

JMU Washington Semester

The Washington Semester Program is not considered a branch campus. It is considered non-campus for purposes of annual reporting relative the federal *Clery Act*.

The Washington Semester program enables students to explore the wealth of political and cultural opportunities available in the Washington, D.C. area. The program includes semester-length internships, courses taught on-site, panel discussions by people in various professions, cultural activities, and networking opportunities with JMU alumni working in the DC area. This program is open to all majors and is offered every semester.

JMU Washington Semester students are housed in the Avalon at Gallery Place (<http://www.avaloncommunities.com/district-of-columbia/washington-apartments/avalon-at-gallery-place>), an apartment building in the Chinatown section of DC. The building has front-desk security 24 hours a day and a key fob entry system. Each apartment has two bedrooms and two bathrooms, holding a maximum of four students. Apartments are fully furnished, including laundry equipment. The building address is 770 5th Street, NW, Washington, DC 20001. The housing arrangement is managed by TurnKey Housing Solutions, a corporate housing company (contact: Eric Hershey, Eric@TKHousing.com, 703-615-6591). Classes are held at the JMU Washington Center at 1400 16th Street, NW, Suite 320 (<http://www.1400sixteenth.net/>).

The Avalon (student housing) is located within the Metropolitan Police Department's 1st District in Police Service Area (PSA) 102. The 1st District station is located at 101 M Street, SW, Washington, DC 20024; telephone: (202) 698-0555. For more information and map of the 1st district, go to <http://mpdc.dc.gov/page/welcome-first-district>. The Washington Center (classroom and office) is located within the 2nd District in PSA 208. The 2nd District Station is located at 3320 Idaho Ave., NW, Washington, DC 20016; Telephone: (202) 715-7300, Fax: (202) 715-7382. For more information and map of the 2nd District go to <http://mpdc.dc.gov/page/welcome-second-district>.

Emergency Notification

The JMU Washington Semester program is committed to the immediate notification of the program participants, without delay, upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring on or near either facility, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Metropolitan Police Department's 1st District in Police Service Area (PSA) 102 located at 101 M Street, SW, Washington, DC 20024; telephone: (202) 698-0555 or by calling 911 should be contacted immediately if an emergency or dangerous situation exists for response and mitigation of the emergency along with the Faculty-Member-in-Residence (FMIR). The JMU Washington Semester Faculty-Member-in-Residence (FMIR) upon confirmation of an emergency, can initiate the notification system and will concurrently or contemporaneously inform the JMU Police and the Washington Semester academic program officials (Political Science Department at JMU's main Harrisonburg campus) that an emergency is at hand and will provide the justification for the dissemination of the related notification.

The FMIR officials have four methods of notifying the students within the building: text-messaging, email, telephone and word of mouth. These components which may be activated independently or in-conjunction with each other based on the circumstances to notify the University community of the existence of an emergency, and updated information and as necessary throughout the duration of any incident.

All members of the JMU community are instructed to notify the Metropolitan Police Department's 1st District in Police Service Area (PSA) 102 located at 101 M Street, SW, Washington, DC 20024; telephone: (202) 698-0555 and the semester Faculty-Member-in-Residence (FMIR) immediately if an emergency or dangerous situation exists for response, mitigation, and documentation of the emergency.

Timely Warning

In compliance with the "Timely Notice" provisions of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, the James Madison University is required to give a timely notice for *Clery Act* crime that occurs on Clery geography. Timely warning notifications are sent to notify the campus community in the event that a situation arises on the Clery geography which encompasses the JMU campus, non-campus property (property owned or controlled by the University or a recognized student organization not on the main campus), and public property (property within or immediately adjacent to campus). In regards to the Semester in Washington, for *Clery Act* crime that, in the judgment of FMIR's or designee, after reviewing the facts and circumstances of the incident, constitutes an ongoing or continuing threat to the campus community necessitates a timely warning. Timely warnings are primarily triggered by *Clery Act* crimes (criminal homicide, sex offenses, robbery involving force or violence, aggravated assault, and

major cases of arson). Timely notices may also be posted for other crime classifications, as deemed necessary. Timely Warnings are evaluated on a case by case basis depending on the facts of the case and the information known.

Preparation and Training

**WASHINGTON SEMESTER PROGRAM
CRIME PREVENTION AND PERSONAL SAFETY CLASSES PROVIDED IN ACADEMIC YEAR 2014-2015**

PROGRAM	AUDIENCE	DATES PRESENTED	PROGRAM DESCRIPTION
Washington Semester Orientation	Washington Semester students	August 24, 2014 January 11, 2015	As part of Washington Semester program orientation, students were given an overview of safety and crime issues in the student housing, the neighborhood, and DC in general. Housing staff described building security procedures.

Missing Student

If a member of the JMU Community has reason to believe that a student is missing, all possible efforts are made to locate the student to determine his or her state of health and well-being through the collaboration of the Metro Police and the Washington Semester FMIR. A police report must be made when someone between 18 and 21 is reported missing.

Safety and Security for the Washington Semester

1. A car in Washington can be a burden and very costly. Parking is difficult due to limited availability and when found can be very expensive.
2. It's safer to travel in groups. It is especially important for students to stick together after dark. In Washington, it is generally safe to travel alone during the day if one knows the area. One always should know their route. You should be cognizant of those about you. Take precautions! Do not expose yourself to additional risk by being intoxicated or alcohol impaired. Students will be advised to avoid going to or through any location or area where it may be dangerous.
3. Always lock your doors.
4. Report any situation that appears to constitute a threat to the proper authorities.
5. The number one rule is to have confidence! It is recommended that one should act like they belong in Washington. It is recommended that students ask questions if they are lost, but not stand on a street corner with a confused look on their face. Projecting confidence, being comfortable, keep one's shoulders back, and dressing up to the occasion or the area will go a long way to helping the student fit right in.
6. Experience has shown that students may benefit from security briefings or advisories offered by the Metro and Capitol Police for their public service area (PSA). Such communications will assist students reinforcing the message to the students that going into questionable neighborhoods should be avoided.
7. Students should know the common courtesies that will help one get around. They should ask directions of merchants, waiters, policemen, bus drivers and so on. If someone offers advice, students should thank that person but do not accept an offer to be led to their destination. One should not leave things unattended. One should not be obvious with money, cameras, expensive phones, etc. One should not use ATMs in lonely and poorly lighted areas after dark. The main places where people can be robbed are near deserted metro stations after hours, crowded streets, at nightspots and open markets. Generally, those appearing to be homeless are harmless, but one should be on guard. Muggings are rare, but again, pick pocketing and purse snatching can occur so, one should keep track of purses and wallets. One should never leave them on a cafe table or bench, and hang on to them securely while on public transport. A pouch worn beneath blouse or shirt is recommended. It should be used for extra money, traveler's checks, passport, and ATM/credit cards. When traveling, one should wear this at night.

8. Safe places to meet friends are restaurants, pubs and other public places (during peak hours).
9. Taking unknown guests back to your Washington Semester residence has the potential to endanger you and the other residents. BE CAREFUL, you can never be too cautious when dealing with those with who you are newly acquainted.
10. One should always avoid the neighborhoods known for prostitution and other forms of vice. Those intent on preying on the unwary are known to wait out on the street for them to depart such establishments.
11. Most important, one should never give out their Washington Semester address to people they do not know well. Students will be advised on the security procedures related to general safety and security, keys, guests, and fire/safety regulations. They are asked to observe the same common sense about travel and strangers that one would take at home.
12. Students participating in internships are strongly urged to have hospitalization and medical insurance. It is also advisable for participants to secure a renters policy to cover personal property losses due to theft, fire or other damage.
13. Students participating in JMU's internship programs are bound by all tenets of the JMU Honor and Accountability Systems. They are subject to all regulations in place on the JMU campus that pertain to every student enrolled in university-sponsored educational programs.

Preparation for and Response to Crisis Related to Short-Term Internship Programs

With the responsibility of leading a JMU Internship Program the director is aware that it is possible that an emergency may occur involving one or more of the students in the group. Students can and do become ill, suffer accidents, are the victims of muggings and assaults, find themselves caught up in potentially violent political situations, or fail to return on time to programs at the end of long weekends. While it is of course impossible to plan for all contingencies involving our student interns, the FMIR is trained to follow sound recommended practices when emergencies do arise. The FMIR works individually and together with public officials to provide for the safety and well-being of our student interns.

JMU has, therefore, developed a series of specific procedures designed to safeguard the welfare of program participants. The students are informed about these procedures during their on-site orientations.

What is an emergency?

An emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of program participants. Emergencies will include, though not be confined to, the following types of events and incidents:

- Physical assault
- Disappearance or kidnapping of a student
- Robbery
- Sexual assault or rape
- Serious illness, physical or emotional
- Significant accident and/or injury
- Hospitalization for any reason
- Terrorist threat or attack
- Local political crisis that could affect the students' safety or well-being
- Arrest or questioning by the police
- Any legal action (lawsuit, deposition, trial, etc.) involving a student

Medical Facilities

George Washington University Hospital

900 23rd Street, NW

Phone: 202-715-4000

www.gwhospital.com

GW Physician Referral Service: Operators will help find a reputable doctor, answer questions, and set up appointments.

Weekdays 8am - 8pm & Saturdays 9am - 3 pm.

Call 1-888-4GW-DOCS (1-888-449-3627)

For hospital maps and directions, go to <http://www.gwhospital.com/patients-and-visitors/directions-maps>

Georgetown University Hospital

3800 Reservoir Road, NW

Phone: 202-444-2000

www.georgetownuniversityhospital.org

Georgetown, M.D.: Nurse counselors provide physician referrals, appointment scheduling, health information, health education and classes. **Call: 202-342-2400**

For maps and directions, go to

<https://www.medstarhealth.org/georgetown/Pages/Patients-and-Visitors/Directions-Maps-and-Parking.aspx>

Counseling Facilities

Parkhurst Associates Mental Health Services

1755 S Street, NW, Suite 6B

Phone: 202-234-7738

<http://www.parkhurstassociates.com/>

Parkhurst Associates provides mental health services to all program participants. The program will cover the costs of up to five appointments; billing will be anonymous to protect patient confidentiality. For appointment, call **202-234-7738**.

Police

Metropolitan Police Department's 1st District in Police Service Area (PSA) 102 **The 1st District station is located at 101 M Street, SW, Washington, DC 20024; telephone: (202) 698-0555**

Emergency Contact

Dr. David Jones 202-422-6161

Anyone who is a victim of sexual assault, domestic violence, dating violence, or stalking while attending the Semester in Washington is encouraged to seek support and assistance and to report the incident. Available support may include resources available to any JMU student through the Title IX coordinator, Office of Student Accountability and Restorative Justice and the JMU Counseling Center if requested and reasonably available. Those within the campus community who are found to be responsible for sexual violence are subject to University sanctions and may be subject to criminal prosecution. Individuals are encouraged to contact DC Metro Police Department, by dialing 9-1-1 or 202-727-9099 to report the incident fully and completely to the DC Metro Police but there are options, including the right to file no report. However, to pursue criminal options, it is important to preserve evidence. Whether or not a victim chooses to

report an incident to the police, the victim should report the incident to the FMIR. Personnel will assist the victim in notifying local authorities and receiving the necessary medical treatments and tests, help with obtaining protection orders through the appropriate court, if applicable, and assist in obtaining resources for the victim if the victim so requests. Sexual Harassment and incidents of sexual violence will be investigated by the Title IX coordinator. Incidents will be conducted confidentially consistent with applicable legal requirements and safety considerations.

Resources in DC for sexual violence can be found at DC Rape Crisis Center located at 5321 1st P1 NE, Washington, DC (202) 232-0789. Counseling services are available at Parkhurst Associates.

What is done to prepare for emergencies?

Students are instructed that they are required to inform the FMIR about any medical emergency. The FMIR in turn is required to contact the Head of the Political Science Department. The students are informed that this information will be treated with the strictest confidentiality, and that it will be shared on a "need to know" basis only. If the crisis involving the student is grave enough to jeopardize his or her safety or wellbeing, the emergency contact they have provided at the time of registration will be informed. During the orientation on-site, the students will be provided with:

- The local telephone number(s) the students should use to contact emergency services, such as "911" that we use throughout the United States, which provides access to police, fire and emergency medical services);
- A written list of reputable local medical clinics or hospitals.

How do FMIR's respond to emergencies?

1. In an emergency, the first responsibility for the FMIR is to safeguard the safety and wellbeing of program participants. Whatever is necessary is done to assure this, whether this means obtaining prompt and appropriate medical attention, police intervention or protection.
2. The FMIR will report all perceived emergencies to the Department Head. The conversation between the FMIR and the Department Head will determine whether or not the Executive Assistant to the President should be notified. In the event that the Department Head is not available, the Assistant Department Head will be contacted. If neither department-level colleague is available, the FMIR will contact the Executive Assistant to the President. If that office cannot be reached, then the JMU Chief of Police will be contacted. The FMIR will notify the Metro Police about the situation, if this is appropriate; the FMIR will then follow the procedures the police may require of them or the student.
3. During an ongoing crisis, the FMIR will keep the academic department head informed on a regular basis, through telephone, fax, or E-mail messages, about the evolution of the crisis, until it has passed.
4. In the event of a crisis, it is important that all concerned not overreact or panic. The FMIR will help the students to get through a difficult time. The Dean of Students has experience dealing with crises in the past and will be ready to assist the FMIR during and after any type of event or incident. If the situation suggests that it would prove useful, a recommendation that students obtain counseling services might become part of the response plan.
5. If a JMU student or JMU employee is involved in an incident, the FMIR will NOT speak with the media. Instead, the FMIR will refer any media inquiry to University Communications. Upon receiving a media inquiry regarding an incident, the FMIR will notify the Executive Assistant to the President and the Department Head regarding the media inquiry. The Executive Assistant to the President will liaise with University Communications and other relevant JMU personnel to coordinate a response to the media inquiry. Only upon receiving specific authorization from the university would the FMIR reply to media inquiries.
6. After the academic department head is informed about an emergency, and after university officials consult with the FMIR and other appropriate individuals on site, those officials may, depending on the acuteness of the crisis, fax or e-mail a description of the course of action that the FMIR and the students will need to follow. All program participants will be required to sign a statement acknowledging that they have received, read and understood this response plan; after all of the participants have signed, the FMIR will fax the aforementioned university officials the signed acknowledgments.

7. It is highly unlikely that participants would need to be evacuated from the program site, even post September 11. However, JMU would of course bring interns home if a situation were to deteriorate to the point where the degree of risk to participants was deemed unacceptable. If this unlikely event were to happen, university officials, in consultation with the FMIR plus the university's Chief of Police at the Harrisonburg campus, will develop an evacuation plan in as much detail as possible. This plan will be transmitted to the FMIR in confidence, and the university's public safety will continue to work closely with the FMIR throughout the process.
8. In the event of a significant crisis, individual interns have the option of returning to Harrisonburg or their home. Every reasonable effort will be made to allow them to continue their academic program on campus, and to be housed appropriately as well. Refund policies are outlined in the faculty handbook for the FMIRs; withdrawals and grades will conform to JMU policies as well.

Observing the procedures outlined here will help our students have the distinctive educational experience afforded by the Washington Semester program.