

# HOW PARTICIPANTS CAN HAVE A SAFE WASHINGTON SEMESTER

## POINTS OF CONCERN AND SUGGESTIONS FOR THE JMU WASHINGTON SEMESTER PARTICIPANTS

October 1, 2013

### **Location of Facility**

The JMU Washington Semester is located at WISH Woodley Park in the Northwest quadrant near the National Zoo. WISH Woodley Park provides service to JMU as well as several other post secondary schools. The WISH facility housed both residential units and classroom space.

### **Crime Statistics for the Washington Semester Program**

The Washington Internship Program is not considered a branch campus for purposes of annual reporting within the federal *Clery Act*. Any crime statistics will be found within the Harrisonburg campus's annual "Right-to-Know" report within the *non campus* category. WISH officials periodically assess the facility access procedures for needed updating and oversight.

### **Northwest/WISH Woodley Park and Beyond**

WISH Woodley Park is located in an upscale neighborhood on Connecticut Avenue near the National Zoo. The Center is approximately two blocks from the Woodley Park metro (red line) within the Metropolitan Police 2<sup>nd</sup> District's Public Service Area (PSA) 204. It combines residential units for students with classroom space, faculty offices, and a computer lab. In the residential section, students live in 6-person, 3-bedroom, 2-bathroom suites with shared kitchen and living area. Laundry facilities are in the basement. There is front-desk security 24 hours a day; residents must show official building photo IDs upon entering; visitors must register one day in advance and show a photo ID before being admitted. WISH officials periodically assess the facility access procedures for needed updating and oversight. The Director of WISH is Dan Lewis, phone 202-548-2720..

**The Metro Police Second District Station is located at** 3320 Idaho Ave., NW, Washington, DC 20016; Telephone: (202) 282-0070, Fax: (202) 282-0196

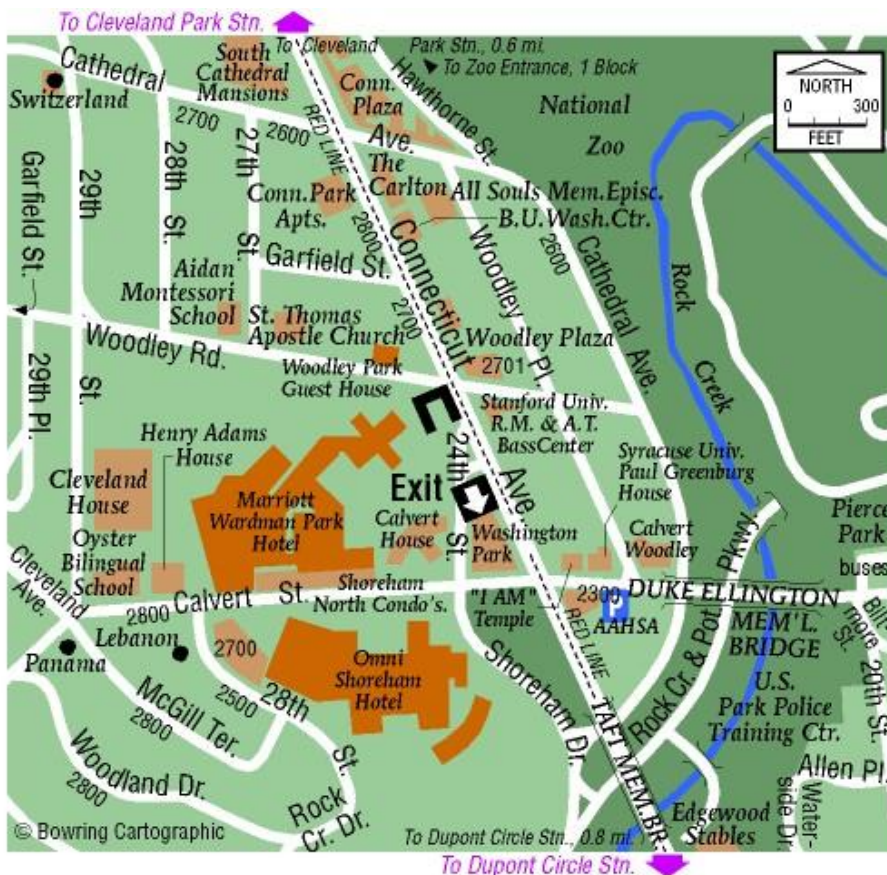
### **Safety Information and Police Protection**

WISH Woodley Park falls within the Metropolitan Police Patrol Service Area (PSA) 204. This PSA is one of several served by the 2nd Police District, which has a station located at 3320 Idaho Ave. (phone: 202-282-0070). It is widely considered to be relatively one of the safest police districts in Washington, D.C. For more information and map go to <http://mpdc.dc.gov/page/welcome-second-district>

The Capitol complex, Capitol Hill and Stanton Park fall within the Metropolitan Police First District served by the sub-station located at 500 "E" Street, SE non-emergency telephone 202-727-4655 (for all emergencies dial 911). The community liaison officer for the substation can be reached at telephone 202-727-4660.

The federal United States Capitol Police also have primary jurisdiction within the Capitol complex and limited jurisdiction within the Capitol Hill residential area. The station is located at 119 "D" Street NE (within sight of 1st and "D" Streets' intersection), non-emergency telephone 224-1677, emergency again 911. The U.S. Capitol Police jurisdiction extends to "H" Street in the North, 7th Street in the east and west, and as far south as "P" Street. The Capitol Police provide intensive patrol of the Capitol complex and the Capitol Hill area out to 3rd street NE and SE (East Capitol Street serves as the line separating NE from SE). That is that department's primary jurisdiction with attendant routine patrol; beyond 3rd out to 7th is considered that department's extended patrol area with no routine patrol, but with checks of the homes of members of Congress. The liaison officer for the Capitol Police is the Public Information Officer (PIO) and can be reached at telephone 224-1677.

Note that WISH Woodley Park is located top center at 2800 Connecticut Avenue just south of the intersection with Cathedral Avenue.



## **Capitol Hill and Beyond**

The Capitol Hill area government complex, location of many of the internships, is considered to be relatively safe. But still use every precaution and walk in pairs or groups when in those areas. But it is highly recommended that you do not go further south than "E" Street SW and SE, east than 8th Street NE and SE, north than "E" and North Capitol Streets NE and NW (a few blocks north of Union Station) and west and northwest than 8th and "H" Streets NW. Stay away from the Greyhound bus station at 1st and "K" Streets NE (north, beyond Union Station) if at all possible. To summarize, the immediate Capitol Hill area is relatively safe, the outskirts, in a word, not, especially in and around nightspots in SE. In the words of the liaison officer for the Metro Police, 1st District, "If you go there, something WILL happen" (to you or your car).

## **Personal Vehicles**

A car in Washington can be a real burden and very costly. To say that parking is at a premium is an understatement. Available street parking is practically non-existent and when found is an expensive proposition to feed the meters. Off street parking is practically unaffordable. On street parking on Connecticut Avenue is totally banned twice a day Monday through Friday, rush hours 7-9:30a.m. and again at 4-6:30p.m. The closest long term parking rental space is maintained at the Van Ness Days Inn, 4400 Connecticut Avenue, fourteen blocks further northwest (20 minute walk from WISH Woodley Park- 2800 block) at the Van Ness Metro stop. For details call the Days Inn at (202)244-5600.

Traffic accidents, thefts from and intentional damage to parked vehicles are an ever present possibility. Auto theft and to a lesser extent, carjackings, are not unknown. It is recommended that you leave your car home and utilize the District's excellent, generally safe Metro and public surface transportation systems. Taxi-cabs are everywhere. Intercity, interstate and international travel is relatively convenient with Union Station near Capitol Hill and Reagan, BWI and Dulles airports easily accessible by Metro and/or surface transportation.

## **Walking**

If at all possible, especially at night, walking in pairs or a larger group is strongly advised. When out and about, especially taking in Washington's varied nightlife, be cognizant of those about you, being aware that someone may value your purse or wallet as much as you do. Take precautions! Do not expose yourself to additional risk by being intoxicated or alcohol impaired while on the street. To do so will set your self up to be an easy target.

## **Emergency Notification**

James Madison University's Washington Semester program and WISH officials are 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 WISH Woodley Park, 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 JMU Washington Semester Faculty-Member-in-Residence (FMIR) enjoys autonomous authority on activation upon confirmation, message content and messaging 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 main JMU Harrisonburg university 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. WISH Woodley Park officials are to regularly schedule 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 and as necessary throughout the duration of any incident.

The FMIR and WISH officials have five methods of notifying the students within the building: posting fliers, text-messaging, email, telephone and word of mouth. WISH officials have easy access to knock on each door and notify student program residents of any immediate issue.

Systematic tests of the Emergency Notification will be conducted annually. All members of the JMU community are instructed to notify the FMIR or WISH officials of any situation or incident on or near the building 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 building.

## **Missing Student**

At James Madison University each student living in an on-campus student housing facility will be given the option in advance to identify a contact person(s) whom the institution shall notify if the student is determined missing by the Metro Police.

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, 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.

If a member of the University Community has reason to believe that a student is missing, whether or not the student resides on campus, 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. Though it is suggested that reports should be made directly to the FMIR that a student has been missing for 24 hours, reports may be made to any WISH official in his or her absence; the official to whom the report was made, shall make a direct report immediately to the Metro Police.

A welfare entry shall be made into the student's room by the FMIR or any WISH official. If, by chance a student participant resides off site, the aid of the Metro Police 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 and scheduled organizational or academic meetings; or appearing for scheduled work shifts will be established.

If located, verification of the student's state of health and intention of returning to the building is made. When and where appropriate a referral will be made to the Office of Counseling and Student Development and/or the University Health Center on the main Harrisonburg campus.

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. If the student is an off-site resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. The main Harrisonburg campus University Police will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law.

All pertinent law enforcement agencies, be they neighboring municipal, county, or state; those located along suspected travel corridors; or place of original domicile, will be notified and requested to render assistance, through direct telephone contact or visit, Virginia Crime Information Network (VCIN) message, and/or radio transmission with a comprehensive BOL message based on the totality of up-to date information.

*Suzanne's Law* requiring local police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 is reported missing was signed into law by President George W. Bush in the Spring of 2003 as part of the national "Amber Alert" Bill <http://thomas.loc.gov/cgi-bin/bdquery/z?d108:s.00151>. The federal law is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998.

Previously police were only required to report missing persons under the age of 18. *Suzanne's Law* is intended to encourage police to begin investigating immediately when college-age people disappear, instead of waiting a day, which has been a common practice (the JMU's University Police have always initiated such investigations promptly).

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 WISH Woodley Park is determined to have been missing for 24 hours, the University and its Washington 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, first, the Metro Police and then the main Harrisonburg campus University Police that the student is missing.

**WASHINGTON SEMESTER PROGRAM**

**CRIME PREVENTION AND PERSONAL SAFETY CLASSES PROVIDED IN ACADEMIC YEAR 2010-2011**

<b>PROGRAM</b>	<b>AUDIENCE</b>	<b>DATES PRESENTED</b>	<b>PROGRAM DESCRIPTION</b>
Washington Semester Orientation	Washington Semester students	August 28, 2012  January 8, 2013	As part of Washington Semester program orientation, students were given an overview of safety and crime issues in the WISH facility, the neighborhood, and DC in general. The BU WISH Director described building security procedures. In addition, students received an email linking them to “How to Have a Safe Semester in DC,” a report prepared by the JMU Office of Public Safety.

**Advice Specific to Your Living, Classroom Accommodations and Points Between**

Some basics to remember and take heed:

- ALWAYS lock your doors
- No candles are allowed, they pose a significant fire hazard potential
- Do not overload the electrical circuits
- If at all possible always walk in pairs or in a group when going to/from class or anywhere

Register for the Metro Police e-mail advisories by calling the Metropolitan Police Department's Community Outreach Section at 727-0783. Or visit the Section's website at <http://mpdc.dc.gov/page/welcome-second-district>

## **Weapons**

The District has a strict weapons policy with readily enforced laws pertaining thereof. Do not bring edged weapons as well as long or hand guns to the district. It is that simple.

The web address for the Office of James Madison University Public Safety is <http://www.jmu.edu/pubsafety/index.shtml>. When necessary Timely Notifications of Threats and Threat Potential endemic to the Capitol Hill and greater District will be issued to program participants and the FMIR by directed e-mail messages and attachments. Participants will receive these messages as they maintain their JMU e-mail addresses.

## **A Message for Parents and Participants**

### **Special Security Issues During Times of International, National and Localized Crisis**

**Since the tragic events of September 11, 2001, a set of special security measures and general precautions have been put in place for students attending programs away from the Harrisonburg campus. These measures are discussed at the initial orientation then reviewed as conditions warrant throughout the semester in Washington.**

### **Introduction to Washington Semester Safety**

In 1997, the JMU Department of Political Science Department established the Washington Semester program to facilitate student participation in semester-long internships with governmental and political organizations in the DC area. Students are recommended not to flash or take expensive watches or jewelry with them. Pick pocketing is an art is not unknown in Washington. It is recommended that students not take or carry lots of cash. The best and safest way for them to take money is in the form of checks drawn on regional banks, or to rely on an ATM/debit card, with a well known charge card as an emergency backup. But they should be extremely careful in securing checkbooks, debit and credit cards and their numbers.

### **Normal Everyday Security**

Students may be concerned about their safety in the District. Traffic is intense. When crossing the street one should be as safe in Washington as in any other city or town in America, even a town like Harrisonburg. Nevertheless, some care should be taken.

For Washington, security measures have increased substantially since September 11th. One should be observant. The escalation in the potential for threats and harm for is readily apparent when one views the security measures being implemented around federal facilities.

The realities of the post 9/11 world reinforced by subsequent attacks on civilians in Madrid and most recently in London make it evermore necessary for everyone to be more diligent in observing what transpires on a daily basis. Homeland Security authorities ask the public to remain alert and to report any situation that appears to constitute a threat or suspicious activity, particularly on or around transportation systems such as the Metro, to the Washington Metropolitan and/or the U.S. Capitol Police. Homeland Security officials are not suggesting that people avoid public

transportation systems; rather, they are asking they do so with an increased awareness of their surroundings. Homeland Security may be contacted by telephone at 202-282-8101. Things to look for:

- Clothing out of sync with the weather, suspicious person's social position (appears well groomed but is wearing sloppy clothing), or location (wearing a coat inside a building).
- Cloth fitting clothing.
- Suspicious person carrying heavy luggage, bag or wearing a backpack.
- Suspicious person having pale face from recent shaving of beard.
- Eyes appear to be focused and vigilant.
- Does not respond appropriately or at all to salutations.
- Behavior is consistent with no future, e.g., individual purchases a one-way ticket or is unconcerned about receipts for purchases.
- Suspicious person walks with deliberation but is not running.

As much for decorum as for safety, student interns are asked to not draw unnecessary attention to themselves in public by being a loud and boisterous. Those intent on taking money (or worse) from victims, are especially known to hang around nightspots.

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. Also:

1. 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.
2. 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.
3. It's safer to travel in groups. It is especially important for students to stick together after dark. However, in Washington it is generally okay to travel alone during the day, if one knows the area. One always should know their route.
4. Washington is NOT Harrisonburg! Again, knowing where one is going is recommended. One should not leave things unattended. One should not be obvious with money, cameras, expensive walkmans, 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, especially in SE. Generally, those appearing to be homeless are harmless, but one should be on guard. Muggings are very, very rare, but again, pick pocketing and purse lifting have been honed to a fine art and commonplace since time immemorial. 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.

5. Safe places to meet friends are restaurants, pubs and other public places (during peak hours).
6. 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 whom you are newly acquainted. And remember, WISH prohibits overnight guests.
7. One should never appear drunk in public. Pickpockets and pick-up artists will take an intoxicated person as easy prey. Most locals regard drunkenness as deliberate stupidity and are therefore likely to be unsympathetic with someone who has made oneself vulnerable and dull-witted. One should always stay sharp.
8. One should always avoid the neighborhoods known for prostitution and other forms of vice. Again, for the nightspots in SE this is endemic. Those intent on preying on the unwary are known to wait out on the street for them to depart such establishments.

### **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, 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

### **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 well being, the emergency contact they have provided at the time of registration will be informed. The University's Dean of Students also is the Director of Residence Life for JMU and can be reached at 540-568-6468.

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.

Students will be advised to avoid going to or through any location or area where it may be dangerous for them to be. 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.

### **How do FMIR's respond to emergencies?**

1. In an emergency, the first responsibility for the FMIR is to safeguard the safety and well being 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 aforementioned Dean of Students has experience dealing with crises in the past and are 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 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.

## **Insurance and Medical Treatment Related to Short-Term Internship Programs**

### **Insurance Coverage**

Students participating in internships are strongly urged to have hospitalization and medical insurance. It is the student's responsibility to know about his/her coverage and to accept any financial risk that may occur. Proof of coverage is not required. The university's Health Center

maintains information medical insurance for students. It is also advisable for participants to secure a renters policy to cover personal property losses due to theft, fire or other damage. James Madison University is not liable for such losses.

### **Medical Expenses**

Students should be advised to 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, JMU cannot be expected to be responsible for these costs in the event the student decides not to do so. This does not indicate in any way less of an interest in the welfare of the student, but rather to eliminate any misconception that every student participant is fully covered by insurance for their medical care. This is a financial and liability matter, not an indication that a faculty member should draw back from helping students get medical care, from accompanying them to a doctor, clinic or hospital, etc. It is the responsibility of FMIR 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 Internship Programs - Alcohol and Drug Policy**

Students participating in JMU's internship 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 generally consistent with those in Virginia and home states of the participants. But there are some variations. In addition, students are bound by the rules and regulations established by WISH, including its policies on alcoholic beverages. If any student is observed in an intoxicated state and if that student's actions are deemed abusive by the FMIR or other program representatives in authority, the student is subject to disciplinary actions which may include suspension from the program and return to campus, suspension or expulsion following judicial process with or without pro-rated refund of tuition, other expenses and program supplement. As with all honor or judicial cases, the student has the right of appeal. The aforementioned university disciplinary officials and judicial council will serve as the appellate officer or body in all such cases.