



Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Report
Annual Report, October 1, 2019

To comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, it is necessary for Valley College to disclose information regarding campus security. This report is to be distributed annually to all students and employees and prospective students and employees.

Valley College 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 CampusSaVE (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 (34CFR 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.”

Safety and Security Team Members:

Valley College’s Title IX Coordinator is responsible for coordinating the institution’s compliance with Title IX, including institution’s grievance procedures for resolving Title IX complaints and monitoring the institution’s compliance guidelines that promote non-discriminatory environment. The Title IX Coordinator is trained to respond to and investigate any allegation reported in regards to Title IX reports or complaints. The institution will investigate all allegations in a fair and impartial manner to both the accuser and the accused.

The Title IX Coordinator for Valley College is the Compliance Director and can be reached at:

Ms. Margaret Stafford
Compliance Director
Valley College Corporate Office
287 Aikens Center
Martinsburg, WV 25404
T 304-263-0979

When the Title IX Coordinator is not available, the **Campus Directors** will serve as a point of contact in her place.

Beckley Campus	Martinsburg Campus	Cleveland Campus	Princeton Campus
Beth Gardner 120 New River Town Center, Suite C Beckley, WV 25801 (304) 252-9547	Marianela Alberto 287 Aikens Center Martinsburg, WV 25404 (304) 263-0979	Lynn Mizanin 8700 Brookpark Road Cleveland, Ohio 44129 (216) 453-8201	Beth Gardner 617 Mercer Street Princeton, WV 24740 (304) 425-2323

A. REPORTING OF CRIMES

Valley College does not have campus police or security so should a crime or suspected crime occur, the incident must be reported to the “Campus Security Monitor”. The monitor is identified on the student bulletin board and is introduced to the students at Orientation. All students, employees and visitors are encouraged to report any criminal acts or suspicious activity to the Campus Security Monitor or Campus Director (or you work at the administration building, report to your manager) on a voluntary, confidential basis. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session. Campuses are not permitted to take retaliatory action against anyone with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The Campus Director will determine the appropriate actions to be taken except under extreme emergency situations when the monitor/staff member may call police/emergency rescue directly. This information may assist the CSM or Campus Director to issue a Timely Warning notice and so the information can be included in the annual disclosure of crime statistics. The Campus Director is also responsible for reporting legitimate incidents to the local public law enforcement authorities. Should the monitor not be available, the incident must be reported to a staff member. The monitor/staff member will file the proper report with the school Campus Director.

The individuals who serve as Campus Security Monitors are:

Beckley Campus	Martinsburg Campus	Cleveland Campus	Princeton Campus
Diana Booth-Cox Sr. Admissions Director (304) 252-9547	Wesley Mackall Campus Coordinator (304) 263-0979	Kelly O’Connell MCA-Program Head (216)453-8201	George Campbell Sr. Admissions Director (304) 425-2323

B. CAMPUS ACCESS:

Access to Valley College facilities will be permitted during business hours to Valley College staff, students and other legitimate visitors as deemed appropriate by the Campus Director. Access to school facilities during other than business hours is at the discretion of the Campus Director. Unauthorized persons will be considered “trespassers” and will be dealt with accordingly.

Note: There are no other non-campus buildings or property associated with the individual campuses in each of these locations.

C. CAMPUS LAW ENFORCEMENT:

Valley College does not have separate law enforcement officers (campus police). The responsibilities of these duties lie with the Campus Director. The campus works with local law enforcements as necessary to report or investigate crimes.

D. CAMPUS SECURITY INFORMATION DISSEMINATION AND PROGRAMS:

In addition to annual dissemination of campus security information to all students and employees, this information is to be presented during the orientation of new students and employees. A notice identifying the Campus Security Monitor is posted on the student bulletin board.

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Director, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through Text-Aim or posted on Facebook. The staff will attempt to contact students who did not opt in to Text-Aim during the enrollment process and any visitors who are scheduled to be on campus. During Orientation students will be told who they should contact to update their contact information.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, a copy of the notice is posted at the front and back door of each campus, as well.

Anyone with information warranting a timely warning should report the circumstances to the Campus Security Monitor or Campus Director.

In addition, information may be shared with students, faculty and staff during a meeting or posted on the Student and Staff Bulletin Boards.

E. **CRIME PREVENTION AWARENESS:**

Often people contribute to crimes of opportunity by needlessly placing themselves or their property at risk. Prevention efforts can be effective in reducing the opportunities for criminal activity. The following list is a compilation of tips devoted to crime prevention:

- Do not prop open campus doors.
- Do not leave personal property unattended.
- Report unusual circumstances and/or people to the Campus Director or Campus Safety Monitor.
- At night, always walk in groups of at least two.
- Stay on main walkways.
- Remove valuables from your car and lock it.
- Engrave your initials into your valuables.
- Always carry your picture ID.
- Be aware of your surroundings and what is going on around you.

If you assume responsibility for your own safety first and encourage others to do the same, the opportunities for crime are drastically reduced.

During orientation it will be emphasized to students the importance of traveling in pairs (particularly during evening events) and to assist others by not leaving the parking lot during at the end of the business day or evening events until other students and staff are safely in their cars and their cars have started. Students should be encouraged to carry only enough money to cover their immediate needs and do not leave purses and electronic devices unattended. They should have their vehicles secured (locked and windows rolled up) and be careful when leaving valuables in their vehicles making sure the items are not in view of others. Students are encouraged to be sensitive and observant of any unusual circumstances and/or people and report any unusual occurrences to the Campus Security Monitor and/or the Campus Director.

Also during Orientation, students are introduced to the Violence Against Women Act policy and process of reporting any incidents.

In addition, each campus holds Campus Security Awareness programs during the year for all students that focus on domestic violence prevention, drug prevention topic or personal safety topics.

F. **CRIME OCCURRENCE STATISTICS:**

The following is a list of occurrences of the crime categories reported to campus or law enforcement authorities for all four of the Valley College Campuses:

	<u>2016</u>	<u>2017</u>	<u>2018</u>
1. Criminal Homicide	None	None	None
2. Murder and Non-negligent Manslaughter	None	None	None
3. Negligent Manslaughter	None	None	None
4. Rape	None	None	None
5. Fondling	None	None	None
6. Incest	None	None	None
7. Statutory Rape	None	None	None
8. Robbery	None	None	None
9. Aggravated Assault	None	None	None

	<u>2016</u>	<u>2017</u>	<u>2018</u>
10. Burglary	None	None	None
11. Motor Vehicle Theft	None	None	None
12. Arson	None	None	None
13. Hate Crimes of murder, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation or ethnicity	None	None	None

G. OFF CAMPUS SECURITY:

Valley College does not participate in, sanction or recognize any off-campus organizations or housing and therefore does not monitor off-campus criminal activity.

H. DRUG & ALCOHOL VIOLATION STATISTICS:

The following is a list of arrests for the following crimes occurring on campus:

	<u>2016</u>	<u>2017</u>	<u>2018</u>
1. Liquor Law Violations	None	None	None
2. Drug Abuse Violations	None	None	None
3. Illegal Weapons Possession	None	None	None

I. Violence Against Women Act (VAWA)

	<u>2016</u>	<u>2017</u>	<u>2018</u>
1. Domestic Violence	None	None	None
2. Dating Violence	None	None	None
3. Stalking	None	None	None.

J. POLICY STATEMENT ON DRUG & ALCOHOL USE:

Valley College insists on a drug and alcohol free learning environment for both students and staff. Therefore, possession, use or distribution of illicit drugs or alcohol, or persons under the influence of illicit drugs or alcohol on school premises as a part of any school activity, shall be referred to a treatment center and may be terminated from the program as explained in Valley College's "Drug Free Campus and Work Place Compliance" package. (Valley College does not have pastoral or professional counselors.)

K. POLICY STATEMENT ON SEXUAL OFFENSES:

It is Valley College's policy that all applicants, students and employees have a right to work and learn in an environment free of fear of being sexually offended. Valley College prohibits sexual harassment or sexually offensive behavior in any form.

Sexually harassing conduct in the training or workplace, whether physical or verbal, committed by instructors, supervisors or non-supervisory personnel is also prohibited. This includes repeated offensive advances, propositions, graphic or verbal commentary about an individual's body, sexually oriented statements and the display in the training or workplace of sexually suggestive objects or pictures.

DEFINITIONS: Sex Offenses, Forcible - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. This includes Forcible Rape - The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Sex Offenses, Non-Forcible Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law and statutory rape which is unlawful non-forcible sexual intercourse (i.e., non-forcible sexual intercourse with a person who is under the statutory age of consent.)

To promote awareness of rape, acquaintance rape and other nonforcible sex offenses, information about organizations in the community that provide assistance in this area will be posted on the student bulletin board. When appropriate, individuals from community organizations that counsel individuals about sex offenses will conduct seminars on campus.

Domestic Violence: Domestic violence is a felony or misdemeanor committed by a current or former spouse or in 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 that 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 includes 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.

Applicants, students and employees who have complaints regarding sex offenses should follow the procedure outlined in this report under the heading: "REPORTING OF CRIMES". In addition, any evidence for the proof of a criminal offense should be preserved. If the student or employee requests assistance in notifying the appropriate authorities, institutional personnel will provide this assistance.

Students and Employees receive additional information regarding Title IX and VAWA. This information is part of the Campus Safety and Security Report and can be found in Exhibit 1. This report is available on the web site at <https://valley.edu/consumer-information/>.

- Valley College Campus Security Report and Crime Statistics
- [Title IX Compliance WV](#)
- [Title IX Compliance Ohio](#)
- [Drug and Alcohol Abuse Prevention Policy](#)

Valley College also posts the **Valley College's Title IX and the Violence Against Women Act Policy, Procedure and Notice of Petitioner's Rights** as a separate document at this direct link on our Consumer Information web page:

WV: <https://valley.edu/wp-content/uploads/2018/09/Title-IX-Compliance.pdf>

OH: <https://valley.edu/wp-content/uploads/2019/09/Title-IX-Compliance-Ohio.pdf>

SEX OFFENDERS

The Campus Sex Crimes Prevention Act requires colleges and universities to disclose to its students the location of sex offender registries and the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide a notice of any campus of higher education in which the offender is employed, carries on a vocation, or is a student to state officials.

Students who are subject to an involuntary civil commitment, after completing a period of incarceration for a forcible or non-forcible sexual offense, are ineligible to receive a Federal Pell Grant.

Any member of the campus community who wishes to obtain further information regarding sexual offenders in the area may refer to <http://www.sexoffender.com> for the national registry.

Sex Offender Registry

General Information about the West Virginia Sex Offender Registry Board can be found at <https://apps.wv.gov/StatePolice/SexOffender/>

General Information about the Cuyahoga County, Ohio Sex Offender Registry Board can be found at <https://sheriff.cuyahogacounty.us/en-US/Sexual-Offender-Unit.aspx>

Off Campus Resources:

The institution does not have counseling, health care, mental health, victim advocacy, legal assistance or other student services for victims of sex offenses; however, to the greatest extent possible, Campus Director and/or Title IX Coordinator should be contacted to assist in the receipt of first aid as needed and to assist the victim with his or her emotional concerns. Campus financial aid representatives and campus administration are available to assist students and employees with visa and immigration, as well as student financial aid concerns. Individual community counseling centers for each of Valley College's campuses are listed below.

Martinsburg, WV

Eastridge Health Systems, Inc. (Berkeley County Mental Health Services), Martinsburg, WV	304-263-8954
Eastridge Health Systems, Inc. (Jefferson County Mental Health Services), Ranson, WV	304-725-7565
East Ridge Health Systems, Inc. (Morgan County Health Services), Berkeley Springs, WV	304-258-2889
Meritus Health Mental Health Services – Behavioral Health Services, Hagerstown, MD	301-766-7600
Rape Crisis Line Martinsburg WV area	304-263-8522
Shenandoah Women's Health Center Hotline	304-263-8522
Shenandoah Women's Health Center Jefferson County	304-725-7080.
Shenandoah Women's Health Center Morgan County	304-258-1078

Beckley, WV

Fayette Co. FMRS Mental Health Council, Fayetteville, WV	304-574-2100
Raleigh Co. FMRS Mental Health Council, Beckley, WV	304-256-7100
Raleigh General Hospital, Beckley, WV	304-256-4100
Beckley Application Regional Healthcare Hospital (BAR-H), Beckley, WV	304-255-3000
Women's Resource Center Hotline, Beckley, WV	304-255-2559 or 888-825-7835

Princeton, WV

Princeton Community Hospital, Princeton, WV	304-487-7000
Southern Highlands Comm. Mental Health Ctr., Princeton, WV	304-425-9541 or
24-HOUR HELPLINE	304-425-0122

Cleveland, Ohio

Stella Maris, Cleveland, Ohio	216-781-0550
Matt Talbot for Women, Cleveland, Ohio	216-634-7500
The Wellness Center, Cleveland, Ohio	440-580-4998
Hitchcock Center for Women, Cleveland, Ohio	216-421-0662
ADRC Lutheran Hospital, Cleveland, Ohio	216-696-4300
St. Vincent Hospital, Cleveland, Ohio	216-363-2580
Domestic Violence and Children Center, Cleveland, Ohio	216-229-2420

Domestic Violence Center	24-HOUR HELPLINE:	216-391-HELP (4357)
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NATIONAL AGENCIES

This list is not intended to be complete but it represents a variety of alternative locations.

National Organization for Victim Assistance
800-TRY-NOVA
www.trynova.org

VictimConnect
(855) 4-VICTIM (855-484-2846)
victimconnect.org

National Domestic Violence Hotline
(800) 799-7233
www.thehotline.org

National Sexual Assault Hotline
(800) 656-HOPE (800-656-4673)
www.rainn.org

National Suicide Prevention Lifeline
(800) 273-TALK (800-273-8255)
suicidepreventionlifeline.org

NotAlone.Org
<https://www.notalone.gov/resources/>
(This web site can provide resources in the neighboring communities)

DISCIPLINARY ACTION: Applicants, students and employees who have complaints of a sexual offense should report such conduct to their Valley College instructor or supervisors. If this is not appropriate, they should seek the assistance of their Valley College Campus Security Monitor or Campus Director. There will be no retaliation against applicants, students or employees for reporting sexual offenses or assisting Valley College in the investigation of a complaint. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, and both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

This notification of outcome does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). The outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused. Where investigations confirm the allegations, appropriate corrective action will be taken. Such conduct may result in disciplinary action up to and including dismissal.

Emergency Response and Evacuation Procedures:

Each campus will provide their students with the Emergency Response and Evacuation Procedures with specific campus-related information.

The Valley College Campus Safety Report and Crime Statistics (complete document) contains each campus' Emergency Response and Evaluation Procedures handout, Exhibits 2 – 4. Each individual campus' plan is also located on the Valley College Consumer Information web page: <http://www.valley.edu/consumer-information/>

Valley College – Beckley <https://valley.edu/wp-content/uploads/2019/09/EMERGENCY-PREPAREDNESS-PLAN-Beckley-Campus.pdf>

Valley College – Martinsburg <https://valley.edu/wp-content/uploads/2019/09/EMERGENCY-PREPAREDNESS-PLAN-Martinsburg-Campus.pdf>

Valley College – Princeton <https://valley.edu/wp-content/uploads/2019/09/EMERGENCY-PREPAREDNESS-PLAN-Princeton-Campus.pdf>

Valley College – Cleveland <https://valley.edu/wp-content/uploads/2019/09/EMERGENCY-PREPAREDNESS-PLAN-Cleveland-Campus.pdf>

List of Exhibits

- 1 –Valley College's Title IX and the Violence Against Women Act Policy, Procedure and Notice of Petitioner's Rights
- 2- Valley College – Beckley Emergency Response and Evaluation Procedures
- 3- Valley College – Martinsburg Emergency Response and Evaluation Procedures
- 4 -Valley College – Princeton Emergency Response and Evaluation Procedures
- 5-Valley College – Cleveland Emergency Response and Evaluation Procedures
- 6-Valley College's Drug and Alcohol Abuse Prevention Policy

A paper copy of this document is available upon request. Please contact the Campus Director.



Valley College's Title IX and the Violence Against Women Act Policy, Procedure and Notice of Petitioner's Rights

Title IX of the Education Amendments of 1972 ("Title IX") protects people from discrimination based on sexual orientation in education programs or activities which receive Federal financial assistance. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance."

Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and include dating violence, domestic violence, and stalking. The College wants to inform you of our policy and procedures that address sexual assault, sexual harassment, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus as well as your rights, and the College's responsibilities.

Valley College (the "College") is committed to compliance in all areas addressed by Title IX including access to higher education, career education, standardized testing, education for pregnant and parenting students, learning environment, as well as sexual harassment.

The College prohibits discrimination, harassment, sexual misconduct, domestic and dating misconduct, and stalking, by or against any student or employee of the College community that occurs on College's premises or in connection with a College sponsored activity; off-campus conduct that unreasonably interferes with the educational or orderly operation of the College, its mission, or its objectives; and off campus conduct that, in light of all of the facts and circumstances, would endanger the health and safety of the College community.

If you are a petitioner of sexual assault, dating violence, domestic violence or stalking, you will receive a copy of our Title IX Policy. This policy also contains procedures, including our right to inform you of your option to file criminal charges, as well as the availability of medical, counseling, and support services off site. The policy also addresses possible sanctions and interim and/or long-term protective measures that the College may impose.

Definitions

Consent is an agreement, approval, or permission as to some act or purpose that is given knowingly, willingly, and voluntarily by a competent person. Lack of consent results from forcible compulsion; or incapacity to consent; or if the offense charged is sexual abuse, any circumstances in addition to the forcible compulsion or incapacity to consent in which the victim does not expressly or impliedly acquiesce in the actor's conduct. A person is deemed incapable of consent when that person is either less than sixteen years old, mentally incapacitated, or physically unable to resist. Silence by itself cannot constitute consent. Consent is required regardless of the parties' relationship status or sexual history together.

Forcible compulsion is defined by West Virginia law as "physical force that overcomes such earnest resistance as might reasonably be expected, under the circumstances (resistance includes physical resistance or any clear communication of the victim's lack of consent); or threat or intimidation, expressed or implied, placing a person in fear of immediate death or bodily injury to him/herself or another person or in fear that he/she or another person will be kidnapped; or fear by a person under 16 years of age caused by intimidation, expressed or implied, by another person who is at least four (4) years older than the victim." (W. Va Code §61-8B-2).

Sexual Harassment means harassment that creates a hostile environment based on sex, as well as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature on or off campus that is sufficiently severe or pervasive. In determining whether alleged conduct constitutes sexual harassment, consideration shall be given to the record as a whole and to the totality of the circumstances, including the nature of sexual behavior and the context in which the alleged incident(s) occurred. Sexual harassment may occur between people of the same sex or people of different sexes. Examples of sexual harassment may include, but are not limited to, unsolicited, deliberate, or repeated touching, sexual flirtation, advances or propositions which are not welcomed and/or desired; unwelcome jokes, stories, comments, innuendos, or other sexually oriented statements which are specifically designed to embarrass or humiliate through their sexual subject matter content; unwelcome sexual communication such as graphic or degrading comments about one's gender related to

personal appearance; unwelcome display of sexually explicit materials, objects or pictures in an individual's place of work or study. Importantly, these and any other examples in this Policy are provided only for illustration purposes.

Sexual Assault is defined as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual assault includes any sexual act that is perpetrated without someone's consent. **Sexual Violence** encompasses a range of offenses including a completed nonconsensual sex act (i.e. rape), an attempted nonconsensual act, abusive sexual contact (i.e. unwanted touching), and non-contact sexual abuse (e.g. threatened sexual violence, verbal sexual harassment).

First degree sexual assault in West Virginia involves intercourse or sexual intrusion that:

- Inflicts serious bodily injury
- Employs a deadly weapon
- Involves a person 14 years or older engaging in sex or sexual intrusion with a person younger than 12 years (not married to each other)

Second degree sexual assault involves non-consensual sex through forcible compulsion or with a person who is physically helpless

Third degree sexual assault involves sex with a person who is mentally defective or mentally incapacitated. Age factors also apply. The person committing the act must be 16 years or older, and the victim must be under age 16 and four years younger than the defendant and also not married to the defendant.

(W.Va. Code § 61-8B-3-5)

Domestic Violence or Abuse means the occurrence of one or more of the following acts between family or household members:

- (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, psychological abuse or threatening acts;
- (4) Committing either sexual assault or sexual abuse; and
- (5) Holding, confining, detaining or abducting another person against that person's will.

(W. Va. Code §48-27-202)

Family or household members means persons who are or were married to each other; are or were living together as spouses; are or were sexual or intimate partners; are or were dating (a casual acquaintance or ordinary fraternization between persons in a business or social context does not establish a dating relationship); are or were residing together in the same household; have a child in common regardless of whether they have ever married or lived together; persons related by blood or marriage; or have the relationships by blood or marriage to a family or household member.

Dating Violence: Means violence committed by a person—

- (a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (b) where the existence of such a relationship will be determined based on a consideration of the following factors:
 - (i) The length of the relationship
 - (ii) The type of relationship
 - (iii) The frequency of interaction between the persons involved in the relationship

Dating violence means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The term does not include violence in a casual acquaintanceship or violence between individuals who have engaged in ordinary fraternization in a business or social context.

In West Virginia, dating violence is included under the West Virginia Domestic Violence Act.

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

For the purpose of this definition:

- 1) Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third party, 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.
- 2) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- 3) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

For the purpose of complying with the requirement of this section and section 668.41 any incident meeting this definition is considered is considered a crime for the purposes of Clery Act reporting.

Under the West Virginia Code §61-2-9a:

“Any person who willfully and repeatedly follows and harasses a person with whom he or she has or in the past has had or with whom he or she seeks to establish a personal or social relationship, whether or not the intention is reciprocated, a member of that person's immediate family, his or her current social companion, his or her professional counselor or attorney, is guilty of a misdemeanor.” Furthermore, “any person who willfully and repeatedly follows and makes a credible threat against a person with whom he or she has or in the past has had or with whom he or she seeks to establish a personal or social relationship, whether or not the intention is reciprocated, or against a member of that person's immediate family, his or her current social companion, his or her professional counselor or attorney with the intent to place or placing him or her in reasonable apprehension that he or she or a member of his or her immediate family will suffer death, sexual assault, kidnapping, bodily injury or battery is guilty of a misdemeanor.”

“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.

Cyber stalking is engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of use of a computer, mobile phone, personal digital assistant or other electronic communication device including, but not limited to, the transmission of text messages, electronic mail or electronic communication, directed at a specific person, with the intent to harass or abuse another person. Cyber stalking is a misdemeanor punishable by West Virginia laws.

Bystander Intervention: A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking, or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence, or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse.

“**Retaliation**” means taking an adverse action against an individual or subjecting an individual to conduct that has the purpose or effect of unreasonably interfering with that individual's educational experience, work or academic performance, or creates an educational experience or academic or work environment that a reasonable person would find intimidating or hostile because of something that individual did to further this policy, including but not limited to filing a complaint or being a witness in or supporter of or against a complaint.

The College prohibits retaliation against any individual who in good faith makes a complaint or assists a complainant in the filing of sex discrimination, sexual harassment, or sexual misconduct or participates as a witness in a proceeding under this or any other College policy. Retaliation is also unlawful pursuant to Title IX and other laws, and the College will take steps to prevent retaliation and also take strong responsive action if it occurs.

Reporting sexual assault, dating violence, domestic violence, or stalking

After an incident of sexual assault or domestic violence, the victim's immediate concerns should be their health and safety. A victim should consider seeking medical attention as soon as possible at a local hospital that will supply a physical evidence recovery collection kit. Health care providers can treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. A victim's name and identifying information will be withheld from the public and press in accordance with the West Virginia privacy laws. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that

evidence as may be necessary so the proof of criminal activity may be preserved. The West Virginia Forensic Medical Examination Fund will pay for the cost of the forensic medical examination whether or not law enforcement is involved. Please note that W. Va Code §61-8B-16(5c) states that a victim of sexual assault is not required to participate in the criminal justice system or cooperate with law enforcement in order to have a forensic medical examination.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to police or the College investigators. Although the College strongly encourages all members of its community to report violations to law enforcement, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the police.

To help protect you from domestic violence, West Virginia law gives you the ability to file a protective order.

"Protective order" under West Virginia laws means an emergency protective order entered by a magistrate as a result of the emergency hearing or a protective order entered by a family court judge upon final hearing. You must first file a petition to get a protective order. Your local courthouse will have forms you may fill out in order to do this. A person who is the victim of domestic violence or an adult family or household member for the protection of the victim or for any family or household member who is a minor child or physically or mentally incapacitated to the extent that he or she cannot file on his or her own behalf, or a person who reported or was a witness to domestic violence and who, as a result, has been abused, threatened, harassed or who has been the subject of other actions intended to intimidate the person has standing in court to file a petition for a protective order on his or her own behalf, or on behalf of the minor.

If a protective order is issued by the court, this order is for a specific time period and may be extended at the court's discretion. If the abuser violates the protective order, he or she can be arrested. You can either call the police if the abuser is violating the order, or you can go to the courthouse and file a criminal complaint.

Below are details on how to file a restraining order in your local court office:

1. Obtain a petition form at your local courthouse where you or your abuser lives. The petition should contain a statement of the facts showing that the petitioner is entitled to relief, and it should contain a demand for the desired relief (i.e. restraining order). Provide in detail all incidents that led to you needing the restraining order.
2. The petition should contain information regarding the use, possession and ownership of firearms by the respondent, if known by the petitioner, of each firearm owned and/or possessed by the respondent.
3. Other required documents. The original petition, and petitions for contempt or modification of a protective order, should be accompanied by a completed domestic violence civil case information statement.

In West Virginia, there are two types of protective orders: emergency protective orders and final protective orders.

- a. An emergency protective order is a court order designed to provide you and your family members with immediate protection from an abuser. To get an emergency order, the judge must believe that you or your children are in immediate danger of abuse. To get an order without the abuser present (known as ex parte), you may have to explain to the judge why the abuser should not be notified in advance that you are requesting an order (i.e., that your life would be in danger, etc.). An emergency protective order will protect you from the time you file for the final protective order until your full court hearing. This will usually be within 10 days but could be postponed – in that case, your emergency order can be extended until the following court date.
If an emergency order is not granted, a hearing for a long-term restraining order will be scheduled within a 10- to 15-day time period.
- b. A final protective order offers the same type of protection as an emergency protective order, but it lasts longer. In a full court hearing to get a final protective order, the abuser will have a chance to respond to your petition. A final protective order can last for 90 days, 180 days, or 1 year.

To the extent of the victim's cooperation and consent, the College will work cooperatively to ensure that the petitioner's health, physical safety, and academic status are protected, pending the outcome of a formal College investigation of the complaint. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the name of crime victims nor publish any identifiable information regarding victims in the crime logs. Victims may request that their directory information be withheld by making a request in writing to the campus Registrar [or any other designated person].

Disciplinary Procedures Following a Complaint

Valley College student or employee or representative may report a concern, or file a complaint against a College's student or employee, on the basis of any type of non-compliance with Title IX in any act, policy, or practice, including sexual discrimination, sexual harassment, sexual, domestic or dating violence, or retaliation. Any individual with a question regarding Title IX, or who wishes to report a Title IX concern or Complaint on behalf of him/herself or on behalf of another, may contact Title IX Coordinator or local complaint administrator, the Campus Director, whose contact information is listed in the Resources page at the end of this Policy.

The investigatory process involves interviewing the parties involved and any witnesses while gathering documentary or other evidence. During the investigatory process, both parties may have an advisor of their choice in any meeting or institutional disciplinary proceeding. However, Valley College may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. In cases involving alleged criminal conduct, the complainant may file a criminal complaint with the local police department. A complainant need not pursue a criminal complaint in order to seek, or to hold the accused responsible through the College's Student Code of Conduct or Employee Code of Conduct. As soon as possible, the complainant will be offered appropriate assistance.

Based on the outcome of the investigation, the Title IX Coordinator or their designee will determine if there is sufficient cause to proceed with the complaint. If so, the Title IX Coordinator or the designee will arrange for an informal resolution conference with the accused. Complainants do not attend informal resolution meetings but are apprised of the meeting's outcome. If the accused does not accept responsibility for the allegations and/or the proposed sanction, the Title IX Coordinator or their designee will determine if the evidence warrants a formal hearing before the Grievance Committee. The exact nature of the responsive action depends on the circumstances, but may include discipline up to and including suspension or dismissal from the College for a student, staff, or faculty who is found to have violated College policies.

The College will take appropriate action i.e., an investigation, adjudication, and disciplinary and remedial/corrective steps in response to a complaint made pursuant to the complaint policies and procedures listed above. The College will make every effort to handle complaints and investigations with sensitivity to both the rights of the person who complains and the rights of the accused. Members of the Grievance Committee shall receive appropriate training in the handling and resolution of the allegations that protects the safety of the victim and promotes accountability.

Accommodations and protective measures might include modifications to academic and working situations including implementation of protective measures for example restrictions on contact; course-schedule or work-schedule alteration; leaves of absences; or increased monitoring of certain area of the campus. The school will make such accommodations or provide such protective measures at victim's request and if they are reasonably available. The availability of such interim protective measure is the same regardless of whether the victim chooses to report the incident to the campus administration or local law enforcement, pursue a formal complaint with the school, do both, or do neither. Requests for protective measures should be made to the school's Campus Director and/or Title IX Coordinator.

The College endeavors to resolve complaints promptly. Ordinarily, the investigative stage will take no longer than 60 calendar days from the time the complaint is received. In exceptional circumstances (including but not limited to especially complex cases, or when the College is not in session), it may be necessary to extend these timelines. If that occurs, the parties will be informed of the expected timeline for completion.

The College handles complaints discreetly and attempts to maintain privacy throughout the investigatory process to the extent practicable and appropriate under the circumstances. However, in order to conduct an investigation, it is generally necessary to discuss the allegations with the accused and other potential witnesses. If the concerned party/complainant or party against whom a violation allegedly occurred requests that his or her name or other identifiable information not be disclosed to the alleged harasser, he or she shall be notified that College's ability to respond may be limited. Additionally, the College may have legal obligations to disclose information to law enforcement or in the context of legal proceedings.

Complaints may be made anonymously. While the College endeavors to investigate all complaints, including anonymous complaints, the nature of anonymous complaints makes investigation, determination, and remediation more difficult and, at times, impossible. Further, while the College attempts to protect the identity of complainants who do not wish to be identified, this may not always be possible.

If the report of sexual discrimination, sexual harassment, sexual, domestic, or dating violence is initiated by someone other than the party against whom the violation allegedly occurred, the College will inform the party against whom the violation allegedly occurred and ask whether he or she wishes to file a complaint.

In appropriate cases as determined by the College, conflict resolution may be possible. This is permitted only where both the complainant and accused voluntarily agree to participate, and either party may terminate informal resolution attempts and commence formal Grievance procedures at any time prior to reaching a mutually acceptable resolution. Depending on the circumstances, a mediated resolution may not necessarily involve face-to-face discussions between the complainant and the accused. Certain cases are not appropriate for conflict resolution, such as complaints of particularly egregious sexual harassment or cases involving sexual assault or violence.

Occasionally, an individual makes a complaint and later wishes to revoke or discontinue the investigation or adjudication process. Similarly, it may occur that someone other than the victim reports an incident, and the victim declines to participate in the investigation or adjudication process. In other instances, complaints may be received anonymously and/or the victim may not wish to be personally identified. The College endeavors to respect the wishes of a victim to either not be identified and/or not participate in the process. In these situations, the College attempts to investigate and address complaints in accordance with the victim's wishes.

If a victim wishes to talk about an incident with the assurance that the discussion will be confidential and will not result in an investigation or follow up action, the College will also proceed in this regard.

In determining whether sex discrimination, sexual harassment or sexual misconduct occurred, the College may consider any evidence it deems relevant. A preponderance of the evidence standard will be used meaning that the evidence which is of greater weight or is more convincing than opposing evidence such that it is "more likely than not" that an act occurred. Both the accuser and the accused will be simultaneously informed in writing of the outcome of the College's disciplinary investigation.

If the applicable investigatory or adjudicatory process allows for parties to offer witnesses and evidence, the complainant and the accused will have an equal opportunity to do so. The complainant and the accused will be informed in writing of the outcome of the complaint to the extent permitted by law. Either party may request an appeal if they have a reason to believe there was a procedural error impacting the outcome; or if relevant evidence becomes available, if that evidence was not previously available; or where a sanction is believed to be substantially disproportionate to the findings. If either party believes that he or she has grounds to appeal the outcome in whole or in part, the appeal must be filed within seven (7) days of receipt of the finding. A prompt, fair and impartial proceeding will be held. The appeal will be made to two impartial parties who do not have a conflict of interest or bias for or against the accuser or the accused. The two impartial parties will be designated by Title IX Coordinator and his or her determination will be final.

The College will implement prompt and effective steps to end the prohibited behavior, prevent its recurrence, and address its effects. This includes remedies for the victim and sanctions for the violator. Sanctions may include but are not limited to "no contact" orders, transfer to a different class, suspension, as well as other appropriate sanctions up to and including dismissal or termination.

Complaints of retaliation in connection with filing of sex discrimination, sexual harassment, or sexual misconduct complaints, or participation as a witness in a proceeding under this or any other College policy will be treated the same way as other complaints under this policy.

Knowingly filing false allegations of discrimination is prohibited and could result in disciplinary action up to and including dismissal from the College/termination of employment.

The College engages in educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the State of West Virginia;

- d. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- e. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks;
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

This educational campaign will consist of but not be limited to the distribution of educational materials to new students and participating in and presenting information and materials during employee orientation and through other means of distribution through the year. The Title IX Coordinator also has a directory of services that are available to victims within the community to assist those who have suffered from a criminal act. The Valley College Title IX Coordinator is identified on the Resource Page of this document.

Risk Reduction/Warning Signs of Abusive Behavior

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to avoid potential attacks.

Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

- ❖ Being afraid of your partner.
- ❖ Constantly watching what you say to avoid a “blow up.”
- ❖ Feelings of low self-worth and helplessness about your relationship.
- ❖ Feeling isolated from family or friends because of your relationship.
- ❖ Hiding bruises or other injuries from family or friends.
- ❖ Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
- ❖ Being monitored by your partner at home, work, or school.
- ❖ Being forced to do things you don’t want to do.
- ❖ Being controlled with money and important identification, such as driver’s licenses and passports
- ❖ Being criticized about appearance and/or behavior
- ❖ Being caused embarrassment with bad names and put-downs
- ❖ Being threatened to take away or hurt the children, destroy property, or kill pets
- ❖ Intimidation with guns, knives, or other weapons
- ❖ Shoves, slaps, chokes, hits, or forces sexual acts
- ❖ Being threatened with the partner’s suicide.

Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

- Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.
- Consider getting a protective order.
- Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
- Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it.

Sexual Assault Prevention (From Rape, Abuse and Incest National Network - RAINN)

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.

- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Try not to leave your drink unattended. Keep track of how many drinks you have had.
- Only drink from un-opened containers, or from drinks you have watched being made and poured.
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested.
- Try to come and leave with a group of people you trust.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his or her number instead of giving out yours.
- Trust your instincts. If you feel uncomfortable or threatened, leave the situation and go to a safe place.

Traveling around campus

- Make sure your cell phone is easily accessible and fully charged.
- Take major, public paths rather than less populated shortcuts.
- Avoid dimly lit places
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Carry a noisemaker (like a whistle) on your keychain.
- Carry a small flashlight on your keychain.
- Have your keys ready when you go to unlock your car
- Be alert at bus stops when waiting for the bus to arrive
- Use the bus schedule to avoid waiting for a long time at a stop.

Bystander Intervention

If you are the bystander to domestic violence, dating violence, sexual assault or stalking, below are some options for the bystander:

- If you witness sexual violence, get support from people around you. You do not have to act alone.
- Practice with friends and family about what you would say and how you would say it.
- When intervening, be respectful, direct and honest.
- Contact your local sexual assault center to see if they offer resources or training on bystander intervention
- If you see or hear something and you do not feel safe, contact the police.

Resources:

All allegations of sexual misconduct of any kind should be immediately reported to Title IX Coordinator:

Ms. Margaret Stafford

Compliance Director

Valley College Administrative Office

287 Aikens Center

Martinsburg, WV 25404

T 304-263-0979

Local Title IX Administrator (All Campuses)

Beckley Campus	Martinsburg Campus	Princeton Campus	Cleveland Campus
Beth Gardner 120 New River Town Center, Suite C Beckley, WV 25801 (304) 252-9547	Marianela Alberto 287 Aikens Center Martinsburg, WV 25404 (304) 263-0979	Beth Gardner 617 Mercer Street Princeton, WV 24740 (304) 425-2323 (304) 252-9547	Lynn Mizanin 8700 Brookpark Road Cleveland, Ohio 44129 (216)-453-8201

Off Campus Resources:

The institution does not have counseling, health care, mental health, victim advocacy, legal assistance or other student services for victims of sex offenses; however, to the greatest extent possible, Campus Director and/or Title IX Coordinator) should be contacted to assist in the receipt of first aid as needed and to assist the victim with his or her emotional concerns. Campus financial aid representatives and campus administration are available to assist students and employees with visa and immigration, as well as student financial aid concerns. Individual community counseling centers for each of Valley College's campuses are listed below.

National

National Sexual Assault Hotline	1-800-656-HOPE
NotAlone.Org	https://www.notalone.gov/resources/
(This web site can provide resources in the neighboring communities)	

Martinsburg

Eastridge Health Systems, Inc. (Berkeley County Mental Health Services) Martinsburg, WV	(304) 263-8954
Eastridge Health Systems, Inc. (Jefferson County Mental Health Services) Ranson, WV	(304) 725-7565
East Ridge Health Systems, Inc. (Morgan County Health Services) Berkeley Springs, WV	(304) 258-2889
Mental Health Services – Behavioral Health Services Meritus Health Hagerstown, MD	(301) 766-7600
Rape Crisis Line Martinsburg WV area	(304) 263-8522
Shenandoah Women's Health Center Hotline	(304) 263-8522

Beckley

Fayette Co. FMRS Mental Health Council Fayetteville, WV	(304) 574-2100
Raleigh Co. FMRS Mental Health Council Beckley, WV	(304) 256-7100
Raleigh General Hospital Beckley, WV	(304) 256-4100
Beckley Application Regional Healthcare Hospital (BAR-H) Beckley, WV	(304) 255-3000
Women's Resource Center Hotline Beckley, WV	(304) 255-2559 888-825-7835

Princeton

Southern Highlands Comm. Mental Health Ctr. Princeton, WV	(304) 425-9541 or (304) 425-0122 (24 hours)
Princeton Community Hospital Princeton, WV	(304) 487-7000

Cleveland, Ohio

Stella Maris, Cleveland, Ohio	216-781-0550
Matt Talbot for Women, Cleveland, Ohio	216-634-7500
The Wellness Center, Cleveland, Ohio	440-580-4998
Hitchcock Center for Women, Cleveland, Ohio	216-421-0662
ADRC Lutheran Hospital, Cleveland, Ohio	216-696-4300

St. Vincent Hospital, Cleveland, Ohio

216-363-2580

Domestic Violence and Children Center, Cleveland, Ohio

216-229-2420

Domestic Violence Center

24-HOUR HELPLINE:

216-391-HELP (4357)

NATIONAL AGENCIES

This list is not intended to be complete but it represents a variety of alternative locations.

National Organization for Victim Assistance

800-TRY-NOVA

www.trynova.org

VictimConnect

(855) 4-VICTIM (855-484-2846)

victimconnect.org

National Domestic Violence Hotline

(800) 799-7233

www.thehotline.org

National Sexual Assault Hotline

(800) 656-HOPE (800-656-4673)

www.rainn.org

National Suicide Prevention Lifeline

(800) 273-TALK (800-273-8255)

suicidepreventionlifeline.org

NotAlone.Org

<https://www.notalone.gov/resources/>

(This web site can provide resources in the neighboring communities)



Valley College's Title IX and the Violence Against Women Act Policy, Procedure and Notice of Petitioner's Rights

Title IX of the Education Amendments of 1972 ("Title IX") protects people from discrimination based on sexual orientation in education programs or activities which receive Federal financial assistance. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance."

Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and include dating violence, domestic violence, and stalking. The College wants to inform you of our policy and procedures that address sexual assault, sexual harassment, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus as well as your rights, and the College's responsibilities.

Valley College (the "College") is committed to compliance in all areas addressed by Title IX including access to higher education, career education, standardized testing, education for pregnant and parenting students, learning environment, as well as sexual harassment.

The College prohibits discrimination, harassment, sexual misconduct, domestic and dating misconduct, and stalking, by or against any student or employee of the College community that occurs on College's premises or in connection with a College sponsored activity; off-campus conduct that unreasonably interferes with the educational or orderly operation of the College, its mission, or its objectives; and off campus conduct that, in light of all of the facts and circumstances, would endanger the health and safety of the College community.

If you are a petitioner of sexual assault, dating violence, domestic violence or stalking, you will receive a copy of our Title IX Policy. This policy also contains procedures, including our right to inform you of your option to file criminal charges, as well as the availability of medical, counseling, and support services off site. The policy also addresses possible sanctions and interim and/or long-term protective measures that the College may impose.

Definitions

Consent is an agreement, approval, or permission as to some act or purpose that is given knowingly, willingly, and voluntarily by a competent person and is expressed by clear, unambiguous words or actions. Lack of consent results from forcible compulsion; or incapacity to consent; or if the offense charged is sexual abuse, any circumstances in addition to the forcible compulsion or incapacity to consent in which the victim does not expressly or impliedly acquiesce in the actor's conduct. A person is deemed incapable of consent when that person is either less than sixteen years old, mentally incapacitated, or physically unable to resist. Evidence of incapacitation can include, but is not limited to, sleep, unconsciousness, intermittent consciousness, slurred words or difficulty communicating, difficulty walking and vomiting. Silence by itself cannot constitute consent. At any time, a participant can communicate that he or she no longer consents to continuing the activity. Consent is required regardless of the parties' relationship status or sexual history together.

Sexual Misconduct is any unwelcome behavior of a sexual nature that is committed without consent that is severe or pervasive and interferes with a person's ability to pursue the terms and conditions of employment or academic attainment. Sexual misconduct can occur between persons of the same or different sex. Sexual misconduct, includes, but is not limited to, sexual violence, such as domestic violence, dating violence, sexual assault and gender-based stalking.

Sexual Harassment means harassment that creates a hostile environment based on sex, as well as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature on or off campus that is sufficiently severe or pervasive. In determining whether alleged conduct constitutes sexual harassment, consideration shall be given to the record as a whole and to the totality of the circumstances, including the nature of sexual behavior and the context in which the alleged incident(s) occurred. Sexual harassment may occur between people of the same sex or people of different sexes. Examples of sexual harassment may include, but are not limited to, unsolicited, deliberate, or repeated touching, sexual flirtation, advances or propositions which are not welcomed and/or desired; unwelcome jokes, stories, comments, innuendos, or other sexually oriented statements which are specifically designed to embarrass or humiliate through their sexual subject matter content; unwelcome sexual communication such as graphic or degrading comments about one's gender related to

personal appearance; unwelcome display of sexually explicit materials, objects or pictures in an individual's place of work or study. Importantly, these and any other examples in this Policy are provided only for illustration purposes.

Sexual Assault is an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual assault includes any sexual act that is perpetrated without someone's consent.

Sexual Violence encompasses a range of offenses including a completed nonconsensual sex act (i.e. rape), an attempted nonconsensual act, abusive sexual contact (i.e. unwanted touching), and non-contact sexual abuse (e.g. threatened sexual violence, verbal sexual harassment).

Ohio does not have a legal definition for sexual assault or consent. Ohio does define specific types of sexual assaults and within these definitions, it explains what consent is not.

You may access legal definitions for the following in the Ohio Revised Code (ORC):

Sex offenses <http://codes.ohio.gov/orc/2907>.

Domestic Violence or Abuse legal definition can be accessed in the Ohio Revised Code (ORC) through the following link: <http://codes.ohio.gov/orc/2919.25> :

- (1) No person shall knowingly cause or attempt to cause physical harm to a family or household member.
- (2) No person shall recklessly cause serious physical harm to a family or household member.
- (3) No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member.

"Family or household member" means any of the following under ORC 2919.25-Domestic Violence:

- (a) Any of the following who is residing or has resided with the offender:
 - (i) A spouse, a person living as a spouse, or a former spouse of the offender;
 - (ii) A parent, a foster parent, or a child of the offender, or another person related by consanguinity or affinity to the offender;
 - (iii) A parent or a child of a spouse, person living as a spouse, or former spouse of the offender, or another person related by consanguinity or affinity to a spouse, person living as a spouse, or former spouse of the offender.
- (b) The natural parent of any child of whom the offender is the other natural parent or is the putative other natural parent.

Dating Violence: Means violence committed by a person—

- (a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (b) where the existence of such a relationship will be determined based on a consideration of the following factors:
 - (i) The length of the relationship
 - (ii) The type of relationship
 - (iii) The frequency of interaction between the persons involved in the relationship

Dating violence means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The term does not include violence in a casual acquaintanceship or violence between individuals who have engaged in ordinary fraternization in a business or social context.

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. For the purpose of this definition:

- 1) Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third party, 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.
- 2) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- 3) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

For the purpose of complying with the requirement of this section and section 668.41 any incident meeting this definition is considered is considered a crime for the purposes of Clery Act reporting.

Cyber stalking is engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of use of a computer, mobile phone, personal digital assistant or other electronic communication device including, but not limited to, the transmission of text messages, electronic mail or electronic communication, directed at a specific person, with the intent to harass or abuse another person.

Menacing by stalking is a misdemeanor punishable by Ohio laws.

Bystander Intervention: A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking, or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence, or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse.

Retaliation: means taking an adverse action against an individual or subjecting an individual to conduct that has the purpose or effect of unreasonably interfering with that individual's educational experience, work or academic performance, or creates an educational experience or academic or work environment that a reasonable person would find intimidating or hostile because of something that individual did to further this policy, including but not limited to filing a complaint or being a witness in or supporter of or against a complaint.

The College prohibits retaliation against any individual who in good faith makes a complaint or assists a complainant in the filing of sex discrimination, sexual harassment, or sexual misconduct or participates as a witness in a proceeding under this or any other College policy. Retaliation is also unlawful pursuant to Title IX and other laws, and the College will take steps to prevent retaliation and also take strong responsive action if it occurs.

Reporting sexual assault, dating violence, domestic violence, or stalking

After an incident of sexual assault or domestic violence, the victim's immediate concerns should be their health and safety. A victim should consider seeking medical attention as soon as possible at a local hospital that will supply a physical evidence recovery collection kit. Health care providers can treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary so the proof of criminal activity may be preserved.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to police or the College investigators. Although the College strongly encourages all members of its community to report violations to law enforcement, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the police.

To help protect you from domestic violence, Ohio law gives you the ability to file a protective order.

A Protection Order is granted by a Judge and orders the defendant to stay away from you. The defendant should not enter your home or approach you at your place of work or school. If the defendant violates the protection order, a new charge could be filed and the defendant could be arrested. The law (2919.27 and 3113.31 Ohio Revised Code) states that protection orders issued anywhere in the State of Ohio are enforceable throughout the state - if they are current and still valid.

In Ohio, there are two types of protective orders (Ohio Rev. Code § 3113.31): a temporary ex parte protection order and a civil protection order:

- a. If a person who files a petition requests an ex parte order, the court will hold an ex parte hearing on the same day that the petition is filed. The court, for good cause shown at the ex parte hearing, may enter any temporary orders, with or without bond that the court finds necessary to protect the family or household member or the person with whom the respondent (abuser) is or was in a dating relationship from domestic violence. Immediate and present danger of domestic violence to the family or household member or to the person with whom the respondent is or was in a dating relationship constitutes good cause. Immediate and present danger includes, but is not limited to, situations in which the respondent has threatened the family or household member or person with whom the respondent is or was in a dating relationship with bodily harm, in which the respondent has threatened the family or household member or person with whom the respondent is or was in a dating relationship with a sexually oriented offense, or in which the respondent previously has been convicted of, pleaded guilty to, or been adjudicated a

delinquent child for an offense that constitutes domestic violence against the family or household member or person with whom the respondent is or was in a dating relationship. An ex parte order will last until the hearing for your civil protection order, which generally takes places within 7 to 10 days.

- b. A civil protection order (CPO) can be issued after a hearing is held where the respondent has the opportunity to appear in court (even if she/he chooses not to appear). A CPO can last up to five years.

To get a restraining order in Ohio, begin by contacting the county Clerk of Courts office. Court employees cannot offer any sort of legal advice about your situation. They can only answer questions pertaining to the forms and the filing procedures.

You can file a petition in the county where the defendant lives, where he has a place of business, or where the defendant committed prior acts of domestic violence. You can also file the petition in the county court where you live permanently or temporarily. The forms you may need to fill out vary in different circumstances. There will be additional forms provided to you by the Clerk of Courts office if you need financial support. Present your completed, notarized forms to the Clerk of Courts office for filing. The office will process your petition and inform you of the date and time of your hearing. You are required to attend any and all hearings scheduled by the court with regard to this matter.

To the extent of the victim's cooperation and consent, the College will work cooperatively to ensure that the petitioner's health, physical safety, and academic status are protected, pending the outcome of a formal College investigation of the complaint. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the name of crime victims nor publish any identifiable information regarding victims in the crime logs. Victims may request that their directory information be withheld by making a request in writing to the campus Registrar [or any other designated person].

Disciplinary Procedures Following a Complaint

Valley College student or employee or representative may report a concern, or file a complaint against a College's student or employee, on the basis of any type of non-compliance with Title IX in any act, policy, or practice, including sexual discrimination, sexual harassment, sexual, domestic or dating violence, or retaliation. Any individual with a question regarding Title IX, or who wishes to report a Title IX concern or Complaint on behalf of him/herself or on behalf of another, may contact Title IX Coordinator or local complaint administrator, the Campus Director, whose contact information is listed in the Resources page at the end of this Policy.

The investigatory process involves interviewing the parties involved and any witnesses while gathering documentary or other evidence. During the investigatory process, both parties may have an advisor of their choice in any meeting or institutional disciplinary proceeding. However, Valley College may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. In cases involving alleged criminal conduct, the complainant may file a criminal complaint with the local police department. A complainant need not pursue a criminal complaint in order to seek, or to hold the accused responsible through the College's Student Code of Conduct or Employee Code of Conduct. As soon as possible, the complainant will be offered appropriate assistance.

Based on the outcome of the investigation, the Title IX Coordinator or their designee will determine if there is sufficient cause to proceed with the complaint. If so, the Title IX Coordinator or the designee will arrange for an informal resolution conference with the accused. Complainants do not attend informal resolution meetings but are apprised of the meeting's outcome. If the accused does not accept responsibility for the allegations and/or the proposed sanction, the Title IX Coordinator or their designee will determine if the evidence warrants a formal hearing before the Grievance Committee. The exact nature of the responsive action depends on the circumstances, but may include discipline up to and including suspension or dismissal from the College for a student, staff, or faculty who is found to have violated College policies.

The College will take appropriate action i.e., an investigation, adjudication, and disciplinary and remedial/corrective steps in response to a complaint made pursuant to the complaint policies and procedures listed above. The College will make every effort to handle complaints and investigations with sensitivity to both the rights of the person who complains and the rights of the accused.

Accommodations and protective measures might include modifications to academic and working situations including implementation of protective measures for example restrictions on contact; course-schedule or work-schedule alteration; leaves of absences; or increased monitoring of certain area of the campus. The school will make such accommodations or provide

such protective measures at victim's request and if they are reasonably available. The availability of such interim protective measure is the same regardless of whether the victim chooses to report the incident to the campus administration or local law enforcement, pursue a formal complaint with the school, do both, or do neither. Requests for protective measures should be made to the school's Campus Director and/or Title IX Coordinator.

The College endeavors to resolve complaints promptly. Ordinarily, the investigative stage will take no longer than 60 calendar days from the time the complaint is received. In exceptional circumstances (including but not limited to especially complex cases, or when the College is not in session), it may be necessary to extend these timelines. If that occurs, the parties will be informed of the expected timeline for completion.

The College handles complaints discreetly and attempts to maintain privacy throughout the investigatory process to the extent practicable and appropriate under the circumstances. However, in order to conduct an investigation, it is generally necessary to discuss the allegations with the accused and other potential witnesses. If the concerned party/complainant or party against whom a violation allegedly occurred requests that his or her name or other identifiable information not be disclosed to the alleged harasser, he or she shall be notified that College's ability to respond may be limited. Additionally, the College may have legal obligations to disclose information to law enforcement or in the context of legal proceedings.

Complaints may be made anonymously. While the College endeavors to investigate all complaints, including anonymous complaints, the nature of anonymous complaints makes investigation, determination, and remediation more difficult and, at times, impossible. Further, while the College attempts to protect the identity of complainants who do not wish to be identified, this may not always be possible.

If the report of sexual discrimination, sexual harassment, sexual, domestic, or dating violence is initiated by someone other than the party against whom the violation allegedly occurred, the College will inform the party against whom the violation allegedly occurred and ask whether he or she wishes to file a complaint.

In appropriate cases as determined by the College, conflict resolution may be possible. This is permitted only where both the complainant and accused voluntarily agree to participate, and either party may terminate informal resolution attempts and commence formal Grievance procedures at any time prior to reaching a mutually acceptable resolution. Depending on the circumstances, a mediated resolution may not necessarily involve face-to-face discussions between the complainant and the accused. Certain cases are not appropriate for conflict resolution, such as complaints of particularly egregious sexual harassment or cases involving sexual assault or violence.

Occasionally, an individual makes a complaint and later wishes to revoke or discontinue the investigation or adjudication process. Similarly, it may occur that someone other than the victim reports an incident, and the victim declines to participate in the investigation or adjudication process. In other instances, complaints may be received anonymously and/or the victim may not wish to be personally identified. The College endeavors to respect the wishes of a victim to either not be identified and/or not participate in the process. In these situations, the College attempts to investigate and address complaints in accordance with the victim's wishes.

If a victim wishes to talk about an incident with the assurance that the discussion will be confidential and will not result in an investigation or follow up action, the College will also proceed in this regard.

In determining whether sex discrimination, sexual harassment or sexual misconduct occurred, the College may consider any evidence it deems relevant. A preponderance of the evidence standard will be used meaning that the evidence which is of greater weight or is more convincing than opposing evidence such that it is "more likely than not" that an act occurred. Both the accuser and the accused will be simultaneously informed in writing of the outcome of the College's disciplinary investigation.

If the applicable investigatory or adjudicatory process allows for parties to offer witnesses and evidence, the complainant and the accused will have an equal opportunity to do so. The complainant and the accused will be informed in writing of the outcome of the complaint to the extent permitted by law. Either party may request an appeal if they have a reason to believe there was a procedural error impacting the outcome; or if relevant evidence becomes available, if that evidence was not previously available; or where a sanction is believed to be substantially disproportionate to the findings. If either party believes that he or she has grounds to appeal the outcome in whole or in part, the appeal must be filed within seven (7) days of receipt of the finding. A prompt, fair and impartial proceeding will be held. The appeal will be made to two impartial parties who do not have a conflict of interest or bias for or against the accuser or the accused. The two impartial parties will be designated by Title IX Coordinator and his or her determination will be final.

The College will implement prompt and effective steps to end the prohibited behavior, prevent its recurrence, and address its effects. This includes remedies for the victim and sanctions for the violator. Sanctions may include but are not limited to “no contact” orders, transfer to a different class, suspension, as well as other appropriate sanctions up to and including dismissal or termination.

Complaints of retaliation in connection with filing of sex discrimination, sexual harassment, or sexual misconduct complaints, or participation as a witness in a proceeding under this or any other College policy will be treated the same way as other complaints under this policy.

Knowingly filing false allegations of discrimination is prohibited and could result in disciplinary action up to and including dismissal from the College/termination of employment.

The College engages in educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the State of Ohio;
- d. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- e. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks;
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

This educational campaign will consist of but not be limited to the distribution of educational materials to new students and participating in and presenting information and materials during employee orientation and through other means of distribution through the year. The Title IX Coordinator also has a directory of services that are available to victims within the community to assist those who have suffered from a criminal act. The Valley College Title IX Coordinator is identified on the Resource Page of this document.

Risk Reduction/Warning Signs of Abusive Behavior

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to avoid potential attacks.

Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

- ❖ Being afraid of your partner.
- ❖ Constantly watching what you say to avoid a “blow up.”
- ❖ Feelings of low self-worth and helplessness about your relationship.
- ❖ Feeling isolated from family or friends because of your relationship.
- ❖ Hiding bruises or other injuries from family or friends.
- ❖ Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
- ❖ Being monitored by your partner at home, work, or school.
- ❖ Being forced to do things you don’t want to do.
- ❖ Being controlled with money and important identification, such as driver’s licenses and passports
- ❖ Being criticized about appearance and/or behavior
- ❖ Being caused embarrassment with bad names and put-downs
- ❖ Being threatened to take away or hurt the children, destroy property, or kill pets
- ❖ Intimidation with guns, knives, or other weapons
- ❖ Shoves, slaps, chokes, hits, or forces sexual acts

- ❖ Being threatened with the partner's suicide.

Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

- Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.
- Consider getting a protective order.
- Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
- Trust your instincts—if something doesn't feel right in a relationship, speak up or end it.

Sexual Assault Prevention (From Rape, Abuse and Incest National Network - RAINN)

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Try not to leave your drink unattended. Keep track of how many drinks you have had.
- Only drink from un-opened containers, or from drinks you have watched being made and poured.
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested.
- Try to come and leave with a group of people you trust.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his or her number instead of giving out yours.
- Trust your instincts. If you feel uncomfortable or threatened, leave the situation and go to a safe place.

Traveling around campus

- Make sure your cell phone is easily accessible and fully charged.
- Take major, public paths rather than less populated shortcuts.
- Avoid dimly lit places
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Carry a noisemaker (like a whistle) on your keychain.
- Carry a small flashlight on your keychain.
- Have your keys ready when you go to unlock your car
- Be alert at bus stops when waiting for the bus to arrive
- Use the bus schedule to avoid waiting for a long time at a stop.

Bystander Intervention

If you are the bystander to domestic violence, dating violence, sexual assault or stalking, below are some options for the bystander:

- If you witness sexual violence, get support from people around you. You do not have to act alone.
- Practice with friends and family about what you would say and how you would say it.
- When intervening, be respectful, direct and honest.
- Contact your local sexual assault center to see if they offer resources or training on bystander intervention
- If you see or hear something and you do not feel safe, contact the police.

Resources:

All allegations of sexual misconduct of any kind should be immediately reported to Title IX Coordinator:

Ms. Margaret Stafford

Compliance Director

Valley College Administrative Office

287 Aikens Center

Martinsburg, WV 25404

T 304-263-0979

Local Title IX Administrator (All Campuses)

Beckley Campus	Martinsburg Campus	Princeton Campus	Cleveland Campus
Beth Gardner 120 New River Town Center, Suite C Beckley, WV 25801 (304) 252-9547	Marianela Alberto 287 Aikens Center Martinsburg, WV 25404 (304) 263-0979	Beth Gardner 617 Mercer Street Princeton, WV 24740 (304) 425-2323 (304) 252-9547	Lynn Mizanin 8700 Brookpark Road Cleveland, Ohio 44129 (216)-453-8201

Off Campus Resources:

The institution does not have counseling, health care, mental health, victim advocacy, legal assistance or other student services for victims of sex offenses; however, to the greatest extent possible, Campus Director and/or Title IX Coordinator) should be contacted to assist in the receipt of first aid as needed and to assist the victim with his or her emotional concerns. Campus financial aid representatives and campus administration are available to assist students and employees with visa and immigration, as well as student financial aid concerns. Individual community counseling centers for each of Valley College's campuses are listed below.

Cleveland, Ohio

Stella Maris, Cleveland, Ohio	216-781-0550
Matt Talbot for Women, Cleveland, Ohio	216-634-7500
The Wellness Center, Cleveland, Ohio	440-580-4998
Hitchcock Center for Women, Cleveland, Ohio	216-421-0662
ADRC Lutheran Hospital, Cleveland, Ohio	216-696-4300
St. Vincent Hospital, Cleveland, Ohio	216-363-2580
Domestic Violence and Children Center, Cleveland, Ohio	216-229-2420

Domestic Violence Center

24-HOUR HELPLINE:

216-391-HELP (4357)

NATIONAL AGENCIES

This list is not intended to be complete but it represents a variety of alternative locations.

National Organization for Victim Assistance

800-TRY-NOVA

www.trynova.org

VictimConnect

(855) 4-VICTIM (855-484-2846)

victimconnect.org

National Domestic Violence Hotline

(800) 799-7233

www.thehotline.org

National Sexual Assault Hotline

(800) 656-HOPE (800-656-4673)

www.rainn.org

National Suicide Prevention Lifeline

(800) 273-TALK (800-273-8255)

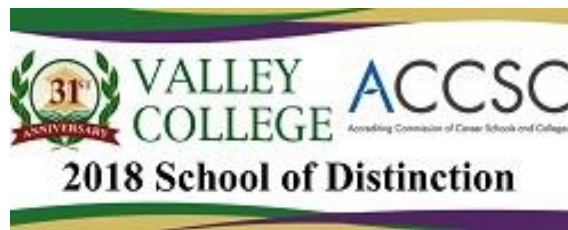
suicidepreventionlifeline.org

NotAlone.Org

<https://www.notalone.gov/resources/>

(This web site can provide resources in the neighboring communities)

VALLEY COLLEGE BECKLEY CAMPUS



EMERGENCY RESPONSE & EVACUATION PROCEDURES

UPDATED SEPTEMBER 5, 2019

EMERGENCY PREPAREDNESS PLAN

VALLEY COLLEGE – BECKLEY CAMPUS

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VALLEY COLLEGE

Emergency Response and Evacuation Procedures

Emergency Phone Numbers	Ambulance, Fire, Law Enforcement	911
Non-Emergency #304-256-1700	Statewide Cellular State Police	*SP

Building Emergency Evacuation Plan

How to Report an Emergency

Call 911 and Calmly State:

- Your name
- Address
- The nature of the emergency
- Whether injuries have occurred
- A phone number near the scene where you can be reached

Name of Institution: Valley College – Beckley Campus

Physical Address: 120 New River Town Center, Suite C
Beckley, WV 25801

Phone number: 304-252-9547

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 doors as you leave.
- Instructors will take the **Attendance Book** for correct head count.
- Report immediately to the designated “safe area” located behind the school. Proceed to the back of the parking lot to give emergency vehicles room to park close to the school.
- Check with Campus Director (or person in charge) who will take a head count from the 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

The safe area for the staff and students is designated as the area behind the school at the back of the parking lot. This will provide room for emergency vehicles in the front of the campus and back of the campus staff parking space area closest to the building.

Planned Evacuation Route

Faculty and students will follow a planned evacuation route when exiting the building. That route will be from the classroom and lab areas through the classroom hallway and out the back door straight back to the back of the parking lot.

Staff at the front desk, career center and administrative offices side of the building may exit through the front main entrance door. If that area of the building is blocked by fire, staff will exit through the back door at the end of the classroom hallway. All staff and students will continue through to the back of the parking lot to allow for passage of emergency vehicles.

ALL EVACUATION ROUTES ARE CLEARLY POSTED AND MARKED BY EXIT SIGNS THROUGHOUT THE BUILDING.

Building Safety Systems

The school building located at 120 New River Town Center and has the following safety systems:

- Alarms: Fire alarms are located throughout the building.
- Smoke Detectors: Smoke detectors are located throughout the building.
- A panic button is located on the fire alarm as well as on a fob at the front desk.
- Fire Extinguishers: Fire extinguishers are located in all classrooms and office areas of the building.
- Manual Alarm Pull Stations: Manual alarm pull stations are located near all entrances of the building.
- First Aid Kits: First aid kits are available in the administrative office area.
- The hallway areas are monitored by security cameras.

Evacuation Personnel

The following staff will serve as evacuation personnel.

Emergency Announcer: Vice- President /Campus Director or staff member left in charge by the Vice President / Campus Director.

Announcer will announce any disasters to all areas of the building.

Evacuation Warden: Diana Cox-Booth

Alternate Warden: Melissa Hatcher

Wardens will:

- Supervise evacuation procedure
- Check with searchers to get an “all clear” report or find out any problems.
- Report to the Command Center if areas were unsearched due to lack of personnel.
- Ensure that all people from the area proceed to the designated meeting place to check in and wait for “all clear” which will come from the Command Center.
- Report any problems to the Command Center.

The Command Center will be the Fire Department.

Searcher: Terry Clay

Searcher: Rachel Dove

Searchers will:

- Check all rooms including restrooms, conference rooms, and remote areas, closing all doors behind them.
- They will advise remaining employees or other persons on the floor about the emergency and the requirement to evacuate.
- When the area is “clear” they will proceed out of the building.

Evacuation Drill Schedule

Fire Evacuation Drill (Future)	November 2019
Fire Evacuation Drill	September 6, 2019
Fire Evacuation Drill	April 4, 2019
Fire Evacuation Drill	November 20, 2018
Fire Evacuation Drill	August 22, 2018
Fire Evacuation Drill	May 14, 2018
Fire Evacuation Drill	November 6, 2017
Fire Evacuation Drill	July 17, 2017

Students are also given an overview of the emergency plan during their orientation.

Fire Emergency Plan

If you discover fire or see smoke do not panic. Call 911 and proceed with the following:

RACE

Remove/Relocate individuals away from danger; if possible without endangering your safety.

Activate Alarm: Call 911

Confine/Contain fire and smoke by closing doors and windows.

Extinguish fire only if trained and fire is small by using the nearest fire extinguisher.

Follow Instructions for the Building Evacuation Plan

- Check doors with the back of your hand to ensure it is cool before opening.
- Walk quickly – Do Not Run – out of the building to the designated safe place.
- Instructors should lead students to the designated safe area at the back of the parking area.
- Instructors should take the Attendance Book with them.
- Instructors should take attendance once at the safe area and report to the Evacuation Warden.

Do Not Re-Enter the Building until the ALL CLEAR is issued by the FIRE DEPARTMENT

Severe Weather Plan

Severe weather includes tornados, severe thunderstorms, violent snow storms, and flooding.

Tornados/Severe Thunderstorm Watch:

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

- Monitor local emergency alert weather stations or the National Weather Service.
- Faculty and staff should be alerted to inform students of building's safe areas and be ready to relocate to those areas in case the Watch is upgraded to a Warning.

Definition of a Watch: A severe thunderstorm or tornado watch is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm, a tornado, or both, are more likely to develop and you should be prepared to move to a designated safe area.

Definition of a Warning: A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or tornado has been sighted or indicated by weather radar. At this point the danger is very serious and you should move to a designated safe area.

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

- Move students and staff to safe areas IMMEDIATELY.
- Close classroom, laboratory, and office doors.
- Instructors should take the attendance book to the safe areas with them.
- Remain in safe area until warning expires or until the "all clear" has been issued.

School Closings and delays will be decided by the Campus Director. Announcements of such will be made on WOAY and WVNS and also by a mass text via Campus Vue and posted on Facebook.

A phone tree has been established if calls need to be made to staff in emergency situations.

- Campus Director will call or text any employees that do not have access to WOAY or FOX59 stations.
- Campus Director will text DOAA. DOAA will call/text all instructors
- Campus Director will send out a mass email to students via Campus Vue.
- Campus Coordinator/Bursar will put an announcement on Beckley's FaceBook Page.

Safe Area Location

The classrooms, computer labs, file room and staff offices, with the exception of the offices of the Vice President and Campus Director, are the safe areas for both students and staff since these rooms, labs and offices do not have windows.

Hostage/Intruder Situation Plan

If an intruder enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons the following guidelines should be followed:

Responsibilities:

Vice President/Campus Director/Designee

- Immediately notify police (911)
- Initiate **Action Secure Building**
 - Lock down building and do not let any students that are not in class enter the building
 - Alert all rooms of the event.
 - Instructors will lock classroom doors.
- If the Vice President/Campus Director is not present, notify the Vice President/Campus Director of the situation.
- Monitor hostage situation the best you can without doing anything to exacerbate it.
- Follow instructions of law enforcement officials who will take over when they arrive on site.

Staff

- Remain calm. Talk with the individual in a low-key, non-threatening manner. Do not argue with or antagonize the individual in any way.
- Keep your distance. Give the intruder ample personal space.
- Do not attempt to deceive or threaten the intruder.
- Do not buy into the delusions of the intruder.
- Suggest marching the students or staff quietly out the back door. Back off if this approach angers the intruder.
- Be constantly alert and prepared for violence. Initiate **Flight, Hide or Fight** if the intruder opens fire.
 - **Flight** – Move quickly, low and never in a straight line, out of the area of imminent danger.
 - **Hide** – Seek cover, if possible lock or secure door and notify police by calling 911, remain quiet and calm, be alert and look for force multipliers (car keys, chemicals, fire extinguishers, objects and etc.)
 - **Fight (last resort, imminent danger)** – Control Distance, Dominate, Disarm and Disable.

Note: If the school becomes involved in a hostage situation the primary concern must be the safety of the staff. Individuals who take hostages are frequently emotionally disturbed and the key to dealing with them is to make every attempt to AVOID antagonizing them.

Vice President/Campus Director/Designee

- Inform staff supervising students in the classroom to initiate *Flight, Hide or Fight*.
- Immediately notify police by calling 911.
- If the Vice President/Campus Director is not present, notify the Vice President/Campus Director of the situation.
- Work in coordination with supervisors of law enforcement until the situation is resolved.
- Initiate student release procedures and or evacuation procedures only if it becomes necessary.

Staff and Other Individuals

In offices, maintain *Flight, Hide or Fight* until the situation is resolved.

In open areas, move staff, prospective students, visiting graduates or online students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate *Flight, Hide or Fight*. This should be done only when there is no chance for the individuals to reach safer areas.

Drills

Valley College – Beckley holds an annual Active Shooter Drill training a year. New employees receive Active Shooter training during their on-boarding process. Students receive introductory training during Orientation.

VALLEY COLLEGE MARTINSBURG CAMPUS

EMERGENCY RESPONSE & EVACUATION PROCEDURES

UPDATED JUNE 2018

REVIEWED SEPTEMBER 2019

EMERGENCY PREPAREDNESS PLAN

VALLEY COLLEGE – MARTINSBURG CAMPUS

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VALLEY COLLEGE

Emergency Response and Evacuation Procedures

Emergency Phone Numbers	Ambulance, Fire, Law Enforcement	911
	Statewide Cellular State Police	*SP

Building Emergency Evacuation Plan

How to Report an Emergency

Call 911 and Calmly State:

- Your name
- Address
- The nature of the emergency
- Whether injuries have occurred
- A phone number near the scene where you can be reached

Name of Institution: Valley College – Martinsburg Campus

Physical Address: 287 Aikens Center
Martinsburg, WV 25404

Phone number: 304-263-0979

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 doors as you leave.
- Instructors will take the **Attendance Sheet/Book** for correct head count.
- Report immediately to the designated “safe area” located either at the treed island in the front parking lot or the dumpster enclosure in the parking lot.
- Check with Vice President/Campus Director who will take a head count from the 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

The safe area for the staff and students is designated as the parking lot island containing the small trees toward the front of the Comfort Inn in the front parking lot and/or the dumpster enclosure area at end of the parking lot area at the back of the campus close to rear of the Shepherd State University building. This will provide room for emergency vehicles in the front of the campus and back of the campus.

Planned Evacuation Route

Faculty and students will follow a planned evacuation route when exiting the building. That route will be from the front classroom exit or from the inner class room and lab areas through the hallway and out the front main entrance door bearing to the left to the treed island in the front parking area. If that escape route is blocked by fire, students and faculty will exit through the hallway or Room 106 and out the back door behind Room 106 turning to the left and proceeding to the end of the parking area near the dumpster enclosure. Students in the rear section of the building will exit out the rear door between Room 106 and Room 107, turning to the left and proceeding to the end of the parking area near the dumpster enclosure.

ALL EVACUATION ROUTES ARE CLEARLY POSTED AND MARKED BY EXIT SIGNS THROUGHOUT THE BUILDING.

Building Safety Systems

The school building located at 287 Aikens Center and has the following safety systems:

- Alarms: Fire alarms are located throughout the building.
- Smoke Detectors: Smoke detectors are located throughout the building.
- Fire Extinguishers: Fire extinguishers are located in various locations throughout the building and in or near all labs.
- First Aid Kits: First aid kits are available in the administrative office area and in all labs.
- Panic Buttons: Panic Buttons are located in designated areas in the building.
- The campus is armed with security cameras.

Evacuation Personnel

The following staff will serve as evacuation personnel.

Emergency Announcer: Campus Director, Evacuation Warden – or, Campus Coordinator, Alternate Warden

Announcer will announce any disasters to all areas of the building.

Evacuation Warden: Campus Director

Alternate Warden: Campus Coordinator

Wardens will:

- Supervise evacuation procedure
- Check with searchers to get an “all clear” report or find out any problems.
- Report to the Command Center if areas were unsearched due to lack of personnel.
- Ensure that all people from the area proceed to the designated meeting place to check in and wait for “all clear” which will come from the Command Center.
- Report any problems to the Command Center.

The Command Center will be the Fire Department.

Searcher: Online Program Head

Searcher: DOAA

Searchers will:

- Check all rooms including restrooms, conference rooms, and remote areas, closing all doors behind them.
- They will advise remaining employees or other persons on the floor about the emergency and the requirement to evacuate.
- When the area is “clear” they will proceed out of the building.

Date of Last Evacuation Drill

Students are also given an overview of the emergency plan during their orientation.

Campus Wide Evacuation Drills are to be held approximately every six months.

The last evacuation drill at the Martinsburg Campus of Valley College was held on 4-04-19.

The next evacuation drill is scheduled for 10-07-19.

Fire Emergency Plan

If you discover fire or see smoke do not panic. Call 911 and proceed with the following:

RACE

Remove/Relocate individuals away from danger; if possible without endangering your safety.

Activate Alarm: Call 911

Confine/Contain fire and smoke by closing doors and windows.

Extinguish fire only if trained and fire is small by using the nearest fire extinguisher.

Follow Instructions for the Building Evacuation Plan

- Check doors with the back of your hand to ensure it is cool before opening.
- Walk quickly – Do Not Run – out of the building to the designated safe place.
- Instructors should lead students to the designated safe area at the front or rear of the building.
- Instructors should take the Attendance Sheet/Book with them.
- Instructors should take attendance once at the safe area and report to the Evacuation Warden.

Do Not Re-Enter the Building until the ALL CLEAR is issued by the FIRE DEPARTMENT

Severe Weather Plan

Severe weather includes tornados, severe thunderstorms, violent snow storms, and flooding.

Tornados/Severe Thunderstorm Watch:

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

- Monitor local emergency alert weather stations or the National Weather Service.
- Faculty and staff should be alerted to inform students of building's safe areas and be ready to relocate to those areas in case the Watch is upgraded to a Warning.

Definition of a Watch: A severe thunderstorm or tornado watch is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm, a tornado, or both, are more likely to develop and you should be prepared to move to a designated safe area.

Definition of a Warning: A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or tornado has been sighted or indicated by weather radar. At this point the danger is very serious and you should move to a designated safe area.

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

- Move students and staff to safe areas IMMEDIATELY.
- Close classroom, laboratory, and office doors.
- Instructors should take the attendance sheet/book to the safe areas with them.
- Remain in safe area until warning expires or until the "all clear" has been issued.

School Closings and delays will be decided by the Campus Director. Announcements of such will be made on FaceBook, on/through Portal, on WHAG television station, and through SMS texting.

A phone tree has been established if calls need to be made to staff in emergency situations.

- Campus Director /Director of Academic Affairs will call or text the Administrative staff, Admissions Representatives, Financial Aid Advisor, Career Service Advisors and Faculty and Online staff.

Safe Area Location

The classrooms, computer labs, file room and interior staff offices, are the safe areas for both students and staff since these rooms, labs and offices do not have windows. The reception area, and all staff offices and the MCA computer lab at the very front of the building are not to be used because of the number of windows and class doors in those areas.

Interior corporate offices and rooms are safe areas for corporate personnel with the exception of the outer offices and the front entry and rear kitchen area because of the windows and glass doors located in those areas.

Hostage/Intruder Situation Plan

If an intruder enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons the following guidelines should be followed:

Responsibilities:

Vice President/Campus Director/Designee

- Immediately notify police (911)
- Initiate **Action Secure Building**
 - Lock down building and do not let any students that are not in class enter the building
 - Alert all rooms of the event.
 - Instructors will lock classroom doors.
- If the Vice President/Campus Director is not present, notify the Vice President/Campus Director of the situation.
- Monitor hostage situation the best you can without doing anything to exacerbate it.
- Follow instructions of law enforcement officials who will take over when they arrive on site.

Staff

- Remain calm. Talk with the individual in a low-key, non-threatening manner. Do not argue with or antagonize the individual in any way.
- Keep your distance. Give the intruder ample personal space.
- Do not attempt to deceive or threaten the intruder.
- Do not buy into the delusions of the intruder.
- Suggest marching the students or staff quietly out the back door. Back off if this approach angers the intruder.
- Be constantly alert and prepared for violence. Initiate **Flight, Hide or Fight** if the intruder opens fire.
 - **Flight** – Move quickly, low and never in a straight line, out of the area of imminent danger.
 - **Hide** – Seek cover, if possible lock or secure door and notify police by calling 911, remain quiet and calm, be alert and look for force multipliers (car keys, chemicals, fire extinguishers, objects and etc.)
 - **Fight (last resort, imminent danger)** – Control Distance, Dominate, Disarm and Disable.

Note: If the school becomes involved in a hostage situation the primary concern must be the safety of the students, staff, and faculty. Individuals who take hostages are frequently emotionally disturbed and the key to dealing with them is to make every attempt to AVOID antagonizing them.

Vice President/Campus Director/Designee

- Inform staff supervising students in the classroom to initiate *Flight, Hide or Fight*.
- Immediately notify police by calling 911.
- If the Vice President/Campus Director is not present, notify the Vice President/Campus Director of the situation.
- Work in coordination with supervisors of law enforcement until the situation is resolved.
- Initiate student release procedures and or evacuation procedures only if it becomes necessary.

Staff

In classrooms, maintain *Flight, Hide or Fight* until the situation is resolved.

In open areas, move the students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate *Flight, Hide or Fight*. This should be done only when there is no chance for the students to reach safer areas.

VALLEY COLLEGE PRINCETON CAMPUS

EMERGENCY RESPONSE & EVACUATION PROCEDURES

UPDATED SEPTEMBER 3, 2019

VALLEY COLLEGE – PRINCETON CAMPUS

EMERGENCY PREPAREDNESS PLAN

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VALLEY COLLEGE

Emergency Response and Evacuation Procedures

Emergency Phone Numbers	Ambulance, Fire, Law Enforcement	911
	Statewide Cellular State Police	*SP

Building Emergency Evacuation Plan

How to Report an Emergency

Call 911 and Calmly State:

- Your name
- Address
- The nature of the emergency
- Whether injuries have occurred
- A phone number near the scene where you can be reached

Name of Institution: Valley College – Princeton Campus

Physical Address: 617 Mercer Street
Princeton, West Virginia 24740

Phone number: 304-425-2323

Building Evacuation Procedures

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 doors as you leave.
- Instructors will take the **Attendance rosters** for correct head count.
- Report immediately to the designated “safe area” located across the street (see Safe Area Location on page 2).
- Check with Campus Director (or person in charge) who will take a head count from the 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

The safe area for the staff is designated as: Front Entrance: Campus Director will lead all staff through the front entrance to the sidewalk, then walking towards and crossing 7th Street.

Planned Evacuation Route

ADMINISTRATIVE BUILDING Front Office.

Administrative staff, visitors and students who are meeting with administrative staff will meet in the front administrative office area and be taken, by the director, to the sidewalk across the street on 7th Street.

ALL EVACUATION ROUTES ARE CLEARLY POSTED AND MARKED BY EXIT SIGNS THROUGHOUT THE BUILDING.

Building Safety Systems

The Administrative building located at 617 Mercer Street:

- Alarms: Fire alarms are located in the Administrative building;
- Smoke detectors are located throughout the building.
- The campus is armed with security cameras.
- Fire Extinguishers: Administrative Building:
 - 1 in the front lobby by the door.
 - 1 by the back door.
- First Aid Kits: First aid kits are available in the administrative office area

Evacuation Personnel

Follow Instructions for the Building Evacuation Plan

The following staff will serve as evacuation personnel.

Emergency Announcer: Campus Director or staff member left in charge by the Vice President.
Announcer will announce any disasters to all areas of the building.

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. A flashlight will be provided in case of power failure. Evacuation Personnel should never be placed in imminent danger.

Evacuation Warden: Senior Admissions Representative

Alternate Warden: Career Service Advisor

Wardens will:

- Supervise evacuation procedure
- Check with searchers to get an “all clear” report or find out any problems.
- Report to the Command Center if areas were unsearched due to lack of personnel.
- Ensure that all people from the area proceed to the designated meeting place to check in and wait for “all clear” which will come from the Command Center.
- Report any problems to the Command Center.

Command Center will be Fire Department Vehicle.

Evacuation Procedures

- Check doors with the back of your hand to ensure it is cool before opening.
- Walk quickly – Do Not Run – out of the building to the designated safe place.

Do Not Re-Enter the Building until the ALL CLEAR is issued by the FIRE DEPARTMENT

Date of Last Evacuation Drill

The last evacuation drill at the Princeton Campus of Valley College was held on January 14, 2019.
The programs are being taught out and students no longer are attending classes on campus.

Fire Emergency Plan

If you discover fire or see smoke do not panic. Call 911 and proceed with the following:

RACE

Remove/Relocate individuals away from danger; if possible without endangering your safety.

Activate Alarm: Call 911

Confine/Contain fire and smoke by closing doors and windows.

Extinguish fire only if trained and fire is small by using the nearest fire extinguisher.

Severe Weather Plan

Severe weather includes tornados, severe thunderstorms, violent snow storms, and flooding.

Tornados/Severe Thunderstorm Watch:

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

- Monitor local emergency alert weather stations or the National Weather Service.
- Faculty and staff should be alerted to inform students of building's safe areas and be ready to relocate to those areas in case the Watch is upgraded to a Warning.

Definition of a Watch: A severe thunderstorm or tornado watch is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm, a tornado, or both, are more likely to develop and you should be prepared to move to a designated safe area.

Definition of a Warning: A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or tornado has been sighted or indicated by weather radar. At this point the danger is very serious and you should move to a designated safe area.

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

- Move students and staff to safe areas IMMEDIATELY.
- Close office doors.
- Remain in safe area until warning expires or until the "all clear" has been issued.

Closings and delays will be decided by the Campus Director.

- A phone tree has been established if calls need to be made to staff in emergency situations.
- The Campus Director will call/text the Admissions Rep and other Staff members.

Safe Area Location

The staff offices without windows are the safe areas.

Hostage/Intruder Situation Plan

If an intruder enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons the following guidelines should be followed:

Responsibilities:

Vice President/Campus Director/Designee

- Immediately notify police (911)
- Initiate **Action Secure Building**
 - Lock down building and do not let any students that are not in class enter the building
 - Alert all rooms of the event.
 - Instructors will lock classroom doors.
- If the Vice President/Campus Director is not present, notify the Vice President/Campus Director of the situation.
- Monitor hostage situation the best you can without doing anything to exacerbate it.
- Follow instructions of law enforcement officials who will take over when they arrive on site.

Staff

- Remain calm. Talk with the individual in a low-key, non-threatening manner. Do not argue with or antagonize the individual in any way.
- Keep your distance. Give the intruder ample personal space.
- Do not attempt to deceive or threaten the intruder.
- Do not buy into the delusions of the intruder.
- Suggest marching the students or staff quietly out the back door. Back off if this approach angers the intruder.
- Be constantly alert and prepared for violence. Initiate **Flight, Hide or Fight** if the intruder opens fire.
 - **Flight** – Move quickly, low and never in a straight line, out of the area of imminent danger.
 - **Hide** – Seek cover, if possible lock or secure door and notify police by calling 911, remain quiet and calm, be alert and look for force multipliers (car keys, chemicals, fire extinguishers, objects and etc.)
 - **Fight (last resort, imminent danger)** – Control Distance, Dominate, Disarm and Disable.

Note: If the school becomes involved in a hostage situation the primary concern must be the safety of the staff. Individuals who take hostages are frequently emotionally disturbed and the key to dealing with them is to make every attempt to AVOID antagonizing them.

Vice President/Campus Director/Designee

- Inform staff supervising students in the classroom to initiate *Flight, Hide or Fight*.
- Immediately notify police by calling 911.
- If the Vice President/Campus Director is not present, notify the Vice President/Campus Director of the situation.
- Work in coordination with supervisors of law enforcement until the situation is resolved.
- Initiate student release procedures and or evacuation procedures only if it becomes necessary.

Staff and Other Individuals

In offices, maintain *Flight, Hide or Fight* until the situation is resolved.

In open areas, move staff, prospective students, visiting graduates or online students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate *Flight, Hide or Fight*. This should be done only when there is no chance for the individuals to reach safer areas.



VALLEY COLLEGE

CLEVELAND CAMPUS

EMERGENCY RESPONSE & EVACUATION PROCEDURES

INITIAL DATE: APRIL 2019

REVIEWED: SEPTEMBER 2019

EMERGENCY PREPAREDNESS PLAN

VALLEY COLLEGE – CLEVELAND CAMPUS

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VALLEY COLLEGE

Emergency Response and Evacuation Procedures

Emergency Phone Numbers: **Ambulance, Fire, Law Enforcement** **911**

Building Emergency Evacuation Plan

How to Report an Emergency

Call 911 and Calmly State:

- Your name
- Address
- The nature of the emergency
- Whether injuries have occurred
- A phone number near the scene where you can be reached

Call reception desk to notify reception of emergency. (Reception Desk extension = 1505)

Name of Institution: Valley College – Cleveland Campus

Physical Address: 8700 Brookpark Road
Cleveland, Ohio 44129

Phone number: 216 453-8201

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 (**Safe location is our digital sign**) using the planned evacuation route.
- Close doors as you leave.
- Instructors will take the **Attendance Sheet/Book** for correct head count.

- Report immediately to the designated “safe area” located near the digital sign located at the south parking lot, closest to Brookpark Road.
- Check with Lynn Mizanin, Campus Director, who will take a head count from the 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

The safe area for the staff, faculty, and students is designated as the front parking area closest to the digital sign. This will provide room for emergency vehicles in the front of the campus and back of the campus.

Planned Evacuation Route

Faculty and students will follow a planned evacuation route when exiting the building. Depending on what floor you are on when the alarm goes off, the following evacuation route should be used.

- **3rd Floor – Rooms 306, 308, and 309 Evacuation Route** – Faculty and students should exit out of their classroom and proceed West towards the restrooms. Use the staircase to the first floor and out the Vendor Exchange main entrance. All Faculty and students should gather at the digital sign in the front of the parking lot.
- **3rd Floor – Rooms 302, 303, 304, 305, 310, 311, 312 Evacuation Route** – Faculty and students should exit out of their classroom and proceed East to the main staircase. Take the staircase to the first floor and exit through the Vet Assistant door. Faculty and Students can also take the staircase to the second floor and exit through the side door or the main entrance. All Faculty and students should gather at the digital sign in the front of the parking lot.
- **2nd Floor – Evacuation Route** – Staff, Faculty and students should exit out of the building either through the main entrance or the extra door leading into the courtyard. An additional exit would be taking the stairs to the first floor and out the Vet Assistant door. All Staff, Faculty and students should gather at the digital sign in the front of the parking lot.
- **1st Floor – Evacuation Route** – Exit through the Vet Assistant door into the courtyard. An additional exit is down the hallway and out Vendor Exchange main entrance. All Faculty and students should gather at the digital sign in the front of the parking lot.

ALL EVACUATION ROUTES ARE CLEARLY POSTED AND MARKED BY EXIT SIGNS THROUGHOUT THE BUILDING.

Building Safety Systems

The school building located at 8700 Brookpark Road has the following safety systems:

- Smoke Detectors: Smoke detectors are located throughout the building.
- Fire Extinguishers: Fire extinguishers are located in various locations throughout the building.
- First Aid Kits: First aid kits are available at the faculty lounge and the receptionist's desk.
- Defibrillator is available in the faculty lounge on top of refrigerator.

Evacuation Personnel

The following staff will serve as evacuation personnel.

Emergency Announcer: Lynn Mizanin, Campus Director, Adrienne Schultz, Director of First Impressions, Kelly O'Connell, MCA Program Head. Announcer will announce any disasters to all areas of the building.

Evacuation Warden: Lynn Mizanin, Campus Director

Alternate Warden: Kelly O'Connell, MCA Program Head

Command Center: Lynn Mizanin, Campus Director's Office – Room #204

Wardens will:

- Supervise evacuation procedure
- Check with searchers to get an "all clear" report or find out any problems.
- Report to the Command Center (Room 204) if areas were unsearched due to lack of personnel.
- Ensure that all people from the area proceed to the designated meeting place to check in and wait for "all clear" which will come from the Command Center (Room 204)
- Report any problems to the Command Center (Room 204).

Searchers: 1st Floor – Jeanette Kwiatkowski, Vet Assistant Program Head
2nd Floor – Lynn Mizanin, Campus Director or Adrienne Schultz, Director of First Impressions.
3rd Floor – Kelly O'Connell, Medical Assisting Program Head

Seachers will:

- Check all rooms including restrooms, conference rooms, and remote areas, closing all doors behind them.
- They will advise remaining employees or other persons on the floor about the emergency and the requirement to evacuate.
- When the area is “clear” they will proceed out of the building.

Date of Last Evacuation Drill

Students are also given an overview of the emergency plan during their orientation. Campus Wide Evacuation Drills are to be held approximately every six months.

The first evacuation drill at the Cleveland Campus was held August 6, 2019. The next evacuation drill will be March 2020.

Fire Emergency Plan

If you discover fire or see smoke do not panic. Call 911 and proceed with the following:

R A C E

Remove/Relocate individuals away from danger; if possible, without endangering your safety.

Activate Alarm: Call 911

Confine/Contain fire and smoke by closing doors and windows.

Extinguish fire only if trained and fire is small by using the nearest fire extinguisher.

Follow Instructions for the Building Evacuation Plan

- Check doors with the back of your hand to ensure it is cool before opening.
- Walk quickly – Do Not Run – out of the building to the designated safe place.
- Instructors should lead students to the designated safe area.
- Instructors should take the Attendance Sheet/Book with them.
- Instructors should take attendance once at the safe area and report to the Evacuation Warden.

Do Not Re-Enter the Building until the ALL CLEAR is issued by the FIRE DEPARTMENT

Severe Weather Plan

Severe weather includes tornados, severe thunderstorms, violent snowstorms, and flooding.

Tornados/Severe Thunderstorm Watch:

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

- Monitor local emergency alert weather stations or the National Weather Service.
- Faculty and staff should be alerted to inform students of building's safe areas and be ready to relocate to those areas in case the Watch is upgraded to a Warning.

Definition of a Watch: A severe thunderstorm or tornado watch is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm, a tornado, or both, are more likely to develop and you should be prepared to move to a designated safe area.

Definition of a Warning: A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or tornado has been sighted or indicated by weather radar. At this point the danger is very serious and you should move to a designated safe area.

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

- Move students and staff to safe areas IMMEDIATELY.
- Close classroom, laboratory, and office doors.
- Instructors should take the attendance sheet/book to the safe areas with them.
- Remain in safe area until warning expires or until the "all clear" has been issued.

School Closings and delays will be decided by the Campus Director. Announcements of such will be made on FaceBook, or through Portal.

A phone tree has been established if calls need to be made to staff in emergency situations.

- Campus Director /Director of Academic Affairs will call or text the Administrative staff, Admissions Representatives, Financial Aid Advisor, and faculty (Future staff will be added to this tree.)

Safe Area Location

The stairwell at the bottom of the first floors is the safe areas for both students and staff since this area has no windows. The reception area, and all staff offices on the 2nd floor on the front of the building are not to be used because of the number of windows and glass doors in those areas.

Hostage/Intruder Situation Plan

If an intruder enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons the following guidelines should be followed:

Responsibilities:

Direct of First Impressions/Campus Director

- Immediately notify police (911)
- Initiate **Action Secure Building**
 - Lock down building and do not let any students that are not in class enter the building
 - Alert all rooms of the event.
 - Instructors will lock classroom doors.
- If the Campus Director is not present, notify Instructors of the situation.
- Monitor hostage situation the best you can without doing anything to exacerbate it.
- Follow instructions of law enforcement officials who will take over when they arrive on site.

Staff

- Remain calm. Talk with the individual in a low-key, non-threatening manner. Do not argue with or antagonize the individual in any way.
- Keep your distance. Give the intruder ample personal space.
- Do not attempt to deceive or threaten the intruder.
- Do not buy into the delusions of the intruder.
- Suggest marching the students or staff quietly out the back door. Back off if this approach angers the intruder.
- Be constantly alert and prepared for violence. Initiate **Flight, Hide or Fight** if the intruder opens fire.
 - **Flight** – Move quickly, low and never in a straight line, out of the area of imminent danger.
 - **Hide** – Seek cover, if possible lock or secure door and notify police by calling 911, remain quiet and calm, be alert and look for force multipliers (car keys, chemicals, fire extinguishers, objects and etc.)
 - **Fight (last resort, imminent danger)** – Control Distance, Dominate, Disarm and Disable.

Note: If the school becomes involved in a hostage situation the primary concern must be the safety of the students, staff, and faculty. Individuals who take hostages are frequently emotionally disturbed and the key to dealing with them is to make every attempt to AVOID antagonizing them.

Campus Director/Designee

- Inform staff supervising students in the classroom to initiate ***Flight, Hide or Fight***.
- Immediately notify police by calling 911.
- If the Campus Director is not present, notify the MCA Program Head, Kelly O'Connell. of the situation.
- Work in coordination with supervisors of law enforcement until the situation is resolved.
- Initiate student release procedures and or evacuation procedures only if it becomes necessary.

Staff

In classrooms, maintain ***Flight, Hide or Fight*** until the situation is resolved.

In open areas, move the students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate ***Flight, Hide or Fight***. This should be done only when there is no chance for the students to reach safer areas.



DRUG FREE CAMPUS AND WORKPLACE COMPLIANCE

"The Drug Free Schools and Communities Act and Drug Free Workplace Act of 1989" requires that as a condition of receiving funds or any other form of financial assistance under any federal program, all institutions of higher education must adopt and implement programs to prevent the unlawful possession, use or distribution of illegal drugs and abuse of alcohol by students and employees.

As part of the drug prevention program for students and employees, Valley College annually distributes the attached report that contains Valley College's policies and information required to be distributed to students and employees. This information includes prohibited actions, state, local and federal sanctions, health related risks associated with illicit drugs and the abuse of alcohol, alcohol and drug treatment rehabilitation centers contact information and Valley College sanctions.

It is very important that all students and employees are aware of the information contained in the attached documents and understand that Valley College is committed to maintaining a drug free campus for its students and employees. Please read the compliance package carefully. If you have any questions, please address them with your school Campus Director.

Valley College insists on a drug and alcohol free learning environment for both students and staff. Therefore, student's use of alcohol or the unlawful manufacture, distribution, dispensing or use of a controlled substance or alcohol anywhere on College property, or while participating in College related activities, is strictly prohibited. Students and employees who violate this policy are subject to disciplinary action up to and including drug testing, expulsion and termination.

Valley College reserves the right to investigate any suspicious activity regarding nonprescription and illegal drugs, as well as alcohol. Investigation may include but is not limited to classroom inspection or request students to submit to drug screening in cases of strong suspicion of drug or alcohol use. Refusal to submit to these measures at time of request may be viewed as strong evidence of drug/or alcohol use which could result in student's termination from the program.

Students or employees may be referred to the outside counseling and treatment help centers or programs. The College will sole discretion to determine the exact conditions of continued enrollment or employment in such case. Valley College is also a tobacco free environment. Tobacco is restricted in the classrooms and at all school events except for in designated smoking areas at each campus.

PROHIBITED ACTIONS

Valley College absolutely prohibits any use, consumption, sale, purchase, transfer or possession of any controlled substance by any student or employee while attending class, working at or visiting any Valley College facility, or participating in any official school activity. Employees or students are strictly prohibited from being under the influence of any controlled substance, or alcohol, while performing work or attending class or attending sponsored training, meetings or activities as a representative of Valley College. Legally prescribed medications are excluded from this policy and are permitted to the extent that the consumption of such medication does not negatively affect work ability, job performance or the safety of self or others.

VALLEY COLLEGE'S DISCIPLINARY SANCTIONS

Violation of this policy by either students or employees will make the individual subject to disciplinary action. Disciplinary action of students and employees will include immediate referral to a treatment center and may include termination of training for students or termination of employment for employees.

STATE, LOCAL AND FEDERAL SANCTIONS

The following is a description of some of the applicable legal sanctions under federal, state, and local laws for the unlawful possession, use, or distribution of illicit drugs, including alcohol. This list is not intended to be an exhaustive list of all offenses involving drugs and alcohol, and this material should not be relied upon as legal advice or guidance regarding these offenses.

A summary of penalties under Federal Law is attached to this document as Table A.

West Virginia State and Local Sanctions

Chapter 60A - Uniform Controlled Substances Act

Article 4 - Subsection 60A-4-401

Offenses and Penalties

It is unlawful for any person to manufacture, deliver or possess with intent to manufacture or deliver, a controlled substance. Any person guilty of a felony, upon conviction, may be imprisoned in the penitentiary for not less than one year nor more than fifteen years, or fined not more than \$25,000, or both. Any person guilty of a misdemeanor, upon conviction, may be confined in the county jail for not less than six months nor more than one year, or fined not more than five thousand dollars or both.

Distribution to persons under the age of eighteen by persons over the age of twenty-one; distribution by persons eighteen or over in or on, or within one thousand feet of, school or college, will be ineligible for parole for a period of two years.

Any person convicted of a second or subsequent offense may be imprisoned for a term up to twice the term otherwise authorized, fined an amount up to twice that otherwise authorized, or both.

Article 7 - West Virginia Contraband Forfeiture Act.

Items subject to forfeiture:

- * All controlled substances which have been manufactured, distributed, dispensed or possessed in violation of Chapter 60A.
- * All raw materials used in manufacture of controlled substances, aircraft, vehicles or vessels used to transport or facilitate transportation, sale, receipt, possession or concealment of property and all real property used in any manner to commit a violation of Chapter 60A punishable by more than one year in prison.

Ohio State and Local Sanctions

Ohio Revised Code (ORC) Section 2925.02 provides that no person shall knowingly corrupt another with drugs by inducing or forcing them to use a controlled substance.

PENALTY FOR VIOLATION: Mandatory imprisonment from 6 months to 10 years, depending upon amount and type of drug involved and history of previous drug abuse offenses.

ORC 2925.03 provides that no person shall knowingly "traffick" in controlled or illicit substances, including marijuana. Trafficking includes selling, offering to sell, delivering, distributing, preparing, cultivating, and manufacturing of controlled substances.

PENALTY FOR VIOLATION: Mandatory fines range from \$100 to \$20,000, depending on offense and drug involved. Mandatory jail sentences range from 6 months to 10 years.

ORC 2925.11 provides that no person shall knowingly obtain, possess, or use a controlled substance.

PENALTY FOR VIOLATION: Drug abuse involving amounts of marijuana less than 100 grams carries a penalty of \$100. Other violations involving marijuana result in mandatory jail terms of not more than 8 years and mandatory fines of \$15,000. Drug abuse offenses involving other drugs may result in jail terms of up to 10 years and fines of \$20,000.

ORC 2925.12 provides that no person shall make obtain, possess, or use drug abuse instruments.

PENALTY FOR VIOLATION: A first offense can carry a jail term of up to 90 days and fines of \$750.

ORC 2925.14 provides that no person shall knowingly use, possess with purpose to use, sell, manufacture or advertise drug paraphernalia.

PENALTY FOR VIOLATION: Depending upon the facts, imprisonment up to 6 months and fines up to \$1,000.

ORC 2925.31 provides, except for lawful research, clinical, medical, dental, or veterinary purposes, no person with intent to induce intoxication or similar effect, shall obtain, possess, or use a harmful intoxicant.

PENALTY FOR VIOLATION: Up to \$1,000 and 6 months in jail.

ORC 2925.37 provides that no person shall knowingly possess, make, sell, or deliver counterfeit controlled substances.

PENALTY FOR VIOLATION: Depending upon the facts, the penalty can be up to 180 days in jail and a \$1,000 fine, but aggravating circumstances can cause the offense to become a felony of the fourth degree with prison terms between 6-18 months and a fine up to \$5,000.

ORC 4301.63 provides that no person under the age of 21 years shall purchase beer or intoxicating liquor.

PENALTY FOR VIOLATION: A fine of not less than \$25 nor more than \$100 may be imposed. The court may order that the fine be paid by the performance of public work at a reasonable hourly rate established by the court and shall designate the time within which the public work shall be completed.

ORC 4301.631 provides that no underage person can purchase low alcohol beverages, that no person may furnish low alcohol beverages to an underage person, and that no person shall allow underage persons to consume low alcohol beverages on his/her property.

PENALTY FOR VIOLATION: Punishments for violating ORC 4301.631 range from fines of \$25 to \$250 and imprisonment up to 30 days.

ORC 4301.633 provides that no person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining beer or intoxicating liquor for a person under 21 years of age, by purchase or as a gift.

PENALTY FOR VIOLATION: Misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a \$1,000 fine.

ORC 4301.634 provides that no person under the age of 21 years shall knowingly show or give false information concerning his name, age, or other identification for the purpose of purchasing or otherwise obtaining beer or intoxicating liquor in any place in this state where beer or intoxicating liquor is sold under a permit issued by the department of liquor control.

PENALTY FOR VIOLATION: Misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a \$1,000 fine.

ORC 4301.64 prohibits the consumption of any beer or intoxicating liquor in a motor vehicle.

PENALTY FOR VIOLATION: Misdemeanor of the fourth degree. The maximum penalty is imprisonment for not more than 30 days and a \$250 fine.

ORC 4301.69(A) prohibits selling beer or intoxicating liquor to a person under the age of 21 years, or buying it for or furnishing it to such a person.

PENALTY FOR VIOLATION: Misdemeanor. The maximum penalty is imprisonment for not more than 6 months and a fine of not less than \$500 and no more than \$1,000.

ORC 4301.69(E) provides that no underage person shall knowingly possess or consume any beer or intoxicating liquor, in any public or private place, unless he is accompanied by a parent, spouse, or legal guardian, who is not an underage person, or unless the beer or intoxicating liquor is given for medical or religious purposes.

PENALTY FOR VIOLATION: Misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a \$1,000 fine.

ORC 4511.19 prohibits any person from driving a motor vehicle while under the influence of alcohol and/or any drug of abuse.

PENALTY FOR VIOLATION: Misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a \$1,000 fine, in addition to license suspension. Penalties for repeat offenders can result in up to 5 years in prison.

HEALTH RISKS

Substance abuse, that is abuse of drugs or alcohol, is now recognized as the number one public health problem in the United States. Substance abuse is accountable for deaths from strokes, diseases of the heart and liver, and all alcohol and drug related suicides, homicides and accidents. Early detection can minimize or prevent the devastating consequences of substance abuse.

Controlled Substances: Effects

A description of the health risks associated with substances under the Controlled Substances Act (21. U.S.C.811) is attached to this document as Table B.

Alcohol: Effects

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

ALCOHOL AND DRUG TREATMENT REHABILITATION CENTERS

Individual community counseling, treatment and rehabilitation centers for each of Valley College's campuses are listed below. Additional information is available at each campus.

All Campuses

Al-Anon and Al-Ateen Group Director	http://www.wv.al-anon.alateen.org	
The phone number is an answering service		304-345-7420
AA & Al-Anon number for local referral	http://www.aawv.org	
The phone number is a 24 hour hotline		1-800-333-5051

Martinsburg – WV

Almost Heaven Area Central Atlantic Region of Narcotics Anonymous	www.car-na.org	1-800-777-1515
Eastridge Health Systems, Inc. (Berkeley County Mental Health Services)		304-263-8954
Eastridge Health Systems, Inc. (Jefferson County Mental Health Services)		304-725-7565
Eastridge Health Systems, Inc. (Morgan County Health Services)		304-258-2889
Mental Health Services – Behavioral Health Services of Washington County Health System		301- 739-2490
DRS website http://www.addicted.org/		1-800-304-2219
Alcoholics Anonymous Crisis Line (24 hrs)		1-800-333-5051
Narcotics Anonymous		1-800-766-4442

Beckley –WV

Mountaineer Region of Narcotics Anonymous	www.mrscna.org	1-800-766-4442
FMRS Mental Health Council. Summers County	24 hour help line	1-888-523-6437
FMRS Mental Health Council, Fayetteville, WV		304-574-2100
Raleigh County FMRS Mental Health Council, Beckley, WV		304-256-7100
Raleigh General Hospital, Beckley, WV		304- 256-4100
Southern Highlands Community Mental Health Center Wyoming County	24 hour help line	1-800-615-0122
Beckley VA Medical Center, Beckley, WV Suicide Prevention	24 hour help line	1-800-273-8255
Alcoholics Anonymous & Al-Anon, Beckley, WV		304- 252-9444
AA – Raleigh County		304- 252-9444
NA – Raleigh County		304- 252-9444

Princeton –WV

Mountaineer Region of Narcotics Anonymous 1-800-766-4442
www.mrscna.org 304-344-4442
Southern Highlands Comm. Mental Health Ctr., Princeton, WV (24 hours) 1-800-615-0122
304- 425-0122

Mercer County 304-425-9541
McDowell County 304-436-2106
Wyoming County 304-294-5353

Princeton Community Hospital, Princeton, WV 304- 487-7000

Department of Human Services, Princeton, WV 304- 425-8738

Community Connections, Inc. 304-913-4956

www.strongcommunities.org
Appalachian Substance Abuse Coalition for Prevention & Treatment 276-988-5583
("ASAC")
Clinch Valley Community Action, North Tazewell, VA

L.C.G. Tazewell (Narcotics Anonymous), Cedar Bluff, VA 1-800-591-6474

Cleveland - Ohio

Stella Maris 216-781-0550
Matt Talbot for Women 216-634-7500
Northern Ohio Recovery 216-391-6672
Orca House 216-231-3772
Recovery Resources 216-431-4131
The Wellness Center 440-580-4998
Hitchcock Center for Women 216-421-0662
Windsor Laurelwood 800-438-4673
Y-Haven 216-431-2018
ADRC Lutheran Hospital 216-696-4300
Miller Detox 216-609-3116
Oriana House 216-881-7882
Rosary Hall-Addiction Medicine St. Vincent Hospital 216-363-2580

All Campuses

National Suicide Prevention Hotlines

1-800-SUICIDE (784-2433)

1-800-273-TALK (8255)

RESPONSIBLE ADMINISTRATIVE OFFICE

The Compliance Director is required to evaluate the effectiveness of the program and implement any needed changes in coordination with Campus management on a biennial basis. Campus Directors are responsible for ensuring that disciplinary sanctions are enforced in a consistent manner.

DC Table A Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

Page 1 of 2

Federal Trafficking Penalties				
Controlled Substances Act Schedule	Drug	Quantity	1st Offense	2nd Offense
I and II	Methamphetamine	10–99 gm pure, or 100–999 gm mixture	<ul style="list-style-type: none"> • Not less than 5 years. Not more than 40 years. • If death or serious injury, not less than 20 years or more than life • Fine of not more than \$2 million individual, \$5 million other than individual 	<ul style="list-style-type: none"> • Not less than 10 years. Not more than life. • If death or serious injury, not less than life • Fine of not more than \$4 million individual, \$10 million other than individual
	Heroin	100–999 gm mixture		
	Cocaine	500–4,999 gm mixture		
	Cocaine Base	5–49 gm mixture		
	PCP	10–99 gm pure, or 100–999 gm mixture		
	LSD	1–9 gm mixture		
	Fentanyl	40–399 gm mixture		
	Fentanyl Analogue	10–99 gm mixture		
	Methamphetamine	100 gm or more pure, or 1 kg or more mixture	<ul style="list-style-type: none"> • Not less than 10 years. Not more than life. • If death or serious injury, not less than 20 years or more than life • Fine of not more than \$4 million individual, \$10 million other than individual 	<ul style="list-style-type: none"> • Not less than 20 years. Not more than life. • If death or serious injury, not less than life • Fine of not more than \$8 million individual, \$20 million other than individual
	Heroin	1 kg or more mixture		
	Cocaine	5 kg or more mixture		
	Cocaine Base	50 gm or more mixture		
	PCP	100 gm or more pure, or 1 kg or more mixture		
	LSD	10 gm or more mixture		
	Fentanyl	400 gm or more mixture		
	Fentanyl Analogue	100 gm or more mixture		
Controlled Substances Act Schedule	Drug	Quantity	1st Offense	2nd Offense
I and II	Others (law does not in- clude marijuana, hashish, or hash oil)	Any	<ul style="list-style-type: none"> • Not more than 20 years • If death or serious injury, not less than 20 years, not more than life • Fine \$1 million individual, \$5 million not individual 	<ul style="list-style-type: none"> • Not more than 30 years • If death or serious injury, life • Fine \$2 million individual, \$10 million not individual
III	All (included in Schedule III are anabolic steroids, codeine and hydrocodone with aspirin or Tylenol*, and some barbiturates)	Any	<ul style="list-style-type: none"> • Not more than 5 years • Fine not more than \$250,000 individual, \$1 million not individual 	<ul style="list-style-type: none"> • Not more than 10 years • Fine not more than \$500,000 individual, \$2 million not individual
IV	All (included in Schedule IV are Darvon*, Talwin*, Equanil*, Valium*, and Xanax*)	Any	<ul style="list-style-type: none"> • Not more than 3 years • Fine not more than \$250,000 individual, \$1 million not individual 	<ul style="list-style-type: none"> • Not more than 6 years • Fine not more than \$500,000 individual, \$2 million not individual
V	All (over-the-counter cough medicines with codeine are classified in Schedule V)	Any	<ul style="list-style-type: none"> • Not more than 1 year • Fine not more than \$100,000 individual, \$250,000 not individual 	<ul style="list-style-type: none"> • Not more than 2 years • Fine not more than \$200,000 individual, \$500,000 not individual

DC Table A Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

Page 2 of 2

Federal Trafficking Penalties				
Controlled Substances Act Schedule	Drug	Quantity	1st Offense	2nd Offense
I and II	Methamphetamine	10–99 gm pure, or 100–999 gm mixture	<ul style="list-style-type: none"> Not less than 5 years. Not more than 40 years. If death or serious injury, not less than 20 years or more than life Fine of not more than \$2 million individual, \$5 million other than individual 	<ul style="list-style-type: none"> Not less than 10 years. Not more than life. If death or serious injury, not less than life Fine of not more than \$4 million individual, \$10 million other than individual
	Heroin	100–999 gm mixture		
	Cocaine	500–4,999 gm mixture		
	Cocaine Base	5–49 gm mixture		
	PCP	10–99 gm pure, or 100–999 gm mixture		
	LSD	1–9 gm mixture		
	Fentanyl	40–399 gm mixture		
	Fentanyl Analogue	10–99 gm mixture		
	Methamphetamine	100 gm or more pure, or 1 kg or more mixture	<ul style="list-style-type: none"> Not less than 10 years. Not more than life. If death or serious injury, not less than 20 years or more than life Fine of not more than \$4 million individual, \$10 million other than individual 	<ul style="list-style-type: none"> Not less than 20 years. Not more than life. If death or serious injury, not less than life Fine of not more than \$8 million individual, \$20 million other than individual
	Heroin	1 kg or more mixture		
	Cocaine	5 kg or more mixture		
	Cocaine Base	50 gm or more mixture		
	PCP	100 gm or more pure, or 1 kg or more mixture		
	LSD	10 gm or more mixture		
	Fentanyl	400 gm or more mixture		
	Fentanyl Analogue	100 gm or more mixture		
Controlled Substances Act Schedule	Drug	Quantity	1st Offense	2nd Offense
I and II	Others (law does not in- clude marijuana, hashish, or hash oil)	Any	<ul style="list-style-type: none"> Not more than 20 years If death or serious injury, not less than 20 years, not more than life Fine \$1 million individual, \$5 million not individual 	<ul style="list-style-type: none"> Not more than 30 years If death or serious injury, life Fine \$2 million individual, \$10 million not individual
III	All (included in Schedule III are anabolic steroids, codeine and hydrocodone with aspirin or Tylenol*, and some barbiturates)	Any	<ul style="list-style-type: none"> Not more than 5 years Fine not more than \$250,000 individual, \$1 million not individual 	<ul style="list-style-type: none"> Not more than 10 years Fine not more than \$500,000 individual, \$2 million not individual
IV	All (included in Schedule IV are Darvon*, Talwin*, Equanil*, Valium*, and Xanax*)	Any	<ul style="list-style-type: none"> Not more than 3 years Fine not more than \$250,000 individual, \$1 million not individual 	<ul style="list-style-type: none"> Not more than 6 years Fine not more than \$500,000 individual, \$2 million not individual
V	All (over-the-counter cough medicines with codeine are classified in Schedule V)	Any	<ul style="list-style-type: none"> Not more than 1 year Fine not more than \$100,000 individual, \$250,000 not individual 	<ul style="list-style-type: none"> Not more than 2 years Fine not more than \$200,000 individual, \$500,000 not individual

Table B Controlled Substance Uses and Effects Page 1 of 3

Drug	Classification	Medical Uses:	Dependence: Physical/ Psychological	Usual Method:	Possible Effects:	Effects of Overdose:	Withdrawal Syndrome:
Codeine	Narcotics	Analgesic; Antitussive	Moderate/ Moderate	Oral; Injected	Euphoria; Drowsiness; Respiratory depression; Constricted pupils; Nausea	Slow and shallow breathing; Clammy skin; Convulsions; Coma; Possible death	Watery eyes; Runny nose; Yawning; Loss of appetite; Irritability; Tremors; Panic; Cramps; Nausea; Chills & sweating
Heroin	Narcotics	None	High/ High	Injected; Sniffed; Smoked	Euphoria; Drowsiness; Respiratory depression; Constricted pupils; Nausea	Slow and shallow breathing; Clammy skin; Convulsions; Coma; Possible death	Watery eyes; Runny nose; Yawning; Loss of appetite; Irritability; Tremors; Panic; Cramps; Nausea; Chills & sweating
Fentanyl & Analogs	Narcotics	Analgesic; Anesthetic	High/ High	Injected; Patch	Euphoria; Drowsiness; Respiratory depression; Constricted pupils; Nausea	Slow and shallow breathing; Clammy skin; Convulsions; Coma; Possible death	Watery eyes; Runny nose; Yawning; Loss of appetite; Irritability; Tremors; Panic; Cramps; Nausea; Chills & sweating
Methadone & LAAM	Narcotics	Analgesic; Treatment of dependence	High/ High	Oral; Injected	Euphoria; Drowsiness; Respiratory depression; Constricted pupils; Nausea	Slow and shallow breathing; Clammy skin; Convulsions; Coma; Possible death	Watery eyes; Runny nose; Yawning; Loss of appetite; Irritability; Tremors; Panic; Cramps; Nausea; Chills & sweating
Oxycodone	Narcotics	Analgesic	High/ High	Oral	Euphoria; Drowsiness; Respiratory depression; Constricted pupils; Nausea	Slow and shallow breathing; Clammy skin; Convulsions; Coma; Possible death	Watery eyes; Runny nose; Yawning; Loss of appetite; Irritability; Tremors; Panic; Cramps; Nausea; Chills & sweating
Morphine	Narcotics	Analgesic	High/ High	Oral; Smoked; Injected	Euphoria; Drowsiness; Respiratory depression; Constricted pupils; Nausea	Slow and shallow breathing; Clammy skin; Convulsions; Coma; Possible death	Watery eyes; Runny nose; Yawning; Loss of appetite; Irritability; Tremors; Panic; Cramps; Nausea; Chills & sweating
Hydrocodone	Narcotics	Analgesic; Antitussive	High/ High	Oral	Euphoria; Drowsiness; Respiratory depression; Constricted pupils; Nausea	Slow and shallow breathing; Clammy skin; Convulsions; Coma; Possible death	Watery eyes; Runny nose; Yawning; Loss of appetite; Irritability; Tremors; Panic; Cramps; Nausea; Chills & sweating
Hydromorphone	Narcotics	Analgesic	High/ High	Oral; Injected	Euphoria; Drowsiness; Respiratory depression; Constricted pupils; Nausea	Slow and shallow breathing; Clammy skin; Convulsions; Coma; Possible death	Watery eyes; Runny nose; Yawning; Loss of appetite; Irritability; Tremors; Panic; Cramps; Nausea; Chills & sweating
Other Narcotics	Narcotics	Analgesic; Anti-diarrheal	High-Low/ High-Low	Oral; Injected	Euphoria; Drowsiness; Respiratory depression; Constricted pupils; Nausea	Slow and shallow breathing; Clammy skin; Convulsions; Coma; Possible death	Watery eyes; Runny nose; Yawning; Loss of appetite; Irritability; Tremors; Panic; Cramps; Nausea; Chills & sweating
Chloral Hydrate	Depressant	Hypnotic	Moderate/ Moderate	Oral	Slurred speech; Disorientation; Drunken behavior without odor of alcohol	Shallow respiration; Clammy skin; Dilated pupils; Weak and rapid pulse; Coma; Possible death	Anxiety; Insomnia; Tremors; Delirium; Convulsions; Possible death
Barbiturates	Depressant	Anesthetic; Anti-convulsant; Sedative; Hypnotic; Veterinary euthanasia agent	High- Moderate/ High/ Moderate	Oral	Slurred speech; Disorientation; Drunken behavior without odor of alcohol	Shallow respiration; Clammy skin; Dilated pupils; Weak and rapid pulse; Coma; Possible death	Anxiety; Insomnia; Tremors; Delirium; Convulsions; Possible death
Benzodiazepines	Depressant	Anti-anxiety; Sedative; Anti-convulsant; Hypnotic	Low/ Low	Oral; Injected	Slurred speech; Disorientation; Drunken behavior without odor of alcohol	Shallow respiration; Clammy skin; Dilated pupils; Weak and rapid pulse; Coma; Possible death	Anxiety; Insomnia; Tremors; Delirium; Convulsions; Possible death

Table B Controlled Substance Uses and Effects Page 2 of 3							
Drug	Classification	Medical Uses:	Dependence: Physical/ Psychological	Usual Method:	Possible Effects:	Effects of Overdose:	Withdrawal Syndrome:
Glutethimide	Depressant	Sedative; Hypnotic	High/ Moderate	Oral	Slurred speech; Disorientation; Drunken behavior without odor of alcohol	Shallow respiration; Clammy skin; Dilated pupils; Weak and rapid pulse; Coma; Possible death	Anxiety; Insomnia; Tremors; Delirium; Convulsions; Possible death
Other Depressants	Depressant	Anti-anxiety; Sedative; Hypnotic	Moderate/ Moderate	Oral	Slurred speech; Disorientation; Drunken behavior without odor of alcohol	Shallow respiration; Clammy skin; Dilated pupils; Weak and rapid pulse; Coma; Possible death	Anxiety; Insomnia; Tremors; Delirium; Convulsions; Possible death
Cocaine	Stimulant	Local anesthetic	Possible/ High	Sniffed; Smoked; Injected	Increased alertness; Excitation; Euphoria; Increased pulse rate & blood pressure; Insomnia; Loss of appetite	Agitation; Increased body temperature; Hallucinations; Convulsions; Possible death	Apathy; Long periods of sleep; Irritability; Depression; Disorientation
Amphetamine/ Methamphetamine	Stimulant	Attention deficit disorder; Narcolepsy; Weight control	Possible/ High	Sniffed; Smoked; Injected	Increased alertness; Excitation; Euphoria; Increased pulse rate & blood pressure; Insomnia; Loss of appetite	Agitation; Increased body temperature; Hallucinations; Convulsions; Possible death	Apathy; Long periods of sleep; Irritability; Depression; Disorientation
Methylphenidate	Stimulant	Attention deficit disorder; Narcolepsy	Possible/ High	Oral; Injected	Increased alertness; Excitation; Euphoria; Increased pulse rate & blood pressure; Insomnia; Loss of appetite	Agitation; Increased body temperature; Hallucinations; Convulsions; Possible death	Apathy; Long periods of sleep; Irritability; Depression; Disorientation
Other Stimulants	Stimulant	Weight control	Possible/ High	Oral; Injected	Increased alertness; Excitation; Euphoria; Increased pulse rate & blood pressure; Insomnia; Loss of appetite	Agitation; Increased body temperature; Hallucinations; Convulsions; Possible death	Apathy; Long periods of sleep; Irritability; Depression; Disorientation
Marijuana	<i>Cannabis</i>	None	Unknown/ Moderate	Smoked; Oral	Euphoria; Relaxed inhibitions; Increased appetite; Disorientation	Fatigue; Paranoia; Possible psychosis	Occasional reports of insomnia; Hyperactivity; Decreased appetite
Tetrahydrocannabinol	Cannabis	Anti-nauseant	Unknown/ Moderate	Smoked; Oral	Euphoria; Relaxed inhibitions; Increased appetite; Disorientation	Fatigue; Paranoia; Possible psychosis	Occasional reports of insomnia; Hyperactivity; Decreased appetite
Hashish & Hashish Oil	Cannabis	None	Unknown/ Moderate	Smoked; Oral	Euphoria; Relaxed inhibitions; Increased appetite; Disorientation	Fatigue; Paranoia; Possible psychosis	Occasional reports of insomnia; Hyperactivity; Decreased appetite
LSD	Hallucinogen	None	None/ Unknown	Oral	Illusions and hallucinations; Altered perception of time and distance	Longer; more intense "trip" episodes; Psychosis; Possible death	Unknown
Mescaline & Peyote	Hallucinogen	None	None/ Unknown	Oral	Illusions and hallucinations; Altered perception of time and distance	Longer; more intense "trip" episodes; Psychosis; Possible death	Unknown

Table B Controlled Substance Uses and Effects Page 3 of 3							
Drug	Classification	Medical Uses:	Dependence: Physical/ Psychological	Usual Method:	Possible Effects:	Effects of Overdose:	Withdrawal Syndrome:
Amphetamine Variants	Hallucinogen	None	Unknown/ Unknown	Oral; Injected	Illusions and hallucinations; Altered perception of time and distance	Longer; more intense "trip" episodes; Psychosis; Possible death	Unknown
Phencyclidine & Analogues	Hallucinogen	None	Unknown/ High	Oral; Smoked	Illusions and hallucinations; Altered perception of time and distance	Longer; more intense "trip" episodes; Psychosis; Possible death	Unknown
Other Hallucinogens	Hallucinogen	None	None/ Unknown	Smoked; Oral; Injected; Sniffed	Illusions and hallucinations; Altered perception of time and distance	Longer; more intense "trip" episodes; Psychosis; Possible death	Unknown
Testosterone (Cypionate, Enanthate)	Anabolic Steroid	Hypogonadism	Unknown/ Unknown	Injected	Virilization; Acne; Testicular atrophy; Gynecomastia; Aggressive behavior; Edema	Unknown	Possible Depression
Nandrolone (Decanoate, Phenpropionate)	Anabolic Steroid	Anemia; Breast cancer	Unknown/ Unknown	Injected	Virilization; Acne; Testicular atrophy; Gynecomastia; Aggressive behavior; Edema	Unknown	Possible Depression
Oxymetholone	Anabolic Steroid	Anemia	Unknown/ Unknown	Oral	Virilization; Acne; Testicular atrophy; Gynecomastia; Aggressive behavior; Edema	Unknown	Possible Depression

Source: U.S. Department of Justice, Drug Enforcement Administration: <http://www.usdoj.gov/dea/concern/abuse/charts/chart4/contents.htm> printed on 8/3/01