, and Sexual Misconduct Policy, in addition to this policy.

2.2 Prohibited Conduct and Sanctions

Violence includes, but is not limited to, intimidation, threats, physical attack, domestic and dating violence, stalking, or property damage, and includes acts of violence committed by or against employees, cadets, contractual workers, volunteers, visitors, or other third parties on Institute owned, controlled, or leased properties, or while conducting Institute business at any location.

Prohibited conduct includes, but is not limited to, intentionally:

- Injuring another person physically;
- Engaging in verbal or physical behavior that creates a reasonable fear of injury to an identifiable person;
- Engaging in verbal or physical behavior that subjects an identifiable person to extreme emotional distress;
- Engaging in threatening or violent behavior based on race, ethnicity, gender, or other protected status;
- Defacing or damaging property;
- Threatening to injure an individual or to damage property;
- Committing injurious or threatening acts related to sexual assault, stalking, dating or domestic violence or sexual harassment;
- Brandishing a weapon or firearm, and
- Retaliating against any individual who, in good faith, reports a violation of this policy.

Verbal behavior prohibited by this policy also includes electronic communication such as e-mail, comments posted on websites, and social media. See also, General Order 71, Use of Social Media.

Violation of this policy, including off-duty violent conduct by an employee, may result in disciplinary actions under the appropriate faculty, staff, and cadet policies, up to and including dismissal. Individuals who violate this policy may also be subject to arrest for violation of any applicable state criminal statute, and/or may be barred from Post.

2.3 Prohibition of Weapons

In accordance with 8 VAC 100-10-20, possession, carrying, or storage of any weapon by any person, except a police officer, is prohibited:

- (a) in all academic buildings, administrative office buildings, support buildings, military training facilities, athletic facilities, barracks or any structure designed for cadet housing, or dining facilities; or
- (b) while attending sporting, entertainment, or educational events.

For purposes of this policy, "weapons" are defined as (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind; (ii) any dirk, bowie knife, switchblade knife, ballistic knife, razor, slingshot, sprint stick, metal knuckles, or blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; or (iv) any disc, of whatever configuration, having at least two points or pointed blades that is designed to be thrown or propelled and that may be known as throwing star or oriental dart.

Entry upon Institute property in violation of this prohibition is expressly forbidden. In addition to individuals authorized by Institute policy, VMI Police officers are lawfully in charge for the purposes of forbidding an individual from entry upon or remaining upon Institute property while possessing, carrying, or storing weapons in violation of this prohibition.

VMI cadets are prohibited from possessing, carrying, or storing a weapon on any VMI property unless in accordance with the Cadet Weapons Policy. See Section 2.4, below and Appendix 1. Permitted use and storage of VMI issued weapons (rifles, bayonets, and sabers) by cadets will be governed by the Commandant's Office.

Employees who are occupants of VMI quarters may store rifles, shotguns, handguns, knives, bows, and other legal weapons which they are lawfully permitted to possess in their quarters, pursuant to rules developed and approved by the Deputy Superintendent for Finance, Administration, and Support.

Visitors who are staying overnight in VMI guest accommodations in Moody Hall or the VIP quarters are prohibited from possessing, carrying, or storing any weapon in such guest accommodations, as a condition of overnight lodging in a VMI facility. Any weapons brought to Post by visitors lodging overnight in a VMI facility shall be stored pursuant to rules developed and approved by the Deputy Superintendent for Finance, Administration, and Support.

Cadets, employees, and parties contracting with VMI for the provision of goods or services may not store weapons in a personal or contractor vehicle on VMI property. Visitors who may lawfully possess a weapon may store such weapon in a private vehicle if it is secured in a container or compartment in the vehicle. However, visitors are strongly encouraged to store any weapons brought on Post in accordance with rules developed and approved by the Director of Finance, Administration, and Support.

Any such individual who is reported or discovered to possess a weapon on VMI property in violation of this policy will be asked to remove it immediately. Failure to comply may result in arrest, disciplinary action, referral to the Commandant's Office, or bar from Post.

2.4 Authorized Exceptions to Prohibition on Possession of Weapons

An employee, cadet, or approved student may possess a weapon in specified locations if it is:

- Used by a cadet, employee, or approved student connected with weapon training/instruction at the North Post Baffled Range Facility;
- Used by an employee who is a certified law enforcement officer employed by the VMI Police Department;
- Required as part of an employee's job duties with the Commonwealth of Virginia or for cadet training or recreational purposes as approved by the Commandant;
- Used by an ROTC employee engaged in military training involving weapons.
- Individually authorized hunting or game reduction program expressly permitted by VMI officials.
- Used by an individual in connection with the NCAA rifle teams or club shooting teams and programs.

VMI Rifle Team weapons can be fired at both VMI Ranges and will be stored at the Kilbourne Indoor Range or the VMI Armory as required for maintenance and will not be transported to any other location on Post.

Rules for Corps Marksmanship Program (CMP), New Cadet Military Training (NCMT), the Skeet Club, other cadet club events using weapons, and shooting events sponsored by the Director of Marksmanship will be approved by the Commandant. The Commandant will ensure the rules for storage of these weapons in the Armory is consistent with the overall intent of this policy.

The Director of Marksmanship will ensure the rules for storage of weapons in the North Post Baffled Range Facility are consistent with the overall intent of this policy. Cadet and employee personally owned weapons are only authorized on the North Post Baffled Range Facility and will be stored at the range or removed from VMI property upon completion of the shooting event. All personally owned weapons will be transported to and from the North Post Baffled Range Facility via Jordan's Point entrance (Saunders Road); if that entry way is closed the most expeditious route to the Range Facility will be utilized and stops on Post are prohibited.

The transport and handling of all weapons, both VMI owned and personally owned, will be in accordance with the published Range Standard Operating Procedures (Range SOP).

VMI owned weapons may be stored only in the VMI Armory, North Post Range, the Kilbourne Hall Range, and the VMI Police Department. The gun locker in the Guard Room will be used only for temporary (overnight) storage of Skeet Club shotguns.

Exceptions to this policy may be granted only by the Office of the Superintendent. Requests for exceptions must be in writing. A request should include:

- A description of the event that requires the exception;
- A detailed description of the number and types of weapons that will be on the VMI Post;
- The duration (from and to dates and times); and
- A list of individuals who will have weapons, or in the case of a non-employee event (for example a historical reenactment), the individuals responsible for the event and the VMI point of contact.

2.5 Violence Prevention and Threat Assessment

As part of a larger and Institute-wide commitment to a safe Post and workplace environment, VMI is committed to the development of preventative measures, including educational programming, behavioral health resources for cadets and employees, ongoing dialogue and assessment of Violence Prevention Strategies through the Violence Prevention Committee, and assessment and management of threats according to national and regional best practices by the Threat Assessment Team. The Violence Prevention Committee also serves as a forum for the Partnership Council, established by the Memorandum of Understanding between the US Army Cadet Command and VMI, to develop strategies to prevent sexual harassment and sexual assault.

The Deputy Superintendent for Finance, Administration, and Support will chair the Violence Prevention Committee and the Threat Assessment Team. The mission, responsibilities, and membership of the Violence Prevention Committee and Threat Assessment Team are outlined in General Order 22, Workplace Violence Prevention Committee and Threat Assessment Team.

2.6 Identifying and Reporting Risks

All individuals are encouraged to be alert to the possibility of violence on the part of employees, former employees, cadets, customers, and strangers. Employees and cadets must place safety as their highest concern and must report immediately all acts of violence and threatening or aberrant behavior that may represent a physical threat to the VMI community. All reports of violence will be handled in a confidential manner, with information released only on a need-to-know basis within the VMI community and in accordance with federal and state laws and regulations. Retaliation against employees or cadets who report threatening or aberrant behavior or acts of violence in good faith is prohibited. Any retaliation against an employee shall be reported to the Inspector General or Human Resources Office, as appropriate. Retaliation against cadets shall be reported to the Commandant's Office. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence.

See Appendix 2, "Workplace Violence/Hostility: Employee Guidelines and Procedures," for guidelines on general security practices and coping with threatening or violent individuals.

2.7 Responsibilities

It is the responsibility of every administrator, faculty member, staff member, and cadet to take any threat or violent act seriously and to report acts of violence or threatening or aberrant behavior that may represent a physical threat to the community to the appropriate authorities as set forth in this policy. Department heads and supervisors are responsible for communicating

this policy to all employees under their supervision, ensuring that facilities are as safe as feasible and that all employees are aware of how to report potential threats.

The VMI Police Department will coordinate all VMI action in case of a violent incident on Post and investigate threats or incidents of violence in accordance with applicable emergency action plans. Only the VMI Police or other law enforcement agencies should attempt to apprehend an alleged offender.

The Human Resources Office will coordinate employee-related preventive measures, including coordinating employee training and communications programs, conducting criminal background checks in accordance with VMI policy, advising employees and managers, and coordinating with other VMI and community resources to support victims of violence.

The Office of Cadet Counseling will coordinate cadet-related preventive measures including training for professionals and cadets through educational programming.

The Director of Emergency Management will develop and coordinate VMI's emergency response plan, advise departments on the development of unit plans, and provide templates to support the development of departmental plans.

3. Procedures

3.1 Reporting Incidents

A threat which individuals are required to report pursuant to this policy includes expression of intent to cause physical harm to one's self or to others. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out, and without regard to whether the expression is contingent, conditional, or future

Faculty and staff employed by VMI are required to report threats and any other non-verbal aberrant behavior that may pose a physical threat to the VMI community to the VMI Police or a member of the Threat Assessment Team. Other concerns about violence or potential violence can be reported to the employee's immediate supervisor or the Human Resource Office, in addition to the VMI Police or Threat Assessment Team. Mental health service providers employed by VMI or as independent contractors shall report threats in accordance with Virginia Code § 54.1-2400.1

Cadets are required to report any threats and any other non-verbal aberrant behavior that may pose a physical threat to the VMI community to the VMI Police, a member of the Threat Assessment Team, or a member of the Commandant's staff.

All reports of conduct that may constitute sexual misconduct, including sexual assault, sexual exploitation, domestic violence, dating violence, or stalking, should also be made to the Inspector General/Title IX Coordinator in accordance with General Order 16.

3.2 Support for Victims of Violence

VMI shall make efforts to provide a workplace free from violence and to protect and support victims and those threatened or exposed to acts or threats of workplace violence by offering security measures and identifying appropriate resources for providing support and assistance. Every effort will be made to protect the confidentiality and safety of anyone who reports a potential violation of this regulation or otherwise raises concerns about a threat or act of violence. All reports will be handled in as confidential manner as possible, with information released only on a need-to-know basis or as required by law. Victims may also need special accommodations or adjustments to work or class schedule, location, or working conditions in order to enhance their safety. VMI will accommodate these requests and needs whenever possible and appropriate. VMI will provide interim measures to individuals involved in an incident of sexual misconduct in accordance with General Order 16.

FOR THE SUPERINTENDENT:

Jeffrey Boobar
Colonel, Virginia Militia
Interim Chief of Staff

OPR: FAS

Appendix 1

Cadet Weapons Policy -- Extract from VMI Regulations Part III Blue Book

CHAPTER 5 – Weapons

SUMMARY

- **Cadets will keep positive control over VMI issued weapons at all times.**
- **Cadets are not authorized to bring personal weapons to VMI, with the exception of the Skeet Club.**
- **Skeet Club members allowed to bring weapons to VMI must follow authorized storage procedures as described in the Skeet Club permit.**
- **Lost or stolen weapons must be reported immediately to the proper authorities.**

1. VMI ISSUED WEAPON

- a. Cadets are responsible for the security, accountability, and maintenance of their assigned M-14 rifle and bayonet at all times.
- b. If assigned an M16A2 rifle (1.a.) applies.
- c. VMI issued weapons (M-14s, M-16s, bayonets, etc.) are property of the U.S. Federal Government and must be secured, safeguarded, and maintained at all times; loss of a weapon, including any major parts/components, is a serious offense/incident and must be reported immediately to the cadet chain of command, VMI guard room, VMI arms room, and Commandant's office (OC/TAC). In the event a VMI weapon is found on Post, the responsible individual should safely secure the weapon and transport to the guard room for accountability and security.
- d. A lost or stolen firearm is a serious offense. A lost or stolen firearm will be grounds for a penalty ranging from Federal/State prosecution and/or a VMI penalty of a Blue Book number five (5) to a dismissal.
- e. Loss of a bayonet is a serious offense and must be reported through the cadet chain of command to the Battalion Operations and Training Sergeants or any Commandant's staff member.
- f. Bayonets are only drawn from scabbards for cleaning and maintenance or as directed at parades and formations.
- g. Cadets must:
 - (1) Not bang rifles on the ground or stoop;
 - (2) Keep weapons on Post at all times unless participating in an approved VMI activity;
 - (3) Turn in issued weapons to the armory when directed;
 - (4) Inform the armory when a weapon has been damaged;
 - (5) Inform their company master sergeants when rifles and or bayonets have been turned into the arms room for damage repairs for proper accountability; and
 - (6) Immediately report a lost, found, or stolen firearm to a Commandant staff official, officer in charge, and to the guard room.

2. PROCEDURES FOR LOST OR STOLEN FIREARMS

- a. Commandant's staff officials and/or Officer in Charge who has been notified of a lost or stolen firearm will report the incident to the Commandant.
- b. The first notified Commandant staff official or Officer in Charge will commence a log of events; commencing with the time first notified of the lost or stolen firearm.

- c. The first notified Commandant staff official or Officer in Charge will commence the procedures in place for a lost firearm.
- d. Responsibility:
 - (1) Commandant
 - (a) Ensure a 100% inventory of all weapons is completed.
 - (b) Notify the Institute armorer to report to Post.
 - (c) Initiate an investigation and search for the lost weapon.
 - (d) Immediately notify higher HQ (Institute Chief of Staff) and VMI Police Department; report must be filed NLT 4 hours of the incident.
 - (e) Immediately notify ROTC battalion command (Army)
 - (2) Armor:
 - (a) Assist in the inventory of all assigned firearms in the arms room.
 - (b) Provide all necessary documentation.
 - (3) Unit Personnel (Cadets):
 - (a) Upon suspecting that a weapon is lost/stolen, immediately notify commandant staff officials, officer in charge, and guard room.
 - (b) Assist as necessary in the search for the weapon.
- e. **Timeline:**

WHO / WHAT	WHEN
Initial Alert from cadet WHO: Cadet	Zero hour
Initiate search of last known area of firearm WHO: CMDT Staff / OC	+10 Minute
Commence journal (Log) WHO: CMDT Staff / OC	+20 Minute
Notify Commandant WHO: CMDT Staff / OC	W/I one hour of initial alert
Notify Chief of Staff/VMI Police/ ROTC Army WHO: Commandant	+2 Hour
File report WHO: Commandant	+4 Hour
Initiate lock down and 100% search	+4 Hour
Cancellation of lock down WHO: Commandant	+4 Hour

3. PRIVATELY OWNED WEAPONS

- a. Cadets are prohibited from possessing, carrying, or storing a weapon on any VMI property unless IAW General Order 25, Section 2.4. For the purposes of this regulation, all cadet parking areas, to include any off Post, are considered “VMI property”.
- b. The registration, storage, and handling of personally owned weapons belonging to the Trap and Skeet Club, VMI Rifle Team, Combat Shooting Team, or Paint ball/airsoft gun clubs are as described in the team permit and approved by the Commandant.
- c. Cadet personally owned weapons may be authorized for specific training or shooting events in the North Post baffled range facility and will be stored at the range or removed from VMI property upon completion of the event.

4. VIOLATION OF WEAPONS POLICY

Cadets found to be in violation of the weapons policy are subject to a penalty ranging from Federal/State prosecution and/or a VMI penalty of a Blue Book number five (5) to dismissal.

5. Battalion Operation and Training Sergeant is the point of contact for this chapter.

Appendix 2

Workplace Violence/Hostility: Employee Guidelines and Procedures

While VMI endeavors to provide employees with a safe and secure workplace, VMI recognizes that crime and violence sometimes can spill over into the workplace. We are providing you with these guidelines so you can be better prepared to handle violent and threatening situations. This document summarizes actions you should and should not take to deal with threatening or violent situations. Taking a few moments to familiarize yourself with these guidelines is an important part of being prepared for workplace emergencies.

General Security Practices

- Never hesitate to call the police if confronted with a potentially violent situation. It is better to have called the police unnecessarily than not to have the police available when a threatening situation turns violent.
- Never attempt to physically restrain or physically remove a threatening or violent individual by yourself. Doing so puts you in danger and leaves you and VMI vulnerable to possible lawsuits.
- **Always report violent, threatening, or harassing behavior to your supervisor and the VMI Police. Alert your supervisor or the VMI Police to the presence of strangers in your work area or the presence of any suspicious packages.**
- In the event of armed robbery, comply with the robber's demands, including demands for VMI money or property.
- VMI employees who have a protective order or restraining order which covers them at work should notify their supervisor and provide a copy of the order to the VMI Police Department

Guidelines for Violent Incident Response

The potential for violent incidents in the workplace is an unfortunate reality. As these incidents generally occur without warning, every member of the VMI community should always be prepared. Workplace violence may include physical assaults, active shooters, terrorism, and more.

All members of the VMI Police Department are trained in nationally recognized rapid intervention tactics to respond to and neutralize immediate threats to life and safety. The following recommendations will help you take appropriate actions to protect yourself and will assist law enforcement in their response. No matter what happens, try to remain calm. Your behavior will influence those around you.

Remember **Run, Hide, Fight**. Run should always be your first goal. If that is not possible, hide in a secure location. Fighting should be your last resort, only if escaping and hiding are not possible.

Run

- **Have an escape route and plan in mind.**
 - Listen to try and judge from where sounds of violence are coming.
 - Consider escaping through windows or access panels.
- **Go quickly and quietly.**
 - Leave your belongings behind.
 - Silence your cell phone.
 - Call 911 after you are safe.
- **Commit to your plan.**
 - Evacuate regardless of whether others agree to follow.
 - Help others escape, if possible.
 - Do not attempt to move wounded people
- **Keep your hands visible.**
- **Follow the instructions of any police officers you encounter.**
- **Prevent others from entering an area where the assailant may be.**

Hide

- **Securing the immediate area:**
 - Lock or barricade the door, if you can. Use whatever is available – desks, tables, file cabinets, other furniture, books, etc.
 - If there are no items available to barricade the door, lie flat on the floor with your feet against the door and use your body weight as a barricade.
 - After securing the door, stay behind solid objects away from the door as much as possible.
 - If the assailant enters your room and then leaves, lock or barricade the door behind them to prevent them from returning.
 - If safe to do so, allow others to seek refuge with you.
- **Un-securing the Area:**
 - The assailant may not stop until his objectives have been met or until they are neutralized by law enforcement.
 - Always consider the risk of opening the door for any reason.

- Attempts to rescue people only should be made if it can be done without further endangering the persons already inside of a secured area.
- Be aware that the assailant may bang on the door, yell for help, or otherwise try to convince you to open the door of a secured area.
- If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.
- **Protective Actions.**
 - Close blinds.
 - Block windows.
 - Turn off lights.
 - Turn off radios and computer monitors.
 - Silence cell phones.
 - Place signs in exterior windows to identify your location and the location of injured persons.
 - Keep people calm and quiet.
 - After securing the room, people should be positioned out of sight and behind items that might offer additional protection – walls, desks, file cabinets, bookshelves, etc.
- **Open Areas:**
 - If you find yourself in an open area, immediately seek protection.
 - Put something between you and the assailant.
 - If in doubt, find the safest area available and secure it the best way that you can.
- **Call 911.** Be prepared to provide the 911 operator with as much information as possible in a calm clear manner, such as the following:
 - What is happening.
 - Where you are located, including building name and room number.
 - Number of people at your specific location.
 - Injuries, if any, including the number of injured and types of injuries.
 - Your name and other information as requested.
 - Specific location and direction of the assailant.
 - Number of assailants.
 - Gender, race, and age of the assailant.
 - Language or commands used by the assailant.
 - Clothing color and style.

- Physical features – e.g., height, weight, facial hair, glasses.
- Type of weapons – e.g., handgun, rifle, shotgun, explosives.
- Description of any backpack or bag.
- Do you recognize the assailant? Do you know their name?
- What exactly did you hear – e.g., explosions, gunshots, etc.
- **Treat the Injured.** EMS will respond to the site, but will not be able to enter the area until it is secured by law enforcement. You may have to treat the injured as best you can until the area is secure. Remember basic first aid:
 - For bleeding apply pressure and elevate. You can use many items to do this, such as clothing, paper towels, feminine hygiene products, newspapers, etc.
 - Reassure others that help will arrive – try to stay quiet and calm.

Fight

- **When the shooter is at close range and you cannot flee or hide:**
 - Your chance of survival is much greater if you try to incapacitate him/her.
 - This should be a last resort when your life is in imminent danger.
 - Consider using items such as chairs, lamps, or fire extinguishers as weapons.
 - Your goal is to protect yourself and create an opportunity for escape.

When Law Enforcement Responds

- **Officers' first goal is to stop the assailant and prevent further casualties.**
 - The first officers to arrive will not stop to treat the injured or evacuate anyone.
 - Officers may be wearing uniforms, be in plain clothes with badges displayed, or in tactical uniforms, including bullet proof vests and helmets. There may be officers from several jurisdictions, all in different uniforms.
 - Officers may point weapons at you, shout commands or push you to the ground or towards the direction of escape. Comply with their commands.
 - Stay where you are and keep your area secured until instructed to do otherwise.
 - Do not attempt to detain the officers or ask questions.
 - It may take some time for you to be evacuated. Be patient. Your safety is the officers' first priority.
 - When being evacuated, follow directions exactly.

- Once you are evacuated, you may be taken to a holding area to be identified, treated for injuries, or interviewed. This is important for safety and accountability. Remain there until told that you can leave.
- **Officers must consider the possibility that the assailant(s) are posing as victims to avoid detection or ambush them.**
 - Remain calm and follow instructions
 - Put down any items in your hands (e.g., bags, jackets)
 - Keep hands visible at all times. Raise hands and spread fingers.
 - You may be searched.
 - Avoid quick movements toward officers, such as holding on to them for safety.
 - Avoid pointing, screaming, or yelling.

APPENDIX 4

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 52)

21 October 2019

Hazing Policy

1. **Purpose:** The purpose of this policy is to establish clearly and unequivocally that VMI does not tolerate hazing and to ensure that cadets are not subjected to any type of hazing at any time. It is the responsibility of everyone in the VMI community to encourage an environment of learning that emphasizes the dignity and worth of every member of our community.

Hazing is an unproductive and hazardous activity that is incongruous with the values expected of a VMI cadet or VMI employee and has no place at VMI, either on or off post. Hazing is injurious both to the individuals involved and to VMI.

2. **Policy:** 'Hazing' means to recklessly or intentionally endanger the health or safety of a cadet(s) or to inflict bodily injury on a cadet(s), in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, or student body; regardless of whether the cadet(s) so endangered or injured participated voluntarily in the relevant activity. See Appendix A (Va. Code Sec. 18.2-56). Hazing by any cadet or employee of the Institute will not be tolerated.
3. **Applicability:** This policy applies to all persons and groups associated with VMI, including, but not limited to, cadets, faculty, administrators, coaches, staff, athletic teams, club sports, and other organizations and encompasses all acts of hazing that occur on or off post.

This policy is not intended to prohibit the following conduct:

- a. Customary athletic events, contests, or competitions that are sponsored by VMI or the organized and supervised practices associates with such events; or
 - b. Any activity or conduct that furthers the goals of a legitimate educational curriculum, extracurricular program, or military training program, as approved by the Institute.
4. **Reporting:** Hazing complaints or any witness report/information regarding a hazing incident will be reported to the Commandant, the Inspector General, or any Institute Official, and may be reported anonymously. All incidents of reported hazing will be forwarded immediately to the Chief of Staff who will determine the appropriate office to conduct an investigation, if warranted. The Chief of Staff is charged with ensuring compliance with this policy.
 5. **Disciplinary Action**
Hazing is prohibited by law and Institute policy. Any individual or organization found to be in violation of this policy shall be subject to disciplinary action, which may include a sanction up to and including dismissal for cadets and termination of employment for faculty, administrators, coaches, and staff.

6. Retaliation

It shall be a violation of this policy for an individual or organization to retaliate against a cadet or other person for reporting a suspected incident of hazing or cooperating in any investigation or disciplinary proceeding regarding an incident of hazing.

7. Definitions:

- a. Administrator: The superintendent, deputy superintendent, institute official, director of a program or campus office, or designee of one of the aforementioned individuals.
- b. Organization: Military unit, athletic team, association, corporation, order, society, Corps, cooperative, club, or other similar group, whose members primarily are cadets, and which is officially recognized by the Institute.
- c. Staff: Any person employed directly by or retained through a contract with the Institute, including a coach or supervisor of an organization, professor, or intern.
- d. Cadet: Any person who is enrolled in or matriculating from the Institute, registered or in attendance in a program operated by the Institute, or who has been accepted for admission into any program operated by the Institute.

FOR THE SUPERINTENDENT:

James P. Inman
Colonel, U.S. Army (Ret.)
Chief of Staff

DIST: E, Cadets
OPR: COS

Appendix A

CODE OF VIRGINIA

[§ 18.2-56](#). Hazing unlawful; civil and criminal liability; duty of school, etc., officials; penalty.

It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university.

Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.

Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the institution's policies and procedures. The institution's policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case and shall be consistent with the model policies established by the Department of Education or the State Council of Higher Education for Virginia, as applicable. The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall take such action as he deems appropriate.

For the purposes of this section, “hazing” means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

(Code 1950, § 18.1-71; 1960, c. 358; 1975, cc. 14, 15; 2003, cc. 62, 67; 2014, c. 627.)

APPENDIX 5

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 60)

7 July 2021

MISSING CADET RESPONSE PROCEDURES

1. **Purpose:** This general order outlines the procedures to be followed when a cadet is missing/absent from Post without permission. VMI officials must follow the procedures contained in this general order when dealing with this situation. This directive enacts the requirements of 20 USC 1092 (j) and 34 C.F.R. 668.46(b)(14) and (h).
2. **Definitions:** A cadet is defined as a member of the VMI Corps of Cadets residing in barracks during the academic year. A missing cadet is one who has been absent for 24 hours or more. A cadet whose status has not been accounted for in several hours and it appears that he or she may have left the VMI main post area for unexplained reasons is also considered missing if that individual's whereabouts could not be determined following reasonable and timely efforts by the Commandant's Office to locate the cadet.
3. **Procedures:** The following procedure does not apply to rats during matriculation week. (See Annex 1.) It does apply to rats and upper-class cadets beginning at 2200 hours on the day the Old Corps returns for both the fall and spring semesters.
 - A. VMI accountability checks identify cadets whose whereabouts are unknown. These checks include Corps formations, class formations, infirmary sign-ins, and other formations. The following process is followed:
 - 1) Breakfast Roll Call (BRC) is the primary accountability formation used to identify missing cadets. This is the Institute's 6-day a week AWOL formation after which the location of every absent cadet is ascertained. As such, missing cadets are often identified following this formation.
 - 2) Notifications during the duty day (0800-1700, Monday - Friday): A member of the VMI community, including but not limited to Institute officials and cadets, who have reason to believe that a cadet is missing immediately notifies the Administrative Assistant for Accountability @ ext. 7073 or the Deputy Commandant for Support @ ext. 7718. The Commandant's Office then takes immediate action to locate the cadet. Actions include contacting roommates, teammates, dykes, and other individuals who may possess firsthand information on the cadet's whereabouts. The Commandant's Office also attempts to ascertain the cadet's phone number in an effort to directly contact the cadet. Following these initial efforts, the Deputy Commandant for Support or Administrative Assistant for Accountability immediately notifies the VMI Police if the cadet still has not been located.
 - 3) During non-duty hours (1700 – 0800 Monday – Thursday, and 1700 Friday – 0800 Monday), members of the VMI community wishing to report a missing cadet notify the Guard Room @ ext. 7294. Members of the guard team immediately contact the Officer in Charge @ ext. 7293. The Officer in

Charge takes immediate action to locate the cadet. Actions include contacting roommates, teammates, dykes, and other individuals who may possess firsthand information on the cadet's whereabouts. The Officer in Charge also attempts to ascertain the cadet's phone number in an effort to directly contact the cadet. The Officer in Charge notifies the VMI Police if the cadet has still not been located.

- 4) After notification of the VMI Police, the on-scene Commandant Staff member then notifies the Commandant of the situation. The Commandant notifies the Chief of Staff and other offices as required such as the Athletic Department (for an NCAA cadet) or Office of International Programs (for an international student).
- B. VMI Police investigate and follow appropriate protocol and procedures. The official determination that a cadet is missing can be made at any time by the VMI Police Department.
- C. If the missing individual is a foreign cadet or international exchange student, the Office of International Programs is notified and handles the search process in coordination with the VMI Police and Commandant.
- D. Cadets are advised as follows:
- 1) A cadet may specifically identify a confidential contact person or persons who are to be advised if the cadet is deemed to be in a "missing" status within 24 hours of such determination. The identity of this contact person will remain confidential and will be made available only to VMI officials with a need to know. Such officials may disclose the contact information only to law enforcement and only for the purpose of a missing cadet investigation. A cadet may opt to have an emergency contact and a missing cadet contact who are different people, and thereby will have the opportunity to designate each of them.
 - 2) Cadets will acknowledge and update each semester their Missing Cadet information as a part of their enrollment. As a condition of enrollment, each semester cadets are asked to review and confirm their emergency and missing contact information through the EMERGENCY INFORMATION link in Postview.
 - 3) In addition to the confidential contact person mentioned above, if one is selected, the Commandant will notify the custodial parent or guardian of any cadet under the age of 18 that is not emancipated within 24 hours of a determination that the cadet is missing.
 - 4) Parents or guardians will be contacted in any situation unless that cadet has registered as an independent student.
 - 5) Appropriate local law enforcement agencies will be notified in the event a cadet is discovered missing within 24 hours of a determination that a cadet is missing, unless the local law enforcement agency was the entity that made the determination that the cadet is missing.

- E. The above procedures will go into effect as soon as VMI officials determine a cadet is missing, but in no event longer than 24 hours from such determination.
- F. The Commandant and Chief of Staff will be notified as soon as the missing cadet's status/location has been determined.

FOR THE SUPERINTENDENT:

Jeffrey R. Boobar
Colonel, Virginia Militia
Interim Chief of Staff

DIST: E, Cadets

OPR: Commandant

Annex 1:

Lost Rat SOP

CONCEPT: In the event that cadre/ROC or other VMI supervising entity discovers that a Rat has gone AWOL, these procedures shall be enacted in order to locate the Rat.

EXECUTION:

1. Company, Athletic department, Post hospital, Field hospital, QMD, academic advisor, and ROTC branch that identifies that their accountability is not correct, will immediately report the status of lost rat to the Regimental Operations Center.
2. All Companies immediately halt, and stay in place (Lock Down). If the rats are not with their companies (e.g. in the QMD); the executive officer and MSG will move to the location of their company to assist with accountability. The company commanders and 1SG's will collocate at the ROC for dissemination of information.
3. ROC CIC notifies the RS1 Captain of the situation.
4. All companies take immediate 100% accountability of all rats assigned.
5. All companies report accountability to the Regimental Operation Center.
6. All companies ensure that they do not have an extra rat that does not belong to them.
7. The 1st platoon leaders move to the last location the company was conducting business to ensure that the rat is or is not present.
8. If the rat has not been found in the initial accountability check; all corporals, and respective OPSGT report to Marshall Arch.
9. Rat not yet found; RS1 starts a journal to catalogue events.
10. The ROC notifies the TAC/ATAC's, Deputy Commandant for Support, and the Commandant.
11. S1 representative reports to the ROC with an updated RAT matriculation list.
12. The Commandant notifies the chief of staff.
13. The Commandant/Deputy Commandant notifies the VMI police department.
14. The RS3 Captain task organizes the OPSGTs, CPLs, EMTs, and ATAC per company and assigns them a location for search. SEE ANNEX (B) FOR INSTITUTE MAP
15. Rat mass companies stay in current halt location until given guidance to proceed to their next station or training event.

The commandant is the only authority to lift the halt-stay in place (Lock Down).

See Annex A. for Time Table of Duties

END STATE: If the Institute search is unsuccessful in locating the Rat, the halt and stay may be lifted, outside authorities will be notified, and the search pattern will be widened at the order of the Commandant.

WHO	WHAT	WHEN
	Rat is missing	During matriculation week
RS3 ROC CIC	Halt and Stay in place	Initial report comes to the ROC
RS3 ROC CIC	Notify the REG S1 CPT	After Halt and Stay is issued
CO and 1SG	Collocate at ROC	Initial report comes to the ROC
XO and MSG	100% accountability	Directive from the ROC
XO and MSG	Report accountability	After 100% accountability
1 st Platoon Leader	Move to last place of business	Directive from the ROC
All CPLs and OPSGTs	L/U at Marshall arch	Rat not found at initial 100% accountability
RS3 ROC CIC	Start journal-log	Rat not found
RS3 ROC CIC	Notify TAC/ATAC/CMDT	Rat not found
S1 Representative	Collocate at ROC	Rat not found
Commandant	Notify Chief of Staff	Rat not found
CMDT /Deputy CMDT	Notify VMI Police	Rat not found
OPSGT, CPL, EMT, ATAC	Start Institute Search	Rat not found
Commandant	Lift of Halt and Stay	Rat found or not found

Annex A.

Time Table for Duties

APPENDIX 6

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)

NUMBER 63)

7 July 2021

POLICY REGARDING SAFETY AND SECURITY CAMERA USE

1. **Policy:** This policy addresses the Institute's safety and security needs while respecting and preserving individual privacy. To ensure the protection of individual privacy rights in accordance with state and federal laws, this policy is adopted to formalize procedures for the installation of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of surveillance records.
2. **Purpose:** The purpose of this policy is to regulate the use of Closed Circuit Television (CCTV) security camera systems used to observe and record public areas for the purposes of safety and security. The existence of this policy does not imply or guarantee that security cameras will be monitored in real time 24 hours a day, seven days a week.
3. **Responsibility:** The Deputy Superintendent of Finance, Administration, and Support is responsible for (1) authorizing the selection, installation, coordination, operation, modification, management, and monitoring of all security cameras pursuant to this policy, except for covert security cameras authorized by the VMI Police, and (2) receiving complaints regarding the utilization and/or placement of security cameras and determining whether this policy is being followed. A form is included in this policy outlining the required information to request the installation of a security camera.

Information Technology will review security camera requests to ensure compatibility with existing infrastructure.

VMI Police and Information Technology shall be responsible for: (1) the implementation of this policy and for reviewing requests for security camera installations and, (2) monitoring developments in the law, security industry practices, and technology to ensure that installed security cameras are consistent with best practices and comply with federal and state laws.

Ownership of the CCTV security camera systems belongs to the VMI Police. VMI Police are responsible to: (1) review and recommend to the Deputy Superintendent of Finance, Administration, and Support the specific placement of security cameras after determining conformance to this policy, (2) test and verify the security cameras and supporting systems are working, and (3) notify the Physical Plant of needed repairs.

Physical Plant shall be responsible for installation and routine maintenance of security camera systems.

The Executive Assistant to the Superintendent will review all external public and media requests for release of records and footage obtained through security cameras and present all requests to the Deputy Superintendent of Finance, Administration, and Support.

Information obtained through security camera video recording will be used for security and law enforcement purposes. The copying, duplicating, and/or retransmission of recorded video shall only be authorized by one of the following:

- Superintendent
- Deputy Superintendent of Finance, Administration, and Support
- VMI Chief of Police

4. **Scope:** This policy applies to all personnel and departments of VMI in the use of security cameras and their monitoring and recording systems. Security cameras may be installed in situations and locations where the security and safety of either property or persons would be enhanced. Security cameras will be limited to uses that do not violate a reasonable expectation of privacy. Where appropriate, security cameras may be placed Post-wide, inside and outside of buildings. Audio recording from security cameras is prohibited.

Legitimate safety and security purposes for a security camera monitoring system include:

- A. **Property Protection:** To deter thefts and acts of vandalism or to capture such incidents if they do occur.
 - B. **Personal Safety:** To deter crimes against persons or to capture incidents if they do occur. This includes the use for prevention of and response to sexual misconduct as outlined in General Order #16, Discrimination, Harrassment, and Sexual Misconduct Policy.
 - C. **Extended Responsibility:** To monitor areas from a remote location when necessary due to lack of personnel or to enhance the security of the area being monitored.
5. **Placement of Cameras:** The locations where security cameras are installed may be restricted access sites such as a departmental computer lab; however, these locations are not places where a person has a reasonable expectation of privacy. Security cameras will be located so that personal privacy is maximized. Unless being used for criminal investigations, the location of security cameras will be visible.

Security camera positions that include views of faculty/staff residential housing shall be limited. The view of a residential housing facility must not violate the standard of a reasonable expectation of privacy. Security cameras in Barracks may view arches, entry/exit points, hallways/stoops, and courtyards.

Unless the security camera is being used for criminal investigations by the VMI Police or other law enforcement agency, monitoring by security cameras in the following locations is prohibited:

- Restrooms
- Locker rooms
- Offices
- Classrooms

The installation of “dummy” security cameras is prohibited.

6. **Access and Monitoring:** All recording or monitoring of activities of individuals or groups by Institute security cameras will be conducted in a manner consistent with VMI policies and state and federal laws, and will not be based on the subjects' personal characteristics or status, including race, sex, color, national origin, religion, age, veteran status, sexual orientation, pregnancy, genetic information, disability, or other protected characteristics. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner.

All personnel with access to view live video from Institute security cameras must be trained by the VMI Police in the technical, legal, and ethical parameters of monitoring equipment. A copy of this policy and related standards of appropriate use will be provided to users. Upon separation from the Institute, access privileges to the CCTV systems will be withdrawn within 24 hours.

Institute security cameras are not monitored continuously under normal operating conditions, but may be monitored for legitimate safety and security purposes that include, but are not limited to, the following: high risk areas, restricted access areas/locations, in response to an alarm, special events, and specific investigations authorized by the VMI Chief of Police or his/her designee.

The Superintendent, Deputy Superintendent of Finance, Administration, and Support, or VMI Chief of Police may grant authorization for users to be trained to monitor live video from the CCTV systems. Access to monitor live video from security cameras shall be limited to authorized personnel and only for purposes related to the performance of duties pertaining to that authorization. This policy provides authorization to monitor live video from a security camera to (1) all VMI Police Officers, (2) employees of the VMI Museum System, (3) members of the Commandant Staff including the Officers in Charge, Assistant Officers in Charge, (4) Director of Emergency Management, and (5) the Inspector General and Title IX Officer.

Access to recorded and stored video from cameras shall be limited to the VMI Police for official use of law enforcement. Other requests for recorded video footage will be made through the Deputy Superintendent of Finance, Administration and Support to the Superintendent. Any disclosure of recorded and stored video will be in accordance with the Family Educational Rights and Privacy Act (FERPA), as applicable.

Cadets are not authorized to monitor or access live or recorded video of the CCTV systems unless the cadets are (1) in an official capacity as part of the guard team where authorization is granted to view only live video of entrances and exits of the Barracks, or (2) in an official capacity and have received written approval from the Superintendent to access either live or recorded video.

Unauthorized access to the CCTV systems is not allowed and will not be tolerated. If the system is accessed by an unauthorized person, the VMI Police will be notified and will investigate the allegations of unauthorized access. Unauthorized access of the CCTV systems or intentional destruction of or tampering with cameras or monitoring equipment by cadets or employees will result, in most cases, in administrative discipline and sanctions up to and including dismissal or termination.

7. **Appropriate Use and Confidentiality:** Information obtained from security cameras shall be used for safety and security purposes and for law and policy enforcement, including, where appropriate, Cadet functions (Honor Court, General Committee, Executive Committee, Officer of the Guard Association, etc.). Requests for cadet organizations to access live or recorded video will be submitted by the appropriate Officer in Charge of the specific cadet organization to the Deputy Superintendent of Finance, Administration, and Support. Information must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure in accordance with General Order # 21, Records Management Policy, and FERPA.

All appropriate measures must be taken to protect an individual's right to privacy and hold Institute information securely through its creation, storage, transmission, use, and deletion.

All security camera installations are subject to any applicable federal and state laws.

Personnel are prohibited from using or disseminating information acquired from Institute security cameras, except for official purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official Institute and law enforcement purposes.

8. **Use of Cameras for Criminal Investigations:** Mobile or hidden video equipment may be used in criminal investigations by the VMI Police Department. Covert video equipment also may be used for non-criminal investigations of specific instances which may be a significant risk to public safety, security, and property as authorized by the VMI Chief of Police or his/her designee.
9. **Exceptions:** This policy does not apply to:
- A. Cameras used for academic purposes. Cameras that are used for research are governed by other policies involving human subjects and are, therefore, excluded from this policy.
 - B. Webcams for general use by the Institute (e.g., on the official VMI website).
 - C. Video equipment for the recording of public performances or events, interviews, or other use for broadcast or educational purposes. Examples of such excluded activities would include videotaping of athletic events for post-game review, videotaping of concerts, plays, and lectures, or videotaped interviews of persons.
 - D. Audio/video recording equipment in VMI Police vehicles or department issued body cameras worn by VMI Police Officers.
 - E. Video that is streamed to or posted to the internet for public affairs projects approved by the Deputy Superintendent of Communications and Marketing.
 - F. Automated teller machines (ATMs), which utilize security cameras.
10. **Storage and Retention of Recordings:** No attempt shall be made to alter any part of any security camera recording. Surveillance centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information.

All security camera recordings shall be stored for a period of no less than 60 days, after which they may be erased or written over, unless retained as part of a criminal investigation or court proceedings (criminal or civil), in reasonable anticipation of litigation, for administrative or internal investigation, or other bona fide use as approved by the VMI Chief of Police or VMI legal counsel. Individual departments shall not store security camera recordings.

A log shall be maintained by VMI Police of all instances of access to or use of security camera records. The log shall include the date and identification of the person or persons to whom access was granted.

FOR THE SUPERINTENDENT:

Jeffrey R. Boobar
Colonel, Virginia Militia
Interim Chief of Staff

DIST: E, Cadets

OPR: FAS

REQUEST FOR SECURITY CAMERA INSTALLATION

In accordance with General Order 63, request is hereby made to install a security camera or modify an existing security camera as outlined below.

Requestor	Department	Date
Facility/Building/Area Location:		
Describe Purpose of Installation/Modification:		
Describe Security Camera Locations and Monitoring Locations:		
Describe Requirements for Live Feed or Recording:		
Names of Personnel to Have Access to Security Camera System:		
PHYSICAL PLANT – Project Information		
Estimated Installation Cost		\$
Estimated Annual Maintenance Cost		\$
INFORMATION TECHNOLOGY – Request Meets IT Requirements		
Signature Approval:		Date:
VMI POLICE – Request Meets Police Requirements		
Signature Approval:		Date:
DEPUTY SUPERINTENDENT OF FINANCE, ADMINISTRATION, AND SUPPORT PROJECT APPROVAL		
Signature Approval:		Date:

APPENDIX 7

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 90)

26 August 2021

Retaliation

Policy. The Virginia Military Institute is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that ensures administrative investigations, and their participants are free from retaliation during and after the investigation process. This policy addresses complaints or reports of retaliation against those who have filed complaints of violations of any other VMI policy or regulation and/or those who have participated in any way in the investigative process, including but not limited to: complainants, respondents, witnesses, investigators, decision makers, advisors, or appeals officers. In pursuit of this goal, any reported allegation of retaliation will be investigated under VMI's Grievance Procedures, which is found at Appendix A in General Order 16. Questions regarding retaliation prohibited by this policy may be referred to the VMI Inspector General and Title IX Coordinator (IG), Ms. Susan LeMert, 212 Carroll Hall, 540-464-7072, lemertsl@vmi.edu

Purpose. The purpose of this policy is to establish clearly and unequivocally that VMI prohibits retaliation by individuals subject to its control or supervision and to set forth procedures by which such allegations shall be filed, investigated, and adjudicated.

Applicability. This policy applies to on-Post conduct involving VMI cadets, employees, faculty, and staff. This policy also is applicable to any conduct that occurs off Post that may have retaliatory effects. Conduct by cadets in violation of this policy that occurs off Post will be addressed in a manner consistent with other cadet misconduct off Post that is subject to discipline under the Blue Book or as an honor offense. Allegations of on-Post or off-Post violations of this policy should be reported to the IG in accordance with the guidance below and the Grievance Procedures.

Definition. Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging violations of any other VMI policy or any individual testifying, assisting, or participating in any manner in an investigation pursuant to another VMI policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of another VMI policy. Retaliation prohibited by this policy includes any intimidation, threat, or coercion against the IG, an Assistant IG/Title IX Coordinator, or an external investigator for the purpose of interfering with his or her job responsibilities.

Reporting. Conduct in violation of this policy will be reported promptly by all cadets, employees, faculty, and staff. VMI's IG is responsible for overseeing the investigation of all reports of alleged retaliation. The VMI IG is Ms. Susan LeMert. The members of the IG staff are

COL Samuel Allen, LTC Alyssa Astphan, LTC Abbey Carrico, and Ms. Haley Shotwell. Their contact information is listed below:

Ms. Susan LeMert
212 Carroll Hall
540-464-7072
540-460-5250
lemertsl@vmi.edu

COL Samuel Allen
332 Scott Shipp Hall
540-464-7061
allensk@vmi.edu

LTC Alyssa Astphan
103 Shell Hall
540-464-7095
astphanay@vmi.edu

LTC Abbey Carrico
423 Scott Shipp Hall
540-464-7276
carricoab@vmi.edu

Ms. Haley Shotwell
233 Cameron Hall
540-464-7529
shotwellha@vmi.edu

Sanctions. If it is determined that conduct in violation of this policy has occurred, sanctions will be determined in accordance with the Grievance Procedures. Consequences for violation of this policy will depend on the facts and circumstances of each particular situation, the frequency and severity of the offense, and any history of past conduct in violation of this policy. Sanctions may include penalties up to and including dismissal for cadets and termination for employees. In addition to sanctions that may be imposed on an individual found in violation of this policy, the Institute will take steps to prevent recurrence of any retaliation.

FOR THE SUPERINTENDENT:

Gary A. Bissell, '89
Colonel, USAR (Ret.)
Acting Chief of Staff

DIST: E, Cadets / OPR: IG

APPENDIX 8

CHAPTER 13 - Offenses

BLUE BOOK

CODE VIOLATION CONDUCT RELATED OFFENSES PENALTY

ARMS, Firearms, or Weapons (Institute/Government Issued)

- S0121 Damaging or mishandling.....#5
- S0123 Discharging without authority.....D - #5
- S0125 Pointing at another Cadet #9 - #10
- S0124 Grossly neglecting rifle maintenance..... #9 - #10
- S0126 Misplaced..... #5 - #7
- S0127 Losing #1 - #5
- S0128 Removing from Post without authority.....D
- S0129 Not turning in or picking up when directed..... #9 - #10

ARMS, Firearms, or Weapons (Privately owned)

- S0141 Unauthorized on Post (not stored and registered in armory or guard room)D - #9

AUTOMOBILES/MOTORCYCLES/MOTOR VEHICLES

- S0220 Failure to register..... #5 - #7
- S0221 Failure to display decal #5 - #7
- S0222 Maintaining or operating after loss of privilege to keep on Post #1 - #2
- S0225 Unauthorized Parking on Post or RTE 11: First offense #7 - #9
- S0226 Unauthorized Parking on Post or RTE 11: Second offense..... #5 - #9 + loss of privilege
- S0227 Unauthorized maintaining or operating of automobile
(3rd and New Cadets (Rats)/4th First Classman)
First offense #5 - #7
Second offense..... #1 - #2

ASSAULT & BATTERY

- S0150 Physical or Sexual D - #5

ATTEMPTING TO DECEIVE

- S0161 Attempting to Deceive Institute Officials and/or members of the GuardD - #4
- S0180 Malingering, making a false official statement.....D
- S1010 Lying..... D

AUTHORITY

- S0340 Conspiring against and/or showing gross disrespect to authority..... D - #1
- S0200 Unauthorized assumption or abuse of #5 - #7
- S0202 Gross assumption of..... S - #5
- S0201 Circumventing the chain of command..... #5 - #9
- S1200 Moving Rooms without authority from the Class Historian and the Commandant's Office..... #9 - #10

BREACH OF PERMIT (Also see "Late Return")

- S0240 Breach of PermitD - #10

CELL PHONES

- S0278 Using cell phone while moving outside of barracks #8 - #10
- S0279 Unauthorized use in class or public forum..... #8 - #10
- S0280 Cell phone improperly worn/displayed on uniform..... #9 - #10

CHAPTER 13 - Offenses

CONDUCT, UNBECOMING OR INCONSISTENT WITH VMI VALUES

(ON or OFF POST) as defined by General Order #13

- S0360 Dangerous, malicious, injurious, or demeaning D - #4
S0361 Discourteous or inattentive in class or elsewhere..... #5 - #9
S0362 Engaging in lewd, vulgar, profane, or obscene behavior or activity.....D - #10
S0363 Tolerating discrimination, sexual harassment, and sexual misconduct..... D - #10
S0364 Unbecoming a Cadet or coercing such conduct by other Cadets.....D - #6
S0365 Violating dating and fraternization policies.....D - #5
S0367 Inappropriate displays of affection in public..... #5 - #9
S0368 Inappropriate physical contact (romantic or otherwise) between Cadets #5 - #9
S0369 Violating Cadet-to-Cadet professional relations..... #5 - #9
S0370 Engaging in proscribed sexual activity or cohabitationD - #5
S0371 Disrespect to another Cadet based on their membership in a protected class
(i.e. gender, race, religion, color, ethnicity, etc.) as defined by General Orders #13 & #16D - #9
S1301 Sleeping or distractive behavior during a public lecture..... #8 - #9
S1135 Pornographic materials (Print or online) openly displaying or disseminating..... D - #5
S0372 Harassing, bullying, or intimidating another Cadet.....D - #10
S0373 Retaliation as defined by General Order #90.....D - #10
S0947 Conduct anywhere such as to discredit uniform or Institute#5 + Conduct Probation
S0800 Hazing as defined in General Order #52D - #2

DEFICIENCY IN CONDUCT

- S0480 By accumulating more than 100 demerits in any semester..... S - Review Board
S0481 As shown by repetition of same offense or continued disregard of regulations.....D - #6
S0544 By a First classman exceeding 76 demerits in final semesterS - Review Board

DISOBEDIENCE / DISTURBANCES / MISCONDUCT

- S0540 Disobedience of lawful orders.....D - #9
S0900 Interfering with any formation..... #7 - #9
S1240 Running from/evading OC, OD, or Institute official (when ordered to stop).....S-7
S0625 Endangering self or others.....D - #5
S1420 Trifling with member of guard #8 - #10
S1460 Urinating not in latrine..... #5 - #8
S1461 Failing to participate in emergency management activities (fire drills, active shooter drills, etc).. #5 - #10
S0460 Defacing, Destroying, and/or losing Institute, private, or public property.....D - #9
S0600 Individual or group disturbances or dangerous, riotous, insubordinate, or injurious actions #4 - #10
S1220 Being on the roof of any building without authority S - #7
S1340 Spitting in public or in barracks..... #7 - #9
M2280 Sunbathing outside of authorized area (visitors section of Foster Stadium)5 demerits
S0960 Language Unbecoming a Cadet #5 - #8
S0961 Excessive profanity..... #6 - #10
S1380 Tampering or Damaging VMI power or communications/Internet system.....D - #4
S1230 Crossing route 11 at other than 2 bridges, Kilbourne Hall tunnel, or Cameron Hall crosswalk..... #9 - #10
S1232 Crossing routes, roads, and public highways in an unsafe manner..... #9 - #10
S1250 Failure to salute #9 - #10
S1251 Careless or improper Salute#10
S1343 Disposing of trash, litter, or food waste inappropriately in or outside of barracks..... #8 - #10
S1140 Refusing to answer official, non-self-incriminating..... D - #7
S0277 Defying CCQ in Barracks..... #5 - #8
M1643 Intentional Falling out during Parade, Formation, or March down #7 - #10
M1644 Unintentional Falling out during Parade, Formation, or March down #9 - #10
S1000 Loss and/or misuse of Federal or Institute property #1 - #5
S1045 Loss of military bearing..... #5 - #9
M0081 Riding bicycle/skateboard/hoverboard, etc. on stoop..... 5 demerits
M1520 Loitering on stoop after Taps 3 demerits

CHAPTER 13 - Offenses

- M1521 Loitering in Courtyard (improper conduct) 3 PTs or 5 demerits**
- M2481 Exiting/entering through exterior window.....5 demerits**

DISRESPECT

- S0580 To Institute officials & Cadet Leadership.....D - #9**
 - S0587 To the Flag/Colors..... #7 - #10**
 - M0960 Walking on grass in Memorial Gardens.....2 demerits**
- DRUGS OR DRUG PARAPHERNALIA**
- S0620 Unauthorized possession, use or distribution as defined by General Order #53 D**
 - S0619 Refusal to take a drug test..... D**
 - S0626 Allowing/Tolerating drug use, possession, or traffickingD - #6**

FAILURE TO COMPLY

- S0681 To answer Special Report or Submit Form 24 within 96 hours/4 business days #9**
- S0682 To coordinate class absence with professor prior to taking day or weekend..... #9**
- S0683 To inform self of contents of permits, regulations, orders, bulletins, or SOP's..... #6 - #9**
- S0692 To clear Post/barracks properly #5 - #9**
- S0100 To keep appointment with faculty/staff, failure to show when requested #5 - #9**
- S0104 To comply with Status ChecksD - #9**
- S0102 Refusal to cooperate in an ongoing investigation D - #5**
- S0103 To march to BRC/SRC and/or enter Crozet Hall when not authorized #8 - #10**
- S0680 To comply with Standard Operating Procedures (SOPs)..... #6 - #9**
- M0920 Forming incorrectly; Standing in wrong spot, in ranks2 demerits**
- M0760 Failure to turn in or pick up equipment when directed5 demerits**
- M0761 Not having correct equipment at formation when directed5 demerits**

FIRE

- S0700 Starting a fire on post.....D - #4**
- S0701 Damaging, impeding, mis-using or sabotaging fire systems or alarms..... D**
- S0702 Wrongful setting off Fire Alarm or Emergency Phone..... #5 - #9**
- S0720 Wrongful destruction or discharge of fire extinguishers S - #7**
- S0660 Possession or use of explosives or fireworksD - #7**

GUARD, member of

- S1082 Neglect of Duty by member of the Guard #2 - #9**
- S0501 Desertion by Sentinel on Post..... #3 - #7**
- S1085 Late for guard shift..... #5 - #9**
- S1300 Sleeping while on guard duty #6 - #8**
- S0802 Wearing headphones while on guard #5 - #8**
- M1000 Failure to know general orders 5 demerits**
- M1001 Leaving guard room without authority 5 demerits**

GUARD ROOM

- M1040 Behind counter in guard room, not on duty.....3 demerits**
- M1041 Improperly dressed in guard room..... 3 demerits**

INTERNET/COMPUTER

- S0920 Unauthorized/inappropriate use of / violation of General Order #50..... #5 - #9**
- S0922 Sending or passing on a mass email without authority..... #5 - #9**
- S0927 Using another Cadet's computer, account, or ID # without authorization #5 - #7**
- S0929 Failure to check VMI email account daily..... #9 - #10**

INTOXICANTS

- S0940 Introducing, possessing, or consuming on PostS - #1 + Conduct Probation + Subst. Abuse Assessment + if applicable,
Loss of Rank, Class leadership position,**

CHAPTER 13 - Offenses

and Dyke Privileges review

- S0941 Second alcohol offense (any type) S - #1
S0944 Third alcohol offense (any type) D
S0945 Allowing another Cadet's alcohol use/possession in barracks or on Post..... #5 - #9
S0946 Consuming underage off post #1 + Conduct Probation + Substance Abuse Assessment or deferred to Law Enforcement
S0943 Providing to New CadetsS - #5
S0948 Being under the obvious influence while on confinement or conduct probationS - #5
S0949 S0940 offense underage S - #1 + Conduct Probation + Substance Abuse Assessment or deferred to Law Enforcement
S0952 Providing to minors, less than 18 years of age..... S - #5 or deferred to Law Enforcement
S0953 Being under the obvious influence and creates a disturbance..... #1 - #5 + Conduct Probation + Substance Abuse if applicable, Loss of Rank, Class leadership position, and Dyke Privileges review

MANUAL OF ARMS

- M1600 Executing carelessly or improperly2 demerits
M1601 Improper saber manual..... 2 demerits
M1641 Improper procedure during Parade or Formation..... 2 demerits

NEGLECT OF DUTY

- S1092 Neglect of Duty 4 - #10
S1080 Intentional or habitual neglect of dutyD - #7
S1086 Cadet in charge of formation or group #2 - #10
S1089 Failure to take proper accountability..... #8 - #9
S1090 Failure to fulfill duties of leadership positions #4 - #8
S0912 Not prepared for formal inspection on the bricks #8 - #10

NEW CADETS (Rats), offenses against

- S1102 Conducting or encouraging unauthorized Ratline Activities..... D - #7
S1103 Encouraging or requiring breaking of Institute regulations.....D - #7
S1104 Fraternalizing with..... #5 - #7
S1141 Failure to intercede when witnessing Ratline abuse.....D - #9
S1120 Failure to supervise and educate New Cadets (Rats) on Institute regulations #5 - #9
S1119 Falling a new Cadet out of formation #8 - #10
S1117 Abuse or wrongful New Cadet (Rats) Mentor Relationship (Loss of Privilege)..... D - #3
S1121 Banishing or casting out a new Cadet #5 - #7 + loss of dyke privilege
S1123 Extorting meals or services from a new Cadet#5 - #7 + loss of dyke privilege
S1124 Shaking down a new Cadet or compelling under duress for a cut of their care packages or parcels #5 - #7 + loss of dyke privilege
S1126 Undermining the authority of Cadre with new Cadets..... #5 - #7 + loss of dyke privilege
S1128 Encouraging prejudicial behavior in new Cadets#5 - #7 + loss of dyke privilege
S1129 Inciting new Cadets to physically abuse peers..... D - #1 + loss of dyke privilege
S1118 Inciting to RiotD - #1
S1105 Interfering with movements to and from duty.....D - #8
S1109 Servitude: Mean-spirited and/or Menial service#9
S1110 Accepting meals, gifts, favors #5 - #9
Visiting new Cadet's room or allowing or requiring new Cadets to visit upper class Cadet's room without authority:
S1115 For purpose of discipline..... #4 - #6
S1116 For Other..... #7 - #8

CHAPTER 13 - Offenses

NEW CADETS (Rats), offenses committed by,

S1170 Disrespect to Cadre, Cadet NCOs/Officers or Cadet Government officers	#5 - #9
S1171 Continual inattentiveness to Cadre instruction or directives	#9 - #10
S1172 Failure to execute legitimate orders with urgency and purpose.....	#9 - #10
S1188 Following illegal orders which violate Institute regulations.....	S - #8
S1175 Pattern of New Cadet indiscipline.....	. S - #5
S1177 Entering or moving on the 3rd or 2nd stoop without authority	#5 - #9
S1178 Entering the room of a 2nd or 3rd classman to vandalize or harass occupants S - #6
S1179 Inciting fellow New Cadets (Rats) to riot or create disturbances S - #7
S1180 Fraternalization with Upperclassmen.....	#5 - #9
M2440 Visiting During evening CQ in barracks (New Cadets (Rats) only).....	5 demerits

RANKS

S0841 Gross appearance in ranks.....	#5 - #8
S1160 Moving or talking during a parade or other public formation.....	#8 - #10
S1600 Intentional Falling out of Parade, Formation, or March down	#6 - #8 +Restricted to Post for 48 hours
S1601 Unintentional Falling out of Parade, Formation, or March down ..	#9 - #10 + Restricted to Post for 48 hours
S1162 Pattern of in-ranks indiscipline.....	#5 - #7 + Conduct Probation
M1760 Carrying unauthorized items in ranks.....	5 demerits
M1761 Laughing, moving, or turning head in ranks	2 PTs
M1762 Bouncing or out of step	2 demerits
M1763 Chewing gum/tobacco.....	5 demerits
M1764 Trifling.....	5 demerits

TOBACCO/TOBACCO PRODUCTS

S1325 Underage possession or use	#7 - #8
S1321 Use in unauthorized area.....	#9 - #10
S1323 Failure to dispose of properly.....	#9 - #10
S1324 Second Offense	#5 - #7

VALUES

S1600 Lacking sound judgment, failure to address an egregious act, & flagrant breach of VMI values.	S - #6
S1601 Failure to support the Cadet Honor System	D
S1603 Not being accountable for actions or words.....	D - #10
S1604 Failure to respect the rights and dignity of others.....	D - #10

VISITING, WITHOUT AUTHORITY

S1501 After Taps, in barracks	#8 - #9
S1502 After Taps, on Post.....	#8 - #9
S1503 Room orderly, allowing congregation in room after Taps	#8 - #9
S1506 Unwanted visitation, failure to leave a room when asked to do so	D - #7
S1507 Entering a locked office/building	S - #7
S1508 Visiting with civilians in wrong uniform.....	#8 - #9
S1509 Entering or moving on the 4th or 5th stoop without authority.....	#5 - #9

VISITORS, UNAUTHORIZED, PERMITTING/ESCORTING IN:

S1520 Barracks.....	D - #8
S1521 Mess Hall	#7 - #9
S1522 Academic Buildings or "Not All Right" locations.....	#5 - #9

SELLING in barracks without permission of the Commandant's Office

S1280 To Cadets.....	#5 - #8
S1282 Guard duty position to another Cadet.....	#7 - #10

ACCOUNTABILITY RELATED OFFENSES

CHAPTER 13 - Offenses

ABSENCE ON POST

S0018 During Taps CCQ & Sunday Status Check	#5 - #9
S0019 During other status checks (Status Checks & Check Formations).....	#6 - #8
S0020 Between Taps and Reveille.....	#5 - #9
S0021 Between Evening CQ and Taps	#5 - #9
S0010 From room unauthorized as per status and limits.....	#9 - #10
S0023 Formation or military duty	#5 - #9
S0026 From Mandatory Formation	#5
S0027 Absent from class (entire class period time frame).....	#5 - #9 + notification to Sponsor

ABSENCE OFF POST

S0024 Between Taps and Reveille (suspension for second offense)	#5 - #9
S0025 Between Reveille and Taps.....	#5 - #7
S0038 During Taps CCQ.....	#5 - #9
S0039 During other status checks	#5 - #7

ABSENCE WITHOUT LEAVE (AWOL)

S0040 24 hours or longer.....	D - #5
Less than 24 hours (see "Unauthorized Absence from barracks")	

ACCOUNTABILITY

S1283 Failure to sign out properly	#5 - #10
S1561 Signing out more than 30 minutes prior to departing post	#9 - #10

CONFINEMENT, Barracks, breach of

S0380 Barracks, breach of Visiting on Post.....	#6 - #10
S0381 Barracks, breach of Visiting off Post	D - #7
S0031 Failure to sign confinement checks when "all right"	add 1 Day + 1 demerit
CCQ (coming from an "all right" location)	
M0320 On stoop during	5 demerits
M0321 In concourse, sinks, courtyard during.....	5 demerits
M0322 In another Cadet's room during	5 demerits
DESSERTION	
S0500 Formation, class, or place of duty	#5 - #8

LATE TO FORMATION / CLASS

M1360 less than 5 minutes	2 demerits
M1363 5-15 minutes.....	5 demerits

PERMITS

S0980 Late return from furlough or permit	#5 - #10
S1130 Submitting late or frivolous permit.....	#7 - #10

SIGNING IN OR OUT

M2044 Failure to sign in within 30 minutes of returning to post from an approved permit or furlough	5 demerits
M2045 Failure to sign out prior to start of formation.....	2 demerits
M0848 Failure to sign in or out properly or prior to start of formation	3 demerits

APPEARANCE & UNIFORM RELATED OFFENSES

ARMS

M0040 Bayonet, improperly worn.....	1 demerit
M0041 Bayonet, unauthorized use of	5 demerits
M0042 Dropping in ranks	5 demerits
M0043 Improperly maintained (dusty, excessive oil, lack of oil, lint, paint, minor rust spots).....	5 demerits

CHAPTER 13 - Offenses

M0044 Failure to know rifle number	2 demerits
M0046 Improper carriage.....	2 demerits
M0047 Improper manual.....	2 demerits
M0049 Rifle improperly assembled.....	3 demerits
M0050 Improperly displayed in room.....	3 demerits
BOOKS/BOOK BAGS/GYM BAGS	
M0120 Left in unauthorized place.....	5 demerits
M0121 Wearing a backpack over the shoulder while in Class Uniform or better.....	3 PTs
M0122 Unauthorized Backpack or Gym Bag (must be all black or Red w/ VMI logo issued by Team)	5 PTs

CIVILIAN CLOTHING, wearing unauthorized articles

S0300 Off Post.....	#5 - #8
S0301 On Post.....	#7 - #10
S0302 In barracks (except for 1st Classmen, properly stored).....	#8 - #10
S0303 Possession in barracks, academic buildings, locker rooms or other unauthorized locations	#9 - #10

CIVILIAN CLOTHING when authorized

S0321 In front of Barracks or Loitering in (more than 30 minutes), anywhere on Post.....	#9 - #10
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IMPROPER DRESS

S0850 Footgear unserviceable or unauthorized	#9 - #10
S0840 Improper Dress; Gross or inappropriate nature	#5 - #9
S0842 Improper Dress in BSR, Crozet Hall, Lejeune Hall, and academic buildings.....	#5 - #8
S0843 Non-compliance with jewelry and/or cosmetics standards	#9 - #10
S0855 Non-compliance with body piercing standards	#5 - #9
S0844 Improper Dress Off Post	#4 - #10
S0801 Wearing headphones outside of barracks or during physical training	#8 - #10
S0780 Hair: Nonregulation (unauthorized style or improper).....	#7 - #10
M1161 Hair not to standard (length and/or unkept/not combed/brushed)	3 PTs
M1162 Hands in pockets	5 demerits
M2490 Gray blouse unzipped above beltline and/or unclipped	#8 - #10
S0849 Wearing unbraced, improperly fitted, unserviceable uniform headgear.....	#9 - #10
S0852 Wearing unserviceable item.....	#9 - #10
S0853 Improper wearing of uniform.....	#9 - #10
M1320 In barracks, minor infractions	2 demerits
M1321 Outside of barracks, minor infractions	3 PTs
M2400 Wearing another Cadet's uniform item	2 PTs
M2401 Improper fit of uniform.....	5 demerits
M2403 Wearing unauthorized item on	5 demerits
M2000 Improperly shaven	3 PTs
M2001 Abusing shaving permit.....	3 PTs
M2040 Improper worn shoes / boots	3 PTs
M2041 Dirty, un-shined or improperly shined shoes / boots	3 PTs
M2200 Rank or Class stripes not sewn on	3 demerits
M0160 Improperly maintained brass.....	2 demerits
M0161 Unauthorized collar or Hat brass	5 demerits
M0402 Dirty or improperly worn collar (i.e. gap showing in front) and/or Cuffs.....	2 PTs
M0403 Failure to wear Collar.....	2 PTs
M0561 Dirty, unpressed, or unclean uniform	#8 - #10
M0562 Failure to wear Cuffs	2 PTs
M1240 Wearing uniform hat improperly outside barracks	5 demerits
M1241 Wearing headgear indoors when not under arms.....	5 demerits
M1242 Wearing civilian clothing with VMI uniform.....	5 demerits
M0520 Cross Straps: Wearing improperly, loosely, or dirty	2 demerits
M0281 Cartridge Box Improperly worn or polished	2 demerits

CHAPTER 13 - Offenses

ROOM STANDARD RELATED OFFENSES

ROOM STANDARD VIOLATIONS (*annotates Room Orderly receives penalty)

M1872 Blue Book improperly maintained*	1 demerit
S0911 Not prepared for formal room inspection	#8 - #10
S1204 Room not in MI Order during morning room inspection (M-F, 0800-1200)	#9
S1202 Room in gross disorder (anytime)	#8
S0699 Fire code violations (Must be fixed within 24 hours)	#7 - #10
S0742 Removing furniture from room without authorization	#7 - #10
S1201 Excessive/loud noise coming from within	#8 - #10
S1203 Maintaining pet in barracks or anywhere on Post	#5 - #8
S1205 Unauthorized item(s) in room	#6 - #10
S1231 Excessive food preparation/cooking in Room	#7 - #10
M1800 Sink improperly cleaned*	1 demerit
M1801 Items improperly arranged on glass shelves	1 demerit
M1802 No towel on hook	1 demerit
M1803 Towel improperly hung/dirty	1 demerit
M1804 Mirror improperly cleaned*	1 demerit
M1806 Wall locker contents improperly arranged	1 demerit
M1808 Wall locker floor or shelves dirty/dusty	1 demerit
M1810 Uniforms improperly arranged on wall locker poles	1 demerit
M1811 Overcoat/coatee/blouse not displayed in wall locker	1 demerit
M1813 Footgear improperly displayed in wall locker	2 demerits
M1814 Displayed footgear improperly polished or dirty	2 demerits
M1815 Shoes on floor, not in wall locker	2 demerits
M1818 Bookcase: Items not in Misc. boxes*	1 demerit
M1819 Bookcase shelves dirty/dusty*	1 demerit
M1826 Monitor and/or TV Screen larger than 32 inches measured diagonally across screen	3 PTs
M1867 Door/window shade down, unauthorized	5 demerits
M1821 Unauthorized articles displayed on desk	1 demerit
M1822 Desk dirty/dusty	1 demerit
M1823 Desk not in center of room with back against center console	1 demerit
M1824 Chair not under desk	1 demerit
M1825 No name/room number on chair	1 demerit
M1826 Uniform items on chair	1 demerit
M1831 No name on hayrack	1 demerit
M1832 Hayrack improperly stacked	1 demerit
M1834 Hay down, unauthorized	3 PTs
M1835 Hay improperly stacked	1 demerit
M1836 No name on hay cover	1 demerit
M1837 Hay not aired/improperly aired on Monday	5 demerits
M1830 Failure to remove sheet when airing Hay	5 demerits
M1827 Non-white sheet on Hay	5 demerits
M1838 Hay improperly displayed, authorized down	1 demerit
M1839 Unauthorized Items on floor	5 demerits
M1840 Floor dirty or trash on floor*	3 demerits
M1841 Trash/dust balls/dirty floor*	1 demerit
M1842 Electric cord on floor without rubber protector*	1 demerit
M1844 Unauthorized posters/pictures/decorations on walls*	2 PTs
M1845 Wires/antennae/tape attached to wall*	1 demerit
M1847 Dirty stoop wall outside room*	5 demerits
M1850 No plastic cover over status card*	3 demerits
M1851 Status card improperly marked	5 demerits
M1852 Unauthorized card or decal on door*	3 demerits
M1853 Windows improperly cleaned	1 demerit

CHAPTER 13 - Offenses

M1854 Unauthorized covering over window or concealing view of room contents* 2 demerit
M1855 Clothes hanging in window* 5 demerits
M1857 Transom improperly cleaned / dirty* 1 demerit
M1861 Item concealed in unauthorized location3 demerits
M1862 Unauthorized luggage3 demerits
M1864 Unauthorized recreation equipment 2 demerits
M1866 Radio, fan, or light on – no one home* 1 demerit
M1868 Trashcan not emptied*1 demerit
M1869 Unauthorized items (plants, furniture, cooking items, electrical devices).....5 demerits
M1870 Broken window, door, furniture not reported* 5 demerits
M1873 Prescribed furniture not in room* 3 PTs
M1875 Flammable materials, candles incense, etc* 3 PTs
M0360 Authorized civilian clothing, improperly stored5 demerits
M2320 Sweeping or throwing trash on stoop*5 demerits
M1480 Unauthorized Overhead Lights on between Taps and 0130*3 demerits
M1560 Luggage in unauthorized location or improperly stored in trunk room..... 5 demerits
M0882 Food/Beverage on window ledge, transom, or stoop* 3 demerits
M1859 Perishable food stored in room3 demerits
M1860 Food not stored in Food/Misc. box..... 3 demerits
M1440 Laundry in arch, outside window, or public view* 5 demerits
M0080 Improperly stored bicycle/skateboard/hoverboard, etc.*5 demerits
M1260 Failure to keep area on stoop in front of room clean* 5 demerits
M2480 Not shutting exterior windows during inspections or parades 5 demerit

APPENDIX 9

CHAPTER 19 - Drugs, Alcohol & Tobacco

1. ALCOHOL

- a. Cadets will not possess or consume alcohol on Post.
- b. Cadets will observe all state and local laws governing the possession, purchase and consumption of alcoholic beverages.

- (1) Intoxication does not excuse a Cadet from rendering a correct report to Institute officials.
- (2) Having any container with traces of alcohol is considered possession.
- (3) Cadets are responsible for their actions and status even if intoxicated.

- c. Alcohol related penalties.

(1) Possessing or consuming alcohol on Post, or conduct unbecoming a Cadet as a consequence of drinking alcohol – whether on or off Post - results in a minimum of an Alcohol #1 penalty from the Commandant's office. This penalty consists of:

- (a) Conduct probation for up to one year.
 - (b) Mandatory Substance Abuse Assessment.
 - (c) 15 demerits, 4 months of confinement and 60 penalty tours.
 - (d) Loss of Rank, Class leadership position, and Dyke Privileges review
 - (e) Possible deferment to Law Enforcement, especially as it relates to underage infractions.
- (2) Cadets receiving alcohol related penalties from the Executive or General Committees may be required to undergo professional alcohol assessment at their own expense.
- (3) The penalty for a second alcohol related offense during one's Cadetship may be suspension.
- (4) The penalty for a third alcohol related offense may be dismissal, regardless of whether or not an alcohol #1 is assessed.

2. DRUGS

- a. Cadets may not possess, distribute, or use controlled substances as defined by General Order #53.
- b. Cadets may not possess or use prescription medications unless prescribed and issued by a competent medical or dental authority. Prescription medication must be kept always secured in an authorized lock box in the Cadet's room or in the VMI Infirmary. Possession of drug paraphernalia including items not exclusively used with illegal drugs such as water pipes and hookahs is prohibited.

- (1) Possession of drug paraphernalia including items not exclusively used with illegal drugs such as water pipes and hookahs.

- c. Searches/Investigations.

- (1) Drug searches and investigations include:
 - (a) Physical searches.
 - (b) Room and/or vehicle searches.
 - (c) Mandatory urinalysis.

- d. Drug Testing.

- (1) The Commandant directs Cadets to undergo mandatory urinalysis at his discretion.
- (2) All Cadets are subject to random urinalysis as directed by General Orders.
- (3) The Commandant also directs a Cadet to undergo a test when he or she is reasonably suspected of possessing or using drugs. Reasonable suspicion is defined as the existence of circumstances, reports, information or direct observation of such nature as to create a reasonable belief that a violation of VMI's drug policy has occurred.

- e. Penalties. The penalty for drug related violations is suspension or dismissal.

- (1) Use, possession or distribution of unauthorized drugs.

- (2) Improper use or distribution of prescription medications
- (3) Refusal to report to, undergo, or failing a drug test.

3. SMOKING:

- a. Smoking is only authorized at the designated smoking post in the vicinity of Burma Road. This includes electronic cigarettes, vaping, or any other form of smoking device.
- b. The uniform at the smoking post is gym uniform or better from BRC until evening CQ. Bathrobe may be worn at the smoking post during hours of darkness.
- c. 1st and 2nd class Cadets are authorized to be at the smoking post until 0130 hrs. 3rd classmen are authorized at the smoking post until 0030 hrs. 4th class Cadets are authorized at the smoking post until Taps.

4. TOBACCO, NICOTINE OR ALTERNATIVE PRODUCTS: Purchase, possession or use of any type/variation of above products or paraphernalia/residue associated with their use is prohibited for any Cadet under the age of 21 and is a punishable offense.

APPENDIX 10

CHAPTER 22 - New Cadets (Rats)

1. HAZING

“It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, any student at any school, college or university. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor, unless the injury would be such as to constitute a felony, and in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such felony. Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants. The president, or other presiding official of any school, college or university, receiving appropriations from the State treasury shall, upon satisfactory proof of guilt of any student found guilty of hazing or mistreating another student so as to cause bodily injury, expel such student so found guilty, and shall make report thereof to the attorney for the Commonwealth of the county or city in which such a school, college or university is who shall present the same to the grand jury or such city or county convened next after such report is made to him.”

Virginia Law. Section 18.2-56 of the Virginia Code

2. **DEFINITION:** A New Cadet is defined as a Cadet in their first year at VMI. New Cadets are referred to as **“Rats”** until after completion of the Ratline. After the Ratline they are referred to as Fourth Classmen.

3. **GENERAL ORDER 52:** The hazing policy is further outlined in General Order 52.

4. OFFENSES AGAINST NEW CADETS

- a. Encouraging New Cadets (Rats) to break Institute regulations such as encouraging them to cut their own or others hair and inciting them to riot.
- b. Stopping New Cadets (Rats) during evening CQ, after taps CQ, and when en route to official formations or meetings.
- c. Fraternalizing with New Cadets (Rats).
 - (1) Unauthorized visiting in new Cadets’ barracks.
 - (2) Having New Cadets (Rats) in room without authority.
 - (3) Entering unauthorized business transactions with or borrowing money from New Cadets (Rats).
- d. Unnecessary or improper physical contact with a New Cadet (Rat).
- e. Treating a New Cadet (Rat) in a cruel or abusive manner.
 - (1) Striking a New Cadet (Rat) with or without an implement.
 - (2) Requiring a New Cadet (Rat) to binge eat or drink.
 - (3) Conducting unsanctioned or unauthorized ratline activities such as unauthorized workouts, power straining, etc.
 - (4) Directing unduly harsh, abusive, or profane language towards New Cadets (Rats).
 - (5) Conduct constituting “conduct unbecoming a Cadet.”
- f. Abuse of dyke/mentoring relationship such as requiring New Cadets (Rats) to perform menial services, clean military equipment or run errands not authorized by the dyke SOP.
- g. Countenancing offenses against New Cadets (Rats).
- h. New Cadets (Rats) serving as members of the guard team are institute officials and are not to be treated as “Rats” while on duty.

5. OFFENSES BY NEW CADETS

- a. New Cadets (Rats) are on a probationary period during their entire 4th class year and are expected to demonstrate they have internalized the standards of behavior expected of a Cadet.
- b. Three documented instances of new Cadet impropriety necessitate:

- (1) A review of the new Cadets record by the Commandant's office.
- (2) Performance counseling by the Deputy Commandant.
- (3) Possible imposition of conduct probation or suspension

APPENDIX 11

CHAPTER 23 – MARRIAGE & PARENTHOOD

1. **OVERVIEW:** No Cadet shall be disciplined or separated from the Corps solely for becoming pregnant. However, being pregnant may effectively preclude a Cadet (at a medically determined point in the pregnancy) from performing Cadet duties and meeting the standards expected of a Cadet. Thus, pregnancy shall be addressed in a manner similar to any other temporary medical conditions under General Order Number 61, Medical Leave and Medical Furlough Policy.
2. **DETERMINATION OF PARENTAL RESPONSIBILITY:** A Cadet, male or female, shall be deemed not to have incurred the responsibilities of parenthood upon submission to the Superintendent of an order or other legal document entered by a court of any state establishing that an individual other than the Cadet has temporary custody and legal guardianship of his or her biological child and the Cadet has no child care responsibilities or legal support obligations for such child.
3. **DETERMINATION OF RESPONSIBILITIES OF PARENTHOOD FOR FATHER:** Upon receiving information that any Cadet has fathered a child or caused a female to become pregnant, the Superintendent will conduct an immediate investigation to determine whether or not that Cadet, by a preponderance of the evidence, has incurred the responsibilities of parenthood under these regulations.
4. **MARRIAGE POLICY:** Married Cadets are separated from the Corps.
5. **ANNUAL ACKNOWLEDGEMENT OF POLICY:** All Cadets shall, upon matriculation, sign a statement confirming their knowledge and understanding of this policy and that they are neither married nor have incurred the responsibilities of parenthood, as defined by this policy. All returning Cadets shall, at the beginning of each academic year, acknowledge their understanding of this policy and expressly confirm their explicit understanding that violation of this policy may result in dismissal from the Corps and the Institute.
6. **BOARD OF VISITORS (BOV):** This policy was created and approved by the VMI BOV.
7. **GENERAL ORDER 7:** The marriage and parenthood policy is further outlined in General Order 7

APPENDIX 12

VIRGINIA MILITARY INSTITUTE

CADET EQUITY ASSOCIATION

2021-2022

- A. **MISSION AND PURPOSE:** The Cadet Equity Association (CEA), a sub-committee of the General Committee, provides education on equity to the Corps of Cadets and fosters a Corps-wide climate of respect and equitable treatment for cadets. The CEA identifies strategies for ensuring cadets understand their rights under Title IX, how and to whom to report possible violations of Title IX and feel comfortable and confident that officials to whom they make such reports will take them seriously and promptly and equitably respond. The CEA identifies and recommends strategies for the prevention of sexual harassment/sexual misconduct incidents, including outreach and educational activities, which are recommended to the Institute Planning Committee for implementation.
- B. **RESOURCES:** All cadets are strongly encouraged to download the Reach Out app to their smart phone or other mobile device. This app provides a quick method to contact various resources, highlights reporting options as well as contains a great deal of additional information. The CEA operates in accordance to procedures outlined in the following documents available on VMI's website.
1. White Book: Contains procedures for all Cadet Government Organizations including the protocols relating to investigations, and selection of CEA members.
 2. General Order Number 13: Superintendent's Statement on Equity at VMI
 3. General Order Number 16: VMI's policy regarding Discrimination, Harassment, Sexual Misconduct, and Retaliation.
- C. **CEA OVERSIGHT:** The Assistant Commandant for Cadet Government directly supervises the CEA and oversees its day-to-day operations. In this capacity, the Assistant Commandant for Cadet Government also serves as the Assistant Title IX Coordinator for cadets. The Institute's Inspector General/Title IX Coordinator is responsible for overseeing the investigation of all reports of alleged discrimination and harassment and therefore has ultimate authority over all aspects of investigations conducted by the CEA.
- D. **ROLES OF THE OFFICERS:**
1. The CEA President supervises and oversees the CEA and acts as a liaison to other cadet organizations and the VMI Administration. The President sits in on the proceedings of other cadet organizations to provide advice on equity if needed or requested.
 2. The CEA Vice President for Education & Training is responsible for the Training and Education Program and coordinates with the Inspector General/Title IX Coordinator via the Assistant Commandant for Cadet Government to fully comply with all Institute non-discrimination training requirements.
 3. The CEA Vice President for Investigations oversees the cadet investigative process and coordinates regularly with the Inspector General/Title IX Coordinator via the Assistant Commandant for Cadet Government to fully comply with GO-16. The Vice President for Investigations maintains and safeguards current CEA investigation records.
 4. The CEA First Class Investigators help with the coordination and implementation of investigations and work as liaisons between the Vice President for Investigations and the Assistant Investigators.

E. ROLES OF OTHER MEMBERS:

- 1. CEA Assistant Investigators assist investigations as required by the VPI.
- 2. CEA Clerks assist CEA Operations as required by the President.

6.

F. ROLES OF THE REPRESENTATIVES: CEA Representatives serve as the liaisons between the CEA and their designated companies and staffs. They assist the Vice President for Education in providing training to the Corps.

G. TRAINING AND EDUCATION: The primary role of the CEA is to educate the Corps on equity. The Vice President for Education and Operations develops, schedules, and provides civility and Title IX training for the Corps of Cadets as mandated by federal or state government agencies or requested by the President of the 1st Class, the CEA President, the Inspector General/Title IX Coordinator, or the Assistant Commandant for Cadet Government.

H. INVESTIGATIONS:

- 1. Under close supervision of the Inspector General/Title IX Coordinator and the Assistant Commandant for Cadet Government, the CEA investigates matters for the General/Executive Committees and Administration as necessary.
- 2. Any investigation of complaints involving harassment and/or discrimination based on gender, race, religion, ethnicity, sexual orientation, or any other potential violation of GO 16 shall be investigated only to the extent designated by the Inspector General and under the oversight of the Inspector General. The CEA shall not investigate any complaint involving sexual misconduct. Upon notification of any case that involves any element of discrimination, harassment, or sexual misconduct, any CEA members shall immediately notify the Assistant Commandant for Cadet Government/Assistant Title IX Coordinator who will notify the Inspector General and Commandant. Procedures are outlined in GO 16.

I. ADVISING OTHER COMMITTEES:

At the request of the General Committee, Officer of the Guard Association, Rat Disciplinary Committee, or any other entity, appropriate CEA members fill an advisory role as needed.

**CADET EQUITY ASSOCIATION
2021-2022**

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 Whitney F. Edwards- Roberson Vice President for Investigations
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17 August 2022

To: Cadets, Faculty and Staff
Subject: The VMI Fire and Life Safety Program

Ensuring a safe academic and work environment is essential as we enter into the 2022-23 academic year. Your involvement and awareness will help us achieve this goal.

Every year, approximately 4,000 people die from fire and over 25,000 are injured, not to mention the millions of dollars in property damage which occurs. Additionally, approximately 5,600 people die from fatal injuries suffered in the workplace. The saddest part is that many of these tragedies are preventable. That's why proper fire and safety education is critical in minimizing loss of life and property.

I ask you to take the time to familiarize yourself with the information contained in this very important document and put it to use each day.

Please direct your observations and suggestions for improvement to Mr. Adam Moyer, VMI Fire and Safety Office at extension 7040.

Thank you for your support.



John M. Young
Lieutenant Colonel, Virginia Militia
Chief of Staff

Enclosure: VMI Fire and Life Safety Program



Revision Date

August 2022

Virginia Military Institute

Fire and Life Safety Program



Table of Contents

Page

1	Introduction.....	5
1.1	Mission Statement	
1.2	Purpose	
1.3	Application	
1.4	Implementation	
2	Responsibilities.....	6
2.1	Virginia Military Institute	
2.2	Supervisors	
2.3	Building Coordinator	
2.4	Employees and Cadets	
2.5	Contractors.....	7
3	Emergency Planning and Preparedness.....	8
4	Fire and Other Emergency Drills.....	10
4.1	Drills	
4.1.1	Procedures for Reporting a Fire.....	11
4.1.2	Procedures for Exiting	
4.1.3	Responding to a Fire Emergency Emergency	
4.1.4	Procedures	
4.2	Evacuation Plans.....	12
4.2.1	Non Residential Buildings	
4.2.2	Emergency Evacuation for Persons with Disabilities Evacuation	
4.2.2.1	Options	
4.2.2.2	Disability Guidelines.....	13
5	Public Assembly Occupancies.....	15
5.1	Definition of a Public Assembly	
5.2	Planning and Management Guide	
5.2.1	Information and Assistance	
5.2.2	Fire and Life Safety Planning and Management Information.....	16
6	Means of Egress.....	21
6.1	Elements of Egress	
6.2	Egress Policy	

7	Fire Prevention.....	23
7.1	Elements of Fire Prevention Planning	
7.2	Identifying Common Fire Hazards	
7.3	Interior Finishes and Decorations.....	24
7.4	Basic Fire Prevention Strategies.....	27
7.4.1	Housekeeping	
7.4.2	Fire-Rated Doors and Fire-Resistant Barriers.....	28
7.4.3	Electrical & Mechanical Equipment	
7.4.4	Flammable and Combustible Materials.....	29
7.4.4.1	Ventilation.....	30
7.4.4.2	Ignition Sources	
7.4.4.3	Smoking	
7.4.4.4	Warning Signs	

7.4.4.5	Fire Extinguishers	
7.4.4.6	General Storage	
7.4.4.7	Flammable Storage Cabinets Safety	
7.4.4.8	Cans	
7.4.4.9	Refrigerators.....	31
7.4.4.10	Container Size	
7.4.4.11	Inside Storage Rooms	
7.4.4.12	Electrical Grounding	
7.4.4.13	Spills	
7.4.4.14	Transportation	
7.4.5	Compressed Gas Cylinders.....	33
7.4.5.1	Identification	
7.4.5.2	Transportation Training	
7.4.5.3	Fire Protection Systems.....	35
7.4.6	Building and Renovating Space.....	36
7.4.7	Miscellaneous Requirements.....	37
7.4.8	Hot Work Permits	
7.5	Fire Prevention and Suppression Procedures for Hot Work Operations.....	38
7.5.1	Policy for Work Performed Outside a Designated Area and/or Temporary Operation	
7.5.2	Procedure to Secure a Hot Work Permit	
7.5.3	VMI Safety Office Sprinkler Impairment Procedure	
7.5.4	Supervisor Responsibilities.....	39
7.5.5	Annual Permit.....	40
7.5.6	Contractors Conducting Hot Work	
7.5.7	Open Flames and Burning Permits	
7.5.8	Approvals and Permit Application Process	
7.5.8.1	Open Flames and Burning – Indoor	
7.5.8.2	Open Burning – Outdoors	
7.5.8.3	Pyrotechnics / Fireworks Permit.....	41
7.6	Approval Process for Permit Application	
7.6.1	Definitions.....	42
7.6.1.1	Requirements	
7.6.1.2	Tents and Temporary Structures.....	43
7.7		

8	Fire Inspections.....	44
8.1	Fire Detection and Warning Equipment	
8.1.2	Fire Alarms Testing	
8.1.2.1	False Alarms.....	
8.1.2.2	Investigations	45
8.1.2.3	Smoke Detectors	
8.1.3	Locations	
8.1.3.1	Inspections	
8.1.3.2	Maintenance	
8.1.3.3	Abuse	
8.1.3.4	Heat Detectors	
8.1.4	Locations.....	46
8.1.4.1	Inspections and Maintenance	
8.1.4.2		
8.2	Fire and Life Safety Training	
8.3	Fire Suppression Equipment	
8.3.1	Portable Fire Extinguishers	
8.3.1.1	Operation	
8.3.1.2	Responsibilities.....	47
8.3.1.3	Types of Fire Extinguishers	48
8.3.1.4	Location.....	
8.3.1.5	Access	
8.3.1.6	Inspections	
8.3.1.7	Training	
8.3.1.8	Maintenance	
8.3.1.9	Records	
8.3.1.10	Misuse	
8.3.2	Overhead Fire Extinguishing Equipment	
8.3.2.1	Kitchen Fire Protection Systems	49
8.3.2.2	Standpipes and Hose Systems.....	
8.3.2.3	Automatic Sprinkler Systems	
8.3.2.4	Inspections	
8.3.2.5	Precautions	51
8.4	Emergency Procedures Training.....	
8.5	Public Assembly Emergency Procedure Training for Employees and Volunteers	
	<u>Appendices</u>	
	Appendix A – Fire Drill Report.....	53
	Appendix B – Classes and Storage of Flammable and Combustible Liquids.....	55
	Appendix C – Emergency Evacuation Plan Template and Hazard Assessment Checklist.....	58
	Appendix D – Fire Prevention Plan Template.....	62
	Appendix E – Fire Prevention Plan Template.....	65
	Appendix F – Open Flame and Burn Permit Application.....	69
	Appendix G – Pyrotechnics/Fireworks Permit Application.....	73
	Appendix H – Tent and Temporary Structure Fire Inspection Form.....	76

Appendix H – Public Assembly Self Check List.....	78
Appendix I – Hot Work Permit	

1 Introduction

The potential for injury, loss of life or loss of property from a fire or safety related incident is a daily risk on Post. This plan takes a proactive approach to recognizing and evaluating safety risks and instituting appropriate steps to remove or reduce them.

1.1 Mission Statement

- To provide a safe and healthy living, learning, and working environment for every member on Post by ensuring safe work practices through education and consultation;
- To achieve compliance throughout Post with all safety and health regulations on the local, state and federal level as economically as possible.
- To identify a Fire and Safety Office to act as liaison with external regulatory agencies.
- To monitor Post compliance through audit, program development, education, and consultation.
- To reduce risk from a fire or safety incident through a team approach involving Post employees and departments.

1.2 Purpose

This is an information resource to assist Post employees and departments in creating and maintaining a safe environment. This program will enable employees to take appropriate action to ensure their own safety, the safety of co-workers, Cadets and visitors in the event of an emergency. This program was developed to support The VMI Fire and Safety Office mission: to help individuals and departments prevent incidents and achieve compliance with all Post, state and federal regulations. Finally, this program directly supports the VMI mission to establish and maintain a safe and healthful living, learning and working environment.

1.3 Application

- All employees and departments on Post are responsible to ensure that work is performed safely and work areas are maintained in a safe manner.
- All offices, departments, and individuals must create and ensure a safe environment.
- Each department should assign an individual(s) the duties of “Safety Coordinator”. Existing departmental safety committees should be used to implement this program.

- As “employers,” all responsible parties must ensure compliance with safety and health regulations to the best of their ability, with available resources.

1.4 Implementation

This plan provides guidelines for identifying, monitoring, and addressing fire safety issues at Virginia Military Institute. The plan describes emergency procedures, fire safety equipment, drills and inspections that reduce the possibility of fires. This plan is evaluated annually and revised as needed by the VMI Fire and Safety Office.

The rules, regulations, and recommendations in this manual are in conformity with codes established by the National Fire Prevention Association (NFPA), The current Virginia Statewide Fire Prevention Code (VSFC), the current International Fire Code (IFC), the Uniform Statewide Building Code (USBC), current International Building Code (IBC) and the Occupational Safety and Health Administration (OSHA).

2 Responsibilities

The health and safety of employees, Cadets and visitors is of paramount importance to everyone working and learning at the Post. The concern the Post displays for its employees, Cadets and visitors mirrors the character and strength of Virginia Military Institute commitment to its academic mission. Each employee and department is expected to perform in a safe and healthy manner in compliance with the regulatory requirements.

2.1 Virginia Military Institute (VMI)

The Occupational Safety and Health Administration (OSHA) requires VMI to provide each employee “a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm”. All employees – including managers and supervisors – play a role in helping VMI meet this general obligation. In accordance with VMI’s mission to provide a safe and healthy living, learning, and working environment for employees, Cadets and visitors. The VMI Fire and Safety Office strives to obtain the highest level of safety that can reasonably be achieved. The VMI Fire and Safety Office personnel will assist all VMI departments with the evaluation of their workplace, work processes or with obtaining proper approvals from regulatory authorities when required.

2.2 Supervisors

Departments are expected to maintain safe and healthy living, learning and working environments for faculty, staff, Cadets and visitors. Supervisors must implement the requirements of this program to ensure compliance with applicable codes, regulations and policies. They must also be aware of applicable training requirements necessary under OSHA programs or the fire code. Supervisors should periodically inspect and/or coordinate the inspection of workplaces to identify hazards. The VMI Fire and Safety Office will assist in eliminating identified hazards. This responsibility will fall to the highest supervisory level of each departmental unit unless otherwise specified.

2.3 Building Coordinator

Building coordinators serve an important role in both emergency preparedness and building maintenance. Their duties include serving as primary contact between occupants and support offices (i.e. Physical Plant, VMI Police, Safety Office and others).

Monthly inspections of the building include the following:

- Support all fire drills
- Exit Lights/Emergency Lights are working correctly
- Fire Doors remain closed at all times
- Stairways remain clear
- Accessible exit ways
- Electrical devices for appliances are used correctly
- Electrical panel boxes remain clear and accessible
- Flammable/Combustible materials stored as required by the Fire and Life Safety Program
- Assist safety officer during building fire inspections/correct violations within time specified by The VMI Fire and Safety Officer

Building Coordinators prepare buildings for safe evacuation before an emergency and assist in the evacuation during an emergency.

2.4 Employees and Cadets

Staff, faculty, Cadets and visitors play an important part in ensuring safety. All must do what they can to protect themselves and others, and respond appropriately during emergencies. Employees must avail themselves to all information pertaining to the safe work conduct, regardless of the setting. Cadets must also participate in fire and life safety programs and respect the safety of others. The VMI Fire and Safety Office offers safety training programs for both employees and Cadets.

2.5 Contractors

Contractors working on Post are expected to observe and abide by all Post, state and federal regulations, policy and codes.

3 Emergency Planning and Preparedness

Emergency Evacuation Planning

No one expects an emergency or disaster to affect them or their work area. However, an emergency or a disaster can strike anyone, anytime and anywhere. A workplace emergency is an unforeseen situation that threatens Cadets, staff, faculty and visitors, disrupts or shuts down part or all of the Post, or causes physical or environmental damage. Emergencies may be natural or manmade and include the following:

- Floods, • Toxic gas releases, • Civil disturbances,
- Hurricanes, • Chemical spills, • Workplace violence
- Tornadoes, • Radiological accidents, resulting in bodily • Fires, • Explosions, harm and trauma

An emergency evacuation plan details the actions one must take to ensure employee safety from fire and other emergencies. A department emergency action plan should be comprehensive. It should address any issue that may arise during an emergency, including those that are worksite specific (e.g., hazardous materials, type of fire alarm system, etc.)

When developing an emergency evacuation plan, look at a wide variety of potential emergencies that could occur in the workplace. Do a hazard assessment to determine what, if any, physical or chemical hazards in the workplace could cause or exacerbate an emergency, or impede emergency response efforts. A Hazard Assessment Checklist is found in Appendix C; the checklist is only a tool to assist identifying hazards in the work area or building. It is not meant to be an Emergency Evacuation Plan. If there is more than one worksite, each site should have an emergency action plan developed that is specific to the conditions at that site.

At a minimum, an emergency evacuation plan must include the following:

- A preferred method for reporting fires and other emergencies;
- An evacuation policy and procedure;
- Emergency escape procedures and route assignments, such as floor plans, workplace maps, and safe areas;
- A contact list within the department responsible for the emergency plan;
- Procedures for assigned employees that perform or shut down critical plant operations, operate fire extinguishers or perform other essential services that cannot be shut down for every emergency alarm before evacuation;
- Rescue and medical duties for assigned employees.

Designate an assembly location and procedures to account for all employees after an evacuation.

Specific elements must be included in an Emergency Evacuation Plan as follows.

1. Written Emergency Evacuation Plan	An Emergency Evacuation Plan program template is available in Appendix C. Use as a guide for developing an Emergency Evacuation Plan.
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2. Alarm Systems

Methods should be established for alerting workers in the event of an emergency. If an audible alarm is used, it must be distinctive from any other type of alarm used in the building. In buildings where no fire alarm system is present, a method of verbal communication must be

FIRE AND LIFE SAFETY PROGRAM

	established to notify building occupants.
3. Training	<p>All employees must be trained to assist in a safe and orderly evacuation in the event of an emergency. All those covered by the plan should be trained at the following times:</p> <ul style="list-style-type: none"> – Initially when the plan is developed. – When responsibilities or designated actions change. – When the plan is changed. – At first hired or transferred to the Department. <p>General training for all employees should address the following:</p> <ul style="list-style-type: none"> – Individual roles and responsibilities; – Threats, hazards and protection from hazards; – Notification, warning and communications procedures; – Means for locating family members in an emergency; – Emergency response procedures; – Evacuation, shelter and accountability procedures; – Location and use of common emergency equipment; – Emergency shutdown procedures.

Once an emergency evacuation plan is reviewed and all employees have received proper emergency response training as stated in the previous section, practice drills should be held as often as necessary to keep employees prepared. Auxiliary Services can assist building coordinators with fire drills and contact the appropriate outside agencies, such as the fire and police departments.

FIRE AND LIFE SAFETY PROGRAM

4 Fire Drills and Evacuations

Fire drills are a vital part of a comprehensive Post fire safety program. Drills should familiarize occupants with procedures and help make those procedures part of an established routine.

If a fire alarm sounds and there has been no prior notification that it is a drill, take immediate action, evacuate the building and find protection.

Providing well-marked exits does not ensure life safety during a fire or emergency. Exit drills are needed so that occupants will know how to make an efficient and orderly escape. Before a fire, occupants should:

- Know the location of the fire alarm pull stations and how to activate them.
- Know the location of two exits.
- Know the location of and how to use fire extinguishers.
- Post the phone numbers of the Post Police near their phone.
- Report any tampering or malfunction of fire protection equipment to the Commandant's Office or The VMI Fire and Safety Office.
- Know the location of the predetermined assembly point.
- Keep fire doors closed.

4.1 Drills

The Office of Fire and Safety Programs conducts fire drills in the Barracks throughout the year. The Office of Fire and Safety Programs coordinates the drills with a representative of the Commandant's Staff. The drills are scheduled to maximize effectiveness and provide real-world metrics while also minimizing negative impact on day-to-day operations. Drills will be conducted at various times under different weather conditions to simulate actual conditions that may be present during a real emergency. Emphasis will be placed upon orderly evacuation with proper discipline rather than speed. Any person who fails to immediately evacuate the Barracks during an alarm will be judicially charged with failure to vacate. Meetings will be scheduled with appropriate staff members when needed to discuss metrics and evaluate procedures for efficiency and usefulness.

IF THERE'S A FIRE

SOUND THE ALARM

If a fire is discovered, sound the building fire alarm.

LEAVE THE BUILDING

Try to assist others **ONLY** if it can be done safely.

Move at least 50 feet away from the building; remain out of the way of the fire department. Do not go back into the building until the fire department says it is safe to do so.

CALL THE FIRE/POLICE DEPARTMENT – 911

Dial 911 or use an "emergency" phone.

Give as much information as possible to the 911 operator.

FIRE AND LIFE SAFETY PROGRAM

4.1.1 Procedures for Reporting a Fire

If you discover or suspect a fire:

- Pull the nearest fire alarm station to alert residents.
- Leave the building.
(Try to rescue others ONLY if you can do so safely)
- Move away from the building and out of the way of the fire department.
(Don't go back into the building until the fire department says it is safe to do so)
- Call the Fire/Police Department.
(From a Post phone dial 911)

4.1.2 Procedures for Exiting

- Exit the building as calmly and quickly as possible using the nearest safe exit. Do not use the elevator.
- Alert all persons in your area.
- Close doors on your way out, leave the door unlocked, wear a coat and shoes, and take a towel to place over your face in case of smoke.
- Proceed to the assigned assembly area. Remain outside until the appropriate signal is given to re-enter.
- If all exits are blocked go back to your room, close the door and call 911 to report your location.
- If your clothing should catch on fire, drop and roll to smother the flames.
- Feel the doorknob with the back of your hand before opening any door. If it is hot do not open the door. Brace yourself behind the door, crouch low, and open the door slightly if it is warm. If heat or heavy smoke is present, close the door and stay in your room. Stay low to the floor.
- If the City Fire Department responds, they will assume control of the building. Cadets and staff must give full cooperation to the Fire Department.

4.1.3 Responding to a Fire Emergency

If a fire emergency occurs, all persons at Virginia Military Institute have the responsibility to take immediate and appropriate action. The Emergency Response Plan will be activated and all personnel must evacuate the building.

There is no expectation for an employee to attempt to extinguish a fire or otherwise remain in their workplace upon being notified of a fire emergency. However, assigned employees may be required to maintain critical equipment or services or to arrange for the orderly shutdown of hazardous processes. Such a requirement should be contained in the employee's job description.

4.1.4 Emergency Procedures

- If you cannot safely leave the room, seal the cracks around the door with wet towels. Call VMI 911 or 463-9177 to report your location.
- Open the window a few inches for fresh air and hang a brightly colored cloth or bed sheet out the window to alert the Fire Department of your location. If you have flashlights use it to signal with at night.
- If smoke gets in your room, keep low and dampen a cloth with water, place it over your nose and breathe lightly through it.

FIRE AND LIFE SAFETY PROGRAM

- Stay calm. Do not jump from windows above the second floor. Rescue personnel have the proper equipment to get to you quickly.

4.2 Evacuation Plans

Evacuation plans shall be posted in all rooms and floors of all Academic Buildings. The plans show the locations of fire exits. The plans are conspicuously located and updated as needed by the Physical Plant.

4.2.1 Non Residential Buildings

- *Training:* The Office of Fire and Safety Programs will facilitate all training of VMI community members in fire evacuation procedures for academic buildings.
- *Drills:* Fire drills will be conducted in buildings by a representative of the Office of Fire and Safety Programs.
- *Evacuation Plans:* Evacuation plans for non-residential buildings will be posted at each classroom, elevator bank or in hallways. The plans show the locations of all exits. The plans are conspicuously located and updated as necessary by the Physical Plant. At the beginning of each semester it is the responsibility of the building coordinator to go over the evacuation plan and direct occupants to the nearest safe exit in case of an actual alarm.

4.2.2 Emergency Evacuation for Persons with Disabilities

The following provides a general guideline of the evacuation procedures for persons with disabilities during fire and other building emergencies. Faculty, staff, and Cadets with disabilities must work with their building managers and the building coordinator to identify their primary and secondary evacuation routes from each building they use. In that regards, individuals with disabilities that may preclude them from quickly existing from a building need to:

- Be familiar with evacuation options.
- Seek evacuation assistants who are willing to assist in case of an emergency.
- Ask supervisors, instructors, Office of Cadet Life, or building coordinators about the evacuation plan

Most VMI buildings have accessible exits at the ground level floor that can be used during an emergency. However, in many buildings people will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe to use in an emergency and in some buildings they are automatically recalled to the ground floor.

4.2.2.1 Evacuation Options

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options.

- *Horizontal evacuation:* using building exits to the outside ground level or going into unaffected wings of multi-building complexes.
- *Stairway evacuation:* using steps to reach ground level exits from the building.
- *Stay in Place:* unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire-resistant door is a viable option. With this approach, the person may keep in contact with emergency services by dialing 911 and reporting his or her location directly. Central Dispatch will immediately relay the individual's location to on-site emergency personnel, who will determine the necessity

FIRE AND LIFE SAFETY PROGRAM

for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

- The “Stay in Place” approach may be more appropriate for sprinkler protected buildings or buildings where an area of refuge is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A solid or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 3/4 inch thick solid core wood doors hung on a metal frame also offer good fire resistance.
- *Area of Refuge*: with an evacuation assistant, going to an area of refuge away from obvious danger. The evacuation assistants will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

Usually, the safest areas of refuge are enclosed stairways if unable to go to the outside. Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs, and pressurized elevator lobbies. Many buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the responding county or city fire department. The fire department will communicate their decision to the VMI Police in the more expeditious fashion.

4.2.2.2 Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important in ensuring a safe evacuation.

- *Mobility Impaired - Wheelchair*

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell the VMI Police or the responding fire officials the location of the person with a disability. If the person with a disability is alone, he/she should phone emergency services at 911 with their present location and the area of refuge they are headed too.

If the stair landing is chosen as the area of refuge, please note that many buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals (i.e. the fire department or other trained emergency responders). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

- *Mobility Impaired - Non-Wheelchair*

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until emergency personnel arrive and determine if evacuation is necessary.

FIRE AND LIFE SAFETY PROGRAM

- *Hearing Impaired*

Some buildings on Post are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location.

- *Visually Impaired*

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to ensure safe evacuation.

A form for reporting and recording fire drills is included as Appendix A. The VMI Fire and Safety Office will keep a copy of these reports when completed.

FIRE AND LIFE SAFETY PROGRAM

5 Public Assembly Occupancies

5.1 Definition of a Public Assembly

Assembly occupancies include, but are not limited to, all buildings or portions of buildings used for gathering together 50 or more persons for such purposes as education, deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation or similar uses, or that are used as a special amusement building regardless of occupant load. (NFPA Life Safety Code, current edition)

Public assembly events involve various risk factors associated with having large numbers of people in one location. The primary risk factors are high occupant density, occupants that are not familiar with the building, occupants who may be impaired due to consumption of alcohol or drugs, and events held where there is limited lighting. These risks can be managed through proper event planning and management.

All persons planning public assembly events are encouraged to contact The VMI Fire and Safety Office for information and assistance. Consultation is available by telephone, email, and meeting and at the event site.

In order to comply with the requirements of the Virginia State Fire Prevention Code, it may be necessary to contact The VMI Fire and Safety Office to request permits and/or approvals as noted in Appendix H. Required approval and inspections must be requested as far in advance as possible.

Examples of assembly occupancies found both on and off Post include large lecture halls, auditoriums, sports arenas, theaters and restaurants. All assembly areas are required to have signs posted indicating occupancy limit.

The employees or attendants of the area must be trained in emergency evacuation procedures and practice their duties during fire drills. They must also be instructed in the proper use of portable fire extinguishers and other manual fire suppression equipment where provided. In “live” theaters, motion picture theaters, auditoriums, and other similar assembly occupancies, an audible announcement must be made not more than ten minutes prior to the start of each program to notify occupants of the location of the exits to be utilized in case of fire or other emergency and any other emergency procedures unique for the assembly area.

5.2 Planning and Management Guide

5.2.1 Information and Assistance

General Information for
Event Planning

Planning for all events should begin by contacting The VMI Fire and Safety Office.
When fire or life safety is in question.

FIRE AND LIFE SAFETY PROGRAM

	<p>All persons planning public assembly events are encouraged to contact The VMI Fire and Safety Office. 464-7040</p> <p>Consultation is available by telephone, email, meeting, and at the event site.</p> <p>In order to comply with the requirements of the Virginia Statewide Fire Prevention Code, it is necessary for Safety Office personnel and/or the State Fire Marshal’s Office (SFMO) to make certain approvals as noted in these guidelines. Required approvals and inspections should be requested as far in advance as possible.</p> <p>The VMI Fire and Safety Office and/or Lexington Fire Department personnel are required to be present for certain events such as indoor pyrotechnics, outdoor</p>
	<p>fireworks, and large scale events. The sponsors and/or VMI Police also provide services for events that may have security concerns upon request.</p>
<p>Definition of Public Assembly</p>	<p>Public assembly events involve various risk factors associated with having large numbers of people in one location. The primary risk factors are the high occupant density, occupants that are not familiar with the building, and in some cases reduced lighting levels within the venue. These risks can be managed through proper event planning and management.</p> <p>The Virginia State Fire Prevention Code defines public assembly occupancy as follows:</p> <p><i>Assembly occupancies include but are not limited to, all buildings or portions of buildings, used for gathering together 50 or more persons for such purposes as deliberation, worship, entertainment, eating, drinking, amusement, or awaiting transportation.</i></p> <p>Examples of assembly occupancies found on Post include large meeting rooms and classrooms, auditoriums with fixed or loose chair seating, multi-purpose rooms, concert halls, theaters, sports arenas, field houses, restaurants and libraries.</p>
<p>Tents Are Considered Buildings</p>	<p>Tents must meet most of the same requirements as buildings.</p>
<p>Outdoor Spaces</p>	<p>Enclosed open areas must meet the same requirements as buildings. Fenced open areas must have at least two exits—or more, depending upon the number of people within the enclosure. Temporary Stages and/or stands must be installed under a work order/permit.</p>
<p>Large Scale Events</p>	<p>All events intended to, or that have the potential to, attract large crowds must be coordinated through a number of Post departments and divisions. These include but are not limited to: Events Planning, VMI Police, Physical Plant, and The VMI Fire and Safety Office</p>

FIRE AND LIFE SAFETY PROGRAM

5.2.2 Fire and Life Safety Planning and Management Information

Room Capacity	<p>Information on Post room capacities may be obtained from The VMI Physical Plant Office. They determine the legal capacities according to Virginia Statewide Fire Prevention Code (SFPC) for existing buildings/areas. Be aware that the occupant load is the maximum capacity based on the net clear floor area. Stages and other obstructions, seating arrangements and the use of tables will decrease the capacity. The type of event is also a determining factor. When planning for an event consider the following:</p> <table border="1" data-bbox="444 562 1484 863"> <thead> <tr> <th data-bbox="444 562 1016 611"><u>Use</u></th> <th data-bbox="1021 562 1484 611"><u>Minimum area per person</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="444 611 1016 646">Concentrated (concerts, dances, lectures)</td> <td data-bbox="1021 611 1484 646">7 sq ft per person</td> </tr> <tr> <td data-bbox="444 646 1016 682">Less concentrated (dining room, exhibit room)</td> <td data-bbox="1021 646 1484 682"></td> </tr> <tr> <td data-bbox="444 682 1016 718">Fixed seats</td> <td data-bbox="1021 682 1484 718">15 sq ft per person</td> </tr> <tr> <td data-bbox="444 718 1016 753">Stage (persons on stage)</td> <td data-bbox="1021 718 1484 753"></td> </tr> <tr> <td data-bbox="444 753 1016 789"></td> <td data-bbox="1021 753 1484 789"># of fixed seats</td> </tr> <tr> <td data-bbox="444 789 1016 825"></td> <td data-bbox="1021 789 1484 825">15 sq ft per person</td> </tr> </tbody> </table>		<u>Use</u>	<u>Minimum area per person</u>	Concentrated (concerts, dances, lectures)	7 sq ft per person	Less concentrated (dining room, exhibit room)		Fixed seats	15 sq ft per person	Stage (persons on stage)			# of fixed seats		15 sq ft per person
<u>Use</u>	<u>Minimum area per person</u>															
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Fixed seats	15 sq ft per person															
Stage (persons on stage)																
	# of fixed seats															
	15 sq ft per person															
Exits	The number of exits required from the room/area is based on the capacity.															
	<p><u>Number of person's</u></p> <p>1 - 500 persons 501 - 1000 persons More than 1000 persons</p>	<p><u>Minimum number of exits</u></p> <p>2 remote exits (minimum) 3 remote exits (minimum) 4 remote exits</p>														
Set-up Plans	<p>Exits must remain unobstructed and provide clear access to the outside at all times. Wires or cables are not permitted to be placed in front of exits or on steps. All wires or cables on floors must be properly taped down or covered to avoid creating tripping hazards.</p> <p>The placement of stages, seats, equipment (including wiring), and security arrangements affect the exits and access to exits.</p> <p>Standard set-up plans exist in most buildings. The management of the respective facilities maintains these plans. Set-up plans for other spaces, spaces that are not routinely used for public assembly (including lobbies and atriums), or any plans that are different from existing standard plans must be reviewed in advance by Safety Office and /or Physical Plant Engineering personnel for conformance with the SFPC.</p> <p>The use of “festival” style seating (e.g., general admission without the use of actual seats) is prohibited for venues that have an occupant load of 1000 or greater.</p>															
Tents	Tents over 900 square feet are required to obtain a permit from the VMI Physical Plant.															

FIRE AND LIFE SAFETY PROGRAM

	<p>Tent material must be properly certified as flame retardant. Some tents have attached labels. When labels are not attached, sponsors, promoters, or other production personnel must provide documentation that certifies that the tent material is flame retardant. Certification must be based on NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films. Where such a certification cannot be provided, The VMI Fire and Safety Office and/or the SFMO will request to take a sample of the material to perform a “field flammability test”; if this request is not allowed or the material fails the test, the structure must be removed immediately. Note that the taking of such a sample will damage the structure, and neither The VMI Fire and Safety Office nor the SFMO will assume responsibility for this damage.</p>
	<p>Flooring for tents must be non-combustible. Straw, hay, wood chips, mulch, or other similar combustible materials are prohibited from use as flooring in tents.</p>
	<p>Use of open flames (including those used for cooking or warming of food) and heaters must be approved in advance by Safety Office personnel.</p>
	<p>Tent suppliers must be able to certify that tents have been erected in accordance with the manufacturer recommendations, industry standards, and code requirements.</p>
Special Amusement Buildings	<p>Any building or portion of a building that is permanent, temporary, or mobile that is occupied for amusement, entertainment or educational purposes and is arranged such that the means of egress to an exit is not readily apparent due to visual or audio distractions is a ‘special amusement building’. Examples include haunted houses and carnival amusement trailers.</p>
Expositions	<p>Expositions of products or other displays have a number of special requirements. Contact Safety Office personnel for guidance on this issue.</p>
Exit Notices (Announcements)	<p>The person in charge of a theater or place of assembly is required to call the attention of everyone present, immediately before the beginning of an event, to the location of exits and to state that the exits are not locked. The person in charge must also announce the following:</p>
	<p><i>“Notice. For your own safety, look for the nearest exit. In case of emergency, walk; do not run, to that exit.”</i></p> <p>This requirement can be met by any of the following methods:</p> <ol style="list-style-type: none"> 1. Notices made orally 2. Notices shown on the cinema screen 3. Notices printed on the back of a program (by itself, in 1/4 inch high letters) 4. Notices displayed on a fixed sign visible from all points in an assembly room.

FIRE AND LIFE SAFETY PROGRAM

Decorations and Theatrical Scenery	All materials used for decorations and theatrical scenery, including the drop used behind stages during concerts, must be Class “A” rated for flame spread. Foamed plastics and materials must meet the requirements of the SFPC; if such materials are to be used, please contact The VMI Fire and Safety Office for guidance. Sponsors, promoters, or other production personnel must have documentation that certifies that the material meets this requirement. Safety Office personnel may ask to see these certificates prior to the start of an event. If there is no documentation to certify that the material is acceptable, Decorations must not block exits or fire safety equipment, nor impede the function of the fire curtain if one is present.
Open Flames	<p>Safety Office personnel must approve open flames used during public assembly events for any purposes other than decoration and cooking (unless otherwise noted). This includes, but is not limited to, any open flame used in the course of a performance. (See Open Flames and Burning section in the Fire and Life Safety Program.)</p> <p>Open flames used for decoration and cooking must comply with the table below. Users are required to have adequate safety precautions and are encouraged to contact Safety Office personnel for consultation.</p>
Candles and Decorative Devices	Class I and Class II liquids and LP gas may not be used, unless authorized by The VMI Fire and Safety Office.
	Liquid or solid fueled lighting devices containing more than 8 ounces of fuel must self-extinguish and not leak fuel at more than 0.25 teaspoon per minute if tipped over.
	Devices or holders must be constructed to prevent the spillage of liquid fuel or wax at the rate of more than 0.25 teaspoon per minute when the device or holder is in the upright position.
	Candles with protected flames may be used on tables used for food service where securely supported on substantial noncombustible bases located to avoid the danger of ignition of combustible materials.
	Devices that do not self extinguish must return to the upright position if tilted to an angle of more that 45 degrees from vertical.
	Flames must be enclosed. Openings on the side must not be more than 3/8-inch diameter. Openings on the top must be distant enough from the flame so that a piece of tissue paper placed on the top will not ignite in 10 seconds.
	Non-combustible chimneys are required to be securely attached to the device. Chimney is not required if the device is self-extinguishing.
	Shades, if used, must be non-combustible.
	Fuel canisters must be safely sealed for storage.

FIRE AND LIFE SAFETY PROGRAM

Cooking	Equipment fueled by small heat sources that can be readily extinguished by water, such as candles or alcohol-burning equipment, including solid alcohol may be used.
	<p>Flamed dishes, such as cherries jubilee or crepe suzette, may be used, if a fire extinguisher is located in the area of use.</p> <p>Small portable LP gas cooking equipment (less than 2 lbs) may be used under the following conditions:</p> <ul style="list-style-type: none"> · Equipment must be listed for indoor use in commercial restaurants by an approved listing agency such as Underwriters Laboratories (UL) or Factory Mutual Systems (FM). · Equipment must be used in strict accordance with the manufacturers and listing agency's instructions including replacement fuel and parts. · Employees working with portable butane gas stoves must be instructed on the proper use of the stoves. A trained employee must be in attendance at all times that the stoves are used by customers. · Portable gas stoves, when used, must be placed on noncombustible surfaces and kept clear of surrounding combustibles
Performing Arts	Small open flames used by outdoor performers, such as jugglers, are approved on a case-by-case basis. Contact Safety Office personnel to arrange a review of the proposal. Performers must be prepared to demonstrate their safety procedures and may be required to have certificates of insurance.
Open Fires (outdoors)	<p>Any open fire, with the exception of small-contained cooking fires, requires an Open Fire Permit in accordance with the Virginia Statewide Fire Prevention Code (Sec. F403.4.2) and written permission from The VMI Fire and Safety Office.</p> <p>Open fires are limited to the dimensions of 5' X 5' X 5' and must be at least 50 feet from buildings and other exposures. Open fires may also need approval by Buildings and Grounds Department and/or the Virginia Department of Environmental Quality. Open fires are limited to the hours between 4:00pm - 12:00 midnight. Other environmental restrictions may also apply. The Open Burn Permit includes directions for obtaining necessary approvals.</p> <p>Cooking fires, which do not require a permit, must be at least 15 feet from buildings and be located so that smoke does not enter buildings.</p>
Pyrotechnics/ Fireworks	<p>The indoor and outdoor use of pyrotechnics is strictly regulated and requires proper approval and permits.</p> <p>Indoor pyrotechnics and outdoor fireworks displays require an <i>Application for the Display of Pyrotechnics/Fireworks at VMI</i> to be made and approval by both The VMI Fire and Safety Office and the State Fire Marshal's Office must be given. The event sponsor or producer must apply for the approval no less than 15 workdays prior to the event. The VMI Fire and Safety Office will issue site approval for the permit, coordinate the application process, and support the SFMO with the inspection of the pyrotechnics/outdoor fireworks site on the day of the show for conformance with applicable fire codes.</p>

FIRE AND LIFE SAFETY PROGRAM

Fog Machines	<p>The use of fog machines during a performance, dance, or other public assembly event may activate smoke detectors and/or obscure exits. Areas where fog machines are going to be used must be evaluated so that accidental activation of the fire alarm system or obscuring of exits is avoided. Contact Safety Office personnel to arrange an evaluation of the proposal.</p>
Event Staff / Crowd Managers	<p>Crowd Managers are responsible for maintaining clear exits, ensuring that there is no overcrowding, initiating a fire alarm if necessary, directing occupants to exits, and providing general fire and life safety awareness. A minimum of 1 Crowd Manager is required for every 250 occupants. Crowd Managers may be comprised of ushers, house managers, gate personnel, security personnel, police aides, or police officers. Employees or attendees of assembly occupancies must be trained in emergency evacuation procedures and practice this training during drills. They must also be instructed in the proper use of portable fire extinguishers and other manual fire suppression equipment, where provided. Safety Office personnel are available to provide training for all persons with this responsibility.</p>
Post Event Procedures	<p>At least one person should be responsible for completing a Post event check. Items to check for include verifying that: all smoking materials (where smoking is allowed) and open flames have been safely extinguished (where open flames are approved); unnecessary electrical equipment has been turned off; and, any obviously hazardous condition has been corrected. This is extremely important in residential facilities.</p>
Generators	<p>Generators must meet all electrical code requirements including proper grounding. All wires that may pose a tripping hazard must be covered or otherwise secured. Generators must be located so that exhaust does not enter buildings or tents.</p>
Insurance	<p>Proof of insurance is required for outside groups/events that come to the Post. Contact the appropriate POC in Smith Hall for more information.</p>
Emergency Medical Services (EMS)	<p>As an organizer of an event on Post, emergency services must be ensured (e.g. police, rescue squad, fire department) can be summoned in the event of an emergency. For events where a public or pay telephone is not immediately accessible, a cell phone or similar means must be available on site to summon emergency services.</p>
	<p>Organizers of events should consider whether it would be prudent to have emergency medical services on standby at the event.</p>
	<p>VMI may require that EMS be available for certain size/type events. The number and level of EMS required will be determined during pre-event planning. Events of over 2000 or 7000 persons will generally be required to have a minimum of one or two ambulance(s) on-site respectively.</p>

FIRE AND LIFE SAFETY PROGRAM

6 Means of Egress (Exiting)

6.1 Elements of Egress

An obvious, adequate, and unobstructed means of egress is the first line of defense for building occupants in any emergency. The “*means of egress*” has three parts:

Exit Access	The exit access (portion of a means of egress that leads to the entrance of an exit),
Exit	The exit (portion of a means of egress that is separated from other areas of the building from which escape is to be made by walls, floors, doors, or other means that provide the path necessary for the occupants to proceed with reasonable safety to the exterior of the building); and
Exit Discharge	The exit discharge (that portion of a means of egress between the termination of the exit and a public way).

6.2 Egress Policy

General	The means of egress from each part of the structure, including exits, stairways, egress doors, and any panic hardware must be maintained in a safe condition and available for immediate use and free of all obstructions. These same obstructions cannot be located in a manner that interferes with fire-fighting access. Combustible materials such as paper signs and posters cannot exceed more than 10% of the total wall area.
	Items located in stairwells or that block exit doors, restrict corridors, or block access to fire emergency equipment constitute serious fire and life safety hazards and are violations of the State Fire Prevention Code.
Stairwells and Corridors	Stairwells and corridors are intended to provide a safe and adequate means for building occupants to exit the building and for emergency personnel to access the building during an emergency.
	Tables, showcases, holiday decorations (Christmas trees), vending machines or other obstructions cannot obstruct aisles, passageways or stairways during hours when the building is open to the public.
	Display boards, signs, coat racks and any other movable equipment that obstructs the path of egress are prohibited. Draperies and similar hangings must be fire retardant and cannot obscure an exit.
	Any storage in stairwells is prohibited at all times. The State Fire Prevention Code does not permit equipment, such as vending machines, to be placed in any stairwell. This is to ensure safe egress for occupants in the event of an emergency.
Aisles	In each room where chairs and/or tables are utilized, the arrangement needs to provide for ready egress by aisle paths and aisles to each egress door.

FIRE AND LIFE SAFETY PROGRAM

	The minimum required width is 44 inches where serving an occupant load greater than 50, and 36 inches where serving an occupant load of 50 or less for the entire room.
	Chairs, table or other objects cannot obstruct the clear width of aisles.
Posting Egress Routes	Egress routes must be posted, at eye-level, where the exit path is not immediately obvious. Egress routes should be graphically illustrated and posted in:
	<ul style="list-style-type: none"> - remote areas; - office suites; - long hallways; - rooms or areas occupied by more than 49 people; - laboratories; and, - Protected corridors.
Egress Awareness	Building occupants should take the time to become more familiar with their building. Occupants should think of an emergency scenario that would require them to evacuate, and then determine a primary and an alternative means of egress for themselves. They should also become more familiar with what is going on above and below the level where they normally work. Employees should walk the halls and notice the placement of portable fire extinguishers. If the building is so equipped, notice the location of other fire protection systems, such as fire alarm system pull stations and sprinkler heads.
Fire Lanes	Designated fire lanes must be maintained free of obstructions and vehicles to allow efficient and effective operation of fire apparatus. Fire lanes are required to have a minimum width of 18 feet. Signs and markings designating the fire lanes must be maintained in a clean and legible condition at all times. Signs must be replaced when necessary to ensure adequate visibility.
Elevator Recall	All modern Post elevators with a travel distance of 25 feet or more above or below the primary level of elevator access for emergency fire fighting or rescue personnel may have elevator recall installed. This means, when a smoke detector is activated the elevator will automatically be recalled to the primary floor. Older elevators that do not have this capability will be upgraded, as funding becomes available.

7 Fire Prevention

Fire prevention starts with identifying fire hazards. All members of the Post, faculty, staff, Cadets and visitors have a personal obligation to be aware of fire hazards and to reduce or eliminate the risk of fire on Post.

7.1 Elements of Fire Prevention Planning

- Develop a list of all major fire hazards

FIRE AND LIFE SAFETY PROGRAM

- Ensure proper handling and storage procedures for hazardous materials.
- Identify potential ignition sources and the means used to control them.
- Develop a list of fire protection equipment necessary to control each major hazard.
- Establish procedures to control the accumulation of flammable and combustible waste materials.
- Establish procedures for regular inspection and maintenance of safeguards installed on heat-producing equipment to prevent accidental ignition of combustible materials.
- Identify by name or job title employees responsible for control of fuel source hazards.

In addition, the department must communicate certain information to employees, which includes:

- Informing each employee of the fire hazard(s) to which he or she is exposed.
- Review with employees, when they are initially assigned to a job, those parts of the fire prevention plan that are necessary for employees to protect themselves from potential fire hazards.
- Review the fire prevention plan again with any employee that is reassigned to a new job with different hazards.
- Review the plan with all employees any time a change is made to the plan.
- Review the plan with all new hires.

7.2 Identifying Common Fire Hazards

The following is a list of common fire hazards that may be in the workplace.

Scrap, waste materials, dust and trash	When these items are allowed to accumulate, the risk of fire is increased. Under the right conditions, the buildup of dust from wood, plastic or certain metal operations can lead to a fire or explosion.
Unsafe use, storage, dispensing or disposal of flammable materials	Flammable materials can be a prime source of fire and explosion
Improper storage of combustible materials	Ordinary combustible materials, like paper, cardboard, wood and products made from these materials, can present a fire hazard when they are allowed to accumulate or are stored improperly.
Use of extension cords and multiple plug adapters	Extension cords and multiple plug adapters may <u>only</u> be used for temporary operations. Overloaded circuits damaged wiring and defective switches and outlets can all lead to electrical fires. Power strips with circuit breaker protection and 3 to 20 foot cords may be used in place of residential extension cords and multiple plug adapters. Each power strip must be plugged directly into the wall outlet. The Fire Code prohibits “daisy” chaining power strips into one another.
Hot work hazards	Any operation involving heated materials or open flames presents a fire hazard. <i>Hot Work Procedures</i> have been developed. Refer
	to page 26 for more information.

FIRE AND LIFE SAFETY PROGRAM

Inadequate machine and equipment maintenance	Machines that are not lubricated properly can overheat and start a fire. Electrical problems and equipment defects can lead to a fire. Routine inspection and maintenance of all machines and equipment can prevent fire hazards.
Careless smoking	Smoking is prohibited in facilities owned or leased by VMI. Some exceptions are made for certain residential facilities. Outdoors, discarded smoking materials carelessly tossed in waste containers or into landscaping can easily start a fire. Use approved waste containers to discard smoking materials.
Plastic and foam items	Departments using foam or plastic cups, utensils, etc. close to heat sources may not realize that these materials are combustible. Foam cups left next to a coffee maker can quickly start a fire. Plastic and foam burn rapidly and give off dense toxic black smoke.
Electric space heaters	Electric space heaters are prohibited in all buildings and Barracks throughout Post. If space heaters are needed, authorization from the VMI Fire and Safety Office is required.
Portable fans	Small portable fans help improve ventilation in an area. They can also pose a fire hazard if placed near combustible materials or where the blades of the fan can easily catch items. Damaged wiring and mounting portable fans in walls increase the fire risk.
Aerosol spray cans	Read labels of all spray cans to identify those with flammable gaspropellants. Butane and propane is the most common propellant and should never be exposed to heat or flames.
Materials that spontaneously combust	Oily rags or other materials soaked in oil can start a fire by themselves if placed in areas where the air does not circulate.
Non-compliant renovation or maintenance	Renovation or maintenance projects that do not meet the requirements of the Virginia building or fire codes can result in improper egress, improper construction methods or materials, electrical hazards, and so on.

7.3 Interior Finishes and Decorations

Interior decorations are a common factor in the spread of fire. Decorations used during the holiday seasons are always a large concern. It is necessary to ensure that all decorations used meet the requirements of safety and fire resistance.

FIRE AND LIFE SAFETY PROGRAM

Interior Finish	<p>The following are requirements to consider when planning a renovation or refinish of walls, ceilings and floors:</p> <ul style="list-style-type: none"> - All new finishes must meet the minimum requirements of NFPA standards and the building code. - The VMI Fire and Safety Office is available to assist in determining the fire rating of a material. - Finish Materials in corridors, places of public assembly and high hazard areas will be "Class A". This is the highest protection rating dealing with the flame spread and smoke production of a product or material. 	
	<ul style="list-style-type: none"> - There is no such thing as "Fire Proof". - Offices, sleeping rooms and less hazardous areas may use a "Class B" finish. - Materials rated as "Class C" are not permitted in Virginia Military Institute properties. These materials have the lowest rating in safety, can be easily ignited, and may burn rapidly and/or produce excessive smoke. 	
Approvals	<p>Normally, specific written approvals for holiday decorations will not be required. Written approval will be required if the decorations may interfere with any safety system or may conflict with one or more of the safety requirements in this policy.</p>	
Documentation	<p>Any decoration, whether purchased from a store, dealer, catalog or other business or if handmade, will require documentation acceptable to The VMI Fire and Safety Office and/or the SFMO that the materials used meet the fire safety standards of fire resistance and safety.</p>	
Materials (fire resistance)	<p>All materials used in decorations must meet the minimum requirements of NFPA 701, Standard Methods of Fire Tests for Flame Resistant Textiles and Films. The VMI Fire and Safety Office will provide the specific requirements upon request. It is recommended that The VMI Fire and Safety Office is contacted for consultation prior to purchasing or installing decorations if the rating is in question.</p>	
General requirements include:	Vegetation	<p>Vegetation such as hay stacks, leaves, branches, large amounts of plant cuttings, etc. may not be used in any Virginia Military Institute building.</p>
	Live holiday trees	<p>May not be used in any Virginia Military Institute's facilities. Faculty housing may have live trees, but should be watered daily and refer to page 26 electrical.</p>
	Locations	<p>Decorations must not be attached to, hung from, or obstruct any emergency device, including sprinkler heads and piping. Combustible decorations must not be hung from ceilings in such a way that a fire could ignite the decorations and endanger the occupants before evacuation. Unauthorized items found during inspections will be required to be removed.</p>

FIRE AND LIFE SAFETY PROGRAM

	Electrical	<p>Electrical lights, decorations, and cords must comply with the following conditions:</p> <ul style="list-style-type: none"> - The device must be tested and approved by a recognized testing laboratory such as Underwriters' Laboratory (UL) or Factory Mutual (FM). The device must bear the appropriate label, sticker or tag supplied by the manufacturer. - Do not use electrical decorations or cords on combustible vegetation, dry trees, curtains or any other combustible material that may be ignited by the heat or potential electrical short of the device. - Extension cords may be used—on a temporary basis only—for decorations. The cord must be plugged directly into a building receptacle, not another extension cord. - Multiple electrical devices may be plugged into an approved "Power Strip" which incorporates a breaker, on/off switch, is surge protected, and can reach the outlet without connection to another "surge protector" or an extension cord. Each power strip must be plugged directly into a wall outlet. This allowance does not apply to heat producing devices, which must be plugged directly into an outlet. <ul style="list-style-type: none"> - Electrical decorations must be turned off and should be unplugged at the end of the day or when the building will be unoccupied for an extended period. - Electrical decorations or cords must not be laid or taped across floors in such a way that they may cause a tripping hazard or interfere in any way with evacuation. <p>Any electrical decoration or cord that is damaged, worn, showing signs of overheating, etc. must be taken out of service and repaired or replaced.</p>
Amount of Decorations		<p>This program does not specifically limit the use of decorations; rather, a general rule of thumb by the Life Safety Code limits combustible material to 10% of the existing wall space of an area. The amount of decorations used will be limited by the following criteria:</p> <ul style="list-style-type: none"> - Decorations must not obstruct any corridor, exit or safety device. - Decorations must not exceed the amount of combustibles that could be contained by any existing extinguishing system or quickly brought under control with a fire extinguisher. - No amount of any combustibles that would aid in the rapid spread of fire such that it could endanger or entrap the occupants. <p>The amount of decorations may affect the occupant load of the area if such decorations cover any required floor area used in the calculation of the occupant load.</p>
Luminaries		<p>Luminaries are permitted for use both in the electrical and candle versions under the following conditions:</p>

FIRE AND LIFE SAFETY PROGRAM

	Indoors	<ul style="list-style-type: none"> - Candle type luminaries will not be used indoors. - Electric luminaries may be used according to the requirements of the electric section on the preceding page.
	Outdoors	<ul style="list-style-type: none"> - Candle and/or electrical luminaries are permitted outdoors. - Candle types must be in an approved luminary's bag with at least 2" of sand (or like non-combustible material) in the bottom of the bag. The candle must be of a size that will allow adequate space between the candles and bag so as not to ignite the bag. - Candle types will not be placed within five (5) feet of combustible material, such as leaves or paper decorations. - An individual will be designated to supervise, control and manage the luminaries, and ensure that they are properly extinguished and properly discarded. - Candles must be extinguished at the end of the night or event unless the area is supervised. - Electrical luminaries must be rated for outdoor use. - Electrical cords and extension cords will not be placed so as to cause a tripping or fire hazard (i.e., frayed or narrated cords running along a path of dry leaves).

7.4 Basic Fire Prevention Strategies

After identifying the hazards in the area, take action to eliminate or control these hazards and prevent fires.

7.4.1 Housekeeping

Accumulation of combustible materials	The accumulation of combustible materials (such as cardboard boxes, magazine/journals and paper products) is prohibited. Combustible material must never be stored any closer than 36" from a heating appliance or electrical light. Properly dispose of those items no longer in use to avoid stacking and accumulation on counters, top of cabinets and desks.
Storage	Store materials in such a way that they will not obstruct the fire suppression sprinkler heads. Make sure items are 18 inches away from the ceiling if the room or area is protected by a fire suppression system (sprinklers) and 24 inches from the ceiling if there is no fire suppression system. Exceptions are allowed for attached wall shelving unless located directly under a sprinkler head. If wall shelving is located directly under sprinkler head a clearance of 18" must be maintained.
Decorations	Decorations, signs and other items cannot be hung on or near the sprinkler head.

FIRE AND LIFE SAFETY PROGRAM

Obstructing Portable Fire Extinguishers	Do not obstruct access to portable fire extinguishers. They must be clearly visible at all times.
Blocking Fire Doors	Ensure the fire doors are unobstructed and operate freely. Never block fire doors in the open position with wedges or stoppers. These doors are to remain closed to reduce fire and smoke spread through the rest of the building.
Spills on Floor	Correct any condition causing leaks or drips of flammable or combustible liquids and keep floor area free of spills.
Hoarding	Maintain premises free of unneeded and unnecessary combustible materials. Surplus or properly discard unused items being stockpiled or hoarded. Hoarding increases the risk of fire and possible structural damage due to increased weight loading on floors.
Clear Passage	Keep passageways clear of obstacles, including furniture and equipment.

7.4.2 Fire-Rated Doors and Fire-Resistant Barriers

Fire-rated Doors	Fire-rated doors are generally found at any opening to a corridor, stairwell, storage room, and mechanical and/or electrical equipment room.
	Blocking doors with wedges or other items allows smoke and fire to spread rapidly through a building, possibly preventing occupants from quickly evacuating during a fire emergency. Items used to illegally prop open fire doors will be confiscated when found.
Magnetic Door Hold Open Devices	Magnetic door hold open device are permitted only if they are tied into the fire alarm system or to single station smoke detector located in front of the door.
Renovation Projects	All building materials used in renovation and building projects must meet the state fire code requirements for fire-resistance, and all work must be performed in accordance with the building code requirements.
Fire stopping	All penetrations of floors, ceilings, and/or walls are avenues for smoke and heat travel. These penetrations must be properly fire stopped where required. This includes the replacing of ceiling tile when disturbed for any reason.

7.4.3 Electrical & Mechanical Equipment

Electrical defects, generally due to poor maintenance, mostly in wiring, motors, switches, lamps and hot elements are the number one cause of fires in industry. Fires in mechanical equipment are usually due to friction and contact with hot surfaces. By adhering to the following guidelines electrical and mechanical fires can be prevented.

- Use only UL or FM approved equipment.
- Install and maintain electrical equipment according to the National Electric Code.

FIRE AND LIFE SAFETY PROGRAM

- Establish regular maintenance on equipment.
- Ensure that extension cords are UL listed, suitable for the application, and only used as a temporary measure.
- Use proper size and type of fuses. Do not by-pass fuses.
- Ensure that terminal connections are clean and tight.
- Use only approved equipment in hazardous locations where flammable vapors, liquids, gases, and combustible dust are present.
- Do not store materials within three feet of an electrical panel, clear excess is required at all times.
- Check your work area for frayed wires; ensure that electrical equipment is working properly.
- When an electrical malfunction occurs always have it repaired as soon as possible.
- Do not use temporary or makeshift wiring.
- Properly lubricate machinery.
- Properly adjust and/or align machinery.
- Ensure that hot pipes are clear of combustible materials.
- Provide ample clearance around boilers, furnaces, and heaters.
- Keep soldering irons off combustible surfaces.
- Remove combustible dust and lint from bearings and shafting.
- Keep oil holes for bearings covered.
- Ensure that penetrations through fire walls, floors, or ceilings are fire stopped.
- Do not store combustible materials in mechanical storage rooms.

Wiring, Switches and Plugs	Inspect all wiring, switches and plugs. Report any damage found to Buildings and Grounds or have a qualified electrician make any repairs necessary.
Electrical Outlets	All electrical outlets, junction boxes, and electrical panels are required to have proper cover plates at all times. If a cover plate is found missing, contact the Physical Plant to have the hazard corrected.
Junction Boxes and Electrical Panels	Junction boxes and the breakers/disconnects in electrical circuit panels are required to be properly labeled advising what it controls for emergency response and maintenance personnel.
Wet Electrical Cords	Do not use electric cords or equipment that is damp or wet unless they are approved for such use. Do not connect or disconnect electrical cords or equipment with wet hands.
Overloaded Motors or Circuits	Do not overload motors or circuits; overloaded motors and circuits can easily be a source of ignition.
Lighting Fixtures	Report any problems with lighting fixtures to the Physical Plant immediately.
Faulty Heating Elements	Faulty heating elements can be a source of fire. Report any problem with heating equipment to the Physical Plant immediately.

FIRE AND LIFE SAFETY PROGRAM

Extension Cords	The improper use of electrical extension cords is strictly prohibited. Do not use extension cords in place of the permanent wiring in the building or for extended periods of time. If electrical power is needed and there is no outlet available, have additional outlets installed or use a power strip with breaker protection. Each power strip must be plugged directly into a wall outlet. Heavy duty, single appliance extension cords may be used for temporary use only, and must be plugged directly into an outlet.
Multiple Plug Electrical Adapters	The improper use of multiple plug electrical adapters is strictly prohibited. Remove the multiple plug adapters and install permanent electrical wall outlets or replace with power strips with breaker protection. Each power strip must be plugged directly into a wall outlet.
<i>Don't try to fix electrical problems!</i>	Report all electrical problems immediately to the Physical Plant, so that a qualified electrician can make the repairs.

7.4.4 Flammable and Combustible Materials

(See Appendix B for definitions, classifications and guidance on the storage of flammable and combustible materials.)

Flammable liquids are among the most common occupational hazards found in the work place. Flammable liquids can easily vaporize and form flammable and explosive mixtures in air. The flammability properties of a chemical should be checked before it is used. The danger of fire and explosions can be eliminated or reduced by strict handling, dispensing, and storage procedures.

7.4.4.1 Ventilation

Ventilation is essential to prevent a buildup of vapors that could lead to fire and explosion. Vapors must be controlled by confinement, local exhaust, or general room ventilation. Ventilation systems should be designed to keep the vapor concentration below 25% of the lower flammability level. Room ventilation is normally adequate to prevent the accumulation of dangerous concentrations of vapors if only very small quantities are released.

7.4.4.2 Ignition sources

Flammable liquids should never be heated with an open flame. Containers should always be kept closed to reduce the possibility of flammable vapors contacting an ignition source. When flammable liquids are used, all unnecessary ignition sources should be removed. Ignition sources include open flames, electrical equipment, hot surfaces, and static sparks.

7.4.4.3 Smoking

Carelessly discarded smoking materials are a major source of fires. Smoking is absolutely prohibited in woodworking shops, repair garages, and in areas where flammable liquids or combustible materials are used or stored. "No Smoking" and "Smoking" areas should be conspicuously posted. Matches and smoking materials must be discarded in a safe container rather than on the floor. Smoking is prohibited in areas where flammable liquids are used or stored.

FIRE AND LIFE SAFETY PROGRAM

7.4.4.4 Warning signs

"No Smoking" and "Flammable Liquids" signs shall be prominently posted in areas where flammable liquids are used or stored.

7.4.4.5 Fire extinguishers

Appropriate fire extinguishers must be located in work areas using flammable liquids

7.4.4.6 General storage

Flammable liquids should not be stored near heat, ignition sources, powerful oxidizing agents, or other reactive chemicals. Flammable liquids should not be stored near an exit, stairway, or any area normally used for the safe egress of people. Storage in glass bottles should be avoided if possible. If glass must be used, the bottle should be protected against breakage. The quantity of flammable liquids should be limited to what is immediately needed. As much as possible, working quantities should be stored in safety cans. Flammable liquids should not be stored above eye level. Store solvent soaked rags in closed metal containers and empty frequently.

7.4.4.7 Flammable Storage Cabinets

Quantities of flammable liquids greater than 10 gallons must be stored in flammable storage cabinets, approved safety cans, or a properly designed flammable storage room. Approved storage cabinets are designed to protect flammable liquids from involvement in an external fire for 10 minutes. All cabinets must comply with OSHA and NFPA requirements. Metal or wooden cabinets may be used if they comply with thickness and construction specifications. Maximum storage limits for flammable liquids in approved storage cabinets are 120 gallons. Of this total, only 60 gallons of Class I and Class II liquids are allowed. No more than three such cabinets may be stored in a fire area. Storage cabinets are not required to be vented. Venting a cabinet may defeat the cabinet's purpose of protecting the contents from involvement in a fire for 10 minutes. Cabinets must be labeled in conspicuous lettering "Flammable-Keep Fire Away."

7.4.4.8 Safety Cans

Portable approved safety cans may be used to safely store, carry, and pour flammable and combustible liquids. The main purpose of the safety can is to prevent an explosion of the container when it is heated. Safety cans must be UL listed and FM approved, and properly labeled to identify contents. All approved cans must have a lid that is spring loaded to close automatically after filling or pouring. The lid also acts as a relief valve when pressure builds up in the can. A flame arrestor screen must be inside the cap spout to prevent fire flashback into the can.

7.4.4.9 Refrigerators

Flammable solvents must not be stored in standard refrigerators; explosions may result from the ignition of confined vapors by sparking electrical contacts. These refrigerators should be posted as unsafe for storage of flammable liquids. Only explosion-safe or explosion-proof refrigerators may be used. Explosion-safe or flammable storage refrigerators have been modified to eliminate the spark producing mechanisms. Explosionproof refrigerators not only protect against flammable vapors inside the unit, but may also be used in rooms that have an explosive atmosphere. These units must be permanently wired to the electrical system.

FIRE AND LIFE SAFETY PROGRAM

7.4.4.10 Container size

Flammable and combustible liquids must be stored in appropriate containers according to their classification. Containers of flammable and combustible liquids are limited to the following sizes:

<u>Class</u>	<u>Glass or Plastic</u>	<u>Metal (Non DOT)</u>	<u>Metal (DOT)</u>	<u>Safety Cans</u>
Class IA	1 pt	1 gal	60 gal	2 gal
Class IB	1 qt	5 gal	60 gal	5 gal
Class IC	1 gal	5 gal	60 gal	5 gal
Class II	1 gal	5 gal	60 gal	5 gal
Class III	1 gal	5 gal	60 gal	5 gal

7.4.4.11 Inside storage rooms

Bulk quantities of flammable liquids, such as 30 or 55-gallon drums, must be stored in properly designed indoor storage rooms or outside storage areas. Indoor storage rooms containing flammable and combustible liquids must meet the requirements of OSHA Standard 1910-106(d). These standards include spill control measures, spark-proof electrical fixtures, fire suppression equipment, and ventilation requirements.

7.4.4.12 Electrical grounding

Transferring liquids from one metal container to another may produce static electricity sparks capable of igniting the flammable vapors. To discharge the static electricity, dispensing drums should be adequately grounded and bonded to the receiving container before pouring. Bonding between containers may be made by means of a conductive hose or by placing the nozzle of the dispensing container in contact with the mouth of the receiving container. If the container cannot be grounded, then the liquid should be poured slowly to allow the charge time to disperse.

7.4.4.13 Spills

Appropriate spill kits should be available in work areas using flammable liquids. Materials should absorb the solvent and reduce the vapor pressure so that ignition is impossible.

7.4.4.14 Transportation

Flammable solvents should be transported in metal or other protective containers.

Substitution

Where possible, flammable materials should be replaced by safer, less flammable materials to reduce the risk of fires. Any substituted material should be stable, non-toxic and should either be nonflammable or have a high flashpoint.

Storage

The proper storage of flammable liquids in a work area is required to reduce the risk of fire and prevent health hazards. Remember that the

FIRE AND LIFE SAFETY PROGRAM

	<p>quantities that can be stored in one location are limited (see Appendix B)! Storage areas should be provided with at least fire extinguishers, but a fire protection system should be considered for any large storage area.</p> <p>Flammable liquids storage cabinets should be used where greater quantities of liquids are needed. Contrary to popular thinking, they are not designed to contain a fire but are designed to prevent a fire outside from reaching the contents of the cabinet for a period of 10 minutes - just enough time to allow escape from the area. Limits for cabinets are:</p> <ul style="list-style-type: none">- No more than 120 gallons (454L) of Classes I, II, and IIIA combined in one cabinet.- Only three cabinets are allowed in each fire area unless each group of three can be separated by 100 feet.- If the building is sprinkler protected, the number can be doubled to six cabinets.- If stored amounts exceed the above limits, a separate inside storage room is required in accordance with the requirements found in NFPA 30, Chapter 4.
Handling	<p>Flammable and combustible liquids require careful handling at all times. Containers should be tightly sealed when not in use, and liquids should be stored in an area where temperature is stable to prevent a buildup of internal pressure due to vaporization. Safety cans are a good risk management tool where smaller quantities of liquids are handled. They prevent spillage and have spring-loaded safety caps that prevent vapors from escaping and act as a pressure vent if the can is engulfed in fire, preventing explosion and rocketing of the can, which could spread the fire.</p> <p>Users are expected to limit the risk of a fire by reducing the quantities of liquids located outside of storage cabinets/areas. Quantities of flammable and combustible liquids located outside of storage cabinets/areas should be restricted to one day's supply or to what can be used during a single shift. Some flammable liquids, such as xylene, toluene, benzene and gasoline have a tendency to accumulate a static electric charge. If the charge is released a spark can be produced and ignition can result. Most non-polar solvents—they do not mix with water—have this characteristic. Polar solvents, such as acetone and other ketones and alcohols, don't usually present static charges. To prevent the build up of static charge, it is important to bond metal dispensing and receiving containers together before pouring – each container is wired together and one container is connected to a good ground point to allow any charge that may develop to drain away safely.</p> <p>Because there is no easy way to bond plastic containers, their use should be limited to smaller sizes – no more than 4L.</p>

FIRE AND LIFE SAFETY PROGRAM

Ventilation	To prevent the accumulation of vapors inside a flammable or combustible materials storage room or area, a continuous mechanical ventilation system must be in place. Both makeup and exhaust air openings must be arranged to provide air movement directly to the exterior of the building. Any exhaust ventilation ducts must be exclusive to the system and used for no other purposes.
Elimination of Ignition Sources	All nonessential ignition sources must be eliminated where flammable liquids are used or stored. The following is a list of the most common sources of ignition. <ul style="list-style-type: none">- Open flames from cutting and welding operations.- Furnaces- Matches- Heater, portable or fixed- Motors, switches, and circuit breakers need to be explosion-proof in areas where flammable liquids are used or stored.- Mechanical sparks from friction. Use non-sparking tools in these areas.- Proper grounding and bonding procedures must be used to eliminate static sparks when transferring flammable liquids to and from containers.- Smoking materials
Removal of Incompatibles	Materials that can contribute to a flammable liquid fire should not be stored with flammable liquids. (Examples: oxidizers and organic peroxides)
Spills	If a spill occurs, employees should take the following actions: <ul style="list-style-type: none">- Limit its spread by containing the spill with a suitable absorbent material- Minimize vapors by covering the surface of the spill with the same material.- Notify the supervisor immediately and contact the Post Police and Buildings and Grounds for assistance.- Make sure all sources of ignitions are shut off or controlled.- Begin cleanup right away.

7.4.5 Compressed Gas Cylinders

Compressed gas cylinders are especially dangerous because they possess both mechanical and chemical hazards. Due to the large amount of potential energy resulting from compression of the cylinder, gas cylinders should be handled as high-energy sources and as a potential explosive. In addition, the gases contained in the cylinders are hazardous because of flammable, toxic or corrosive properties. The most common hazard associated with gas cylinders is leakage from regulators that can allow the gas to diffuse throughout the room. Flammable gases can mix with the air and present fire and explosion risks.

FIRE AND LIFE SAFETY PROGRAM

7.4.5.1 Identification

The contents of compressed gas cylinders must be clearly identified and bear the appropriate DOT hazard label. Labels should not be removed or defaced. If the labeling on a cylinder becomes defaced, the cylinder should be marked "contents unknown" and returned to the manufacturer.

7.4.5.2 Transportation

Manual transportation of cylinders should always be done with a hand truck. Cylinders should be securely fastened with a strap or rope. The valve cap must be in place. Cylinders should never be lifted by the valve cap or dragged, rolled, dropped, or permitted to strike hard objects or another cylinder.

7.4.5.3 Training

Persons who handle flammable gas cylinders should be adequately trained in the physical and chemical properties of the gas and the proper methods to use the cylinders.

Hazards	Compressed gas cylinder can expose users and building occupants to both chemical and physical hazards.
	The gases in these cylinders can cause fire or explosion, may be toxic or can displace the oxygen in the area.
	Damage to cylinders can cause the cylinder to be propelled with great force.
Inspection	Perform a visual inspection before a delivery of the cylinder is accepted from the vendor. If the cylinder appears to be damaged or defective, refuse delivery!
	Routinely inspect cylinders that are in use for: <ul style="list-style-type: none"> - leaking regulators, - physical damage to the cylinder or valves, - obvious signs of defects, - deep rusting - pitting
	Do not use a cylinder that appears to be faulty. Take it immediately out of service and contact the vendor.
	All gas cylinders must have proper labeling. Labeling must also indicate if the cylinder is full, empty or in-service.
Storage	Gas cylinder must be properly secured at all times to prevent tipping, falling or rolling. They can be secured with straps or chains connected to a wall bracket or other fixed surface, or by use of a cylinder stand or cart.
	Store cylinders in a cool, dry, well-ventilated, fire-resistant area. Cylinders must be stored in compatible groups, with flammables separated from oxidizers and corrosives.

FIRE AND LIFE SAFETY PROGRAM

	Keep oxygen cylinders a minimum of twenty (20) feet from flammable and combustible materials.
	Cylinders can be separated with a barrier, such as concrete block wall, at least 5 feet high, having a fire rating of at least ½ hour.
	A gas cylinder storage area should be located where they cannot be knocked over or damaged by falling objects, and must be protected from vehicular impact.
	As with any hazardous material, gas cylinders cannot be stored in public hallways or unprotected areas. Nonflammable cylinders should not be located closer than 5 feet and flammable cylinders no closer than 25 feet from an exit or unprotected opening such as a window.
	When a cylinder is not being used, the valve should be closed and the valve protector secured in place. Never store gas cylinders near radiators or other heat sources.
	Bulk storage rooms must be specifically designed for this purposes otherwise quantities will be limited.
Handling	Be sure to close all cylinder valves when they are empty or not in use. Regulators must be removed and valve protection caps secured in place before moving cylinders.
	When transporting cylinders, always use a cylinder truck or cart to avoid
	cylinders tipping, falling or rolling. Never roll or drag a gas cylinder. Use appropriate lifting devices, such as cradles or nets when hoisting a cylinder with a crane or derrick for vehicle transport. Lifting a gas cylinder with a magnet, sling or by the valve protection cap can lead to disaster and is prohibited.
	When opening a valve on a cylinder, stand to one side of the regulator and open the valve slowly.
	Do not attempt or repair a gas cylinder regulator; call the distributor immediately.
Additional information	Additional information can be found in NFPA (National Fire Protection Association) 55, 1998 edition, Standard for the Storage, Use and Handling of Compressed and Liquefied Gases in Portable Cylinders.

7.4.6 Fire Protection Systems

Building Fire Alarms	Not all buildings on Post are equipped with building fire alarms. It is important to know if a building is equipped with an automatic central fire alarm.
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FIRE AND LIFE SAFETY PROGRAM

	<p>If a building is not equipped with a building fire alarm, occupants will need to communicate to others in the building by announcing “FIRE” as they exit the building or by other means as defined in the buildings Emergency Evacuation Plan. Emergency Evacuation planning is critical to all Post buildings, but especially important in those buildings with no fire alarm or detection system.</p>
Automatic Fire Alarm Systems	<p>Automatic fire alarm systems are installed to facilitate notification of building occupants of a fire emergency. Various types of smoke and heat detectors along with manual pull stations are linked to the alarm system; when activated, the fire alarm system calls Central Dispatch and VMI Police.</p>
Manual Fire Alarm Pull Station (Red Boxes)	<p>Manually activated pull stations are located along building exit routes. All buildings equipped with fire alarms will have manual pull stations (red boxes).</p>
Fire Suppression Systems	<p>Fire suppression systems are more commonly known as “sprinkler systems”. Several types are present in Post buildings. The most common type uses water and is designed to extinguisher small fires and/or reduces the spread of fire to provide building occupants time to evacuate.</p> <p>It is a common misconception that if one sprinkler head goes off, they all go off. Fortunately, this is not the case. Automatic fire suppression heads activate at a predetermined temperature (acting as a heat detector) on an individual basis.</p> <p>Fire suppression systems are interconnected to the building fire alarm. When a sprinkler head is activated, it automatically activates the building fire alarm.</p> <p>The building fire alarm can also be activated by smoke detectors or manually without the sprinklers going off. This is how a fire drill is conducted.</p>
Other Suppression Systems	<p>Other types of fire suppression systems include dry pipe water and wet chemical systems. These systems are found where hazardous materials are located, in commercial kitchen hood exhaust systems (see next section), and in areas where freezing is a concern.</p>
Commercial Kitchen Hood Exhaust System	<p>Each existing commercial cooking appliance, such as a grill, deep fryer, or any other appliance that produces grease-laden vapors, is required to have an approved commercial kitchen exhaust hood and duct system that is protected with an automatic fire suppression system.</p> <p>These systems are required to be appropriate for the hazard. A wet chemical suppression system must be used, for example, over a deep fryer using vegetable oils.</p>

FIRE AND LIFE SAFETY PROGRAM

Portable Fire Extinguishers

(Additional information about selecting and using a portable fire extinguisher can be found in the training section of this program.)

The sprinkler heads within the hoods require regular maintenance and cleaning to remove deposits of residue and grease from the system. The cleaning schedule must comply with the manufacturer's recommendations and the mechanical code.

Fire extinguishers can play an important role in the fire protection program. How successfully they can function, however, depends upon the following conditions having been met:

- The fire extinguisher is properly located and in working order.
- The fire extinguisher is of the proper type for the fire that has occurred.
- The fire is discovered while still small enough for the fire extinguisher to be effective.
- A person ready, willing, and able to use the fire extinguisher discovers the fire.

Selection of the best portable fire extinguisher for a given situation depends on the following factors:

- Nature of the combustibles or flammables that might be ignited.
- Potential severity (size, intensity, and speed of travel) of any resulting fire.
- Effectiveness of the fire extinguisher on that hazard.
- Ease of use of the fire extinguisher.
- Personnel available to operate the fire extinguisher and their physical abilities and emotional reactions as influenced by their training.
- Ambient temperature conditions and other special atmospheric considerations (wind, draft, presence of fumes).
- Suitability of the fire extinguisher for its environment.
- Any anticipated adverse chemical reactions between the extinguishing agent and the burning materials.
- Any health and operational safety concerns (exposure of operators during the fire control efforts).
- Upkeep and maintenance requirements for the fire extinguisher.

If assistance is needed to determine the type and distribution of portable fire extinguishers in a work area, contact The VMI Fire and Safety Office.

7.4.7 Building and Renovating Space

The Commonwealth of Virginia Department of General Services, Division of Engineering and Buildings (DEB), recently instituted a new building permit policy that affects all state agencies. Under this policy we are required to issue building permits for all renovations which are minor in nature. Contact the Physical Plant for assistance for local permits.

FIRE AND LIFE SAFETY PROGRAM

7.4.8 Miscellaneous Requirements

Landscaping	<p>Landscaping must not:</p> <ul style="list-style-type: none"> – Impede fire vehicle or emergency responder access to a building. – Obstruct access to fire hydrants, fire department connections or other fire sprinkler test valves or other emergency devices. – Obstruct or cause a tripping hazard for occupants evacuating a building to a public way. – Obstruct exits from doors, windows or other designated evacuation points from a building.
Breaches in fire or smoke rated barriers	<ul style="list-style-type: none"> – Holes in fire rated walls or smoke barriers will not be permitted unless the condition is allowed by the Virginia building code or has been approved by the Virginia Building Code Official. – Cables, equipment cords, etc. may not be placed in or run through any permitted opening in a rated fire wall or smoke barrier, such as through a door or within ventilation ductwork.
Wood and sheet metal workshops	<ul style="list-style-type: none"> – All wood and metal shavings produced by the work must be cleaned and removed from the building at the end of the job or the workday as appropriate. – All shops with machinery that produce hazardous shavings or dust must have an approved dust collection system. This system must be in operation at all times the equipment is in use.
Washer/Clothes Dryer operations	<ul style="list-style-type: none"> – Empty the lint catcher in clothes dryers after each load. – Check the area behind the washer and dryer periodically for lint or trash build-up and clean as necessary. – Dyer vents must exhaust to the exterior of the building.
Automotive and industrial shops	<p>At the end of the work day, or as necessary:</p> <ul style="list-style-type: none"> – Clean all work areas of oil to prevent a build up. – Return all oils and flammables to their proper storage cabinets/areas. – Turn off all power equipment or unplug as necessary. – Turn off all fuel valves and power to such systems at the end of the workday.
	<p>All hazardous and flammable materials (paints, thinners, etc.) must be properly stored in a flammable storage cabinet or room when not in use. See Appendix B for guidance on the storage, handling and use of flammable and combustible liquids.</p>
	<p>Parts washers may use flammable solvents. Check the Material Safety Data Sheet (MSDS) for the product used and follow the instructions on the MSDS and the guidance in Appendix B.</p>

FIRE AND LIFE SAFETY PROGRAM

Art departments	<ul style="list-style-type: none">– When using flammable liquids (such as gasoline, kerosene, etc.) to create or in a display of artwork, approval is required from The VMI Fire and Safety Office prior to the activity.– Electrical wiring and devices used in art creations or display must meet the requirements of the National Electrical Code for temporary wiring. Approved wiring methods must be used.– All hazardous and flammable materials (paints, thinners, etc.) must
	<p>be properly stored in a flammable storage cabinet or room when not in use.</p> <ul style="list-style-type: none">– Heating devices such as blowtorches, hotplates and other such devices with open flames must be permitted with a Hot Work Permit. See the Hot Work Permit section, below.

7.5 Hot Work Permits

7.5.1 Fire Prevention and Suppression Procedures for Hot Work Operations

If not properly controlled, hot work operations present serious fire hazards that can lead to significant property damage, injury and/or loss of life. To ensure safe hot work activities the following procedures have been established. These procedures apply to all work performed on Post property.

7.5.2 Policy for Work Performed Outside a Designated Area and/or Temporary Operation

A Hot Work Permit must be issued for any temporary operation that may produce high heat, sparks, and/or open flames. These operations include, but are not limited to, the use of open flames, compressed gas or supplied fuel burning, brazing, cutting, grinding, soldering, thawing pipe, torch applied roofing, and welding.

7.5.3 Procedure to secure a Hot Work Permit:

1. Any Post employee performing work requiring a Hot Work Permit (example in Appendix I) must secure the permit BEFORE any work is to begin. This will require advance notice. A Hot Work Permit can be obtained by calling The VMI Fire and Safety Office at 464-7040
2. Hot Work cannot begin until the work site has been inspected for safety.
3. Persons doing Hot Work must indicate on the permit a start time and expiration date. The permit must be posted in plain view at the Hot Work location during the entire operation. The VMI Fire and Safety Office (whoever issued the permit) will ensure the work site is free of any hot spots or potential fire hazards from the work done for up to 3 hours after work is completed.
4. It is important that the permit specifically states the location and start time of the hot work. This will allow The VMI Fire and Safety Office to respond to the permit quickly, so the work process will not be delayed.
5. Long-term jobs (more than one workday) may have a permit issued for the entire work schedule, but for no more than 30 calendar days. The VMI Fire and Safety Office will routinely check the work site to ensure the safety of the Hot Work being performed. If the work extends beyond the initial completion date, another permit must be secured for the additional time period.

FIRE AND LIFE SAFETY PROGRAM

7.5.4 VMI Safety Office Sprinkler Impairment Procedure

No fire sprinkler system in any VMI building shall be impaired by unauthorized personnel or without contacting the Office of Fire and Safety Programs for coordination.

Whenever it is necessary to shut off a sprinkler system valve in order to do maintenance or repair work that will be completed in the same day, the person who will shut the valve must first contact the Office of Fire and Safety Programs who will ensure proper restoration practices are followed.

Whenever it is necessary to shut off a sprinkler system valve in order to do maintenance or repair work that will be completed over multiple days, the person who will shut the valve must first contact the Office of Fire and Safety Programs so that proper notification can be made to the SFMO and proper practices can be followed.

Whenever an automatic sprinkler system must be shut down the precautions taken should include the following:

- Notify the Physical Plant, VMI Police and the Building Coordinator that the Sprinkler System will be shut down.
- Notify The VMI Fire and Safety Office of the impairment so they can follow-up to ensure all precautions are taken and the work completed on time.
- Shut down only one system at a time.
- Limit the extent and duration of the shutdown. Where possible provide temporary measures such as back feeding from hydrants still in service, or cross connection with sprinkler systems still in service, to maintain as much protection as possible.
- Work continuously on the impaired system until it is restored to service.
- Eliminate possible ignition sources by shutting down or stopping all hazardous operations in the affected area. This includes welding, flame cutting and other hot work operations, as well as operations that use flammable or combustible liquids.
- Provide a fire watch in the areas where the automatic sprinklers are impaired. Remember that in most facilities the automatic sprinkler system is also part of the fire detection and alarm system. When the sprinklers are shutdown, the alarms may also be out of service.
- Provide additional portable fire extinguishers and hose lines in the affected area. Hose lines will have to be fed from areas were the sprinklers are still in service.
- Expedite all work and work continuously until the impaired system(s) can be restored.

After completion of the work, verify restoration of the system by conducting appropriate tests on the system. For automatic sprinkler systems this should include a main drain test and an alarm test.

7.5.5 Supervisor Responsibilities

Persons that supervise workers conducting hot work in areas not designated or specifically approved for such work must:

- Be responsible for the safe handling and use of heating and use of heating, cutting, welding, or grinding equipment.
- Review the work location to determine if combustible materials, hazardous atmospheres, or hazardous materials are present in the work area.
- Protect combustibles from ignition by performing one or more of the following:
 - Move the work to a location free from dangerous combustibles. If the work cannot be moved, move the combustibles to a safe distance from the work area or properly shield the combustibles from ignition.

FIRE AND LIFE SAFETY PROGRAM

- Ensure that hot work is not scheduled when operations that might expose combustibles to a source of ignition are being performed. Do not, for example, schedule hot work in an area when flammable liquids are being dispensed nearby.
- Ensure that equipment used is in proper working condition.
- Ensure that workers performing hot work are trained and know the procedures that apply to the specific work or task being performed.
- Ensure that fire protection and extinguishing equipment is available at the site.
- Ensure that a fire watch is present and in clear view of the job site for the duration of the work and for no less than 1 hour after the job has been completed.
- Where a fire watch is not required, the supervisor must ensure that a final check is made at the completion of work and ½ hour afterward to detect and extinguish smoldering fires and other sources of ignition.
- Each work crew performing hot work under a hot work permit must have a cell phone available onsite that can be used to establish immediate contact with the Lexington City Emergency Response in the event of an emergency. # 540-463-9177

7.5.6 Annual Permit

Work areas where hot work is performed on a continual or on-going basis may be permitted for this work on a yearly basis. These designated hot work areas must be maintained free of combustible materials at all times, a must be inspected frequently to ensure that the area is safe for hot work to continue.

Policy for Work Performed in Shops and Other Designated Hot Work Areas

Post departments that perform hot work on a routine basis in a permanent shop or other designated work site will be exempt from the above permit requirements only if the area is inspected, approved and issued a permit by the hot work coordinator. These permits must be renewed on a yearly basis or when changes in the shop warrant a repeat inspection. When approved by The VMI Fire and Safety Officer, a sign will be posted at the work site that reads “Hot Work Approved Area”. The Inspector will reinspect these areas during his or her annual fire and/or shop inspection of the approved area. Any deficiencies to the designated hot work area or shop must be corrected to continue the designation of “Hot Work Approved Area”.

7.5.7 Contractors Conducting Hot Work

Contractors conducting hot work may use their own permit, but must provide a copy to the Office of Fire and Safety Programs.

7.5.8 Open Flames and Burning Permits

(Bonfires, Campfires, Candles, Incense, etc.)

Open burning is defined as any open/exposed flame, whether indoors or outdoors, that could cause a fire. Examples are candles, incense, bonfires, campfires, leaf burning, artwork involving flames, and pyrotechnics of any kind. Pyrotechnics are not covered in this section but can be found in the following section.

7.5.8.1 Approvals and Permit Application Process

Open burning on any VMI property must be approved by the VMI Safety Office and may also require approval by the Virginia State Fire Marshal’s office.

FIRE AND LIFE SAFETY PROGRAM

7.5.8.2 Open Flames and Burning – Indoor

An open flame indoors, particularly when such burning will activate any type of fire alarm detection/suppression system, is normally prohibited.

7.5.8.3 Open burning – Outdoors

Open burning outdoors may be authorized under the following conditions:

1. A written request is sent to The VMI Fire and Safety Office using the “Open Burning Permit Application” found in Appendix E, at least ten (10) working days in advance of the event or operation.
2. The proposed burning will not endanger any adjacent buildings, vehicles or vegetation.
3. The burn location will not block access by emergency vehicles to any building, street or emergency equipment.
4. Open flame fires will not be within 50 feet of any flammable storage area (the distance may be increased according to the size of the event) or 25 feet of any building, vehicle or vegetation.
5. The host will be responsible for providing *portable fire extinguishers* and *emergency procedures* trained personnel in the area of the open burn.
6. The host will contact The VMI Fire and Safety Office, VMI Police and occupants of adjacent buildings 24 hours in advance of the event or operation for final coordination.
7. The host of the open burning will be responsible for complete extinguishment and removal of all materials used in the open burning activity.
8. A 5 to 30 minute fire watch will be made (as determined by The VMI Fire and Safety Office) to ensure there is no residual heat left in the material.

7.6 Pyrotechnics/Fireworks Permits

Approval for the display of fireworks on state property, including VMI property, must be obtained from the State Fire Marshal’s Office (SMFO). The VMI Fire and Safety Office will help facilitate the approval process for sponsors of such events.

It is important to note that the SFMO is not obligated to issue its approval if they do not receive all the necessary information 30 work days prior to the requested display date.

In addition, the SFMO approval may stipulate certain conditions and approval for a specific date and time that is not transferable to any other date, time or activity.

7.6.1 Approval Process for Permit Application

The following information must be assembled and forwarded to The VMI Fire and Safety Office so that the application can be submitted for approval to the SFMO. The contractor can supply much of this information. A copy of this application and checklist approval form can be found in Appendix F.

The contents of the application are as follows:

FIRE AND LIFE SAFETY PROGRAM

1. Confirmation that the provisions in the following will be strictly adhered to:
 - Virginia Fire Prevention Code, ICC Fire Code (current edition), Chapter 33,
 - NPFA 1123, current ed. “Fireworks Display”
 - NPFA 1124, current ed., “Manufacture, Transportation, and Storage of Fireworks”.
 - NFPA 1126, current ed., “Standard for the Use of Pyrotechnics before a Proximate Audience”.
2. A statement and/or copies demonstrating competence on the part of the pyrotechnic IAN(S) – experience training, certifications, licensure, etc.
3. A detailed description of the fireworks/pyrotechnics to be displayed.
4. A copy of an approved application for the use of the indoor/outdoor space.
5. A representative drawing of the entire area of display, with safe zones, location, and layout of the shells or pyrotechnics.
6. A plan for recovery and disposal of any unexploded shells, pyrotechnics and refuse.
7. An insurance bond for the payment of potential damage caused either to a person or property due to the permitted display and arising from acts of the permit holder or the agent of the permit holder. A Certificate of Insurance issued by the fireworks display contractor, naming the Commonwealth of Virginia, Virginia Military Institute and the sponsoring group as additionally ensured is required.
8. Confirmation that the VMI Police have been notified of the event’s scope, date, and time. A time will also be confirmed with The VMI Fire and Safety Office and the State Fire Marshal’s Office for a safety demonstration at least 2 hours prior to the fireworks display.
9. Confirmation that safety precautions for the launching area, crowd control, pedestrian and vehicle traffic and parking areas have been established. The setup and fallout areas must all be within a secured area, marked with caution tape around the entire parameter. The fireworks contractor must supply and install the tape. (Fireworks outdoors)
10. Information on the sponsor that includes a contact name, address, phones and email address. Assemble and forward this information – as a package – to The VMI Fire and Safety Office. Should there be any questions, please call or email for assistance. The contact listed will receive notice of the SFMO approval and conditions, if granted.

7.6.1.1 Definitions

- Discharge Site – the area immediately surrounding the fireworks mortars used for an outdoor fireworks display.
- Display Site – the immediate area where a fireworks display is conducted. This includes the discharge site, fallout area, and the required separation distance from mortars to spectator viewing areas. The display site does not include spectator viewing areas or vehicle parking areas.
- Fallout Area – the area over which aerial shells are fired. The shells burst over the area and unsafe debris and malfunctioning shells fall into this area.

7.6.1.2 Requirements

All aerial fireworks displays are subject to the requirements of the Virginia State Fire Prevention Code. Specific requirements include:

FIRE AND LIFE SAFETY PROGRAM

- The areas for the discharge site, display site, spectator viewing area, and the fallout area shall be inspected and approved by the authority having jurisdiction (Virginia State Fire Marshal) and The VMI Fire and Safety Office.
- The minimum separation distances from discharge site to spectators, unprotected buildings or vehicle parking shall be no less than:
 - <3” Shells (<76mm) 140 ft. ▪ 3” Shells (76mm) 210 ft.
- No spectators or vehicle parking shall be allowed within the designated display site.
- During the period before the display, where pyrotechnic materials are present, unescorted public access to the site shall not be permitted.
- Wherever, in the opinion of the authority having jurisdiction, any hazardous condition exists, the display shall be postponed until the condition is corrected. This includes a lack of effective crowd control and winds higher than 15 mph.
- Following the display, the firing crew shall conduct an inspection of the fallout area for the purpose of locating any unexploded aerial shells or live components prior to allowing public access.
- Mortar sizes above 3” are prohibited.
- A permit for fireworks displays must be made to the Virginia State Fire Marshal. Applications may be made through The VMI Fire and Safety Office.
- Since any aerial fireworks display will require road closures, approval for the event is also required by the VMI Police Department.

7.7 Tents and Temporary Structures

Tents and similar structures present a very high potential for accidents and injuries in the case of fire or collapse. Stages and platforms also present a similar potential from collapse and falls. In an effort to ensure the safety of occupants, and to comply with the Virginia Uniform Statewide Building Code, a permitting procedure has been established that applies to all tents and temporary structures erected on Virginia Military Institute property. This procedure requires that a Tent/Temporary Structure Permit Application found in Appendix G and referenced supporting documentation be completed and submitted to Buildings and Grounds Building Code Compliance Office at least two (2) weeks prior to erection of the tent or other temporary structure.

Use of a stage or platform, regardless of size or height, requires approval and a permit from the Division of Engineering and Buildings (DEB) in Richmond. Request for approval must be made by using the Tent/Temporary Structure Permit Application in Appendix G.

For tents 400 square feet and smaller a permit is not required. However, requirements noted on the VMI Tent Check List, found in Appendix G, must be followed.

For tents larger than 400 square feet but less than 900 square feet the Building Code Compliance Office, in coordination with the State Fire Marshall’s Office, will review the request to erect the structure. Request for approval must be made by using the Tent/Temporary Structure Permit Application in Appendix G. After review and approval the applicant will be issued a permit which must be posted in open view near the tent or structure for the duration of use.

For tents 900 square feet and larger, OR any tent with more than 50 occupants, the application package will be processed by the Building Code Compliance Office and must be transmitted to the Division of Engineering and Buildings (DEB) for approval. Request for approval must be made by using the Tent/Temporary Structure Permit Application in Appendix G. Upon approval DEB will issue a permit which must be posted in open view near the tent or structure for the duration of use. The applicant is reminded that DEB must receive the application package at least two weeks before the event.

Methods of tent anchorage vary. Typically concrete blocks or barrels filled with water are used. If stakes are to be used Miss Utility and the Customer Service Center must be contacted at least five (5) business days prior to the

FIRE AND LIFE SAFETY PROGRAM

erection. No stakes shall be driven until all public and VMI underground utilities are marked. Miss Utility can be reached by calling 1-800-552-7001. The Customer Service Center can be reached at 464-7357.

The VMI Fire and Safety Office and/or the Regional State Fire Marshal will inspect all tents erected on VMI. Any hazards identified during the inspection must be immediately abated or the tent or temporary structure must be removed and the permit shall be revoked.

All temporary facilities including tents, stages, and similar structures, which are erected on Virginia Military Institute property shall be designed, constructed, erected, and used in accordance with the Virginia Uniform Statewide Building Code and Fire Prevention Code.

8 Fire Inspections

Buildings	A comprehensive fire and life safety inspection of all Post buildings is conducted annually by the VMI Safety Office to ensure compliance with fire codes. Reports are sent to the building coordinators of affected departments for action. Identified hazards must be corrected in a timely manner.
	The SFMO conducts acceptance-testing inspections and issues occupancy permits for all construction and renovation projects. This is coordinated through the VMI Physical Plant.
Equipment	All building service equipment inspections are administrated through the VMI Physical Plant.
Fire Protection and Suppression Systems	All fire suppression and detection equipment is inspected by outside contractors.
Barracks	Code compliance inspections are conducted in the Barracks and the VMI Health Center, every year by the State Fire Marshal’s Office. At least 80% of all student rooms will be randomly inspected for fire code compliance. Personnel from the Barracks and The VMI Fire and Safety Office will accompany the SFMO on these inspections. When violations are observed: <ul style="list-style-type: none"> - The SFMO will record the violation - The Barracks and/or the Physical Plant will correct all violations or cause them to be corrected.
	The Commandant’s Office will perform a monthly fire safety inspection. This will include an inspection of all fire extinguishers, storage rooms for combustible materials, hallways for obstructions, exit lights, fire doors, and to ensure that fire evacuation procedures are conspicuously posted. The Physical Plant will be notified if fire protection equipment is not in compliance.
Building Plan Review for Construction and Renovation Projects	Building plans for new and renovated Post construction projects are reviewed The VMI Fire and Safety Office and the Physical Plant Engineering Office, for compliance with life safety codes and applicable fire safety standards.

FIRE AND LIFE SAFETY PROGRAM

8.1 Fire Detection and Warning Equipment

8.1.2 Fire Alarms

Manual pull-stations are located along the means of egress, usually at exit doors, to provide a means to alert occupants to a hazardous condition. All alarms in academic buildings and auxiliary buildings are connected to the VMI Police Department. To reduce malicious alarms, stations may be equipped with covers (STOPPERS) that sound an internal alarm when the cover is removed.

8.1.2.1 Testing

Fire alarm systems are installed, repaired, and tested by outside contractors and The VMI Fire and Safety Office. All horns are checked for operation. In accordance with NFPA regulations an outside contractor tests the alarms in all buildings on an annual basis. Problems are corrected as quickly as possible. Records are maintained in The VMI Fire and Safety Office concerning all tests and inspections.

8.1.2.2 False Alarms

Persons who knowingly turn in a false fire alarm endanger the lives of others and may cause damage to the persons and equipment responding to the false alarm. This is a violation of the Code of the State of Virginia and may result in jail terms and/or fines. Persons maliciously activating fire alarms or fire detection equipment will be severely disciplined which may include dismissal from student residence, expulsion from school, and/or criminal prosecution.

8.1.2.3 Investigations

The VMI Fire and Safety Officer and VMI Police or the State Fire Marshal's Office will investigate all fire alarms to determine the cause and to prevent recurrence. An incidence report should also be completed by the Commandant's Office in the Barracks and in other buildings the building coordinator and forward the report to The VMI Fire and Safety Office.

8.1.3 Smoke Detectors

Smoke detectors respond to both visible and invisible products of combustion and sense fire at the earliest practical detection stage. Smoke detectors are used for numerous fire alarm functions ranging from warning occupants to automatically closing doors.

8.1.3.1 Locations

Residential buildings have single station smoke detectors in sleeping rooms or quick response sprinkler heads as in liberty square. Detectors located in the halls and other public areas are connected to the building alarm system. Smoke detectors are also located in academic buildings and off-Post buildings. Some smoke detectors are connected to the fire alarm system and provide many functions such as shutting down air handler units, elevator recall, and release of magnetic door holders. These detectors are powered by the building fire alarm power source.

8.1.3.2 Inspections

Battery powered smoke detectors are inspected by the VMI Physical Plant weekly. Hardwired smoke detectors are inspected annually by an outside contractor.

FIRE AND LIFE SAFETY PROGRAM

8.1.3.3 Maintenance

In order for smoke detectors to function properly they must be periodically cleaned and tested. The HMT/WP Shop routinely changes batteries before the start of the fall semester, each year. Dust accumulates in detectors over time and reduces the ability of the detector to detect smoke. Simple vacuuming on a regular cycle increases life expectancy and reliability. Hardwired smoke detectors are cleaned and tested by an outside contractor on an annual basis, to ensure the sensing chamber and alarm circuits function properly.

8.1.3.4 Abuse

Misuse, deactivation or tampering with smoke or heat detectors is prohibited. Smoke detectors must not be covered or blocked. Nothing may be attached to the wiring of hardwired detectors.

8.1.4 Heat Detectors

Heat detectors typically operate when a preset temperature has been reached or a rapid temperature change occurs. Heat detectors are the least expensive fire detectors and have the lowest false alarm rate. They are also the slowest in detecting fires.

8.1.4.1 Locations

Heat detectors are frequently found in mechanical rooms, storage rooms, attics, and other normally unoccupied areas.

8.1.4.2 Inspection and Maintenance

An outside contractor tests heat detectors annually.

8.2 Fire and Life Safety Training

The best way to avoid a fire is to be knowledgeable of fire hazards and how to prevent them. The VMI Fire and Safety Office will provide training to any Virginia Military Institute employee, staff, faculty, and student organization upon request.

New Employees	All new employees of Virginia Military Institute attend orientation training, as part of this training, information about safety is supplied and reviewed. Supervisors are required to review the fire hazards and emergency procedures for the new employee's workplace during the first few days of employment.
Employees	A variety of fire and life safety training programs are available to all Virginia Military employees. Training for targeted audiences on fire and life safety, emergency planning, emergency evacuation and portable fire extinguisher use can be arranged on request through The VMI Fire and Safety Office
Cadets	Each year the Commandant's Office is required to provide fire and life safety training during their orientation in August.

FIRE AND LIFE SAFETY PROGRAM

8.3 Fire Suppression Equipment

The Post maintains appropriate fire suppression systems in each building to include: fire extinguishers, sprinkler systems, standpipes. The various fire suppression systems are inspected on a routine basis by representatives from the Physical Plant and by external contractors. Deficiencies noted during the inspections are reported to The VMI Fire and Safety Office.

8.3.1 Portable Fire Extinguishers

Portable fire extinguishers are the first line of defense against a fire. They are designed to extinguish or contain a small fire or open an escape route. Portable fire extinguishers are not designed to fight a large or spreading fire. Fire extinguishers may be used after the evacuation plan has started but only by trained staff.

8.3.1.1 Operation

Fire extinguishers must only be used by persons trained in their proper use. If you have the slightest doubt, get out and call the fire department.

- Never fight a fire if:
The fire could block your escape route.
You are unsure of the proper operation of the extinguisher.
You are in doubt that the extinguisher is designed for the type of fire or are large enough.
- Fight the fire only if all of the following are true:
The fire department has been notified.
The area has been evacuated.
The fire is small and confined to its immediate area of origin (wastebasket, sofa, small appliance).
You have a way out and can fight the fire with your back to an exit.
You have the proper extinguisher and know how to use it.
You use careful judgment and get out fast if the fire starts to spread.
- To operate a fire extinguisher, recall the word PASS:
PULL the pin by grasping the extinguisher neck in one hand and removing the pin with the other. AIM the nozzle, hose, or horn at the base of the fire.
SQUEEZE the handle to release the extinguishing agent.
SWEEP from side to side at the base of the fire until it is out.

8.3.1.2 Responsibilities

Approximately 750 portable fire extinguishers are located throughout the Post. Safety Office Personnel are responsible for training staff to use fire extinguishers. No one is expected to put themselves in harms way during a fire emergency.

8.3.1.3 Types of fire extinguishers

Fire extinguishers vary in type based upon the extinguishing agent they contain. Every extinguisher must be clearly labeled to show the classification of the fires it is effective against. Water fire extinguishers must be labeled to indicate that they cannot be used on electrical fires. Pictograms show in blue the type of fire the extinguisher should be use against. Fires on which the extinguisher should not be used are shown in black with a red slash through the pictogram. Extinguishers may carry labels, pictograms or both.

FIRE AND LIFE SAFETY PROGRAM

Class A. Class A fire extinguishers are used to extinguish fires in ordinary combustibles such as wood, paper, cloth, rubber, and plastics. These extinguishers should not be used on electrical, flammable liquid or combustible metal fires. Extinguishers effective against this type of fire contain water or a special chemical agent.

Class B. Class B fire extinguishers are effective against flammable liquids and gas fires such as solvents, oil, gasoline, and grease. Dry chemical agents, wet chemical agents, carbon dioxide, and other agents are typically used. Water will only spread a flammable liquid fire and should not be used as an extinguishing agent for Class B fires.

Class C: Class C fire extinguishers are used to extinguish fires involving energized electrical equipment. Nonconducting agents such as dry chemical, carbon dioxide, or other compounds are used. Water should never be used to extinguish an electrical fire.

Class D: Class D fire extinguishers contain a special granular formulation that is effective against combustible metal fires such as sodium, potassium, magnesium, and lithium. Normal extinguishing agents must not be used against combustible metal fires because they may increase the intensity of the fire.

Class ABC. Class ABC fire extinguishers will put out most types of fires that could start on wood, paper, flammable liquids, and electrical fire. These extinguishers are also known as multi-purpose extinguishers. Most extinguishers on Post are classified as ABC.

8.3.1.4 Location

Fire extinguishers are installed according to guidelines established by ICC and NFPA. Laboratories, workshops and other areas in which flammable solvents are used must have an appropriate fire extinguisher. Travel distances should normally be less than 75 feet for ordinary combustibles and 50 feet for flammable liquids.

8.3.1.5 Access

Fire extinguishers should be readily accessible and the location of the extinguisher should be clearly identified. Fire extinguishers must be mounted off the floor and no higher than five feet. Extinguishers weighing more than 40 lbs. should be mounted no higher than 3 ft.

8.3.1.6 Inspections

All portable fire extinguishers should be visually inspected each month. The VMI Physical Plant inspects, replaces missing, discharged or damaged fire extinguishers immediately.

8.3.1.7 Training

The VMI Fire and Safety Office offers training on the proper use of portable fire extinguishers for faculty, and staff. Training for Cadets will be conducted by the Commandant's Office. Cadets are not encouraged to use fire extinguisher they are for use by trained staff only. Classes can be scheduled by calling The VMI Fire and Safety Office at 464-7040

8.3.1.8 Maintenance

Every fire extinguisher has a record attached to the extinguisher showing the inspection date, maintenance date, type of extinguisher, and name of the person performing the maintenance which is attached upon completion of the routine yearly maintenance. The fire extinguisher tag is initialed each month by the VMI Physical Plant. Maintenance procedures include a thorough examination of mechanical parts, extinguishing agent and expelling

FIRE AND LIFE SAFETY PROGRAM

means. Hydrostatic testing is performed within the time specified by the manufacturer according to NFPA 10. An outside contractor does hydrostatic testing.

8.3.1.9 Records

The VMI Physical Plant is responsible for the inspection of all fire extinguishers, and maintaining an inventory of all fire extinguishers.

8.3.1.10 Misuse

Misuse of fire extinguishers is prohibited. Fire extinguishers are not to be removed from their proper locations or discharged unless there is a true fire emergency. Anyone found tampering with a fire extinguisher will be subject to disciplinary action. Report vandalism and/or discharged fire extinguishers to Buildings and Grounds.

8.3.2 Overhead Fire Extinguishing Equipment

8.3.2.1 Kitchen Fire Protection Systems

Kitchen systems consist of cylinders of dry or wet extinguishing agent connected by piping to discharge nozzles. The nozzles are located in the kitchen hoods over cooking appliances such as grills and deep fat fryers. The extinguishing agent is activated by manual activation of a pull station or discharge button, or automatic activation of heat activated fusible links in the hood. Wet chemical systems use a foamy material similar to soap that smothers and cools the fire. The wet extinguishing agent stays in the hood area and does not spread throughout the room.

Fire suppression systems in the kitchens are inspected and cleaned by an outside contractor. Hoods and ducts are cleaned quarterly. Filters are inspected and cleaned quarterly or as needed. Fusible links are replaced every six months. Each Building Coordinator conducts periodic inspections to oversee the work of the contractors.

8.3.2.2 Standpipes and Hose Systems

The purpose of a standpipe system is to provide hose connections inside the building, usually located in or near stairwells. .

Use: All Standpipe outlets are for Fire Department use only. Hose connections should be in readily accessible locations, clearly visible, and in good working order.

Inspections: Standpipes are inspected every five years for water flow by an outside contractor. Inspection records are kept on file in The VMI Fire and Safety Office.

8.3.2.3 Automatic Sprinkler Systems

Automatic sprinkler systems are located in over half of the Post buildings.

Automatic sprinkler systems consist of a series of pipes and nozzles that distribute water when heat activates the sprinkler heads. Most sprinkler heads activate at 165 F. Only the heads exposed to this heat will discharge. They are connected to the building fire alarm systems. Automatic sprinkler systems are extremely effective at preventing fire spread. In terms of life safety there have been no reported cases of multiple deaths occurring in fully sprinkled buildings where the system was operating properly.

8.3.2.4 Inspections

All automatic sprinkler systems are inspected quarterly by an outside contractor. Documentation is maintained in The VMI Fire and Safety Office.

FIRE AND LIFE SAFETY PROGRAM

8.3.2.5 Precautions

Storage shall be maintained at least 18 inches below the sprinkler head. Sprinkler heads must be kept clean and not painted. Ensure that all heads are pointed down. Do not block sprinkler heads. Sprinkler piping shall not be used to support ladders, equipment or other materials. Portable Fire Extinguishers Training
 Portable fire extinguishers are found in most buildings on Post. When used properly, they can save lives and property by putting out a small fire or containing it until the fire department arrives. They however, are not designed to fight a large or spreading fire. Extinguishers can be used to allow a safe exit from a burning building.

<p>As an employee, am I expected to use these extinguishers to put out a fire before evacuating the area?</p>	<p>No. Employees are expected to evacuate the building, <i>unless</i> it is specifically part of a job description that an attempt will be made to control a fire. However, if you are properly trained to use a fire extinguisher and can evaluate the situation and extinguish a fire safely with no personal risk, then you may do so. The choice is yours.</p>
<p>Are certain employees required to be trained in the safe use of Fire Extinguishers?</p>	<p>Yes. Certain employees are required to attend portable fire extinguisher safety training:</p> <ul style="list-style-type: none"> - Those who have specific duties as first responders as part of an Emergency Evacuation Plan; - Ushers and attendants at large public gatherings; - Those who work in laboratories; - Those involved in construction and renovation work, especially those performing utility and “hot work” (e.g., welding, cutting, brazing, and grinding). - Powered industrial truck operators.
<p>Where can I get Portable Fire Extinguisher training?</p>	<p>This training is offered through The VMI Fire and Safety Office upon request. All VMI employees who are required to use a fire extinguisher, must have fire extinguisher training are required to attend a training session annually. Call The VMI Fire and Safety Office to arrange for training.</p>
<p>Fire is fire, right? Aren't all fires the same?</p>	<p>Not at all.</p> <p>There are four main classifications of fire:</p> <p><u>Class “A”</u> or ordinary combustibles, such as wood, paper, plastic, rubber, and clothe.</p> <p><u>Class “B”</u> or flammable and combustible liquids, such as gasoline, oil, grease, tar, oil-based paint, lacquer and flammable gases.</p> <p><u>Class “C”</u> Energized electrical equipment, including wiring, fuses boxes, circuit breakers, machinery and appliances.</p> <p><u>Class “D”</u> or combustible metals, such as zirconium, titanium, potassium, and magnesium.</p> <p><u>Class “K”</u> Wet chemical extinguishers designed specifically for kitchen fires involving high temperature cooking oils used for deep frying, grilling and other types of cooking.</p>

FIRE AND LIFE SAFETY PROGRAM

<p>Fire extinguishers all look the same to me ...are they?</p> <p>How do I use one of these things, anyway?</p>	<p>No. Fire Extinguishers come in many types, sizes, shapes, and colors. The two most common types are:</p> <p><u>ABC Multi-Purpose Dry Chemical, Stored Pressure Type</u> - These are the most commonly found extinguishers on Post and can be used on all classes of fire except combustible metals. They range in size from 2 ½ to 20 lbs., and have an effective range of 5 to 20 feet.</p> <p><u>Carbon Dioxide (CO2) Extinguisher</u> - These are for small Class B or C fires only. They range in size from 5 to 20 lbs., and their effective range is 3 to 8 feet.</p> <p>If you do fight the fire, remember the word <u>PASS</u></p> <p>PULL the pin.</p> <p>AIM the hose or nozzle at the base of the fire</p> <p>SQUEEZE the handle to release the extinguishing agent.</p> <p>SWEEP from side to side.</p> <p>Keep the extinguisher aimed at the base of the fire and sweep back and forth until it appears to be out. Watch the fire area. If fire breaks out again, repeat the process.</p>
<p>Should you fight a fire?</p>	<p><i>Before you begin to fight a small fire:</i></p> <ul style="list-style-type: none">· Make sure everyone has left, or is leaving, the building.· Make sure the fire department has been called.· Be certain that the fire is confined to a small area, such as a wastebasket, and that it is not spreading beyond the immediate area.· Be sure that your back is to a safe and unobstructed exit to which the fire will not spread.· Be sure that your extinguisher is the proper size and type for the fire at hand and that you have been trained in how to use it.

It is reckless to fight a fire with an extinguisher in any other circumstances. Instead, leave the area immediately, close off the area and leave the fire for the fire department.

8.4 Emergency Procedures Training

As each department develops and maintains their Emergency Evacuation Plan, employees must receive training on all elements of this plan upon its initiation. Thereafter, new employees must receive training when first assigned to the Department. Additional training is necessary only when an employee's required actions under the plan change, or when there are changes to the plan.

FIRE AND LIFE SAFETY PROGRAM

8.5 Public Assembly Emergency Procedures Training for Employees and Volunteers

Employees or attendees of assembly occupancies must be trained in emergency evacuation procedures and practice this training during drills. They must also be instructed in the proper use of portable fire extinguishers and other manual fire suppression equipment, where provided. Safety Office personnel are available to provide training for all persons with this responsibility.

Appendix A
Fire Drill Report Form

FIRE AND LIFE SAFETY PROGRAM

Fire Drill Reporting Form

Administered by the VMI Fire and Safety Office

This form must be kept to comply with OSHA regulations and the fire code.

Please send a copy to The VMI Fire and Safety Office (464-7040)

Date of Drill	
Time of Drill	
Location of Drill	
Building Coordinator (Print Name)	
Weather Conditions	
Number of Occupants	
Total Time to Evacuate (minutes)	
Other Information or Concerns	

Signature _____

_____ Date

Appendix B
Classes and Storage Of
Flammable and Combustible Liquids

FIRE AND LIFE SAFETY PROGRAM

Classes and Storage for Flammable and Combustible Liquids

Flammable liquid means any liquid having a flashpoint below 100 deg. F. (37.8 deg. C.), except any mixture having components with flashpoints of 100 deg. F. (37.8 deg. C.) or higher, the total of which make up 99 percent or more of the total volume of the mixture. Check the Material Safety Data Sheet (MSDS) for characteristics or classification of a particular liquid.

Class me flammable liquids are divided into three classes as follows:

Class IA	Liquids having flashpoints below 73 deg. F. (22.8 deg. C.) and having a boiling point below 100 deg. F. (37.8 deg. C.).
Class IB	Liquids having flashpoints below 73 deg. F. (22.8 deg. C.) and having a boiling point at or above 100 deg. F. (37.8 deg. C.).
Class IC	Liquids having flashpoints at or above 73 deg. F. (22.8 deg. C.) and below 100 deg. F. (37.8 deg. C.).

Combustible liquid means any liquid having a flashpoint at or above 100 deg. F. (37.8 deg. C.) Combustible liquids are divided into two classes as follows:

Class II liquids	Liquids with flashpoints at or above 100 deg. F. (37.8 deg. C.) and below 140 deg. F. (60 deg. C.).	
Class III liquids	Liquids with flashpoints at or above 140 deg. F. (60 deg. C.) Class III liquids are subdivided into two subclasses:	
	Class IIIA liquids	Those with flashpoints at or above 140 deg. F. (60 deg. C.) and below 200 deg. F. (93.3 deg. C.).
	Class IIIB liquids	Those with flashpoints at or above 200 deg. F. (93.3 deg. C.).

When a combustible liquid is heated for use to within 30 deg. F. (16.7 deg. C.) of its flashpoint, it must be handled in accordance with the requirements for the next lower class of liquids, with Class I liquids being the most volatile. Check the MSDS sheets for characteristics or classification of a particular liquid.

FIRE AND LIFE SAFETY PROGRAM

Exempt Amounts

There are certain amounts of flammable and combustible liquids stored in each *control area* that are considered *exempt*. These amounts are significant in that if these amounts are exceeded, then the area or building may have to be reclassified as a *Hazardous Use Group* under the building code. Excessive storage also constitutes a violation of the fire code. If storage exceeds these amounts, contact The VMI Fire and Safety Office.

Exempt amounts of flammable and combustible liquids per control area:

Condition	Flammable Liquids (US gallons)			Combustible liquids (US gallons)		
	IA	IB	IC	II	IIIA	IIIB
Inside; unprotected by sprinklers or cabinet.	30	60	90	120	330	13,200
Within approved cabinet; a non sprinkler protected structure.	60	120	180	240	660	26,400
In sprinkler protected structure; not in approved cabinet	60	120	180	240	660	unlimited
In sprinkler protected structure; in approved cabinet.	120	240	360	480	1,320	unlimited
Outside storage.	60	120	180	240	660	unlimited

There are also limitations on quantities stored in individual containers:

Container	Flammable Liquids (US gallons)		Combustible Liquids (US gallons)		
	IA	IB	IC	II	III
Glass or approved plastic.	1pt.	1qt.	1	1	1
Metal (other than DOT drum)	1	5	5	5	5
Safety cans	2	5	5	5	5
Metal drums (DOT specifications)	60	60	60	60	60
Approved portable tanks	660	660	660	660	660

Note: Nearest metric size is also acceptable.

Appendix C
Emergency Evacuation Plan Template
and Hazard Assessment Checklist

FIRE AND LIFE SAFETY PROGRAM

(DRAFT) Virginia Military Institute
EMERGENCY EVACUATION PLAN (DRAFT)
(DRAFT)

Policy Statement

According to “Virginia Military Fire & Life Safety Program”, employees are not required to fight fires and should evacuate the building immediately in the event of a fire. The VMI Police has primary responsibility for managing fire emergencies and must be notified immediately of such situations at their emergency number by calling 911. Employees may use fire extinguishers to fight small; incipient stage fires (no larger than a waste paper basket) only if they have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire. In such cases, fire-fighting efforts must be terminated when it becomes obvious that there is danger of harm from smoke, heat, or flames.

Emergency Coordinator

Building Coordinator is:

Emergency Coordinator is:

This person should be contacted with any questions about this Emergency Evacuation Plan.

Reporting an Emergency:

IF THERE’S A FIRE

SOUND THE ALARM

If a fire is suspected or discovered, sound the building fire alarm.

LEAVE THE BUILDING

Try to rescue others ONLY if it can be done safely.

Move away from the building and out of the way of the fire department.

Do not go back into the building until the fire department says it is safe to do so.

CALL THE FIRE/POLICE DEPARTMENT – 911

Dial 911 or use an “emergency” phone.

Give as much information as to the 911 operator.

Assist anyone who may be in danger, if it can be done without endangering anyone. Exit the building in a calm manner using the stairs - never use elevators. Maintain a safe distance from the building, about 50 feet, to allow

FIRE AND LIFE SAFETY PROGRAM

ample room for emergency personnel and equipment to access the building. Remain outside the building, even if the alarm is silenced, until the fire department has given the “all clear”.

An attempt may be made to put out the fire if the individual has been trained in and are comfortable with using a fire extinguisher. Otherwise, immediately evacuate. Hazardous equipment or processes should be shut down before leaving unless doing so presents a greater hazard. Remember to close all doors.

Evacuation Procedures

Evacuate via the nearest stairwell or street/grade level exit. After exiting the building, go to your pre-designated assembly point and remain there. At the assembly point, supervisors account for personnel and report any that are unaccounted for to the Post Police and/or the fire department.

The pre-designated assembly point for this building:

During an emergency, Cadets and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.

Special attention should also be given to any persons with mobility impairments, especially those who are visitors or unfamiliar with the building.

Training

Employees must receive training on all elements of this plan upon its initiation. Thereafter, new employees must receive training when first assigned to the Department. Additional training is necessary only when an employee’s required actions under the plan change, or when there are changes to the plan.

Identified Hazard in this Workplace

Below list any special hazards and any required special knowledge and/or training for occupants working in this building (for example, presence of a halon fire suppression system or hazardous materials used or stored in the building):

Additional Duties

Certain persons may have additional duties under this plan. These duties may include assisting others during the evacuation, performing head counts at the assembly point, or shutting down hazardous equipment or operations. Below is a list detailing any additional duties and the person(s) responsible for performing them?

FIRE AND LIFE SAFETY PROGRAM

The preferred method of reporting fires and other emergencies;

Call 911 on Post telephone.

Emergency escape procedure:

Go to the nearest stairway or exterior exit, if safe to do so, use alternative exits, if the nearest exit is blocked. Use emergency floor plans to determine alternative exits. Areas of refuge would be enclosed stairways.

Contact The VMI Fire and Safety Officer, at 7040 or by e-mail at jenningsmw@vmi.edu for questions concerning this plan.

Appendix D
Fire Prevention Plan Template

FIRE AND LIFE SAFETY PROGRAM

FIRE PREVENTION PLAN
DEPARTMENT OF _____

Policy Statement:” - Fire prevention starts with identifying fire hazards. All members of the Post community – faculty, staff, Cadets and visitors – have a personal obligation to be aware of fire hazards and to reduce or eliminate the risk of fire on Post.

Fire Prevention Plan Coordinator: The Department of _____ Fire Prevention Plan Coordinator is _____ (name and/or job title). This person should be contacted with any questions about this Fire Prevention Plan.

List of Workplace Fire Hazards and Prevention Strategies

Work Area	Fire Hazards	Prevention Strategy

FIRE AND LIFE SAFETY PROGRAM

--	--	--

Names and Job Titles of key personnel:

Name		Name	
Title		Title	
Address		Address	
Email		Email	
Phone		Phone	

Housekeeping

The accumulation of flammable and combustible materials including cardboard boxes, magazine/journals and paper products, flammable liquids and any other materials that will contribute the ignition or spread of a fire must be controlled. This department's housekeeping policy includes:

Training

All employees will review, upon initial assignment, those parts of the fire prevention plan that they must know to protect themselves in the event of a fire emergency. The written plan must be kept in the workplace and made available for employee review.

The Fire Prevention Plan will be located _____

The training plan for Department _____ will is:

Appendix E
Open Flame and Burn Permit Application

FIRE AND LIFE SAFETY PROGRAM

Date of _____

Activity _____ Approved

Open Burning Permit Application

Approval in accordance with the requirements of the Statewide Fire Prevention Code and written permission from The VMI Fire and Safety Office is required before the ignition of any open burning upon state owned property. The following are a list of those types of activities requiring an Open Burn Permit:

- recognized range or wildlife management practices
- prevention to control disease or pests
- providing heat for outdoor workers
- bonfires
- Indoor religious ceremonies and/or activities involving open flames and/or candles/incense.

Application must be made in writing at least ten (10) days prior to the request of this permit. The following information is required:

Activity: _____

Nature and quantity of material to be burned: _____

Date of activity: _____

Scheduled time of activity _____

Location of activity: _____

On-site fire-extinguishing equipment to be provided: _____

Are personnel adequately trained to use fire-extinguishing equipment? _____

If yes, describe training: _____

If required, (see second page) written permission has been obtained from the local EPA: _____

How will the waste be disposed of after the burn (especially bonfires)? _____

Prohibited: Offensive or objectionable burning, due to smoke or odor emissions when atmospheric conditions or local circumstances make such fires hazardous. The Safety Official reserves the right to order the extinguishments of any open burning that creates or adds to a hazardous or objectionable situation.

FIRE AND LIFE SAFETY PROGRAM

Name of Sponsoring Organization: _____

Contact person (print): _____ Email and/or phone: _____

Applicant _____	
(Signature)	(Date)
Safety Office Representative _____	
(Approval signature)	(Date)
Additional	comments or requirements:

Procedure - Complete side one, then read and sign side two of this form, and submit it to the Post Safety Office.

Restrictions

Location - The location for any open burning shall not be less than 50 feet from any structure, and provisions shall be made to prevent the fire from spreading to within 50 feet of any structure. Fires in approved containers shall be permitted, provided that such fires are not less than 15 feet from any structure.

Extreme caution should be used to prevent the ignition of any nearby trees, foliage, or grassland, vehicles or equipment, or any other object adjacent, above, or below the area of the fire.

Materials - Open burning shall not be utilized for waste disposal purposes, and it shall be minimized in size for the intended purpose, and the fuel shall be chosen to minimize the generation and emission of air contaminants.

Fuel for a bonfire shall consist only of seasoned dry firewood and shall be ignited with a small quantity of paper. Do not use flammable or combustible liquids or gases, reactive chemicals, rubber, plastics, or other unapproved methods of ignition.

Attendance - Any open burning shall be constantly attended until the fire is extinguished.

Fire suppression - One of the following, or the equivalent, shall be immediately available and ready for use in the area of the fire:

- 1) At least one portable fire extinguisher with a minimum 4-A rating (10-lb. ABC multi-purpose dry chemical);
- 2) Two portable fire extinguishers with a minimum 2-A rating (5-lb. ABC dry chemical or 2 1/2 gal. pressurized water);

FIRE AND LIFE SAFETY PROGRAM

- 3) Some other approved on-site fire extinguishing equipment, such as dirt, sand, Or water barrel, garden hose or water truck.

Training: Portable fire extinguisher training is required for those supervising the activity.

Bonfire size and duration - A bonfire shall not be more than 5 feet by 5 feet by 5 feet in dimension and shall not burn longer than 3 hours. The size and duration of the bonfire shall not be increased, except by special approval from the Fire Official.

I have read these restrictions. I understand them and agree to abide by them to the best of my ability.	
Applicant:	

(Signature)	(Date)

(Revised 04-03)

Appendix F
Pyrotechnics/Fireworks Permit Application

APPLICATION FOR THE DISPLAY OF FIREWORKS OR PYROTECHNICS

Approval for the display of fireworks on state property, including Virginia Military Institute, must be obtained from the State Fire Marshal's Office (SMFO). VMI Auxiliary Services will facilitate the approval process for sponsors of such events. It is important to note: the SFMO is not obligated to issue its approval if they do not receive all the necessary information 15 days prior to the requested display date. In addition, the SFMO approval may stipulate certain conditions and approval for a specific date and time that is not transferable to any other date, time or activity. The following information must be assembled and forwarded to The VMI Fire and Safety Office no later than 30 days prior to the activity, so that the application can be submitted for approval to the SFMO 15 days prior to the event. The pyrotechnician or contractor can supply much of this information.

1. Confirmation that the provisions in the following will be strictly adhered to:
 - Virginia Fire Prevention Code, Chapter 33,
 - NPFA 1123, 1995 ed. "Fireworks Display"
 - NPFA 1124, 1998 ed., "Manufacture, Transportation, and Storage of Fireworks".
 - NFPA 1126, 1996 ed., "Standard for the Use of Pyrotechnics before a Proximate Audience">
2. A statement and/or copies demonstrating competence on the part of the pyrotechnician(s) – experience training, certifications, licensure, etc.
3. A detailed description of the fireworks to be displayed.
4. A copy of an approved application for the use of the indoor or outdoor space.
5. A representative drawing the entire area of display, with safe zones, location, and layout of the shells or pyrotechnics.
6. A plan for recovery and disposal of any unexploded shells or pyrotechnics and refuse.
7. An insurance bond for the payment of potential damage, caused either to the person or property due to the permitted display and arising from acts of the permit holder or the agent of the permit holder. A Certificate of Insurance issued by the fireworks display contractor, naming Virginia Military Institute, and the sponsoring group as additionally insured.
8. Confirmation that the Lexington City Fire Department, the State Fire Marshal's Office, The VMI Fire and Safety Office and VMI Post Police have been notified for a demonstration at least 2 hours prior to the fireworks or pyrotechnics exhibit.
9. Confirmation that safety precautions for the launching area, crowd control, pedestrian and vehicle traffic and parking areas have been established. The setup and fallout areas must all be within a secured marked area, this means area will have caution tape around the entire parameter. Fireworks contractor must supply the tape. (Fireworks outdoor)

FIRE AND LIFE SAFETY PROGRAM

10. Information on the sponsor that includes a contact name, address, phone, and email address. Assemble and forward this information – as a package – to the Post Safety Office. If there are any questions, please call or email for assistance. The contact listed will receive notice of the SFMO approval and conditions, if granted.

Display of Fireworks Permit and Checklist

All items on this checklist are required before submission to the State Fire Marshall’s office for approval.

<input type="checkbox"/> Confirmation that the provisions in the following will be strictly adhered to: Virginia Fire Prevention Code, Chapter 33, <ul style="list-style-type: none"> • NPFA 1123, 1995 ed. “Fireworks Display” • NPFA 1124, 1998 ed., “Manufacture, Transportation, and Storage of Fireworks”. • NFPA 1126, 1996 ed., “Standard for the Use of Pyrotechnics before a Proximate Audience”.
<input type="checkbox"/> A copy of the signed agreement between the sponsor and the contractor or pyrotechnician.
<input type="checkbox"/> A statement of competence and/or copies of certificates and licenses for the pyrotechnician or Contractor.
<input type="checkbox"/> A detailed description or inventory of the fireworks shells or pyrotechnics that will be used in the display and the type of ignition (battery, flare, computer generated).
<input type="checkbox"/> A copy of the approval to use the space on Post.
<input type="checkbox"/> A representative drawing of the entire area of display with marked safe zones, the location and layout of shells or pyrotechnics. Contractor will supply caution safety tape to be use area these zones.
<input type="checkbox"/> A plan for recovery and disposal of unexploded shells or pyrotechnics and refuse in writing.
<input type="checkbox"/> Copies of the insurance bond and Certificate of Insurance with required additionally named insured.
<input type="checkbox"/> All emergency response services have been notified.
<input type="checkbox"/> A confirmed time for a safety demonstration at least 2 hours prior to the fireworks or pyrotechnic display has been arranged with The VMI Fire and Safety Office, State Fire Marshal’s Office, and the contractor. The Post Police and the Lexington City Fire Department have been notified. The <i>Scheduled time for safety demonstration will be</i> _____
<input type="checkbox"/> Plan for providing scene safety and security in writing from jurisdictions.
<input type="checkbox"/> Submit contact information for sponsor.
<input type="checkbox"/> Package of information was submitted on _____ (date no less than 30 days prior to event)

Name of Activity: _____ Contact person: _____ Phone or email _____
Location, date and exact time of Activity: _____
Firework’s Contractor: _____ (Print) (Phone)

FIRE AND LIFE SAFETY PROGRAM

Offensive or objectionable activity, unsuitable weather conditions, and/or lack of safety precautions that creates an unsafe condition are prohibited. The VMI Fire and Safety Office reserves the right to order the activity to cease in the event it creates or adds to a hazardous or objectionable situation.

Safety Office Representative: _____ (Approval signature) _____ (Date) _____
SFMO: _____ (Approval signature) _____ (Date) _____

Safety Office
March 4, 2004

Appendix G
Tent and Temporary Structure Fire Inspection Form

FIRE AND LIFE SAFETY PROGRAM

Date of Activity _____ Approved Disapproved
--

TENT / TEMPORARY STRUCTURE
 FIRE SAFETY INSPECTION

Activity: _____

Name of Sponsoring Organization: _____

Date of activity: _____

Name of Tent Rental Company and onsite supervisor:

Scheduled time of activity: _____

Location of activity: _____

• Tents over 900 sq feet or more than 50 occupants, approved by The VMI Fire and Safety Office and/or the State Fire Marshall's office:
<input type="checkbox"/> Tent application (G.S. Form E&B CO-13.3 Tent/Stage) has been submitted and approved by Virginia Department of General Services, Division of Engineering and Buildings (DEB). This includes Miss Utility contacted and location of utilities marked.
<input type="checkbox"/> Detailed site plan.
<input type="checkbox"/> Certificate of flame resistance,
<input type="checkbox"/> Detailed floor plan, including furniture and equipment arrangement within the tent or structure indicating egress paths and exits.
<input type="checkbox"/> VMI map annotating where site is in reference to the Post as a whole.
On-site Requirements:
<input type="checkbox"/> At least one multi-purpose (ABC) fire extinguisher for each tent with minimum 4-A rating, or two with minimum 2-A rating each.
<input type="checkbox"/> Tent is placed away from all buildings minimum 20 feet. (<i>The State Code Officials will determine all exception. If problems are foreseen further explanation may be required, such as: structure of building posing the problem, tent not for assembly purpose, indicate that if tent is moved will obstruct egress or emergency fire lanes, and distance of cooking surfaces from building posing the problem</i>).
<input type="checkbox"/> Tent is not blocking any means of egress from other structures, sidewalks or emergency fire lanes.
<input type="checkbox"/> If an air supported tent, all items in the tent are a minimum of 3 feet from the walls of the tent.
<input type="checkbox"/> Cooking with open flames and all other unprotected open flames are not permitted. State Code Official's required 20 feet distance between the electrical cooking device and cooking activity away from tent area. Electric warming trays and other warming devices are permitted.
<input type="checkbox"/> All tents anchors and structural supports are properly secured.
<input type="checkbox"/> Comments:

Offensive or objectionable activity that creates an unsafe condition is prohibited. The VMI Fire and Safety Office reserves the right to order the activity to cease in the event that it creates or adds to a hazardous or objectionable situation.

FIRE AND LIFE SAFETY PROGRAM

Representative _____
(Approval signature) (Date)

VMI Tent/Temporary Structure
Event Fire Safety Inspection
(Under 900sq feet)

ACTIVITY: _____
Date of Activity: _____ Time of Activity: _____
Location of Activity: _____
Sponsoring Organization: _____ Tent
Rental Company: _____

Flame Resistant (circle one):
Label Certification: _____ Test: _____

Occupant Load: _____
Standing 5 sq ft per person
With Chairs 7 sq ft per person
With Tables and Chairs 15 sq ft per person

- No Combustible Materials (hay, straw, shavings, sawdust, vegetation, waste)
- No Smoking* Sign Displayed
- No Open or Exposed Flames
- No Fireworks within 100ft of Tent
- Minimum Clearance of at least 3 ft from Contents and Tent Fabric
- Portable Fire Extinguisher of 4A20BC Size
- Security Personnel Present if Necessary

Proper Installation of Spot Lighting
 Not Applicable Description: _____

Event Inspector Representative

FIRE AND LIFE SAFETY PROGRAM

Keep one copy on file.

Forward one copy to the VMI Fire and Safety Office

FIRE AND LIFE SAFETY PROGRAM

Public Assembly Event
Self-Check Form
Fire and Life Safety

Fire - Police – Rescue 911
Police Non-emergency (540) 464-7017
Safety Office– (540) 464-7040

DATE: _____ TIME: _____ LOCATION: _____

EVENT: _____ PERSON DOING CHECK: _____

Exit announcement read, displayed or Posted? Yes No (If “no”, arrange to provide the required announcement.)

Exit doors clear and unobstructed (on both sides)? Yes No (If “no”, remove the obstructions.)

Exit paths clear and unobstructed all the way to outside? Yes No (If “no”, remove the obstructions.)

Wires taped down or otherwise secured? Yes No n/a (If “no”, tape down or otherwise cover the wires.)

Aisles clear and unobstructed? Yes No (If “no”, remove the obstructions.)

Exit lights on and unobstructed? Yes No (If “no”, remove the obstructions.)

Emergency lights unobstructed? Yes No (If “no”, remove the obstructions.)

Floor set-up approved? Yes No n/a (If “no”, contact Safety Office immediately.)

- Fire protection equipment unobstructed? Yes No (If “no”, remove the obstructions from:
– fire alarm pull stations;
- fire alarm horns, bells or speakers, and strobe lights; – Fire extinguishers.)

Decorations non-flammable? Yes No n/a (If “no”, remove the materials.)

Use of open flames approved? Yes No n/a (If “no”, extinguish and do not use.)

Use of pyrotechnics approved? Yes No (If “no” - contact The VMI Fire and Safety Office immediately)

Crowd managers in place? Yes No (If “no”, contact The VMI Fire and Safety Office.)

- 1 crowd manager for every 250 occupants

Tents have proper certification and permits if required? Yes No n/a

- contact The VMI Fire and Safety Office for fire inspection prior to occupancy
- flame retardant certification required at site – structural integrity

Emergency Medical Services in place? Yes NO

Post-event check completed? Yes No (If “no”, perform Post event check.)

- smoking materials safely extinguished (where smoking is allowed)
- approved open flames safely extinguished
- unnecessary electrical equipment turned off
- no obvious hazards

FIRE AND LIFE SAFETY PROGRAM

Appendix I

Hot Work Permit

Example of Hot Work Permit: This permit is Appendix I, copy must be either e-mailed to moyeraw@vmi.edu or faxed to 464-7682.

<h1 style="margin: 0;">HOT WORK PERMIT</h1>			
BEFORE INITIATING HOT WORK, ENSURE PRECAUTIONS ARE IN PLACE! MAKE SURE AN APPROPRIATE FIRE EXTINGUISHER IS READILY AVAILABLE!			
<p>This Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch-Applied Roofing, and Cadwelding.</p>			
INSTRUCTIONS		Required Precautions Checklist	
<p>A. Verify precautions listed at right (or do not proceed with the work). B. Complete and retain this permit.</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Available sprinklers, hose streams, and extinguishers are in service/operable. <input type="checkbox"/> Hot work equipment in good repair. 	
<p>HOT WORK BEING DONE BY <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> CONTRACTOR _____</p>		<p>Requirements within 10 m (35 ft) of work</p> <ul style="list-style-type: none"> <input type="checkbox"/> Flammable liquids, dust, lint, and oil deposits removed. <input type="checkbox"/> Explosive atmosphere in area eliminated. <input type="checkbox"/> Floors swept clean. <input type="checkbox"/> Combustible floors wet down, covered with damp sand or fire-resistant sheets. <input type="checkbox"/> Remove other combustibles where possible. Otherwise protect with fire-resistant tarpaulins or metal shields. <input type="checkbox"/> All wall and floor openings covered. <input type="checkbox"/> Fire-resistant tarpaulins suspended beneath work. 	
DATE _____	JOB NO. _____	<p>Work on walls or ceilings/enclosed equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Construction is noncombustible and without combustible covering or insulation. <input type="checkbox"/> Combustibles on other side of walls moved away. <input type="checkbox"/> Danger exist by conduction of heat into another area. <input type="checkbox"/> Enclosed equipment cleaned of all combustibles. <input type="checkbox"/> Containers purged of flammable liquids/vapors. 	
LOCATION/BUILDING & FLOOR _____			
NATURE OF JOB/OBJECT _____			
NAME OF PERSON DOING HOT WORK _____			
<p>I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.</p>			
SIGNED: _____			
PERMIT EXPIRES:	DATE _____	TIME _____	AM PM
NOTE EMERGENCY NOTIFICATION ON BACK OF FORM. USE AS APPROPRIATE FOR YOUR FACILITY.			
THIS PERMIT IS GOOD FOR ONE DAY ONLY!			
		<p>Fire watch/hot work area monitoring</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire watch will be provided during and for 30 minutes after work, including any coffee or lunch breaks. <input type="checkbox"/> Fire watch is supplied with suitable extinguishers. <input type="checkbox"/> Fire watch is trained in use of this equipment and in sounding alarm. <input type="checkbox"/> Fire watch may be required for adjoining areas, above, and below. <input type="checkbox"/> Monitor hot work area for 30 minutes after job is completed. 	
		<p>Other precautions taken</p> <ul style="list-style-type: none"> <input type="checkbox"/> Confined space entry permit required. <input type="checkbox"/> Area protected with smoke or heat detection. <input type="checkbox"/> Ample ventilation to remove smoke/vapor from work area. <input type="checkbox"/> Lockout/tagout required. 	

Note: When used in accordance with NFPA 51B, this permit is to be used for, but not limited to, the following: welding, cutting, grinding, open-flame soldering, thawing pipe, and torch-applied roofing.