



## **Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics**

### **ANNUAL CAMPUS SAFETY AND SECURITY REPORT**

**July 1, 2018**

West Virginia Junior College complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). The Clery Act requires colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near campus.

WVJC also complies with the Violence against Women Act of 2013 (VAWA). VAWA amends the Clery Act and was designed by advocates along with victims/survivors and championed by a bipartisan coalition in congress as a companion to Title IX that will bolster the response to and prevention of sexual violence in higher education. VAWA established federal legal definitions of domestic violence, dating violence, sexual assault, and stalking. In 2013, the Campus SaVE (Sexual Violence Elimination Act) Act amended the Clery Act to mandate extensive “primary prevention and awareness programs” regarding sexual misconduct and related offenses.

Title IX of the Education Amendments of 1992 (Title IX) and implementing regulations (34 CFR Part 106) state that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

This Campus Safety and Security Report outlines the institution’s policies and procedures regarding the Clery Act, the VAWA, and Title IX.

The institution encourages all students and employees to read the material carefully. Your rights and responsibilities to campus safety and consequences and possible sanctions for violating campus safety policies are described in the sections below.

## **1.0 West Virginia Junior College's Commitment to Safety and Crime Prevention**

West Virginia Junior College has developed programs to bolster safety and overall well-being for the entire campus community including all students, instructional staff, and employees. We all play an active part in improving the quality of campus life by taking personal responsibility for our own conduct as well as looking out for our fellow students and employees by reporting any possible safety violations.

As important members of the campus community, we are required to follow the laws of the United States and the State of West Virginia and to abide by the policies and procedures set forth by the institution. Any violations may result in disciplinary action.

The institution follows federal laws and annually publishes and distributes reportable crimes statistics (as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)) for the three most recent calendar years. These statistics can be found in Section 5 of this report.

### **1.1 Safety and Security Team Members**

The institution has a Title IX Coordinator on campus that is charged coordinating the institution's compliance with Title IX, including the institution's grievance procedures for resolving Title IX complaints and monitoring the institution's compliance guidelines that promote a non-discriminatory environment. The Title IX Coordinator is trained to respond to and investigate any allegations of sexual misconduct and identify any patterns or systemic problems revealed by any Title IX reports and complaints. The institution will investigate all allegations in a fair and impartial manner to both the accuser and accused.

The Title IX Coordinator at this institution is the Academic Dean and can be reached at:

West Virginia Junior College  
Attn: Katie Harvey, Academic Dean  
1000 Virginia Street East  
Charleston, WV 25301  
304-345-2820  
kharvey@wvlc.edu

If the Title IX Coordinator is not immediately available, the Campus President and other administrative personnel all serve as campus security authorities. They will then report any allegation to the Title IX Coordinator.

## **1.2 Memorandum of Understanding with Local Law Enforcement**

West Virginia Junior College does not have a Memorandum of Understanding (MOU) with the local law enforcement agency or other security personnel. No one at the institution has the authority to make arrests. Each year, the institution requests crime statistics from the local law enforcement agency. Any crimes reported will be included in the annual crime statistics disclosures. Also each year, the institution invites local law enforcement to the campus to make a presentation on campus crime awareness and prevention.

Allegations of crimes occurring on campus or immediately adjacent to campus should be first reported to local law enforcement by dialing 911. The allegations should also be reported to the Title IX Coordinator for compilation and inclusion in the annual report of crime statistics or to determine if there is a need to provide a timely warning.

## **1.3 Review of Safety Programs**

The institution will periodically review all campus safety and security programs to ensure continuing compliance with Clery Act, VAWA, and Title IX regulations. Any recommendations and improvements will be incorporated into this report and distributed to the entire campus community. WVJC provides educational programs that review campus safety and security programs on a regular basis.

## **2.0 REPORTING CRIMINAL ACTIVITY**

Should a crime occur on campus, the person knowledgeable about the crime is encouraged to accurately and promptly report the activity to the Title IX Coordinator and to the local law enforcement agency. Should the Title IX Coordinator be unavailable, report the incident to the Campus President or other administrative personnel, who all serve as campus security authorities. Local law enforcement can be reached by dialing 911. Further, it is the policy of the institution to assist any crime victims in reporting such incidents to the authorities and to assist in the receipt of first aid if needed.

If sexual misconduct allegations are reported to local law enforcement, the institution will also conduct its own investigation and outcomes and any outcomes and possible sanctions will be based on that investigation. The Title IX Coordinator will work with local law enforcement to the extent possible to ensure that all complaints have been resolved promptly and appropriately. If you are the victim of any sexual misconduct or if you have witnessed any misconduct of a sexual nature, report to the Title IX Coordinator. If the Title IX Coordinator is not immediately available, you may report the incident to the Campus President or other administrative personnel, who all serve as

campus security authorities. They will then report the allegation to the Title IX Coordinator.

The institution has no law enforcement agency or security personnel. If a crime occurs on campus or on property immediately adjacent to campus, all criminal investigations will be conducted by state or local law enforcement, although the institution will continue to investigate complaints to ensure that complaints are resolved promptly and appropriately. The institution requests crime statistics annually from local law enforcement and publishes crime statistics each year to ensure that it is knowledgeable about all of the criminal offenses and arrests that may have occurred on-campus or on public property surrounding the campus. See section 5 for more information.

## **2.1 Anonymous and Confidential Reporting**

If you are the victim of a crime or witnessed a crime, you may consider making a confidential report without revealing your identity. If you wish to maintain confidentiality or request that no investigation into a particular incident be conducted or disciplinary action be taken, the institution will weigh that request against the institution's obligation to provide a safe, non-discriminatory environment for all students and employees, including the victim. If the Title IX Coordinator determines that confidentiality could jeopardize the institution's ability to provide a safe, non-discriminatory environment for all the confidentiality request may not be honored.

If the institution does honor the request for confidentiality, a victim must understand that the institution's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

The institution does not have pastoral and or professional counselors and therefore, does not have policies related to pastoral or professional counselors to inform persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The state of West Virginia publishes a Victim Service Directory that provides counseling for individuals that have been victims of crimes. Click on the link below to access this directory. The institution will assist an individual with identifying a counseling service in the area that best suits the individual's needs.

<https://ovc.ncjrs.gov/findvictimservices/search.asp>

## **2.2 Institutional Responsibilities in Reporting Crimes and Crime Statistics**

If a crime is reported to the institution and that crime meets the definition of a crime that is to be reported to the Department of Education under the Clery Act, the institution will include it in its published crime report. The institution will also contact local law enforcement each year to determine if any crimes not reported directly to the institute should be included with the published crime report. See section 5 for more information about the Clery Act and crime statistics reporting.

## **3.0 SAFETY AWARENESS AND CRIME PREVENTION**

West Virginia Junior College is committed to providing a safe and secure environment for the entire campus community. The campus community will receive notifications, educational programs, and prevention measures annually.

### **3.1 Distribution of Annual Security Report and Statistics**

Students, instructional staff, and employees receive copies of the Annual Security Report. Annually prior to July 1, The Financial Aid Director sends current students and current employees an email notifying of the availability of the annual Campus Safety and Security Report. The Annual Campus Safety and Security Report is published on the institution's website at <http://www.wvjc.edu>. Click on the Consumer Information link. The report can be found in the Health and Safety Section. The notification email explains where the report is found (and a direct link is included) and gives a summary of the information included in the report.

New and prospective students and new employees also receive a notice of disclosure that gives a summary of all informational disclosures about the institution including campus safety and security. WVJC publishes most of this information on the school's website at [www.wvjc.edu](http://www.wvjc.edu) under the consumer information link. Other consumer information can be found in the school catalog and through direct distribution to each individual.

Individuals also have the right to receive this information in paper copy. Contact the Financial Aid Office to receive paper copies of any consumer information including the annual campus safety and security report.

### **3.2 Prevention Measures**

Keeping the campus community safe is everyone's responsibility. Part of crime prevention is being alert and aware of your surroundings. Here are some ways you can keep yourself and your campus safe:

- Lock your car and always take your keys with you.
- At night, travel with a friend whenever possible and stay in well-lighted areas. Don't walk near shrubbery or other places of potential concealment.
- Plan the safest route to your destination.
- Share your class schedule with your friends and family and let them know where you are going and when you are expected to return.
- If you are being followed, change direction and go to the nearest business or home; knock on the door and request someone call the police. Note the description of the person following you.
- Don't overload yourself with bags and avoid wearing shoes that restrict your movements.
- Don't leave valuables visible in your car and leave highly valuable items at home.
- Keep your purse and or backpack close to your body.
- Never bring any kind of weapon to campus.
- Service your vehicle regularly to avoid breakdowns and always have at least ¼ tank of gas.

### **3.3 Campus Security and Access**

The building facilities will be unlocked up to 30 to 60 minutes prior to the beginning of the first scheduled class and shall remain unlocked up to 30 to 60 minutes after the last scheduled class. It should be noted that the last scheduled class generally ends sometime between 9:00 p.m. and 10:00 p.m. in the evening. Only students, staff, faculty, and their guests will be allowed on the premises during these hours. No loitering will be tolerated. The institution does not have campus residences or any non-campus locations of student organizations.

### **3.4 Education Programs**

The institution will provide on an annual basis a program of campus security, crime prevention, and drug and alcohol abuse prevention. This program includes a portion specific to the prevention of rape and other sex offenses, which will include discussion of the prevention of dating violence, domestic violence, sexual assault, and stalking. The institution will attempt to get a local law enforcement officer or another expert on crime prevention to assist in this presentation. This program is 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. The institution does not maintain any off campus student organizations or facilities.

Additionally, new students and employees will receive education at orientation that complies with Title IX and the Violence against Women's Act. The institution will either utilize in person training, written materials, or electronic depending upon the method that best suits the training environment. For more specific information on these education programs, see Section 7 of this report.

## **4.0 EMERGENCY NOTIFICATIONS**

West Virginia Junior College maintains emergency policies and procedures and systems to protect the campus community. An emergency is defined as a situation that poses an immediate threat to the health or safety of someone in the campus community that significantly disrupts the normal course of business. Depending upon the nature of the emergency, the institution will utilize the most appropriate procedure to assess the threat and notify the appropriate segment of the campus community. The content of the notification will depend upon the nature of the emergency. On an annual basis, the institution will test its emergency response and evacuation procedures and make any adjustments if necessary.

### **4.1 Timely Warnings Policy and Procedure**

In the event that a situation arises, either on campus or on property immediately adjacent to campus that in the judgment of the Campus President constitutes serious or continuing threat, which is either reported to campus security authorities or local police agencies, a campus wide "timely warning" will be issued. This warning will be issued through the college e-mail system to all enrolled students, faculty, and staff; through news media such as television and radio announcements; and other means suitable for the situation as soon as the pertinent information is available to assess the situation.

An emergency response will be issued if there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on campus.

If you should have knowledge of any emergency or threat to the safety of any individual on campus, you should report the activity to the Title IX Coordinator and to the local law enforcement agency. Should the Title IX Coordinator be unavailable, report the incident to the Campus President or other administrative personnel, who all serve as campus security authorities. Local law enforcement can be reached by dialing 911.

The Campus President and the Title IX Coordinator will assess the emergency or dangerous situation and determine the appropriate segment(s) of the campus community to be notified; determine the content of the notification; and initiate the appropriate notification system unless the issuing of the notification would compromise the efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts.

Timely warnings are considered for the following classifications of reported crimes: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson. Timely warnings may also be issued for other reported crimes as deemed appropriate under the circumstances. The decision will be made in compliance with the Clery Act and in an effort to prevent similar crimes from occurring.

When a determination is made that a timely warning should be issued, the Campus President will take one or more appropriate steps to ensure timely notification of the campus community.

***Options for notification include, but are not necessarily limited to:***

- Campus-wide e-mails,
- Physical postings on doors and bulletin boards
- News Media such as television and radio
- Postings on the institution website at [www.wvjc.edu](http://www.wvjc.edu)
- Postings in the institution's learning management system
- Postings on social media sources (i.e. Facebook)

***The warnings will include some or all of the following information:***

- Date, time and location of the reported crime,
- Summary of the incident,
- Description of the suspect and/or vehicle, if available,
- Any other special instructions or incident specific safety tips.



## **4.2 Emergency Planning and Procedures Guide**

WVJC has developed and adopted an Emergency Planning and Procedures Guide. This guide can be found as Appendix A of this Annual Campus Security and Safety Report.

## **5.0 DISCLOSURE OF CRIME STATISTICS**

Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs. The Clery Act is enforced by the United States Department of Education.

The institution's Compliance Officer annually discloses campus crimes, arrests, and referral statistics as outlined in the Clery Act for the past three calendar years. The report is prepared by contacting local law enforcement agencies for a request of statistics related to crimes that have occurred on campus or on public property immediately adjacent to campus. Any crimes reported to campus officials are also included in the report.

### **5.1 List of Crimes Included in the Institution's Crime Statistics**

The Clery Act requires reporting of crimes in categories, some with significant sub-categories and conditions. The Department of Education's [Campus Crime Handbook.pdf](#) provides a detailed explanation of each of the crimes required to be reported.

### **5.2 Campus Locations**

West Virginia Junior College reports crimes that occur: (1) on campus, and (2) on public property within or immediately adjacent to the campus. Under the Clery Act, public property encompasses the following: All public property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus.

### **5.3 Campus Crime Statistics**

Below are the most recent crime statistics published by the institution and reported to the Department of Education. The three most recent calendar years are included.



CRIME	On-Campus			Public Property Bordering Campus		
	2015	2016	2017	2015	2016	2017
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft <i>(don't include theft from a motor vehicle)</i>	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0
Arrests	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Disciplinary Actions	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
Weapons, Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
VAWA Crimes	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

## **6.0 WEAPON POSSESSION**

Firearms of any nature, knives, clubs, brass knuckles or other weapons are strictly prohibited on campus. Bringing any type of weapon on campus will result in disciplinary action, up to and including termination from school in the case of students and termination of employment in the case of an employee.

## **7.0 SEXUAL VIOLENCE POLICY AND PREVENTION**

A sex offense is any sexual act directed against another person, forcibly and or against that person's will; or non-forcibly or against the person's will where the victim is incapable of giving consent. West Virginia Junior College will not tolerate sexual assault or abuse, such as rape (including acquaintance rape) or other forms of nonconsensual sexual misconduct or activity. These acts degrade the victims, our community and society in general.

Refer to the following resource provided by the United States government (<https://www.notalone.gov/>) for information.

If you are the victim of sexual assault or rape, take these actions:

- Get to a safe place as soon as possible.
- Seek help immediately. Contact the police and get medical attention. Don't feel guilty or to blame. It is a crime and should be reported.
- Try to preserve all physical evidence. Do not shower, wash or change clothing. Valuable evidence could be destroyed. If you think you've been assaulted while under the influence of an unknown drug, don't try to urinate before providing a urine sample and if possible, collect any glasses you drank from.
- If you so desire, the school will assist you in notifying authorities.
- Contact a close friend who can be with you for support.
- Consider talking to a counselor. The state of West Virginia publishes a Victim Service Directory that provides counseling for individuals that have been victims of crimes. Click on the link to access this directory.

<https://ovc.ncjrs.gov/findvictimservices/search.asp>

### **7.1 Definitions**

**Domestic Violence:** Domestic violence is a felony or misdemeanor committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; 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; or by any other person against an adult or youth victim who is protected from the

person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurs.

**Dating Violence:** Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse not does not include acts covered under the definition of domestic violence.

**Sexual Assault:** Sexual assault involves an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

**Stalking:** Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

**Sexual Harassment:** Sexual harassment is defined as the unwelcome conduct of a sexual nature. It include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment prohibited by Title IX.

**Consent for Sexual Activity:** Sexual activity requires consent, which is defined as voluntary positive agreement between the participants to engage in specific sexual activity.

## **7.2 Victims Rights**

If you report that you have been the victim of an incident of sexual violence, either on or off-campus, you have the following rights:

- Possible Sanctions or protective measures may result from an institutional disciplinary proceeding (see below for Disciplinary Proceedings for additional information).
- Follows these procedures in the event of an incident of sexual violence:
  1. Preserve evidence to the fullest extent possible for proof in criminal proceedings.
  2. Report the offence to the Title IX Coordinator and to the local law enforcement agency. Should the Title IX Coordinator be unavailable, report the incident to the Campus President or other administrative personnel in the administrative offices. Local law enforcement can be reached by dialing 911.
  3. Additionally, campus officials will assist in contacting local police authorities immediately, if the victim so chooses.
  4. You have the right to decline to report to law enforcement.

5. You have the right to file a “No Contact” or restraining order. A restraining order or protective order is a legal order issued by a state court which requires one person to stop harming another.
6. The institution does not have counseling, mental health or other student services for victims of sex offenses, however to the greatest extent possible appropriate counselors should be contacted to assist in the receipt of first aid as needed and to assist the victim with his/her emotional concerns. The following is a link to counseling services in the State of West Virginia:  
<https://ovc.ncjrs.gov/findvictimservices/search.asp>

- The institution will make appropriate adjustments to your academic situation regardless of whether or not a formal report is made.
- Your confidentiality will be protected. Any institutional record keeping of the incident will exclude any personally-identifiable information. The institution cannot guarantee confidentiality on the part of any law enforcement investigation if the victim chooses to report the allegations.

### **7.3 Disciplinary Proceedings:**

West Virginia Junior College prohibits sexual violence against any member of the campus community. The results of sexual violence against a member of the community could lead to expulsion or employment termination.

In addition to reporting to law enforcement, victims also have the option to seek protective or disciplinary action directly with the institution.

- The standard of evidence under current Title IX guidelines is “preponderance of the evidence” or more likely than not.
- The institution will provide a prompt, fair and impartial investigation and resolution.
- The proceedings will be conducted by officials who receive annual sexual violence training, including on how to conduct an investigation, protect the safety of victims and promotes accountability.
- Both the accuser and accused are entitled to the same opportunities to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
- Both the accuser and accused shall be simultaneously informed, in writing of:
  1. The outcome of any institutional disciplinary proceeding;
  2. The procedures for the accused and the victim to appeal the results of the proceeding;
  3. Any change to the results; and
  4. When such results become final.
- A student found guilty of violating the institution’s sex offense policy will be expelled from school and could be criminally prosecuted. Both accused and accuser may provide witnesses to the Campus President prior to this decision.

The accused and the accuser will both receive the Campus President's decision, which is final.

- Upon written request, the institution will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the institution will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

#### **7.4 Education Programs**

The institution has in place educational programs to promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, which includes prevention and awareness for incoming students and new employees, as well as ongoing prevention and awareness for students and employees. These programs include but are not limited to audio visual presentations, power point presentations, written material, bulletin boards, and guest presentations from law enforcement or other experts on the subject.

This education program includes education on topics including but not limited to:

Bystander Education (A bystander has the power to change a situation when the step up and take action)

Risk Reduction (Recognizing the factors involved with sexual violence will help eliminate risk)

Sexual Violence (including Hate Crimes)

Bullying (including Cyber Bullying)

Hazing

## **8.0 SEX OFFENDER REGISTRY**

In accordance with the Campus Sex Crimes Prevention Act (CSCAMPUS PRESIDENTA) of 2000 which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the institution is providing a link to the West Virginia State Police Sex Offender Registry where information about registered sex offenders can be obtained. This act requires institutions to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution in that State at which the person is employed, carries a vocation, or is a student. Follow the link to access West Virginia's State Police Sex Offender's Registry:

<https://apps.wv.gov/StatePolice/SexOffender/Disclaimer?continueToUrl=http%3A%2F%2Fapps.wv.gov%2FStatePolice%2FSexOffender>

## **9.0 TITLE IX**

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. Title IX prohibits sex-based harassment by peers, employees, or third parties that is sufficiently serious to deny or limit a student's ability to participate or benefit from the recipient's education programs and activities (i.e. creates a hostile environment).

### **9.1 West Virginia Junior College Notice of Non-Discrimination**

West Virginia Junior College does not discriminate on the basis of sex in its education programs and activities. Inquiries concerning the application of Title IX may be referred to the institution's Title IX Coordinator at 1000 Virginia Street East Charleston, WV 25301 or by calling 304-345-2820.

### **9.2 Rights and Responsibilities**

Sexual Harassment, including sexual assault is prohibited by federal and state law and by institutional policy. Sexual harassment is defined as unwelcome gender-based verbal or physical conduct that is so severe, persistent or pervasive that it interferes with the ability to participate in or benefit from educational programs, activities or employment.

Students and employees have a right to participate in all institutional activities in an environment free from sexual harassment. Students and employees have a responsibility to refrain from engaging in sexual behaviors that are unwelcome or offensive to others.

West Virginia Junior College prohibits sexual harassment or any other sexual misconduct against any member of the campus community. The results of sexual



harassment or misconduct against a member of the community could lead to expulsion or employment termination.

### **9.3 Title IX Coordinator**

If you are the victim of any sexual harassment or misconduct or if you have witnessed any misconduct of a sexual nature, report to the Title IX Coordinator. If the Coordinator is not immediately available, you may report the incident to the Campus President or other administrative personnel. They will then report the allegation to the Title IX Coordinator. The Title IX Coordinator at this institution is the Academic Dean and can be reached at:

West Virginia Junior College  
Attn: Katie Harvey, Academic Dean  
1000 Virginia Street East  
Charleston, WV 25301  
304-345-2820  
kharvey@wvjc.edu

### **9.4 Grievance Procedures**

West Virginia Junior College provides this grievance procedure to ensure students and employees are treated fairly and receive prompt responses to complaints of sex discrimination. The Title IX Coordinator is available to assist with this procedure which can be used freely and without fear of retaliation.

#### **INFORMAL RESOLUTION**

The institution encourages informal resolution of complaints when appropriate. A student should feel free to discuss the complaint directly with the Title IX Coordinator. This informal resolution may involve interviews with the accused, the accuser, and or witnesses. The accuser may file a formal complaint at any time during the informal resolution period.

This informal resolution should take place within 10 business days of the alleged discrimination whenever possible.

#### **FORMAL RESOLUTION**

If informal resolution is not possible or appropriate, submit a written complaint to the Title IX Coordinator. The complaint should include the name and telephone number of the individual making the report. It should include a detailed description of the conduct that the individual is reporting to be discriminatory; the name of the person against whom the complaint is made; and the names of any witnesses (if any). The reporting party should make every effort to submit the written complaint within 15 business days of the alleged conduct.

#### **INTERIM MEASURES**

The institution will make reasonable accommodations (i.e. schedule changes and or chaperones) for both the accused and accuser during the investigation period so each party can continue with his and or her academic studies free of discrimination.

#### INVESTIGATION

The Title IX Coordinator will investigate the complaint and complete that investigation within 30 days whenever possible. Depending upon the nature of the allegations, the investigation could include interviews with the reporting party, the accused individual, and or witnesses. Both the accused and accuser have the right to bear witness to the Title IX Coordinator. If the allegations have also been reported to the local law enforcement agency, the Title IX Coordinator will make every attempt to gather information from the agency to aid in the institutional investigation but will not wait for any law enforcement investigation before conducting his own. The Title IX Coordinator will use different standards of investigations than that of law enforcement. In fact, the Title IX Coordinator may determine discrimination existed even if the police do not have sufficient evidence of a criminal violation. This is because the Title IX Coordinator applies a preponderance of evidence standard (more likely than not) involving allegations of discrimination.

#### INVESTIGATION OUTCOME

The Title IX Coordinator will submit his/her investigation findings to the Campus President. The Campus President will determine if any institutional policy was violated and assess sanctions against the accused when the investigation concludes this to be necessary. These sanctions could include suspension up to expulsion from school or termination of employment when the accused is a faculty or staff member. This conclusion will be presented to both the accused and accuser in writing within 10 business days from the conclusion of the investigation.

#### APPEAL

Both the accused and accuser have the right to appeal the Campus President's decision. The Appeal must be in writing and submitted to the Campus President within 10 business days of receipt of the written outcome. The appeal should include as much detail as possible so the Campus President can weigh a decision.

#### FINAL DECISION

The Campus President will review the appeal and make a final decision within 10 business days of receipt of the appeal. This decision will be final and may not be appealed again.

#### ABANDONMENT OF COMPLAINT

The following may constitute abandonment of a complaint: 1) Failing to respond or take an action within the specified time limit; 2) Failing to appear for a scheduled meeting during an investigation or failure to provide any requested documentation to aid in the investigation; and 3) Otherwise failing to advance the complaint in a timely manner.

No further appeal will be allowed if the complaint is found to be abandoned by any of the reasons above.

## **10.0 DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

It is the policy of this institution to maintain a drug alcohol free environment for work and for study. It is also the policy of this institution to provide a program of information to its students and employees in an effort to educate them regarding the detrimental effects of abusing alcohol or using drugs.

### **10.1 PROGRAM REQUIREMENTS**

All staff, faculty, and students directly receive material about the college's drug prevention program. This material includes:

1. Institution's Statement of Drug Free Workplace and Institution of Higher Education  
This establishes the institution's policy of maintaining a drug free environment as well as penalties imposed for violations. It also contains results of the institution's biennial review and the Student Drug Violation Penalty Notice.
2. A description of health and other risks associated with the abuse of alcohol or the use of drugs shall be distributed with the statement in #1 above.
3. A listing of rehabilitation, treatment, and counseling programs in the community shall also be distributed with the statement in #1 above.
4. A description of Federal, State, and Local offenses and penalties for the unlawful possession or distribution of illicit drugs and alcohol will also be distributed with the statement in #1 above.
5. Federal Trafficking Penalties of Illicit Drugs will also be distributed with the statement in #1 above.
6. Tips for Preventing Substance Abuse (example 22-6) will also be distributed with the statement in #1 above.

### **10.2 DISTRIBUTION OF MATERIAL AND ANNUAL NOTICE**

A notice of all material listed above is directly distributed to new and prospective students. Current students receive the material annually prior to July 1. New Employees receive the notice upon hire and current employees receive the material annually prior to July 1.

### **10.3 BIENNIAL REVIEW**

The institution reviews its drug and alcohol abuse prevention program on a biennial basis and publishes the results of that review within the program material.

# **APPENDIX A**

## **Emergency Planning and Procedures Guide**

**West Virginia Jr. College  
Charleston**

**Updated July 1, 2018**

# West Virginia Junior College - Charleston

## EMERGENCY PHONE NUMBERS

AMBULANCE, FIRE, LAW ENFORCEMENT	911
City of Charleston – Chief of Police	304-348-6460
West Virginia State Police	304-746-2100
City of Charleston Fire Department	304-348-8137
Kanawha County Sheriff’s Department	304-357-0200
Kanawha County Ambulance	304-342-1107
CAMC Emergency Services - Emergency Services Center	304-388-2550
STATEWIDE CELLULAR STATE POLICE	*SP on Cell
NATIONAL SUICIDE HOTLINE	1-800-784-2433
NATIONAL SUICIDE PREVENTION LIFELINE	1-800-273-8255
POISON CONTROL CENTER	1-800-222-1222

## NON - EMERGENCY PHONE NUMBERS

AMERICAN RED CROSS	304-340-3650
DOMESTIC VIOLENCE CENTER – WV Coalition Against Domestic Violence	304-965-3552
HEALTH CARE - Med Express	304-925-3627
FAMILY PRACTICE & PSYCHIATRY – Charleston Psychiatric Group	304-344-0349
FAMILY PRACTICE & AFTER HOURS - After Hours Clinic	304-988-9191
HOSPITAL EMERGENCY DEPARTMENT – CAMC	304-388-7627
PHYSICIAN’S OFFICE CENTER – CAMC Urgent Care	304-925-4777
Emergency Dental Care	304-343-3337
Eye & Ear Clinic of Charleston	800-642-3049

## **BUILDING SAFETY SYSTEMS**

The building at **West Virginia Junior College – Charleston** will use the following safety systems: Locate the emergency equipment in your area and know how to use it.

**Alarms** – The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors or the activation of the sprinkler system. All alarms are immediately sent to the local fire department. Evacuation is required anytime the fire alarm system sounds.

**Smoke Detectors** – This will immediately activate the fire alarm system. All three floors have smoke detectors.

**Fire Extinguishers and Pull Stations** – Pull Stations: 1 located on each floor  
Fire Extinguishers: First floor hallway, Room 102, Second floor hallway and computer lab on third floor

**Manual Alarm pull stations** – Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to the local fire department. Never block or obstruct these with furniture or equipment.

**First Aid Kit** – For minor injuries not requiring medical attention. There is a first aid kit located on the first floor in the front office. (See Rose Winland)

*Upon alarm activation, **Fire Doors**- Must be kept shut at all times to provide a safe means of egress in stairways and corridors, unless releasing devices close doors*

## RISK ASSESSMENT

West Virginia Junior College plans for all emergencies that may affect all individuals including but not limited to: Students, Faculty, Staff, Visitors, and the General Public. To better plan and implement emergency procedures, WVJC utilizes a risk assessment matrix when determining an appropriate course of action. This matrix evaluates the situation in the following manner:

**Likelihood:** Is an estimate of how probable it is for the hazard to cause harm.

**Severity:** Is how seriously a person could be harmed.

<b>RISK ASSESSMENT MATRIX</b>				
	<b>How likely is it to be that serious</b>			
<b>How Serious could the injury be?</b>	<b>VERY LIKELY</b>	<b>LIKELY</b>	<b>UNLIKELY</b>	<b>VERY UNLIKELY</b>
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical Attention & Several Days off/school closed	2	3	4	5
First aid is needed	3	4	5	6
<b>SEVERITY</b> – Is how seriously a person could be harmed.		<b>LIKELIHOOD</b> – Is an estimate of how probable it is for a hazard to cause harm.		
<b>LEGEND</b>				
<b>1 and 2:</b> High Risk; deal with the hazard immediately				
<b>3 and 4:</b> Moderate Risk; deal with the hazard as soon as possible				
<b>5 and 6:</b> Low Risk; deal with the hazard when able				

During an emergency, the emergency planning personnel will take immediate action to implement the appropriate procedures to manage the emergency. These procedures are meant to safeguard persons and property and to secure the facilities.

In the event of an emergency, the Campus President (or other emergency planning personnel when the Campus President is not available) will activate the emergency plan. At the conclusion of the emergency, the Campus President (or other emergency planning personnel when the Campus President is not available) will issue a statement declaring the emergency over, thus allowing the campus to return to normal operating procedures.

In the event of an actual emergency, the Campus President (or other emergency planning personnel when the Campus President is not available) will provide up to date information as long as that information does not impede upon the effectiveness of the plan and risk the safety of any individual. Instruments of communication will include but are not limited to: text messaging, local radio/TV stations, email, voicemail, alarm systems, bull horns, campus speaker systems, or by word of mouth (depending upon the unique circumstances of the emergency).

# ***BUILDING EMERGENCY EVACUATION PLAN***

## **HOW TO REPORT AN EMERGENCY**

### **CALL UP & Calmly State**

- ◆ Your name
- ◆ The building and room location of the emergency
- ◆ The nature of the emergency – fire, chemical spill, etc.
- ◆ Whether injuries have occurred
- ◆ Hazards present which may affect responding emergency personnel
- ◆ A phone number near the scene where you can be reached.

NAME OF INSTITUTION: West Virginia Junior College - Charleston

PHYSICAL ADDRESS: 1000 Virginia Street East – Charleston, WV 25301

PHONE NUMBER: 304-345-2820

## ***BUILDING EVACUATION***

Upon hearing the fire alarm or announcement, begin evacuation procedures.

- ◆ Keep yourself and others calm
- ◆ Quickly proceed outside the building (to the announced “safe location”) using the planned evacuation route.
- ◆ Close windows and doors as you leave.
- ◆ Instructors take your **Attendance Book** with you for a correct head count
- ◆ Instructors, in every classroom there is an **Evacuation Box**, which contains (flashlight, clipboard, pen, incident reports, and minor first aid equipment)
- ◆ **Take the Evacuation Box with you.**
- ◆ Report immediately to the designated “safe area” located **in the parking lot on Virginia Street directly beside the building**
- ◆ Check in with the **Academic Dean** or **Career Services** who will be taking a head count from individual instructors.
- ◆ Wait for instructions from emergency response personnel. Do not re-enter the building until told it is safe to do so.

## ***SAFE AREA LOCATION(S)***

(Contact your Local Fire Department for development the best safe area locations for your structure)

1. ***Parking lot located directly beside the building on Virginia Street. Stand on farthest point from building against the black fence by the playground***

AND

2. ***Parking lot across street from building next to Kanawha Presbyterian Church***



## **PLANNED EVACUATION ROUTE**

(Contact your Local Fire Department for development of this route)

***Exit building and continue down Virginia Street to Safe Area***

### **WVJC – Charleston Safety Team:**

Michelle Miles, Campus President

Katie Harvey, Education

Kellie Moore, Admissions

Marla King, Career Services

Jennifer Bird, Financial Aid

### **EVACUATION PERSONNEL DUTIES**

**Designated Evacuation Personnel Duties with Alternates per Area.** If there are not enough personnel to fill all the roles, roles may be doubled where appropriate. No funds have been provided for vests or armband. A flashlight will be provided in case of a power failure.

***Evacuation Personnel should never be placed in imminent danger.***

#### **Evacuation Announcer Duties:**

1. Announce any disaster to all areas
2. Use the **Bull Horn** that has been provided if there is no intercom system in the building or if the system is not functioning to make announcement
3. Report to the Evacuation Warden

#### **Evacuation Warden Duties:**

1. Supervise assembly of Evacuation Personnel in the area.
2. All Searchers check in with the Evacuation Warden to report “all clear” or problems.
3. Report to the Command Center, if areas were unable to be searched due to lack of personnel.
4. Ensures all people from the area proceed to the designated meeting place to check in and wait for “all clear” to re-enter the building. ***“All Clear”*** will come from the Command Center.
5. Reports any and all problems to the Command Center.

Command Center will be ***Fire Department Vehicle.***

**Alternate Evacuation Warden Duties:**

1. Takes the place of the Evacuation Warden if the Evacuation Warden is not present at the time of the event.
2. If the Evacuation Warden is present, the Alternate Evacuation Warden will assist the Evacuation Warden as needed.

**Searcher(s) and Alternate Duties:** Maybe more than one depending on the size of the area to be searched. *Area should be searchable in 3 minutes or less.*

1. Check all rooms including restrooms, conference rooms and remote areas, closing all doors behind them.
2. Advise if any remaining employees or other persons on the floor about the emergency and the requirement to evacuate.
3. Notify Stairwell Monitor that the floor is "**clear**" and proceed out of the building.

## **FIRE SAFETY**

### **In the event of a fire, smoke from a fire or detection of a gas odor:**

- Pull fire alarm and notify building occupants by means of messenger.
- Evacuate students and staff to the designated areas.
  - These areas should be a safe distance away from emergency personnel.
  - Be aware of the arrival of emergency responders. See map of evacuation routes and assembly areas included in the back of this manual.
- Follow primary fire drill route whenever possible. Follow alternate route if primary route is blocked or dangerous. See maps, located by the inside door of each room.
  - Instructors take class roster.
  - Instructors take attendance after evacuation.
  - Instructors report missing students to Campus President or Management Team Member immediately.
- If trapped by fire, go to **Shelter-in-Place Procedures**.

### **Campus President or Management Team Member:**

- Campus President or Management Team Member notifies fire department (call **911**).
- Campus President or Management Team Member meets with emergency officials as soon as possible.
- After consulting with appropriate official, Campus President or Management Team Member may move students to primary relocation center at Charleston Newspapers parking garage if weather is inclement or building is damaged.
- **Do not** reenter buildings until they are declared safe by fire or law enforcement personnel.
- Campus President or Management Team Member notifies staff and students of termination of emergency.

## Severe Weather Policy

In the event that a snowstorm or other inclement weather presents a risk to our faculty, staff, students, or visitors traveling to or from the campus, the Campus President and Academic Dean will make a determination about whether to close the campus, delay opening, or initiate an early release. This determination will be made based on weather forecasts and the advice of public safety personnel.

The closing of the campus is a procedure that differs depending on the timing of the decision to close and the expected length and severity of the weather incident. The essential factor in the decision is the safety of our faculty, staff, students, and visitors; however, severe weather affecting only a limited number of students or staff generally will not result in a campus closing.

In the event of a closing or delay, the College will notify students via the following mediums.

- Local TV and radio stations
- Post an Alert in the Learning Management System (LMS)
- Post on college social media channels (e.g. Facebook)

If a tornado or a severe thunderstorm WARNING has been issued in an area which includes the campus:

- Students, staff and visitors should move to safe areas immediately
- Close classroom, laboratory and/or office doors
- Instructors move your students to designated safe areas and take attendance book with you
- Remain in safe area until warning expires or until the all-clear has been issued

# HAZARDOUS MATERIALS

## **Incident occurs in school:**

- Notify Campus President or Management Team Member.
- Call **911**. If the type and/or location of hazardous material is known, report that information to 911.
- Evacuate to an upwind location taking class roster. Instructors take attendance after evacuation.
- Seal off area of leak/spill. Close doors.
- Fire officer in charge will determine additional shelter-in-place or evacuation actions.
- Shut off heating, cooling and ventilation systems in contaminated area to reduce the spread of contamination.
- Campus President or Management Team Member notifies corporate.
- Resume normal operations when fire officials approve.

## **Incident occurs near school property:**

- Fire or law enforcement will notify Campus President or Management Team Member.
- Consider closing outside air intake, evacuating students to a safe area or sheltering students inside the building until emergency passes or relocation is necessary.
- Fire officer in charge of scene will instruct Campus President or Management Team Member on the need for sheltering or evacuation.
- Follow procedures for sheltering or evacuation.
- If evacuating, instructors take class rosters and take attendance after evacuation.
- If evacuation is not ordered, be aware of and remain alert for any change in health conditions of students and staff, especially respiratory problems. Seek medical attention if necessary.
- Resume normal operations when fire officials approve.

# MEDICAL EMERGENCY

## Life-threatening injury or illness, or death:

- Notify office staff/building administrator to make emergency calls. If unable to reach office immediately, call **911. Work as a team.**
- Give full attention to the victim(s).
- Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
- If possible, isolate the affected student/staff member. Disperse onlookers and keep others from congregating in the area.
- Check breathing. Is the airway clear? Is the victim in a position to facilitate breathing?
- Help stop bleeding.
  - Applying pressure on wound or elevating wound may help stop or slow bleeding.
  - Protect yourself from body fluids. Use gloves if available.
- Check for vital signs. Initiate first aid, if you are trained.
- Comfort the victim(s) and offer reassurance that medical attention is on the way.
- After immediate medical needs have been cared for, remain to assist emergency medical services personnel with pertinent information about the incident.

## Non-life-threatening injury or illness:

- For all non-life-threatening illnesses and injuries, communicate with Campus President, Management Team Member, or the front desk.

## Administrator:

- In case of traumatic medical emergency or death at school:
  - Notify Campus President or Management Team Member.
  - Notify emergency contact persons listed in victim's file.
  - Activate post-crisis procedures if necessary.
- In all other medical emergencies, assess individual's need for post-crisis intervention.

# BOMB THREAT

## Critical information:

- Schools are responsible for assessing bomb threats to determine credibility.
- All bomb threats must be taken seriously until they are assessed.
- The decision whether or not to evacuate rests with the **school**, not the responding agencies, unless a device is located.

## Procedures upon receiving a bomb threat:

By phone call

- Complete the *Checklist for Telephone Threats*.

By written note

- Preserve evidence.
- Place note in plastic bag, if available.
- Photograph words written on walls.
- Notify Campus President or Management Team Member.
- Notify law enforcement.
- Campus President or Management Team Member orders evacuation or other actions according to threat assessment and school policy.

*Caution: Overreacting may encourage additional threats.*

## Scanning process considerations:

- Scan classrooms and common areas for suspicious items. Scans should be made by people who are familiar with the building. Assign staff to certain areas of the building. Keep in mind that a bomb could be placed *anywhere* on school property — inside or outside.
- Any suspicious devices, packages, etc., should be pointed out to emergency responders. **Do not touch.**
- Once a device is located, emergency responders take responsibility for it.

## Evacuation considerations:

- If a decision is made to evacuate, an announcement will be made via hallway intercom systems. **Do not use cell phones, radios or fire alarm system** because of risk of activating a device.
- While notification is being made, other staff should survey the grounds to clear exits and areas where students and staff will be going. Exit routes should be altered accordingly if the location of the device is known.
- When evacuating, leave everything as-is. Leave room doors either unlocked or open. Instructors take class roster.

*Bomb squads generally will not search a building unless a suspicious package has been located.*

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# LOCKDOWN PROCEDURES

One means of securing the school is to implement lockdown procedures.

These procedures may be called for in the following instances:

- 1) Lockdown with warning – The threat is outside of the school building.  
The school may have been notified of a potential threat outside of the building.
  
- 2) Lockdown with intruder – The threat/intruder is inside the building.

Lockdown with warning procedures

- Campus President or Management Team Member will order and announce “lockdown with warning” procedures. Repeat announcement several times. Be direct.
- Bring people inside.
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Pull shades. Keep students away from windows.
- Control all movement, but continue classes. Move on announcement only.
- Campus President or Management Team Member will announce “all clear.”

Lockdown with intruder procedures (these actions happen rapidly)

- Campus President or Management Team Member will order and announce “lockdown with intruder.” Repeat announcement several times. Be direct.
- Immediately direct all students, staff, and visitors into nearest classroom or secured space. Classes that are outside of the building SHOULD NOT enter the building. Move outside classes to primary evacuation site.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from windows and doors. Turn off lights.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Campus President or Management Team Member will announce “all clear.”

*Some other threats may override lockdown, i.e., confirmed fire, intruder in classroom, etc.*

*Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.*



# SHELTER-IN-PLACE PROCEDURES

Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

**Sheltering in place is used when evacuation would put people at risk (i.e., tornado, environmental hazard, blocked evacuation route).**

**Shelter areas may change depending on the emergency.**

- Identify safe areas in each school building.
- Campus President or Management Team Member announces that students and staff must go to shelter areas.
- Bring all persons inside building(s).
- Instructors take class rosters.
- Close all exterior doors and windows, if appropriate.
- Turn off ventilation leading outdoors, if appropriate.
- Instructors account for all students after arriving in shelter area.
- All persons remain in shelter areas until a Campus President, Management Team Member, or emergency responder declares that it is safe to leave.

If all evacuation routes are blocked:

- Stay in room and close door.
- Keep air as clean as possible.
  - Seal door.
  - Open or close windows as appropriate.
  - Limit movement and talking in room.
- Communicate your situation to Campus President, Management Team Member, or emergency officials by whatever means possible.

## **COMMUNICATION OF EMERGENCY INFORMATION AND INSTRUCTIONS**

Emergency conditions occurring during business hours will require expeditious communication of instructions to faculty, staff, and students. Uncertainty and confusion should be prevented or minimized, and the protection of lives should be paramount over all else.

Instruments of communication will include but are not limited to: text messaging, local radio/TV stations, email, voicemail, alarm systems, bull horns, campus speaker systems, or by word of mouth depending upon the unique circumstances of the emergency. In the event of an actual emergency, the institution will provide up to date information as long as that information does not impede upon the effectiveness of the plan and risk the safety of any individual.

## **MEDIA PROCEDURES**

**All staff should refer media contacts to the Campus President.**

- The Campus President serves as media spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

### **Media checklist:**

- Campus President or Management Team Member relays all factual information to superintendent and public information person.
- Establish a media information center away from the affected area. Consider:
  - Media need timely and accurate information. However, protect the privacy of staff and students when necessary and justified.
  - Media will want to be close enough to shoot video footage and photographs, but they should not be allowed to hinder responders.
- Before holding a news conference, brief the participants and coordinate information.
  - Determine the message you want to convey. Emphasize the safety of students and staff.
  - Engage media to help distribute important public information. Explain how the emergency is being handled.
  - Respect privacy of victims and families of victims. Do not release names to media.
- Update media regularly. DO NOT say "No comment." Ask other agencies to assist with media.
- Maintain log of all telephone inquiries for future use.

## **TRAINING**

All students, faculty, and staff will be provided a direct notice explaining the content of this plan and where it can be retrieved at [www.wvjc.edu](http://www.wvjc.edu) under the Consumer Information link. A student or staff member can request a hard copy of the plan from the Financial Aid Office. This plan is Appendix A of the Campus Security Report.

The campus community will participate in drills which are conducted annually at a minimum. This plan is also reviewed for all new students during the Orientation process.

Staff and Faculty that are part of the Emergency Plan Team will be required to review the plan and understand his role in the plan. The annual drill will serve as “on the job training” which will prove critical in the event of an actual emergency.