

Annual Security Report and Annual Fire Safety Report

Your Right to Know

SAFETY AT JAMES MADISON UNIVERSITY'S FLORENCE SEMESTER PROGRAM

In compliance with the federal **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998** (formerly the **Crime Awareness and Campus Security Act of 1990**)

<http://www.jmu.edu/pubsafety/righttoknow.shtml>

Safety in Florence and Palazzo Capponi, the residential and operating premises of the JMU Masters in European Union Policy Studies and the Semester in Florence program, is a natural source of concern for parents, students and university employees'. **Education - the business of James Madison University - can take place only in environments where students and employees feel safe and secure. JMU recognizes this and employs a number of security measures to protect the members of its community. Although the area has a low violent crime rate, crime prevention remains a priority.** JMU does its part to ensure the safety of its students, employees and visitors. The local Florentine police force, a closely screened and well-trained residence life staff, and the students, employees, and visitors all share in the responsibility of making Florence and, more specifically our residential premises, Palazzo Capponi, a safe place to study, work and live.

Police Protection

Palazzo Capponi is situated just off Piazza Santo Spirito in the so called *Oltrano* district of the city of Florence. In Italy there are different types of police, all serving the general public in different ways. Firstly, there are the *Carabinieri*, the military police, who intervene at all levels in order to maintain public order. They respond, very quickly, to all calls made to 112 and their cars or vans (which are navy blue with a red stripe along the side) can be seen either stationed in the major squares, *piazzas*, or patrolling the streets at intervals, both day and night. Secondly, there are the State Police, *Polizia di Stato*, who respond to all calls made to 113. Like the *Carabinieri* they can be seen patrolling the city (in light blue and white cars) both day and night. Thirdly, there is the *Vigili Urbani* or *Polizia Municipale*, the traffic police, whose responsibility is limited to monitoring, driving and parking etc. and who frequently issue very hefty fines for driving and parking offences. And fourthly, there is *la finanza*, the fiscal police, who are called upon to intervene in all fiscal matters. Naturally, it is better to call either the *Carabinieri* or *Polizia di Stato* while the crime is taking place, otherwise, if a student decides to file a complaint following an offense or to make a police report for insurance purposes, they should go to the

central station of the *Carabinieri* in Borgo Ognissanti 48, stating at the entrance that they wish to make a *denuncia*. Here students will find English translators who will assist them. Police reports can also be made at any station of the *Polizia di Stato* but students may encounter difficulties with the language since it is unlikely that they will have an interpreter. Please note, by Italian law, students are required to carry a valid form of ID, either passport or driving license, at all times.

Safety

Florence by day is an extremely safe place by any standards. However, petty offences, such as theft, frequently occur. Florence by night is less so due to an increasing tendency to abuse alcohol or consume drugs, particularly cocaine, both on the part of students attending study abroad programs and locals, which in turn has led to an increase in the number of rapes, especially involving foreign students. However, if students stay in groups and moderate their own behavior problems rarely occur. As always, one should always be vigilant and take precautions to minimize becoming a victim of a criminal act (for more information see the addendum [“How Participants Can Have A Safe Florence Semester”](#) at the end of this report).

Emergency Notification

James Madison University's Florence program is committed to the immediate notification of the Florence campus community, 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 campus, 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 Program Director and Resident Manager enjoy autonomous authority on activation, upon confirmation, message content and messaging on emergency notification text messages sent and takes into account the safety of the community while determining the content of the notification before initiating the notification system. Concurrently or contemporaneously, the official initiating the Emergency Notification will inform the Directors of JMU's Offices of Residence Life and International Education of the emergency at hand and the justification for the dissemination of the related Notification. The Florence program officials regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

The means and methods of Emergency Notification includes the following 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 as necessary throughout the duration of any incident by the Resident Manager at Palazzo Capponi. They include emergency text messages sent to all the cell phones of all the participants of the Florence program and emergency email alerts which will be distributed to the inbox of all participants of the Florence program along with posting fliers in the hall and word of mouth.

Systematic tests of the Emergency Notification systems will be conducted annually. All members of the JMU community are instructed to notify the Program Director or Resident Manager of any situation or incident on or near campus that involves a significant emergency or dangerous situation that may pose an immediate or on-going threat to the health and safety of students, staff and visitors to the campus.

Emergency Telephone Number

At the initial on-site orientation to Palazzo Capponi, each student is provided with a mobile phone. The numbers for which are then distributed to the Resident Manager and JMU staff. Students are also provided with pocket-sized laminated cards which include emergency numbers for JMU staff, an English Speaking Doctor, the American Consulate, Police, Ambulance and Fire Services. If students should ever find themselves in an emergency without sufficient credit in their cell phone to make a call they can digit 4888, before the telephone number of the person they wish to call, and this will enable them to make a collect call.

Students also are advised to alert the Palazzo Capponi Resident Manager or the Administrative Coordinator of any suspicious persons or activities in and around Palazzo Capponi.

Carabinieri (Military Police)	112
Polizia di Stato (State Police)	113
Ambulance	118
Fire Service	115
Resident Manager, Laura Buonanno	329 6765430
Administrative Co-ordinator, Chiara Martinelli	328 4254937
Assistant Director Florence Programs, Caterina Paolucci	338 3228078
Director, Florence Programs, Alessandro Gentili	329 6940872
American Consulate	055 266951
JMU Director of Residence Life	540-568-6590
Faculty in residence from the USA	011-44-208-883-3189
Office of International Programs at JMU	540-568-6419

Security in Housing

Overseeing the security of Palazzo Capponi is a full-time, live-in Resident Manager, Laura Buonanno. She can be contacted at the above telephone number or by e-mail at buonanlj@jmu.edu. Palazzo Capponi can house a maximum of thirty people in all. Of which, twenty-one students, in the fifteen students' rooms (6 doubles and 9 singles) located on the first, mezzanine, and second floors of Palazzo Capponi and nine guests, in an apartment, on the second floor, reserved for visiting scholars, faculty and other guests of the University. Students are not permitted to have overnight guests. All guests must vacate the building by 12:00 a.m.

Our policies prevent Palazzo Capponi from offering rooms to the general public, thereby minimizing risks to security. During on-campus and on-site orientations, students are cautioned to abide by the Palazzo Capponi policies.

“Non-Campus Area” Classroom Facilities Remote from Palazzo Capponi

All EUPS (European Union Policy Studies) classes will take place in Palazzo Capponi. Whereas Italian language classes for the Semester in Florence students will be held at the school of the British Institute of Florence, Piazza degli Strozzi 2, a ten minute walk from Palazzo Capponi, just across the river Arno.

Alcohol and Drug Policies

Alcohol

James Madison University prohibits the illegal or otherwise irresponsible use of alcohol by students. It is the responsibility of every student to know the risks associated with alcohol use and abuse. This responsibility obligates students to know relevant University policies and federal, state, and local laws and to conduct themselves in accordance with these policies and laws. JMU students traveling abroad may be studying in countries where the legal age for alcohol consumption is different from that of the United State. Therefore, while overseas, it is the responsibility of the student to know the country's laws concerning the possession, use, and abuse of alcohol. If students who are of legal age choose to consume alcohol while abroad, they are expected to drink and behave responsibly. The illegal or excessive consumption of alcohol or misconduct arising from the latter will not be tolerated and will result in disciplinary action, including dismissal from the program and follow-up through the JMU judicial system.

Many physical and psychological health risks are associated with the abuse of alcohol and other substances, including the following:

- difficulty with attention and learning

- physical and psychological dependence
- damage to the brain, liver and heart
- unwanted sexual activity
- contraction of sexually transmitted diseases
- accidents due to impaired judgment and coordination

Staff members on campus at the JMU Health Center and the JMU Counseling and Student Development Center can provide additional information about these concerns. More complete information on JMU's substance abuse policy can be found in the section on "University Policies."

Drugs

Illegal drug use in any form is not tolerated. JMU students may travel or study in countries where drugs which can be legally possessed and used in the United States are prohibited by law. While overseas, it is the responsibility of the student to know the country's laws concerning the possession and use of drugs. Most foreign criminal systems are considerably less accommodating than those within the United States; student possession or use of illegal drugs may be punishable by fine, imprisonment, and/or deportation. Study abroad participants found using or possessing illegal drugs in any form are subject to immediate dismissal from the program and/or follow-up through the JMU judicial system.

Prevention Efforts

Students are informed, at their first orientation session, of JMU's "Right to Know" policy. They are reminded of their responsibilities in maintaining a safe secure building and premises. Students are informed about any previous crimes on Palazzo Capponi premises since under JMU management.

Palazzo Capponi has an electronic, computer programmed, key access system, which controls both access to students' residential quarters and classroom spaces on the ground floor. Students are responsible for the safekeeping of their own electronic keys.

Emergencies Involving Students

Palazzo Capponi is located near Piazza Santo Spirito (a 25 minute walk or 10 minute cab ride) from the casualty department (emergency room) of the Santa Maria Nuova Hospital in the city's center, or a 25 minute cab ride to Careggi, which is the main Tuscan University Hospital, which offers greater expertise in most medical fields and is situated in the outskirts of the city. If a student requires assistance, they will be accompanied to the hospital by the Resident Manager or Administrative Coordinator. In addition, students will have access during the day to Specialists working for the *Misericordia* in Vicolo degli Adimari 1, near to the Cathedral *Il Duomo* or an English speaking General Practitioner, Dr Stephen Kerr, in Piazza del Mercato Nuovo 1. At

night they can contact ‘Medical Service’, a group of English speaking doctors on call 24 hours a day. JMU staff will help to get appointments for any other specialist treatment which is required. JMU Florence students can maintain contact with the home campus of JMU while away through phone, fax and e-mail and have at their disposal the normal services on campus, including the JMU counseling center and the Sexual Assault Education Coordinator. Additionally, the Resident Manager or Administrative Coordinator on site can arrange access to similar counseling services in Florence.

Missing Student

Each student living in Palazzo Capponi will be given the option in advance to identify a contact person(s) whom the Resident Manager and/or Program Director shall notify if the student is determined missing by the *Carabinieri* or *Polizia di Stato*.

Such resident students shall be advised that contact information will be considered to be confidential, accessible only to authorized campus officials and law enforcement and will not be disclosed outside of a missing person investigation. Likewise, students under 18 years of age and not emancipated, James Madison University officials must notify a custodial parent or guardian when the student is determined to be missing, in addition to any additional contact person designated by the student.

It is suggested that reports should be made directly to the Palazzo Capponi Resident Manager and/or the Florence Semester Program Director that a student has been missing for 24 hours; the official to whom the report was made, shall make a direct report immediately to the *Carabinieri* or the *Polizia di Stato*.

If a staff member of the Semester in Florence or Masters in European Union Policy Studies Program suspects that a student is missing because they have not attended class or have not been seen at their place of residence for 24 hours, whether it be in the Palazzo or at their home-stay, then all possible efforts will be made to locate the student and to determine his or her state of mind and general well being through the collaboration of the *Carabinieri*, the *Polizia di Stato* and the Office of International Programs. If after 24 hours there is still no news from the student the appropriate police authorities will be notified. If the student is an in-house resident, the police will be given authorization from the Florence Semester officials to make a welfare entry into that student’s room.

If, by chance a student participant resides off site in a flat or other location, the aid of the appropriate Florence Police office or neighboring police agency having jurisdiction will be elicited. Concurrently university officials will endeavor to determine the student’s whereabouts through contact with friends, associates and/or employers of the student. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings; or appearing for scheduled work shifts, will be established. Most if not all JMU Semester in Florence students live in Palazzo Capponi.

If located, verification of the student’s state of health and intention of returning to Palazzo Capponi is made. When and where appropriate if the need is determined a referral will be made to the contracted professional counselor(s) and/or medical practitioners. If warranted a referral will be made to the Office of Counseling and Student Development and/or the University Health

Center on the main Harrisonburg campus. The Florence Semester staff will, of course, do everything within their power to cooperate, aid, and assist the police authorities with their investigations.

If not located, notification of a custodial parent or guardian or failing that any other available family member within 24 hours of receiving the initial report is made to determine if they know of the whereabouts of the student. The Semester in Florence officials will cooperate, aid, and assist that primary investigative agency in all ways prescribed by prevailing law. If the student is a Palazzo Capponi resident the Semester in Florence officials will remain at the disposal and cooperate thoroughly with the official investigation by the primary investigative unit.

All pertinent law enforcement agencies, be they Italian or otherwise; those located along suspected travel corridors; or place of original domicile wherever it might be, will be notified and requested to render assistance, through direct telephone contact or visit, electronic data (teletype) message, and/or radio transmission with a comprehensive BOL message based on the totality of up-to-date information.

Upon closure of the missing person investigation, all parties previously contacted will be advised of the status of the case.

To reiterate, when a student who resides in Palazzo Capponi is determined to have been missing for 24 hours, the University through its Florence Semester Program officials are legally obligated, if the student has designated a contact person, to notify that contact person within 24 hours; if the student is under 18 years of age and is not emancipated, the aforementioned officials must notify the student's custodial parent or guardian and any other designated contact person within 24 hours; and within 24 hours inform, the *Carabinieri* or the *Polizia di Stato* that the student is missing.

General Security Procedures

Students will be made aware from their very first day in Florence that no one is to be admitted into Palazzo Capponi without prior approval from the Resident Manager or program staff. Officially, the Resident Manager will be on duty during the normal working hours (9 a.m. - 5 p.m., weekdays). However, because the manager lives on the premises, students are likely to find her just about any time, day or night. Alternatively, they can call the Administrative Coordinator or any other member of staff for verification. However, if in doubt, students will be asked not to admit the person or persons in question. The Director, Assistant Director and Administrative Coordinator have office facilities in Palazzo Capponi. And the Assistant Director and Administrative Coordinator live in Florence, the latter also nearby, and can therefore be summoned by students in an emergency. The health and well-being of all students is one of their primary concerns. Students and visiting faculty will participate in informative orientation sessions before departing for Florence. Then, during the first few days in Florence, students will also be informed of personal safety and security issues, Italian legal matters, emergency procedures and the rules and regulations of Palazzo Capponi and their home-stay families. Much of this information is included in handbooks prepared for the students and distributed beforehand. On-site orientation materials will be given to students upon arrival in Florence, providing additional useful information.

Students will be kept informed of any home campus, Department of State or U.S. Office of Public Safety notices considered pertinent while abroad, or which notify them of any adverse events on the main (US) campus. In such instances, a copy of the notice will be posted at our

Florence facility. The electronic bulletin board is immediately accessible via computer by all off and on-campus faculty, staff and students.

Crime Log Information

The requirement for crime log maintenance applies only to schools and/or branch campuses that feature a campus police or security department. Palazzo Capponi has neither. Even so, Palazzo Capponi students (EUPS and SIF) will be kept aware of reported incidents on site and in the immediate vicinity by the Resident Manager and JMU staff.

Timely Warnings

Depending on the particular circumstances of a crime, especially in situations which could pose an immediate threat to students or visiting faculty, the staff at Palazzo Capponi will ensure that all parties are notified, either by posting on site bulletins in prominent locations in the building, if the situation is less urgent, or by notifying everyone directly, via cell phones or in person. Anyone with information warranting a timely warning should report the circumstances to the Palazzo Capponi staff, by calling any one of the cell phone numbers provided.

Sex Offender Registry and Access to Related Information

Italy does not maintain a sex offender registry. Information about an individual's past criminal history is not made available to the public at large.

However, the JMU Office of Residence Life Housing Contract provides for the cancellation of housing contracts for known sex offenders, or any other convicted person, who is disruptive to the educational environment of the residence.

Sexual Assault

Prevention, intervention and education programs specifically addressing rape, acquaintance rape and other sexual offenses are regularly sponsored by a variety of organizations at JMU. The JMU Health Center, Sexual Assault Education Coordinator, Counseling and Student Development Center and Women's Resource Center present programs throughout the year in classes, residence halls and student organizations. Programs on sexual assault occur at least once each semester in all residence halls and the topic is addressed at freshman orientation. Students are encouraged to attend on-campus sessions prior to going to Florence.

If a sexual offense should occur while in Florence, the victim should take the following actions:

- Get to a safe place
- If the aggressor is still nearby, call the police
- Notify the Resident Manager or Administrative Coordinator who will come immediately and assist in getting medical assistance and pharmaceutical protection (to try and lessen the likelihood of contracting sexually transmitted diseases) from the main hospital. Upon arrival at the hospital the police will automatically be notified and female counselors and translators provided
- However difficult, do not take a shower, bath or douche after the aggression before going to the hospital.

- Do not eat, drink liquids, smoke or brush teeth if oral contact took place before going to the hospital.
- Keep the clothes worn during the offense. If clothes are changed, place clothes in a paper bag (evidence deteriorates in plastic) and take them with you to the hospital.
- Do not destroy the physical evidence that may be found in the vicinity of the crime. If the crime occurred in the victim's room, the victim should not clean or straighten until the police have had an opportunity to collect evidence.
- The Resident Manager or Academic Coordinator will accompany the student to a later appointment with the police to make a statement.
- Try to tell the Resident Manager or Academic Coordinator as many details of the assault as can be remembered to help with the translation of your statement.
- Write down all details remembered as soon as possible.
- If helpful, contact a friend or family member.
- Seek counseling; JMU staff will help to arrange these appointments with English speakers.

Following an incident, victims are always encouraged to make a report to local police. If they choose to do so they will be summoned to appear in court should the aggressor be arrested. The earlier an incident is reported, the easier it is to collect valuable evidence. If making a report through a professional or pastoral counselor, victims have the option of keeping their report of sexual assault in complete confidence, protecting their right to anonymity.

University judicial action, criminal prosecution and civil suits are all options available to victims of sexual assault. To begin university judicial action, should the aggressor be a fellow JMU student, the counselor or victim should contact the university judicial officer to initiate a complaint. Technically speaking, the police could so proceed as well, though it is highly doubtful that the Italian police would do so. During campus judicial proceedings, both the victim and the accused may be present and may have a counselor, solicitor (attorney) and/or adviser present to provide support and advice. Both the victim and the accused will be informed of the results of the proceeding. Sanctions for sexual assault may range up to and include suspension or expulsion from JMU.

Date Rape Drugs

Date rape drugs can be placed in any drink, not just alcohol. Effects may range from a feeling of well being and short term memory loss to an apparent aphrodisiac and intoxication effect. Serious adverse effects can occur such as seizures, insomnia, anxiety, nausea, dizziness, hallucinations, coma, even death. Some common side effects of these drugs include a drunken appearance, drowsiness, light-headedness, staggering, confusion, muscle relaxation and amnesia that lasts up to 24 hours.

If in Florence someone suspects that they, or someone else, has been drugged and/or assaulted, first they should go to a safe place, or stay with the person who they suspect of having been drugged, then they should notify the Resident Manager or Administrative Coordinator who will

accompany the person to the casualty department (emergency room) of the nearest hospital for immediate treatment and tests.

Resources for Support and Assistance

Ambulance Service	118
Careggi Hospital (the leading Tuscan university hospital)	055 794111 (switchboard)
Dr Alessandro Corsi, Emergency Room, S. Maria Nuova Hospital	055 27581 (switchboard)
Dr Mary Ann Santoro Bellini, Clinical Psychologist, Psychotherapist	055 680721
Artemisia Women’s Shelter - assistance with physical and sexual abuse	055 602311
Dr. Maria Rosaria Di Tommaso (Gynaecologist)	055 476749
Center for Alcohol & Drug Abuse, San Luca at Careggi	055 7946873
Alcoholics Anonymous (St James Church)	055 710091
Dr Di Bernardo – Eating Disorders	055 221691
‘Medical Service’ 24-hour call service for visits by English speaking doctors	055 475411

Silent Witness: If you have any information you feel would be helpful in an investigation but wish to remain anonymous, you have the option to report it through Silent Witness at: <http://www.jmu.edu/pubsafety/SilentWitness.shtml>

Officials with Significant Responsibility for Student and Campus Activities otherwise known as:

"Campus Security Authorities"

As specified in the *Clery Act* those considered to be "Campus Security Authorities" are deans (or other senior student administrative personnel), coaches, Residence Managers; overseers and advisors to student clubs, organizations, and Greek houses; and other campus officials having "significant responsibility for student and campus activities," not just police and/or security officers. All must report annual campus crime statistics (professional and pastoral

counselors excluded; passages in quotations are taken directly from the applicable **Federal Register**)⁽¹⁾.

In Florence, although the timely reporting of criminal activity to the police is encouraged, in some instances students at Palazzo Capponi may choose to file a report with the Resident Manager who is the primary *Campus Security Authority* for Palazzo Capponi. By law, James Madison University officials who learn about sexual assaults, as well as other crimes, will encourage victims to file complaints/reports with the police and JMU staff will help the victim to do so if asked. When making a crime report directly to the police, the program participant is will also be encouraged to make a report to a Resident Manager as well.

Crime statistics are monthly and annually gathered from JMU *Campus Security Authorities*, including those in Florence - once the programs are up and running, via fax, online and campus mail reporting utilizing a report/survey form supplied by the Clery Act Compliance Coordinator. Any reportable crime made to a *Campus Security Authority* can be immediately transmitted to the JMU Police via fax machine, e-mail or conventional campus mail.

Other people holding positions in JMU program considered to be *campus security authorities* under the law are the **Florence Semester Programs Director** and **The Faculty Member(s) in Residence (FMIR's)**.

(1) From page 59063, **Federal Register**/Vol. 64, No. 210/Monday, November 1, 1999/ (Final) Rules and Regulations: "For example, a dean of students who oversees student housing, a student center, or student extra-curricular activities, has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a student group also have significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activity, except when serving as an advisor to a student group. A physician in a campus health center or a counselor in a counseling center whose only responsibility is to provide care to students is unlikely to have significant responsibility for student and campus activities."

Policy and Procedures for Developing Information for this Report

The offices of JMU's Florence Programs, Judicial Affairs and Public Safety serve as "clearing houses" in the statistical gathering of crime data from those with "significant responsibilities for students and campus activities" and reports such statistics involving pertinent criminal incidents and arrests or referrals gathered from various "campus security authorities" to the Public Safety office on a monthly and/or annual basis. The offices of Public Safety and Judicial Affairs routinely compare and reconcile the gathered information to minimize multiple postings for the same reported criminal incidents or arrests.

Notice of Availability of Annual Campus Crime (*Your Right to Know*) Report

Each year e-mail and conventional mail notification is made to all enrolled students and employees that provide the web site to access this report. Availability of the print version is also imparted to the community through the same means ("summary" statement on a 5" X 7" mailer card). Prospective student and employees are informed of the report and how it may be secured. The report is also made available to the general public upon request.

Crime Statistics

Crime statistics for Palazzo Capponi are available since from September 2007 when it attained "Branch Campus" status. City crime statistics have not been made available by the Authorities, but a useful website to consult for public safety information is that of the Italian State Police: <http://www.poliziadistato.it/pds/index.html>

Crime Statistics for Florence

2012 Crime Statistics for the Semester in Florence

Please note that reported crimes may involve individuals not associated with James Madison University Semester in Florence; no matter whether they are victims, witnesses or perpetrators

OFFENSE (Mandatory Reporting)	Year	ON CAMPUS ⁴	**RESIDENTIAL FACILITIES (Subset of <i>On Campus</i>)	NON- CAMPUS ⁵	PUBLIC AREAS ⁶
MURDER / NON-NEGLIGENT MANSLAUGHTER	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
NEGLIGENT MANSLAUGHTER	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
SEX OFFENSES, FORCIBLE ¹	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
ROBBERY	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
AGGRAVATED ASSAULT	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
BURGLARY ²	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
MOTOR VEHICLE THEFT	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
ARSON	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
LIQUOR LAW ARRESTS ³	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION ^{3,7}	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
DRUG LAW ARRESTS	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION ⁷	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
ILLEGAL WEAPONS POSSESSION ARREST	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0

¹ Forcible sexual offenses include offense of rape

² Most burglaries are non-forcible unlawful entries involving petty thefts

³ Classification *Liquor Law Violations* does not include arrests for *Driving Under the Influence* and *Drunk In Public*

⁴ *On Campus* includes the figure from *Residence Halls* within the aggregate

⁵ *Non Campus* includes off campus affiliates such as privately owned off-campus fraternity houses and campus ministry centers in addition to university owned or controlled off-campus facilities not considered to be Branch Campuses

⁶ *Public Areas* are mainly the city streets and sidewalks (both sides of the street) bordering campus

Hate Crimes

Involving Crimes or Incidents of homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, vandalism, and intimidation against persons characterized as and motivated by bias against Race, Gender, Religion, Sexual Orientation, Ethnicity, National Origin and/or Disability.

Geographical Areas: On Campus, Residential Facilities, Non-Campus and Public Property

2012- There were no reported bias motivated incidents.

2011- There were no reported bias motivated incidents.

2010 – There were no reported bias motivated incidents..

The Individual's Responsibility

Although JMU works hard to ensure the safety of all individuals within its community, students and employees themselves must take responsibility for their own personal safety and that of their personal belongings. Simple, common sense precautions are the most effective means of maintaining personal security.

Further information about campus safety can be obtained from the director of Public Safety at (540)568-6913 in the U.S., as well as the Public Safety web site:

www.jmu.edu/pubsafety/index.shtml

James Madison University does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation or disability (in compliance with the Americans With Disabilities Act) with respect to employment or admissions, or in connection with its programs or activities. Inquiries or requests for reasonable accommodations may be directed to the activity coordinator, the appropriate university office, or the Office of Equal Opportunity, JMU, Harrisonburg, VA 22807, (540)568-6991 or 568-7902 TDD.

Palazzo Capponi is located at the point of the red arrow in the map below.



**OFFICE OF PUBLIC SAFETY (UNIVERSITY POLICE) CRIME PREVENTION
AND PERSONAL SAFETY CLASSES
AT PALAZZO CAPPONI**

PROGRAM	AUDIENCE	DATES	PROGRAM DESCRIPTION
Full Palazzo Capponi Orientation	18 Master's in European Union Policy Studies (MEUPS) students	September 2007	Topics include: fire safety, personal safety, rules of Palazzo Capponi, alcohol and drug policies, and Palazzo Capponi security.
Full Palazzo Capponi Orientation	24 Semester in Florence (SIF) students	17 Sept 2008	Topics include: fire safety, personal safety, rules of Palazzo Capponi, alcohol and drug policies, and Palazzo Capponi security.
Meeting with representatives from the Police Department	16 Master's in European Union Policy Studies (EUPS) students and 24 Semester in Florence (SIF) students	14 Oct 2008	Topics include: city council regulations, safety in Florence, expected code of behavior

James Madison University – Florence programs

Full Palazzo Capponi Orientation	37 Semester in Florence (SIF) students	14 Jan 2009	Topics include: fire safety, personal safety, rules of Palazzo Capponi, alcohol and drug policies, and Palazzo Capponi security.
Full Palazzo Capponi Orientation	17 Master's in European Union Policy Studies (MEUPS) students	2 September 2009	Topics include: fire safety, personal safety, rules of Palazzo Capponi, alcohol and drug policies, and Palazzo Capponi security.
Full Palazzo Capponi Orientation	10 Semester in Florence (SIF) students	9 Sept 2009	Topics include: fire safety, personal safety, rules of Palazzo Capponi, alcohol and drug policies, and Palazzo Capponi security.
Meeting with representatives from the Police Department	10 SIF students	14 Sept 2009	Topics include: city council regulations, safety in Florence, expected code of behavior
Meeting with representatives from the Police Department	17 EUPS students	23 Sept 2009	Topics include: city council regulations, safety in Florence, expected code of behavior
Full Palazzo Capponi Orientation	30 Semester in Florence (SIF) students	13 Jan 2010	Topics include: fire safety, personal safety, rules of Palazzo Capponi, alcohol and drug policies, and Palazzo Capponi security.
Meeting with representatives from the Police Department	30 SIF students	18 Jan 2010	Topics include: city council regulations, safety in Florence, expected code of behavior
Full Palazzo Capponi Orientation	26 Semester in Florence (SIF) students	19 May 2010	Topics include: fire safety, personal safety, rules of Palazzo Capponi, alcohol and drug policies, and Palazzo Capponi security.
Full Palazzo Capponi Orientation	26 Semester in Florence (SIF) students	7 June 2010	Topics include: city council regulations, safety in Florence, expected code of behavior
Full Palazzo Capponi Orientation Meeting with Representative from the Police Department Safety Info meeting with Admin Coordinator and Resident Manager	21 EUPS STUDENTS 13 Semester in Florence (SIF) Students	31 August 2010- 16 September 2010	Topics include: city council regulations, safety in Florence, expected code of behavior Topics include: city council regulations, safety in Florence, expected code of behavior Topics include: evacuation procedure, fire alarm-smoke alarm procedure, "safe point" in case of emergency.
Full Palazzo Capponi Orientation Meeting with Representative from the Police Department Safety info meeting with	25 Semester in Florence (SIF) students	January 12 th - 20 th 2011	Topics include: city council regulations, safety in Florence, expected code of behavior Topics include: city council regulations, safety in Florence, expected code of behavior

James Madison University – Florence programs

Admin Coordinator			Topics include: evacuation procedure, fire alarm-smoke alarm procedure, “safe point” in case of emergency.
Full Palazzo Capponi Orientation Meeting with Representative from the Police Department Safety info meeting with Admin Coordinator	22 Semester in Florence (SIF) students	May 18 th 2011	Topics include: city council regulations, safety in Florence, expected code of behavior Topics include: city council regulations, safety in Florence, expected code of behavior Topics include: evacuation procedure, fire alarm-smoke alarm procedure, “safe point” in case of emergency.
Full Palazzo Capponi Orientation Meeting with Representative from the Police Department Safety Info meeting with Admin Coordinator and Resident Manager	21 EUPS STUDENTS 16 Semester in Florence (SIF) students	August 31 st – September 8 th 2011	Topics include: city council regulations, safety in Florence, expected code of behavior Topics include: city council regulations, safety in Florence, expected code of behavior Topics include: evacuation procedure, fire alarm-smoke alarm procedure, “safe point” in case of emergency.
Full Palazzo Capponi Orientation Meeting with Representative from the Police Department Safety info meeting with Admin Coordinator	24 Semester in Florence (SIF) Students	January 11 th 2012	Topics include: city council regulations, safety in Florence, expected code of behavior Topics include: city council regulations, safety in Florence, expected code of behavior Topics include: evacuation procedure, fire alarm-smoke alarm procedure, “safe point” in case of emergency.
Full Palazzo Capponi Orientation Meeting with Representative from the Police Department Safety info meeting with Admin Coordinator	29 Semester in Florence (SIF) Students	May 16 th 2012	Topics include: city council regulations, safety in Florence, expected code of behavior Topics include: city council regulations, safety in Florence, expected code of behavior Topics include: evacuation procedure, fire alarm-smoke alarm procedure, “safe point” in case of emergency.

<p>Full Palazzo Capponi Orientation</p> <p>Meeting with Representative from the Police Department</p> <p>Safety Info meeting with Admin Coordinator and Resident Manager</p>	<p>11 EUPS STUDENTS</p> <p>19 Semester in Florence (SIF) Students</p>	<p>August 31st – September 7th 2012</p>	<p>Topics include: city council regulations, safety in Florence, expected code of behavior</p> <p>Topics include: city council regulations, safety in Florence, expected code of behavior</p> <p>Topics include: evacuation procedure, fire alarm-smoke alarm procedure, “safe point” in case of emergency.</p>
<p>Full Palazzo Capponi Orientation</p> <p>Meeting with Representative from the Police Department</p> <p>Safety info meeting with Admin Coordinator</p>	<p>26 Semester in Florence (SIF) Students</p>	<p>January 09th, 2013</p>	<p>Topics include: city council regulations, safety in Florence, expected code of behavior</p> <p>Topics include: city council regulations, safety in Florence, expected code of behavior</p> <p>Topics include: evacuation procedure, fire alarm-smoke alarm procedure, “safe point” in case of emergency.</p>
<p>Full Palazzo Capponi Orientation</p> <p>Meeting with Representative from the Police Department</p> <p>Safety info meeting with Admin Coordinator</p>	<p>19 Semester in Florence (SIF) students</p>	<p>May 15th 2013</p>	<p>Topics include: city council regulations, safety in Florence, expected code of behavior</p> <p>Topics include: city council regulations, safety in Florence, expected code of behavior</p> <p>Topics include: evacuation procedure, fire alarm-smoke alarm procedure, “safe point” in case of emergency.</p>

How Participants Can Have a Safe Florence Semester

Special Security Issues during Times of International Crisis

Since the tragic events of September 11, 2001, a set of special security measures and general detail at the orientation meetings on campus, and then reviewed as conditions warrant throughout the semester abroad.

The following protocol is to be followed in the case of an emergency
:

- All students should try to make their way back to Palazzo Capponi and then call the Programs' Director, Alessandro Gentili, or any other member of JMU staff.
- If returning to Palazzo Capponi proves too dangerous students should look for a safe place and then try and make contact with Alessandro Gentili or any other JMU staff member.
- JMU staff will contact the home campus.
- All students should call or email parents to let them know they are safe.
- Seek assistance from police and emergency services if lost or stranded

Normal Everyday Security

Although life in Florence may seem very romantic, the same general safety considerations should be applied as when living in a larger city. So, as far as personal belongings are concerned, students should only take out the bare essentials, i.e. just the money they intend to spend that day or evening, their keys, no documents which link the keys to their address, a photocopy of their passport or driving license and cell phone.

Petty crime, such as theft, frequently occurs and the following tips should help students to avoid becoming a victim.

When walking down the street, students should always keep bags on the inside, next to the buildings, making it more difficult to have them snatched off shoulders by passing scooters.

All zips should be fastened properly and flaps turned inwards towards the body in crowded places such as buses.

If anyone approaches with a question, students should always be sure that personal belongings are safely in their grasp before answering, since this could be an attempt to divert their attention while an unobserved accomplice carries off their belongings.

Be especially vigilant when approached by gypsies.

Students should always carry cell phones with them so they are only a call away from receiving help. JMU staff can be contacted at any time if students find themselves in difficulty. They should never be afraid to approach the Italian police, who are at hand to help; regardless of whether or not they have been drinking.

Students should never give out the address of Palazzo Capponi to people they don't know. Students will be advised on the security procedures related to keys, guests, and fire regulations upon arrival.

Students should try to be confident and act as though they belong in Florence. Having lived there for a period of time, they should not be mistaken for tourists. If lost, they should ask questions and not stand on street corners with maps in their hands with confused looks on their faces. Dressing and acting like a native is the watchword. Projecting confidence, being comfortable, keeping one's shoulders back, and dressing up to the occasion will go a long way to helping the student fit right in.

Other useful tips are:

Students should know the phrases that will help them to get around. They should ask for directions from merchants, waiters, policemen, bus drivers and so on. If someone offers advice, students should thank them but never accept an offer to be led to their destination. It's safer to travel in groups. It is especially important for students to stick together after dark. However, in Florence it is okay to travel alone during the day, if one knows the area. Students should know where they are going, or at least look as though they do, by familiarizing themselves with the route beforehand. Students should not be obvious with money, cameras, expensive IPODs etc. or use ATMs in lonely and poorly lit areas after dark. Places where people frequently have their possessions stolen are in laundrettes, crowded buses or places, bars and internet cafes. Students should be vigilant, pick pocketing and purse-lifting are skillfully and frequently carried out. So, students should mentally always keep track of purses and wallets, never leaving them on café tables or benches, and hanging on to them securely while on public transport. A pouch worn beneath clothes is recommended, especially for extra money, traveler's checks, passports, and Visa card while traveling

When traveling remember:

Do not go into a train compartment alone.

If in a train compartment with a group of friends, one person should always stay awake and keep guard, because sometimes sleeping gas is used to induce heavy sleep to facilitate theft.

If you must sleep in public only do so with money, passport, etc. in inside pockets.

Use locks on suitcases, purses whenever possible.

Protect valuables in hostel/hotel safes.

Arrange to meet others in safe places like restaurants, shops and other public places (during peak hours).

Students should never appear drunk in public. Pickpockets and pick-up artists will treat intoxicated people as easy prey. Most natives regard drunkenness as an invitation for trouble and are therefore very unsympathetic with those who have made themselves vulnerable or dull-witted. Students should stay sharp.

Students should always avoid the neighborhoods near to train stations at night or frequented by prostitutes.

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

Program Directors are aware that emergencies may occur involving one or more of the students in the program. Students can and do become ill, suffer accidents, are 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 students abroad, Program Directors are trained to follow sound recommended practices when emergencies do arise. They work individually and together with other staff to provide the safety and well-being of students.

JMU has developed a series of specific procedures designed to safeguard the welfare of program participants. The Office of International Programs (OIP) takes responsibility for coordinating the University's management of emergencies affecting participants in JMU study abroad programs. 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 physical or emotional illness
- 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 or other security forces
- Any legal action (lawsuit, deposition, trial, etc.) involving a student

What is done to prepare for emergencies?

Students are advised to inform Program Directors about any medical emergency. Program Directors, in turn, are required to contact the OIP as soon as possible in order to inform the OIP Executive Director or Administrative Coordinator about the emergency. 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 is grave enough to jeopardize the student's safety or well-being, the emergency contact they have provided at the time of registration will be informed. The Executive Director is Dr. Lee G. Sternberger, JMU Office of International Programs, Office: 540-568-6419 & 540-568-7002. The Administrative Coordinator is Ms. Jackie Ciccone, Office 540-568-7004.

During the on-site orientation by the Program Directors, students will be informed of the exact location of the U.S. Consulate and be encouraged to register with the Consulate. In order to register, they will need all of the information provided on the front page of their passports. The students will also be encouraged to stop in at the Consulate before and during their travels away from their site in order to get updated information about each country they plan to visit. The students will be advised to avoid travel to or through any location where tensions exist and travel may be dangerous. Experience has shown that students may benefit from a security briefing offered at U.S. Consulates abroad; such briefings will assist in reinforcing the message to the students that travel to dangerous areas should be avoided.

How Program Directors respond to emergencies

1. In an emergency, the first responsibility for a Program Director is to safeguard the safety and well-being of program participants. Whatever is necessary will be done to assure this, whether this means obtaining prompt and appropriate medical attention, Consulate intervention or police protection.
2. When all that can be reasonably done to assure the student's welfare, the Program Director will immediately contact the OIP and brief the Executive Director, Administrative Coordinator or his/her representative, in a detailed way, about the situation. Every effort will be made to reach the Executive Director or Administrative Coordinator by telephone, rather than e-mail or fax for the opportunity to fully discuss the situation.
3. The Program Director will notify the local U.S. Consulate about the crisis, and follow whatever procedures they may require; if there is a continuing risk to the welfare of the students (during a terrorist threat, for example), the Program Director will ask the appropriate Consulate Officer to provide advisory information on a regular basis about the evolution of the crisis and about how the students should respond. In any other sort of emergency, the Program Director will notify the local police about the situation - if the Program Director and the Consulate believe this is appropriate - the Program Director will then follow the procedures the police may require of them or the student.
4. During an ongoing crisis, the Program Director will keep the OIP informed on a regular basis, through telephone, fax, or E-mail messages, about the evolution of the crisis until it has passed.
5. In the event of a crisis, it is important that all concerned not overreact or panic. The Program Director will help the students to get through a difficult time. The OIP staff members have experience dealing with crises in the past and are ready to assist the Program Directors during and after any type of event or incident.
6. After the OIP is informed about an emergency, and after OIP personnel consult with the Program Director and other appropriate individuals on site, the OIP may, depending on the acuteness of the crisis, fax a description of the course of action that the Program Director 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 Program Directors will fax the OIP the signed acknowledgments.

7. During a political crisis or some other emergency during which foreigners in general or U.S. citizens in general may be at risk, the Program Directors will request that the students keep a low profile. The students will be told to avoid demonstrations, confrontations or situations where they could be in danger; to avoid behavior that could call attention to themselves; to avoid locales where foreigners or Americans are known to congregate; and to take down signs, avoid using luggage tags and wearing clothes that would label them as Americans.
8. It is highly unlikely that participants would need to be evacuated from a site abroad; of the hundreds of U.S. institutions operating programs abroad when the Gulf War and Iraq Wars broke out, only a handful concluded that events indicated that they should bring their students home. However, JMU would of course bring faculty members and students 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, the Executive Director, in consultation with the Program Director(s), the U.S. Embassy and State Department, plus appropriate individuals on the home campus, will develop an evacuation plan in as much detail as possible. This plan will be transmitted to the Program Director(s) in confidence, and the Office of International Programs will continue to work closely with the Program Directors(s) throughout the process.
9. In the event of a significant crisis, individual students have the option of returning to the U.S. 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 Program Directors; withdrawals and grades will conform to JMU policies as well.

Observing the procedures outlined here will help our students have the unique educational experience abroad.

Insurance and Medical Treatment Related to Short-Term International Programs

Insurance Coverage

Students and faculty participating in the Florence programs must get comprehensive medical insurance to cover them for hospital stays and treatment in Florence while traveling throughout other European countries on their own, or with the program. It is the student's responsibility to know about his/her coverage and to accept any financial risk/losses that may occur. Proof of coverage is also required to obtain a visa permitting them to enter the country and participate in the program. The OIP maintains a list of companies that provide term insurance for students and travelers. If students require medical treatment in Florence, either at an hospital, or at any other medical/dental practices, they will be expected to pay in cash, up front first, and then seek to have the sum reimbursed by their insurance company when they return to the U.S. This also applies to hospital stays which can be very expensive.

In addition to the insurance cover purchased in the U.S., once in Italy, within the first 8 days, all EUPS students will be expected to purchase an insurance policy with INA Assitalia, in order to

obtain their ‘permesso di soggiorno’, merely to simplify an otherwise highly complex procedure. This will not duplicate their U.S. health cover because it is exclusively designed to cover stays in Italian State hospitals and those in other Schengen countries, resulting from emergency situations only, i.e., where students are declared critical (code red) upon arrival and (where this criteria is met) provides unlimited cover in Italy and up to 30,000 euro cover in all other Schengen countries, paying the hospital facilities up front. And only in these exceptional circumstances (with the INA Assitalia insurance and valid ‘permesso di soggiorno’) will students not be expected to pay the hospital facility up front. The staff at Palazzo Capponi will purchase this INA Assitalia insurance on students’ behalf, provided they have given them the money within the deadline requested.

Medical Expenses

Students should have access to enough money, through a credit card for example, to be able to pay for any medical services they might need. In the event of a medical emergency, for financial and liability reasons, JMU will not be responsible for these costs. JMU Staff will, however, help students to get medical care and accompany them to doctors, clinics or hospitals, etc. It is the responsibility of the Program Director to make inquiries regarding available medical and professional services near the program site, to provide information for participants and to help participants obtain the services they may need during the program.

Important Policy Related to Short-Term International Programs - Alcohol and Drug Policy

Students participating in JMU's international programs are bound by all tenets of the JMU Honor and Judicial Systems. They are subject to all regulations in place on the JMU campus that pertain to every student enrolled in university-sponsored educational programs. Laws regarding alcohol and drug use are substantially different in other countries. If any student is observed in an intoxicated state and if that student's actions are deemed abusive by the Program Director or other program representatives in authority, the student is subject to disciplinary actions which may include suspension from the program and return to the U.S. As with all honor or judicial cases, the student has the right of appeal. The Executive Director for International Programs will serve as the appellate officer in all such cases.

The web address for the Office of International Programs is <http://www.jmu.edu/international/>

Annual Fire Safety Report

Your Right to Know

SAFETY AT JAMES MADISON UNIVERSITY'S FLORENCE SEMESTER PROGRAM

<http://www.jmu.edu/pubsafety/righttoknow.shtml>

In compliance with amendments to the Higher Education Opportunity Act of 2008

The Higher Education Opportunity Act (HEOA) requires two new safety-related requirements on institutions that participate in federal student financial aid programs which follow:

1. Fire Log: Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities.
2. Annual Fire Safety Report: Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards.

Palazzo Capponi is the residential and operating premises of the JMU Masters in European Union Policy Studies and the Semester in Florence program. The Palazzo is a nonsmoking facility consisting of four floors and a courtyard area. There is fire alarm detection system on each floor and the facility is equipped with fire extinguishers.

At an initial on-site orientation to Palazzo Capponi, each student is provided with a mobile phone. The numbers for which are then distributed to the Resident Manager and JMU staff. Students are also provided with pocket-sized laminated cards which include emergency numbers for JMU staff, an English Speaking Doctor, the American Consulate, Police, Ambulance and Fire Services. If students should ever find themselves in an emergency without sufficient credit in their cell phone to make a call they can digit 4888, before the telephone number of the person they wish to call, and this will enable them to make a collect call.

Carabinieri (Military Police)	112
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Polizia di Stato (State Police)	113
Ambulance	118
Fire Service	115
Resident Manager, Laura Buonanno	329 6765430
Administrative Co-ordinator, Chiara Martinelli	328 4254937
Assistant Director Florence Programs, Caterina Paolucci	338 3228078
Director, Florence Programs, Alessandro Gentili	329 6940872
American Consulate	055 266951
JMU Director of Residence Life	540-568-6590
Faculty in residence from the USA	011-44-208-883-3189
Office of International Programs at JMU	540-568-6419

Reporting a Fire

Fires should be reported to the Fire Service at 115 and also the Resident Manager, Laura Buonanno a 329 6765430.

Evacuation

If the fire alarm system activates, the following procedures should be followed:

1. When the building evacuation alarm (fire alarm) is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
2. Feel doors for heat – don't open doors that are warm to touch. If you cannot exit due to fire and/or smoke place items around door openings to prevent smoke from entering the area and call the resident advisor and give your exact location.
3. Assist the handicapped in the building.
4. If you must exit through smoke stay low and crawl – the air at floor level is less hot and cleaner.
5. All occupants should know where primary and alternative exits are located, and be familiar with the various evacuation routes available.

6. Elevators must NOT be used to evacuate the building in the event of an emergency. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button.
7. Exit the building and proceed to designated meeting sites. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your area assembly points.
Stay there until an accurate head count attendance is taken and assist in the accounting for all building occupants.

Policies

The Palazzo is a nonsmoking facility, however, smoking is allowed outside in the courtyard area.

Open flames and candles are prohibited.

Electrical appliances from the United States are prohibited from use. Hair dryers are offered to each student. Laptops with built in transformers must be under 100 watts.

Definitions

Fire:

Rapid oxidation of combustible material accompanied by heat, light and smoke of combustible material, which is found outside of its normal appliance, whether or not it is extinguished prior to arrival of emergency; any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire related Deaths:

Number of persons who were fatalities because of a fire incident, including death resulting from a natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (an individual who dies within one (1) year of injuries sustained as a result of a fire).

Fire-related injury:

Number of persons receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders attempting to control the fire, attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individual.

Fire drill:

A supervised practice of a mandatory evacuation of a building for a fire

Cause of fire:

The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Value of property damage:

The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Fire safety system:

Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

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 is considered an on-campus student housing facility.

**JAMES MADISON UNIVERSITY’S FLORENCE SEMESTER PROGRAM
On-Campus University Sponsored Housing**

RESIDENCE HALL	FIRE ALARM PANEL TYPE	SPRINKLER SYSTEM	SPRINKLER SYSTEM COVERAGE	FIRE EXTINGUISHERS	FIRE DRILLS 12-13
Palazzo Capponi	None	None	None	Y	0

The Daily Fire Log contains:

1. The number and cause of each fire in an on-campus student housing facility.

Unintentional Fire

- Cooking
- Smoking materials
- Open flames

- Electrical
- Heating equipment
- Hazardous products
- Machinery/Industrial
- Natural
- Other

Intentional Fire
Undetermined Fire

2. The number of deaths related to the fire in an on-campus student housing facility.
3. The number of injuries related to a fire in an on-campus student housing facility that resulted in treatment at a medical facility.
4. The value of property damage related to the fire.

Daily Fire Log

On Campus Residence Hall	Number of Fires	Date/Time of Fire	Cause of Fire	Number of Deaths	Number of Injuries	Value of Property Damaged
Palazzo Capponi	0	NA	NA	0	0	NA

James Madison University continually strives to make the James Madison University campus foreign programs safe and secure and seeks to constantly to improve this mission in the area of fire safety through self-evaluation, training, and the utilization of best practices.