

West Virginia University

2014-2016

Annual Clery Report & Fire Safety



Montgomery Campus

Annual Campus Security and Fire Safety Report

WVU Tech police officers have the authority to make arrests on WVU owned, leased, or controlled property and on property immediately adjacent to WVU Tech facilities. The WVU Tech Police Department is well-respected by all local, state, and federal law enforcement agencies and has developed effective and cooperative working relations with these agencies. The department has entered into written Memoranda of Understanding with all local agencies. WVU Tech has established a Memorandum of Understanding with the Montgomery Police Department to provide assistance upon request. The WVU Tech Police are charged with the responsibility for investigation, follow-up, apprehension, and resolution of any incident reported to us. For the department to achieve its mission, it is critical that all members of the community report crimes promptly and accurately.

WVU Tech Police, through news releases, brochures and publications, presentations, and one-on-one encounters, encourage the accurate and prompt reporting of not only crimes on campus, but any suspicious activity or security breach that may be witnessed by the public.

WVU Tech Police believe in and practice Community-Based Policing. We believe that community involvement and support are critical to our success. We provide safety and security information to students and employees through orientation presentations and classroom instruction. We also include information in the employee and student handbooks, brochures, and other campus publications.

Crime Prevention Programs

We have a wide variety of Crime Prevention Programs including orientation training, “Operation I.D.,” “personal safety and security” classes and other campus programs throughout the year, in addition to written materials such as brochures and flyers and articles submitted to The Collegian WVU Tech’s campus newspaper.

For additional information about crime prevention and education programming, visit our department web page at: http://studentlife.wvutech.edu/campus-safety/safety_resources or telephone the duty officer at 304-929-2677 (COPS) or 304-382-7165.

Security Awareness Programs

The mission of the WVU Tech Police Department is to provide a safe and secure environment for everyone at WVU Tech. This publication is designed to provide you with information regarding the security awareness programs offered at this institution, and your responsibility to promote safety. The security awareness programs are designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

WVU Tech has taken prudent steps to promote a safe and secure environment that is compatible with the University community’s educational mission. We solicit your support in making our campus community safe and secure by accepting responsibility for your actions and committing to participate in programs to assist others.

No institution can guarantee the total safety and security of all its members. Only through community support and involvement can we be successful in achieving our goal. We ask you to help us by not taking unnecessary risks, by locking your door and securing facilities when you leave, and reporting any suspicious activity or crime immediately. Together, we can help make West Virginia University Institute of Technology a more safe and secure environment for the community.

WVU Tech Police also encourages the use of the LiveSafe App for your iPhone or Android. This program empowers the campus community to expedite the identification and response of any actions in progress, safety concerns, or potential threats in order to ensure the safety for all members of the campus community. LiveSafe creates a two-way channel of communication between the community and WVU Tech Police. The campus community is able to report a tip using photos, videos, or texts about suspicious activity, as well as notify WVU Tech Police or 911 about emergency situations as well as notify friends or family in real-time of your location and safety through a monitoring system.

Crime Reporting

At WVU Tech, we are members of the 911 Emergency Services Network. To report a crime in progress or an emergency, dial 9-911 from on campus or direct dial the duty officer at 304-929-2677 or 304-382-7165.

We strongly encourage you to report all crimes or suspicious activities that you may witness while on campus. Crimes should be reported to the WVU Tech Police for the purpose of making timely warning reports to the community and for annual statistical disclosure, even if the victim elects not to prosecute or pursue the investigation.

Confidential Reporting

WVU Tech Police does not currently accept anonymous, confidential, voluntary reporting by victims or witnesses, nor do we encourage the confidential, voluntary reporting by professional counselors or pastors.

WVU Tech Response to Incident Reports

WVU Tech Police will make every reasonable effort to promptly and professionally resolve any problem reported to the department. In response to a call, WVU Tech Police will take the required action, either by dispatching an officer or by asking the victim to report to police department to file an incident report. Police incident reports involving violations of the law or the Code of Student Conduct are forwarded to the Dean of Students Office for potential action, as deemed appropriate. Individuals maybe arrested for violations of the law. If assistance is required from the Montgomery Police or Fire Department, WVU Tech Police will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including the WVU Tech Police, will offer the victim a wide variety of services.

Annual Disclosure of Crime Statistics

The WVU Tech Police Department is charged with collecting statistics and preparing the Jeanne Clery Act Report. The department collects the data from various sources including the Office of Student Life, Housing and Residence Life, and the Montgomery Police Department. A written request for statistical information is made on an annual basis to all campus security authorities (as defined by federal law).

Timely Warning Notices

The WVU Tech Police Chief, or a designee writes the crime notices. WVU Tech Police sends timely notices to all students and employees, as well as to the Dean of Students and Residence Life office. They also distribute notices to the local media. Timely warning notices are distributed to the WVU Tech community using blast email systems, posters, and e-alerts as appropriate.

Crime notices are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: criminal homicide and robbery. Instances of arson will be assessed on a case-by-case basis and a warning will be issued if there is an on-going serious threat to the community. Aggravated assaults and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by WVU Tech Police. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other WVU Tech community members, and a crime notice would not be distributed. Sexual assault cases are reviewed and a decision to issue a warning is made on a case-by-case basis, depending on several factors, such as when the incident was reported versus when it occurred. Sexual assault cases are often reported weeks and months after the assault occurred, thus not affording the institution the opportunity to distribute a “timely” crime notice to the community. WVU Tech Police will also review the facts of each case and the amount of information known by the department, as these cases are often reported to WVU Tech Police via a third party, and the specific facts surrounding the cases that would be included in a timely warning notice are often unknown. Timely Warning Notices may also be posted for other crime classifications, as deemed necessary, by the Chief of WVU Tech Police or his designee.

Emergency Planning, Response, and Evacuation

West Virginia University Institute of Technology has developed an emergency response plan that complies with the National Incident Management System and provides facility-specific planning assistance. We encourage all community members to become familiar with their building plans and campus plan. The WVU Institute of Technology Emergency Response Plan may be viewed at: <http://students.wvutec.edu/campus-safety/emergency-response-plan>

If officials order an evacuation of the campus, leave as soon as possible (preferably during daylight hours). Avoid flooded roads and watch for washed out bridges. Roads and bridges frequently become crowded and traffic moves slowly. Evacuation will probably take longer than expected, so give yourself plenty of time.

If a fire occurs in a WVU Tech building, community members should begin the evacuation process immediately and should call 911 as soon as it is safe to do so. Fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The Fire Marshal can levy fines and penalties to individuals who fail to evacuate a building promptly—but a more important reason for evacuating is for safety reasons!

When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus typically ring to the WVU Tech Police directly.

Emergency Notification

In the event of confirmation of a significant emergency or dangerous situation that poses an immediate threat to the health and safety of members of the WVU Tech community, the University will immediately notify the campus community. Various offices or personnel on campus could be in a position to confirm an emergency situation or incident that poses a threat to the health and safety of members of the WVU Tech community, including but not limited to: the WVU Tech Police, Dean of Students Office at 304-929-1232 and the Residence Life Office at 304-929-1232.

The University employs a layered approach to emergency notification. WVU Tech has various systems in place, including: the Tech Alert System, which includes text messaging and email; phone trees, in person communication, local media outlets, fire alarm systems, and the WVU Tech website homepage.

TECH ALERT is one layer of notification that sends mass communications to those subscribed to this service. This service is free and sign-up can be accessed from the WVU Tech Police website or via this link: <http://alert.wvutech.edu/>

The WVU Tech Alerts are written by the person who initiates the alert, and he/she determines the appropriate segment of the community to receive the alert in consultation with the Dean of Students Office. The alerts are typically initiated by the WVU Tech Police Department, with approval of the shift supervisor or an administrator of the Police Department. Phone trees and in-person communication is typically initiated by the police department and/or campus administrators, department heads, or building supervisors. The fire alarm systems are used by the police department to evacuate campus buildings when necessary, but the alarm system can also be activated by any building occupant, if necessary.

WVU Tech will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to the WVU Tech Police, Montgomery Police Department, and Montgomery Fire Department), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Follow-up information is typically posted on the WVU Tech website, and when emergency messages are sent to the community, community members are typically encouraged to go to this website for updates and additional information. Each student can sign up to two additional people in the TECH Alert system. One of those individuals can receive a text message, and the other can receive an email message. Parents, Montgomery residents, and other interested parties have access to the information provided by the local media outlets and the WVU Tech website home page.

WVU Tech Police will send an email notice at the beginning of each semester to the campus community to remind them of the emergency plans and their need to be engaged in the process and prepared. The University performs full-scale exercises, table-top exercises, and/or functional exercises on an annual basis to evaluate the emergency response and evacuation plan and training needs.

Security, Access, and Facilities Maintenance

We strive to make our facilities available to students, faculty, and staff so they may pursue their educational goals and mission. This availability requires a balance of security needs. For this reason, many of our academic and administrative buildings are accessible after hours with appropriate clearance.

WVU Tech Police proactively patrols the campus 24-hours per day and officers are easily contacted by calling 304-929-2677, 304-382-7165 or 911.

The residence halls are staffed 24 hours a day, seven days a week, by trained professional and para-professional student staff who serve as resources for hall residents. Residence halls are locked 24 hours a day/7 days a week.

WVU Tech Police, Facilities Management and others are committed to maintaining a safe environment by evaluating lighting, shrubs and bushes and facility design. We encourage you to

report any hazards or concerns to the police at 304-929-2677 or Facilities Management during normal business hours at 304-929-0325.

Policy on Off-Campus Criminal Activity

The University does have officially recognized student organizations that have housing facilities “off-campus”. The houses are not within the jurisdiction of WVU Tech Police; however WVU Tech Police does work with the Montgomery Police Department (MPD) in monitoring criminal activity at off-campus locations controlled by student organizations. If Montgomery Police responds to these locations as the result of a complaint, they will either notify WVU Tech Police to respond with them, or notify WVU Tech Police after they have responded to inform them of the situation. However, MPD does this out of courtesy, and is not “required” to notify or involve WVU Tech Police when responding to a call on private property. WVU Tech provides training and prevention programs for student organizations at these off-campus locations upon request.

Policy on Alcoholic Beverages

WVU Tech is concerned with the health, safety, and well-being of all students as it relates to the use of alcoholic beverages. The University expects those who use alcohol to do so responsibly and within the bounds of the laws of the State of West Virginia and the City of Montgomery, and university policy. WVU Tech Police enforces compliance with West Virginia laws regarding the possession, use, and sale of alcohol.

WVU Tech is a dry campus. Accordingly, the possession and/or consumption of alcoholic beverages is not permitted on campus property, even if you are of the legal drinking age of 21.

State Law

Possession, use, or consumption of alcoholic beverages, including beer, by anyone under the age of twenty-one is a violation of the West Virginia Alcohol Beverage Control Commission statute. It is also a violation of this same statute for anyone to buy for, give to, or sell to anyone under the age of twenty-one any alcoholic beverages, including beer or for anyone under the age of twenty-one to misrepresent his or her age, or who for such purpose presents or offers any written evidence of age which is false, fraudulent or not actually his or her own.

Policy on Drugs

WVU Tech Police enforces compliance with West Virginia laws and University policies regarding the possession, use, and sale of illegal drugs on campus.

Disclosure to Victims of Violent Crimes and Non-forcible Sex Offenses

The University will, upon written request, disclose to the alleged victim of a crime of violence (as defined in Section 16 of Title 18, United States Code), or any non-forcible sex offense, the report on the results of any University disciplinary proceeding against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim will be treated as the alleged victim for the purpose of this policy.

Drug-Free Workplace Policy

WVU Tech has established awareness programs for students, faculty, and staff through the Student Assistance Program (SAP) and the Faculty and Staff Assistance Program (FSAP). Drug and alcohol education programs are established by SAP and FSAP for the purpose of educating employees and

students regarding the nature and consequences of alcohol and drug abuse. These two programs provide appropriate information, education, consultation and referral, as well as addressing the dangers of alcohol and drug abuse in the workplace.

WVU Tech Police enforce state and federal laws as they may apply to violations occurring on WVU Tech property. Enforcement is measured against the best interest of the community and the individual, and when treatment may serve the greater need, then treatment is preferred.

Crime Reporting Statistics Collection and Reporting

WVU Tech Police collect and report statistics for murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, domestic violence, dating violence, stalking, theft, simple assault, intimidation, and destruction of property when the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

Daily Crime Log

WVU Tech Police maintains a Daily Crime Log of all reported incidents. This includes all crimes that occur on campus, in areas patrolled by the WVU Tech Police, in non-campus buildings or properties, on public property running through or immediately adjacent to the campuses.

The Daily Crime Log includes the incident type, date incident is reported, date and time of occurrence, and general location of each reported incident type, as well as the disposition of the incident, if this information is known. WVU Tech Police posts specific incidents in the Daily Crime Log within two (2) business days of receiving a report of an incident and reserves the right to exclude reports from a log in certain circumstances as permitted by law. The most current 60 days of information are available at the WVU Tech Police Department, which was formerly located just west of COBE Hall at the west end of Parking Lot #2 (Now located on the Beckley Campus). Please call (304) 929-2677 for directions to the new office.

Sexual Assault and Domestic/Dating Violence and Stalking

Sexual assault, domestic/dating violence, and stalking are prohibited and are taken very seriously by WVU Tech. The University encourages and offers educational programs to prevent such incidents and training to properly handle them should they occur.

Sexual Offenses are defined in West Virginia Code § 61-8B-1, et. seq. as follows:

- (a) A person is guilty of sexual assault in the first degree when:
 - (1) The person engages in sexual intercourse or sexual intrusion with another person and, in so doing:
 - (i) Inflicts serious bodily injury upon anyone; or
 - (ii) Employs a deadly weapon in the commission of the act; or
 - (2) The person, being fourteen years old or more, engages in sexual intercourse or sexual intrusion with another person who is younger than twelve years old and is not married to that person.

WV Code 61-8B-3 Sexual assault in the first degree. (West Virginia Code (2013 Edition))

- (a) A person is guilty of sexual assault in the second degree when:
 - (1) Such person engages in sexual intercourse or sexual intrusion with another person without the person's consent, and the lack of consent results from forcible compulsion; or

- (2) Such person engages in sexual intercourse or sexual intrusion with another person who is physically helpless.

WV Code 61-8B-4 Sexual assault in the second degree. (West Virginia Code (2013 Edition))

- (a) A person is guilty of sexual assault in the third degree when:
 - (1) The person engages in sexual intercourse or sexual intrusion with another person who is mentally defective or mentally incapacitated; or
 - (2) The person, being sixteen years old or more, engages in sexual intercourse or sexual intrusion with another person who is less than sixteen years old and who is at least four years younger than the defendant and is not married to the defendant.

WV Code 61-8B-5 Sexual assault in the third degree. (West Virginia Code (2013 Edition))

- (a) A person is guilty of sexual abuse in the first degree when:
 - (1) Such person subjects another person to sexual contact without their consent, and the lack of consent results from forcible compulsion; or
 - (2) Such person subjects another person to sexual contact who is physically helpless; or
 - (3) Such person, being fourteen years old or more, subjects another person to sexual contact who is younger than twelve years old.

WV Code 61-8B-7 Sexual abuse in the first degree. (West Virginia Code (2013 Edition))

- (a) A person is guilty of sexual abuse in the second degree when such person subjects another person to sexual contact who is mentally defective or mentally incapacitated.

WV Code 61-8B-8 Sexual abuse in the second degree. (West Virginia Code (2013 Edition))

- (a) A person is guilty of sexual abuse in the third degree when he subjects another person to sexual contact without the latter's consent, when such lack of consent is due to the victim's incapacity to consent by reason of being less than sixteen years old.

More Definitions

I. Domestic Violence

The term “*domestic violence*” means:

- 1) Felony or misdemeanor crimes of violence committed— (i) By a current or former spouse or intimate partner of the victim; (ii) By a person with whom the victim shares a child in common; (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; (v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- 2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic Violence is defined in West Virginia Code §48-27-202 (2013) as follows: "Domestic violence" or "abuse" means the occurrence of one or more of the following acts between family or household members, as that term is defined in section two hundred four of this article:

- (1) Attempting to cause or intentionally, knowingly or recklessly causing physical harm to another with or without dangerous or deadly weapons; (2) Placing another in reasonable apprehension of physical harm; (3) Creating fear of physical harm by harassment, stalking, and psychological abuse or threatening acts; (4) Committing either sexual assault or sexual abuse as those terms are defined in articles eight-b and eight-d, chapter sixty-one of this code; and (5) Holding, confining, detaining or abducting another person against that person's will.

II. Dating Violence

The term “*dating violence*” means violence committed by a person:

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim and 2) The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition- (i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (ii) Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting. There is not a separate statute in West Virginia for “dating violence”. Any crimes committed as part of a dating relationship would be prosecuted under the general criminal code based upon the specific allegations presented.

III. Stalking

The term “*stalking*” means:

- 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (i) Fear for the person's safety or the safety of others; or (ii) Suffer substantial emotional distress. 2) For the purposes of this definition— (i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. (iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim. 3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

West Virginia Code §61-2-9a (2013) defines *stalking* as follows: a) Any person who repeatedly follows another knowing or having reason to know that the conduct causes the person followed to reasonably fear for his or her safety or suffer significant emotional distress, (b) Any person who repeatedly harasses or repeatedly makes credible threats against another (f) For the purposes of this section: (1) "Bodily injury" means substantial physical pain, illness or any impairment of physical condition; (2) "Credible threat" means a threat of bodily injury made with the apparent ability to carry out the threat and with the result that a reasonable person would believe that the threat could be carried out; (3) "Harasses" means willful conduct directed at a specific person or persons which would cause a reasonable person mental injury or emotional distress; (4) "Immediate family" means a spouse, parent, stepparent, mother-in-law, father-in-law, child, stepchild, sibling, or any person who regularly resides in the household or within

the prior six months regularly resided in the household; and (5) "Repeatedly" means on two or more occasions

What follows is the range of sanctions a student may face if found responsible for the following offenses of the West Virginia University Institute of Technology Student Code of Conduct:

Charge	Range of Sanctions	Level of evidence needed
Sexual Assault	Official warning to expulsion from the university. Removal from the residence halls.	Preponderance of Evidence
Stalking	Official warning to expulsion from the university. Removal from the residence halls.	Preponderance of Evidence
Dating Violence	Official warning to expulsion from the university. Removal from the residence halls.	Preponderance of Evidence
Domestic Violence	Official warning to expulsion from the university. Removal from the residence halls.	Preponderance of Evidence

Prevention Programming and Information

Sexual assault and domestic/dating violence and stalking can happen to anyone, no matter how prepared or cautious the person may be. Victims should not blame themselves or hesitate to report the incident. Whatever the circumstances, victims often fear being blamed, humiliated, or not believed. These feelings of fear, guilt, and helplessness can lead to depression, illness, and trouble with academics and relationships.

Remember, no one deserves or asks to be sexually assaulted or abused through domestic/dating violence and stalking. You are encouraged to report any incident to WVU Tech Police at (304)442-3101 or 911. Victims of these crimes have the right to notify the Montgomery Police Department, and WVU Tech Police personnel will assist individuals in notifying this agency, if the individual requests such assistance. Individuals may also report the incident to the institution's Title IX coordinator. The Title IX Coordinator is responsible for coordinating the institution's compliance with Title IX and located at the Division of Diversity, Equity, and Inclusion, phone (304) 293-5600, 1085 Van Voorhis Road, Suite 250, West Virginia University, Morgantown, WV 26505. The institution's sexual misconduct policy, which includes sexual harassment and sexual assault, can be found in Board of Governors Policy 44 at: <http://bog.wvu.edu/policies>

A description of the grievance procedures for complaints against non-students can be found at the following address: <http://diversity.wvu.edu>

A description of the grievance procedures for complaints against students can be found at the following address: <http://diversity.wvu.edu>

Victims of Rape, Sexual Assault, Domestic/Dating Violence, or Stalking

If you are raped or sexually assaulted, you should take the following steps:

1. Get medical attention immediately.

2. Save your clothing.
3. Report the incident to the police even if you decide not to prosecute.
4. Take advantage of available support systems.
5. Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper bag, not a plastic bag.

If you are the victim of a domestic/dating violence:

1. Assess your immediate safety needs.
2. Call police or 911.
3. Take photographs of abuse and/or property damage.
4. Obtain a copy of your medical reports.
5. Obtain a copy of the police report.

If you are being stalked:

1. Documentation is needed –write down the details.
2. Keep e-mail messages or social media posts, voicemails, texts, etc.
3. Report to the police.
4. Obtain restraining orders through the courts.
5. Monitor your behavior –don't act out against the stalker by committing an illegal act.

Victims of domestic/dating violence and stalking offenses are protected by law and should seek to report these incidents to the authorities, including the WVU Tech Police. If you, your family, or a friend is in immediate danger, you should call 911 or go to your nearest police station as soon as possible. If you are suffering from a pattern of violence, you have the right to request a restraining order against the abuser. The police can assist you in this process. When the restraining order comes into effect, the offender will be legally prohibited from coming near you. If you live with the abuser, he or she will be required to move out of the dwelling. The abuser will also be required to stay away from your place of work or your child's/children's school, if you have children. Following this process will also introduce you to the networks that can help you recover and take control again. In addition, the resources below are available to victims to obtain a medical examination and take advantage of available support systems.

WVU Tech- Sexual Assault, Domestic Violence, Dating Violence, and Stalking Resources (MONTGOMERY AREA RESOURCES)

Medical:

- **Women and Children's Hospital**, Charleston, WV (Within 72 hours of assault, Rape Evidence Collection) 304-388-2724
- **Montgomery General Hospital** 304-442-5151 (Examine for trauma, STDs, pregnancy)

Report:

On-Campus:

- **The WVU Tech Police Department** New Number for the Beckley Campus at (304) 929-2677 or direct dial cell 304-382-7165 or 911

Off-Campus:

- **City of Montgomery Police Department** 304-442-4939 or 911
- **County/State Police** –911

- **Women's Resource Center**, Beckley, WV (24 hour hotline) 304-255-2559

Support Services:

- **WVU Tech Student Health Services**, [New Beckley Location is: (108 Life Sciences Building) 304-929-1241]
- **WVU Tech Counseling Services**, [New Beckley Location: (505 S. Kanawha Street -Room 206/208) 304-929-1237]
- **WVU Tech 24 Hour Counseling Hotline**, (304) 929-1237
- **ESCAPE (Shelter)** –Fayetteville, WV 304-574-0500
- **Fayette County Health Department** –304-574-1617
- **WV Foundation For Rape Information Services Website** - <http://www.fris.org/home.html>

Victim's Rights

As required by law, in cases of sexual assault, other sex offenses, domestic/dating violence, and stalking offenses:

—A victim of sexual assault, domestic/dating violence, or stalking shall be provided a written explanation of his or her rights as defined below. Furthermore, the university shall inform the victim in writing of options and resources available to obtain assistance in changing academic living, transportation, and working situations after an alleged sexual assault, other sex offenses, and domestic/dating violence and stalking offenses. The victim may contact the Dean of Student Life or the Director of Housing and Residence Life. Requested changes will be accommodated when reasonably available.

—The University shall provide information regarding how it will protect the confidentiality of victims, including how publicly-available record keeping will be accomplished without the inclusion of identifying information about the victim, to the extent permitted by law.

—The University shall inform the University community in writing about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community.

Student Conduct Procedure

As required by law, in cases of alleged sexual assault, other sex offenses, and domestic/dating violence and stalking offenses handled through on-campus disciplinary hearings, the following apply:

—The accuser and accused are entitled to simultaneous written notice of the charge and the hearing related to these offenses.

—The accuser and accused are entitled to the same opportunities to have others present during the proceedings.

—The accuser and accused are entitled to simultaneous written notification of any change to the results of the proceedings that occur prior to the results becoming final.

Registered Sex Offender information

The State of West Virginia requires sex offenders to register with the State Police. The State makes this information available to law enforcement agencies. This information is available to the public at the following website: <https://apps.wv.gov/StatePolice/SexOffender>

Missing Person Contact Registration and Missing Person Protocol

The University will request of all new students residing in on-campus housing each year that they provide, on a voluntary basis, missing person contact information, in addition to general emergency contact information. The missing person contact information will be registered confidentially, and the information will be accessible only to authorized campus officials and law enforcement in the furtherance of a missing person investigation.

You can fill in or update your Missing Persons Information by contacting WVU Tech Police at 304-929-2677 or 304-382-7165.

If a WVU Tech student living in WVU Tech university-operated housing is suspected to be missing from campus, immediately report it to a residence hall staff member (i.e. residence hall coordinator, resident assistant) or the WVU Tech Police Department. If a missing person is reported to a residence hall staff member, they are required to immediately report the missing person to the WVU Tech Police Department.

If the student resides off-campus, contact WVU Tech Police for assistance at 304-929-2677 or 304-382-7165.

All reports of missing students made to the residence hall staff and/or WVU Tech Police will be investigated. If the investigation determines that the student has been missing over 24 hours then within the next 24 hours the University will:

- Notify the individual identified as the student's missing person contact;
- If under 18 years of age and not emancipated, the University will notify a parent or guardian; and;
- If over 18 years of age, the University will notify the appropriate law enforcement agency that has jurisdiction in the area where the student is missing.

WVU Tech Fire Safety Report 2014-2016 Campus Fire Safety Annual Compliance Report

Fire Safety Statistics Report—
Location:

Maclin Hall: No fires or fire related injuries 2014, 2015, and 2016

Ratliff Hall: No fires or fire related injuries 2014, 2015, and 2016

Overview:

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008, requiring all United States academic institutions to produce an annual fire safety report outlining the fire safety practices, standards, and all fire-related on-campus housing statistics. The following public disclosure report details all information required by this law as it relates to West Virginia University Institute of Technology.

General Statement:

WVU Tech is committed to providing a fire safe environment for its faculty, staff, students, and visitors and to protecting property through an effective fire prevention, protection and response program. All WVU Tech residence halls have approved fire alarm and fire safety systems.

Training:

WVU Tech Residence Hall Directors and staff receive fire safety training as part of orientation. This training includes emergency evacuation procedures for each dormitory. Emergency evacuation maps are posted on each floor to direct residents to approved exits. Additionally, Resident Assistants discuss fire safety with their residents in floor meetings.

Mandatory Fire Drills:

Fire drills are conducted twice per year, once in the fall and once in the spring, to familiarize students with our emergency system. This activity is initiated by the Resident Hall Director in each residence hall and coordinated with the Montgomery Fire Department, WVU Tech Police, and Facilities Management personnel. The Resident Hall Director and WVU Tech Police maintain records of the dates and times of all fire drills.

Fire Prevention Policies:

It is the policy of WVU Tech to provide a fire safe environment. It is WVU Tech's goal to recognize hazardous conditions and take appropriate action to prevent a fire. Inspections for any fire safety issues are coordinated with the Montgomery Fire Department and with the local Fire Marshal. To minimize the potential for fires, WVU Tech has specific policies and procedures that students are required to follow. Noncompliance with these measures will be considered a student conduct/disciplinary matter.

Procedures for Student Housing Evacuation in the Case of a Fire:

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system as they leave. Once safely outside the building, it is appropriate to contact 911 and the WVU Tech Police at 304-442-3101 (or 911). Students and or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, all occupants must evacuate from the building. Training is not provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke. At no time should the closing of doors or the activation of the fire alarm delay the exit from the building. Treat every fire alarm as though it is real. Do not return to the building until the signal is given to reenter by the staff member in charge.

The following items are prohibited:

- Toasters
- Electric ovens
- Waffle irons
- Sandwich makers
- Crock pots
- Live trees—if bulb is not attached—are prohibited
- Flammable or combustible materials
- Portable heaters
- Electric grills
- Any appliance with an open flame
- Candles
- Incense
- Electric and kerosene heaters
- Extension cords or multi-receptacle outlets (UL listed power strips with surge protectors are permitted).
- Halogen lamps

Students who choose to decorate their rooms must adhere to the following rules:

- Use electrical decorations that are UL approved only
- Do not use lights on metallic trees
- Use decorations made from flame-retardant materials only
- Do not place decorations on light fixtures, sprinklers, smoke detectors etc.
- Do not use live pine, candles, or candle warmers
- Do not use live Christmas trees
- Do not hang items outside the windows

Room Safety:

Use or possession of open flame (i.e. burning candles, burning incense) or open element appliances such as hot plates is prohibited. Cooking in unauthorized areas is prohibited.

Smoking:

Smoking is not permitted in residence halls or on any campus property. WVU Tech is a "Tobacco-Free Campus."

Explosive Devices:

A student may not make, possess, or threaten to make or use a bomb, explosive incendiary device or fireworks.

Emergency Evacuation Maps:

Emergency evacuation maps are posted in each dormitory and in public areas of the Residence Halls directing people to approved exits. In addition, fire drills are conducted in each Residence Hall. Fire drills are coordinated with the Montgomery Fire Department, Residence Hall Directors, students and housing staff. Treat **every alarm** as though it is an emergency and evacuate accordingly. Students, employees, visitors, etc. are requested to dial 911 in the event of a fire or suspected fire. WVU Tech Police may also be notified 24-hours per day by calling 304-442-3101 (or 911).

Fire Log:

WVU Tech Police maintains an incident fire log, including the date, nature, time, and general location of any fire in our residence halls. This log is available for public viewing at the WVU Tech Police Department, 304-442-3101.

WVU Tech Residence Life-Description of Fire Safety Systems:

Maclin

A new system was installed during the renovation of the building in 2007. The system includes sprinklers to all rooms, hard wired smoke detectors in all student rooms and common areas, manual pull stations in hallways and common areas, and a notification panel on the 1st floor. There are fire extinguishers located on each wing of every floor.

Ratliff

Ratliff has battery operated smoke detectors in all student rooms. Multiple manual pull stations are on each floor near each stairwell. There is a notification panel on the ground floor. There are fire extinguishers located on each wing of every floor. There are no sprinklers in Ratliff.

Hirise-(Not being used as a residence hall)

The system includes sprinklers to all rooms, hard wired smoke detectors in all student rooms and common areas, manual pull stations in hallways and common areas, and a new (2010) notification panel on the 2nd floor. There are fire extinguishers located on each wing of every floor.

****Fire Drills:**

Montgomery Campus-

Ratliff –Scheduled drill conducted on *October 5, 2016* (Fall 2016 Semester) and *March 15, 2017* (Spring 2017 Semester). All procedures were followed effectively.

Maclin–Scheduled drill conducted on *October 5, 2016* (Fall 2016 Semester) and *March 15, 2017* (Spring 2017 Semester). All procedures were followed effectively.

Policies about Fire Safety in Student Housing:

Electrical Equipment

The following regulations govern the use and possession of electrical equipment in the residence halls:

- Outside antennas may not be used with any equipment including TV dishes.
- All audio equipment must be used at a reasonable volume and may not be placed on the window ledges.
- Micro fridge units are provided to students at no extra charge. No outside refrigerators or microwaves are allowed in the residence halls.
- You may not use any appliance with an exposed heating element, grills, sun lamps, air conditioners or spotlights, or any that are not UL approved.
- It is the prerogative of the Director of Residence Life to further restrict electrical equipment if problems arise.
- Standard household extension cords are not to be used in student rooms. Such cords, when detected, may be confiscated. Residents may use industrial sized extension cords or "power strips" with built in circuit breakers.

Tobacco Free Campus Policy:

Tobacco use (smoking or smokeless) is not permitted on campus property. This policy was implemented in January 2014 at WVU Tech.

Fire Emergency Policy:

Whenever you hear the fire alarm sound you are to vacate the building immediately -IT IS THE LAW. Failure to leave not only endangers your life but also could result in disciplinary and legal action being taken against you. Here are the procedures to follow when the alarm sounds:

1. Close the windows and turn off electrical appliances.
2. Turn off lights and leave draperies open.
3. Put on substantial shoes, not just slippers.
4. Carry a towel in case you encounter smoke.
5. Close and lock your room door.
6. Quickly exit building but do not run.
7. Stay at least 50 feet from the building and do not block street so fire equipment can get through.
8. Above all else -DON'T PANIC. When there is a fire alarm, the Resident Director may have the Resident Assistants check residents' rooms. No one may re-enter the building until given clearance by the Housing staff and/or the WVU Tech Police.

Montgomery Campus

	2014				2015				2016			
	Total on Campus	Student/Resident Facility	Non-Campus	Public Property	Total on Campus	Student/Resident Facility	Non-Campus	Public Property	Total on Campus	Student/Resident Facility	Non-Campus	Public Property
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense												
Forcible	0	0	0	1	0	0	0	0	0	0	0	0
Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	1
Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	6	1	0	0	3	1	0	0	1	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle												
Theft	0	0	0	0	0	0	0	0	0	0	0	0
Destruction of Property	9	4	0	0	6	4	0	1	9	3	0	0
Simple Assault-(Battery)	2	1	1	0	4	1	0	0	0	0	0	0
Theft-(Larceny)	17	4	0	1	18	4	0	2	9	4	0	0
NUMBER OF ARRESTS OR PEOPLE REFERRED FOR CAMPUS DISCIPLINARY ACTION												
Liquor Law Violations												
Campus Disciplinary	35	35	0	0	33	33	0	0	20	20	0	0
Arrests	5	0	0	0	0	0	0	0	5	5	0	0
Drug Law Violations												
Campus Disciplinary	9	9	0	0	11	11	0	0	1	1	0	0
Arrests	1	1	0	0	4	2	0	2	4	4	0	0
Weapons Possession												
Campus Disciplinary	0	0	0	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
* Crimes Reported in the Residential Facilities column are included in the On-Campus Category.												
These statistics indicate cases as initially reported to the police. Further investigation may reveal the case was unfounded or lacked sufficient evidence to result in the filing of criminal charges by the Prosecutor's Office.												
HATE CRIMES BY RACE, GENDER, RELIGION, SEXUAL ORIENTATION, ETHNICITY, NATIONAL ORIGIN OR DISABILITY												
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense												
Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle	0	0	0	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	4	0	0	2	8	6	0	0	0	0	0	0