



VALLEY  
COLLEGE

## Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Annual Report

October 1, 2020

Navigation Tip: Instructions on How to Navigate the Document

A Table of Contents has been included for easy access to the documents. The Contents Page has the page numbers corresponding and hyperlinked to the relevant documents. Simply click on the page number listed in the Table of Contents or on the Appendix Item (on the Appendix List) and you will be brought to a specific location or document in the file.

Each document included into this PDF file is bookmarked. To use Bookmarks, click the specific Bookmark located to the left of the document.

Due to changes in staffing, the report was updated in February 2021.

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## Appendix List

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**Appendix B:** Valley College's *Title IX* and the Violence Against Women Act Policy, Procedure and Notice of Petitioner's Rights - West Virginia

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**Appendix D:** Drug and Alcohol Abuse Prevention Policy

**Appendix E:** Emergency Response and Evaluation Procedures  
Beckley Campus                      Martinsburg Campus                      Cleveland Campus

## Direct Links

Valley College posts this report and related reports on its Consumer Information website:

<http://www.valley.edu/consumer-information/>

Title IX Policy [Title IX Non-Discrimination & Grievance Process Policy](#)

Drug and Alcohol Abuse Prevention Program: [Drug and Alcohol Abuse Prevention Policy](#)

Emergency Response and Evacuation Procedures:

Beckley Campus: [Emergency Preparedness Plan – Beckley Campus](#)

Martinsburg Campus: [Emergency Preparedness Plan – Martinsburg Campus](#)

Cleveland Campus: [Emergency Preparedness Plan – Cleveland Campus](#)

## Introduction

Valley College is committed to campus safety and overall well-being for all students, faculty and staff. We all play an active part in by taking personal responsibility for our own conduct as well as looking out for our fellow students and employees by reporting any possible safety violations. This Campus Safety and Security Report outlines the institution's policies and procedures regarding the Clery Act, the VAWA, and Title IX.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Valley College annually publishes and distributes reportable crimes statistics (as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)) for the three most recent calendar years. This report is to be distributed annually to all students and employees. It is also provided to 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 Part106) 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."

## 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, Title IX Coordinator, and Campus Director is posted on the student bulletin board.

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

## 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 related 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 Administrative Office  
 287 Aikens Center  
 Martinsburg, WV 25404  
 T 304-263-0979  
 Email: [mstafford@valley.edu](mailto:mstafford@valley.edu)

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

<b>Beckley Campus</b>	<b>Martinsburg Campus</b>	<b>Cleveland Campus</b>
<b>Beth Gardner</b> 120 New River Town Center, Suite C Beckley, WV 25801 304-252-9547 <a href="mailto:Bgardner@valley.edu">Bgardner@valley.edu</a>	<b>Marianela Alberto</b> 287 Aikens Center Martinsburg, WV 25404 304-263-0979 <a href="mailto:malberto@valley.edu">malberto@valley.edu</a>	<b>Lynn Mizanin</b> 8700 Brookpark Road Cleveland, Ohio 44129 216-453-8201 <a href="mailto:lmizanin@valley.edu">lmizanin@valley.edu</a>

### 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:

<b>Beckley Campus</b>	<b>Martinsburg Campus</b>	<b>Cleveland Campus</b>
<b>Diana Booth-Cox</b> <b>Sr. Admissions Director</b> 304-252-9547	<b>Wesley Mackall</b> <b>Campus Coordinator</b> 304-263-0979	<b>Connie Gardner</b> <b>Busrar</b> 216-453-8201

### 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. Visitors are expected to sign in at the front desk and be escorted to their designation. If it is a visitor (family member/friend) of a student, the visitor will wait in the lobby as to not disturb classes until the student can come to the front lobby. During open houses, career fairs

and other events, visitors will sign in and allowed to go back to the designated areas. These events are not held during class time.

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

Information Centers: Valley College has Information Centers in Princeton, WV and Akron, Ohio. Access to these facilities is permitted during business hours to Valley College staff and other legitimate visitors as deemed appropriate by the center’s manager. 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.

Princeton Information Center	Akron Information Center
Laura Belcher Center Manager 304-425-2323	Debra Simmons Information Center Manager 330-969-8200

### 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. No one at the institution has the authority to make arrests. Each year, the institution requests crime statistics from the local law enforcement agency. Any reportable crimes are included in the annual crime statistics disclosures.

### D. Emergency Notifications

An emergency is defined as a situation that poses an immediate threat to the health or safety of someone in the campus community that significantly disrupts the normal course of business. **Anyone with information warranting a timely warning** should report the circumstances to the Campus Security Monitor or Campus Director.

If a situation arises, either on or off campus, that, in the judgment of the Campus Director, constitutes an ongoing or continuing threat to the community and individuals, 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.

Other options for notification include, but are not necessarily limited to:

- Physical postings on doors and bulletin boards
- Postings on the institution website at [www.valley.edu](http://www.valley.edu)
- Postings in the college’s learning management system
- Information may be shared with students, faculty and staff during a meeting

The content of the notification will depend upon the nature of the emergency. The notification may include date, time and location of the reported incident, a short summary of the incident, and any other special instructions. On an annual basis, the institution will test it emergency response and evacuation procedures and make any adjustments if necessary.

## **E. Crime Prevention Awareness**

Part of crime prevention is being alert and aware of your surroundings. 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 and stay in well-lighted areas. Don't walk near shrubbery or other places of possible concealment.

Stay on main walkways.

Remove valuables from your car and lock it.

Engrave your initials into your valuables.

Always carry your picture ID.

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

## **F. 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.

## **G. Crime Occurrence Statistics Report**

The report is prepared by contacting local law enforcement agencies for a request of statistics related to crimes that have occurred on campus or on public property immediately adjacent to campus. Any crimes reported to campus officials are also included in the report.

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

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

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

School: Valley College - Beckley	NUMBER OF CRIMES REPORTED					
	ON-CAMPUS			PUBLIC PROPERTY BORDERING CAMPUS		
Crime	2017	2018	2019	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft <i>(don't include theft from a motor vehicle)</i>	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b>Hate Crimes</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
<b>CRIME</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft <i>(don't include theft from a motor vehicle)</i>	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0
<b>Arrests</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
<b>Disciplinary Actions</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Weapons, Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
<b>VAWA Crimes</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

School: Valley College - Martinsburg	NUMBER OF CRIMES REPORTED					
	ON-CAMPUS			PUBLIC PROPERTY BORDERING CAMPUS		
Crime	2017	2018	2019	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft <i>(don't include theft from a motor vehicle)</i>	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b>Hate Crimes</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
<b>CRIME</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft <i>(don't include theft from a motor vehicle)</i>	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0
<b>Arrests</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
<b>Disciplinary Actions</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Weapons, Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
<b>VAWA Crimes</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

The Cleveland Campus started enrolling students in 2019.

School: Valley College – Cleveland	NUMBER OF CRIMES REPORTED					
	ON-CAMPUS			PUBLIC PROPERTY BORDERING CAMPUS		
Crime	2017	2018	2019	2017	2018	2019
Murder/Non-negligent manslaughter	-	-	0	-	-	0
Negligent Manslaughter	-	-	0	-	-	0
Rape	-	-	0	-	-	0
Fondling	-	-	0	-	-	0
Incest	-	-	0	-	-	0
Statutory Rape	-	-	0	-	-	0
Robbery	-	-	0	-	-	0
Aggravated Assault	-	-	0	-	-	0
Burglary	-	-	0	-	-	0
Motor Vehicle Theft <i>(don't include theft from a motor vehicle)</i>	-	-	0	-	-	0
Arson	-	-	0	-	-	0
<b>Hate Crimes</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder/Non-negligent manslaughter	-	-	0	-	-	0
Negligent Manslaughter	-	-	0	-	-	0
Rape	-	-	0	-	-	0
Fondling	-	-	0	-	-	0
Incest	-	-	0	-	-	0
Statutory Rape	-	-	0	-	-	0
<b>CRIME</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Robbery	-	-	0	-	-	0
Aggravated Assault	-	-	0	-	-	0
Burglary	-	-	0	-	-	0
Motor Vehicle Theft <i>(don't include theft from a motor vehicle)</i>	-	-	0	-	-	0
Arson	-	-	0	-	-	0
Larceny/Theft	-	-	0	-	-	0
Simple Assault	-	-	0	-	-	0
Intimidation	-	-	0	-	-	0
Destruction/Damage/Vandalism of Property	-	-	0	-	-	0
<b>Arrests</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Weapons: Carrying, Possessing, etc.	-	-	0	-	-	0
Drug Abuse Violations	-	-	0	-	-	0
Liquor Law Violations	-	-	0	-	-	0
<b>Disciplinary Actions</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Weapons, Carrying, Possessing, etc.	-	-	0	-	-	0
Drug Abuse Violations	-	-	0	-	-	0
Liquor Law Violations	-	-	0	-	-	0
<b>VAWA Crimes</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Domestic Violence	-	-	0	-	-	0
Dating Violence	-	-	0	-	-	0
Stalking	-	-	0	-	-	0

## H. Policy Statement on Weapon Possession

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

## I. 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.)

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.

## *Reporting Complaints*

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.

## *Disciplinary Action*

Applicants, students and employees who have complaints of a sexual offense should report such conduct to the Campus Director or the Title IX Coordinator. 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.

## *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>

## Policy Statement on Drug and Alcohol Abuse Prevention Program

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.)

### Program Requirements:

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

### *Distribution of Material and Annual Notice*

A notice of all material listed above is directly distributed to new and prospective students. Current students receive the material annually prior to July 1. New Employees receive the notice upon hire and current employees receive the material annually prior to July 1. Appendix D and posted on the Valley College Consumer Information Web Site.

### *Biennial Review*

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

### *Resources and Educational Programs*

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

1. Bystander Education (A bystander has the power to change a situation when the step up and take action);
2. Risk Reduction (Recognizing the factors involved with sexual violence will help eliminate risk);
3. Sexual Violence (including Hate Crimes)
4. Bullying (including Cyber Bullying)
5. Campus Safety/Personal Safety
6. Drug Abuse and Alcohol Abuse Prevention

Title IX and Violence Against Women Act (VAWA)

Students and Employees receive additional information regarding Title IX and VAWA: Our policies are reviewed annually (August-September). The information part of the Jeanne Clery Disclosure of Campus Security and Crime Statistics Annual Report in the Appendix. This report is posted on the Valley College Consumer Information Page: <http://www.valley.edu/consumer-information/>

*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	304-258-1513
Meritus Health Mental Health Services – Behavioral Health Services, Hagerstown, MD	301-766-7600
Eastern Panhandle Empowerment Center- Rape Hotline Martinsburg WV area	304-263-8292
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-HR 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 <b>24-HOUR HELPLINE:</b>	<b>216-391-HELP (4357)</b>

### **Akron - Ohio**

Battered Women's Shelter	330-374-1111
Domestic Violence Victim Assistance Program	330-376-0040
Hospital Cleveland Clinic Akron General	330-344-6000

### **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](http://www.trynova.org)

VictimConnect

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

[victimconnect.org](http://victimconnect.org)

National Domestic Violence Hotline

(800) 799-7233

[www.thehotline.org](http://www.thehotline.org)

National Sexual Assault Hotline

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

[www.rainn.org](http://www.rainn.org)

National Suicide Prevention Lifeline

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

[suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)

NotAlone.Org

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

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

## 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

Narcotics Anonymous

1-800-766-4442

National Suicide Prevention Hotlines 1-800-SUICIDE (784-2433) 1-800-273-TALK (8255)

### Martinsburg – WV

Almost Heaven Area Central Atlantic Region of Narcotics Anonymous

almostheavenareana.org [www.car-na.org](http://www.car-na.org)

1-800-777-1515

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 of Washington County Health System

301- 739-2490

Washington County Mental Health

301- 739-2490

DRS website <http://www.addicted.org/>

1-800-304-2219

### Beckley –WV and Princeton - WV

Mountaineer Region of Narcotics Anonymous [www.mrscna.org](http://www.mrscna.org)

1-800-766-4442

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

Summers County FMRS Mental Health Council

24-hour help line

1-800-523-6437

Southern Highlands Community Mental Health Center

24-hour help line

1-800-615-0122

Beckley VA Medical Center, Beckley, WV **Suicide Prevention** 24-hour help line

1-888-273-8255

Alcoholics Anonymous & Al-Anon, Beckley, WV

304-252-9444

AA – Raleigh County

304-252-9444

NA – Raleigh County

304-252-9444

Princeton Community Hospital, Princeton, WV

304- 487-7000

Department of Human Services, Princeton, WV

304- 425-8738

Cleveland – Ohio

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

Akron - Ohio

Rehab IBH Addiction Recovery Center	330-644-4095
Alcohol - Drug CTR Akron	330-615-6912
Hospital Cleveland Clinic Akron General	330-344-6000

## 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, Appendix E. Each individual campus' plan is also located on the Valley College Consumer Information web page: <http://www.valley.edu/consumer-information/>

Beckley Campus: [Emergency Preparedness Plan – Beckley Campus](#)

Martinsburg Campus: [Emergency Preparedness Plan – Martinsburg Campus](#)

Cleveland Campus: [Emergency Preparedness Plan – Cleveland Campus](#)

# Appendix



## VALLEY COLLEGE'S

### TITLE IX NON-DISCRIMINATION & GRIEVANCE PROCESS POLICY

#### **Policy Statement**

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in any education program or activity operated by a recipient that receives federal financial assistance. As an educational institution subject to Title IX, Valley College (hereafter referred to as the “College”) has adopted this Title IX Non-Discrimination & Grievance Process Policy (the “Policy”). As set forth in detail herein, Valley College:

- Does not discriminate on the basis of sex, including but not limited to admissions and employment, and is committed to providing an educational and workplace environment that is free from sex-based discrimination, harassment, and retaliation;
- Prohibits discrimination on the basis of sex in its educational programs and activities, as required by law;
- Is committed to promoting fairness and equity in all aspects its operations; and
- Values and promotes the equal dignity of all community members and is committed to the pursuit of just resolutions with respect the rights of all parties involved.

This Policy is adopted to prevent discrimination prohibited under Title IX and provide a prompt, fair, and impartial process to address complaints of alleged discrimination based on sex in a manner that respects the due process rights of all participants, protects the safety and welfare of students, employees, and the community, and restores or preserves equal access to the College’s programs and activities. The College is also committed to the ongoing assessment and improvement and effective implementation of this Policy.

Inquiries about this Policy or the application of Title IX may be referred to College’s Title IX Coordinator, the Assistant Secretary of the Department of Education’s Office for Civil Rights, or both.

**Title IX Coordinator: Ms. Margaret Stafford**  
**Valley College Administrative Office**  
**287 Aikens Center Martinsburg, WV 25404**  
**T 304-263-0979**  
**Email: [mstafford@valley.edu](mailto:mstafford@valley.edu)**

**Office for Civil Rights (OCR)**  
**U.S. Department of Education**  
**Headquarters**  
**400 Maryland Avenue, SW**  
**Washington, D.C. 20202-1100**  
**Customer Service Hotline #: (800) 421-3481**  
**Facsimile: (202) 453-6012**  
**TDD#: (877) 521-2172**  
**Email: [OCR@ed.gov](mailto:OCR@ed.gov)**  
**Web: <http://www.ed.gov/ocr>**

**Ohio**

**Office for Civil Rights,**  
***Cleveland Office***  
**U.S. Department of Education**  
**1350 Euclid Avenue**  
**Suite 325**  
**Cleveland, OH 44115**  
**Telephone: (216) 522-4970**  
**Facsimile: (216) 522-2573**  
**[Email: OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)**

**West Virginia**

**Office for Civil Rights,**  
***Philadelphia Office***  
**U.S. Department of Education**  
**The Wanamaker Building**  
**100 Penn Square East, Suite 515**  
**Philadelphia, PA 19107-3323**  
**Telephone: (215) 656-8541**  
**Facsimile: (215) 656-8605**  
**[Email: OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)**

**Responsibilities of the Title IX Coordinator**

The Title IX Coordinator oversees implementation and enforcement of this Policy, which includes primary responsibility for coordinating the College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this Policy. The Title IX Coordinator's duties also include education and prevention efforts, as well as training.

The College's Title IX Coordinator is identified below and may be contacted with questions about this Policy, to file a report or formal complaint, or to otherwise assist individuals in ensuring equal access to the educational programs or activities in compliance with Title IX.

**Title IX Coordinator: Ms. Margaret Stafford**  
**Valley College Administrative Office**  
**287 Aikens Center Martinsburg, WV 25404**  
**T 304-263-0979**  
**Email: mstafford@valley.edu**

### **Prohibited Conduct**

Sex and gender-based harassment, sexual misconduct, and retaliation (“Prohibited Conduct”) in employment and in access to educational opportunities violate:

- Title IX of the Educational Amendments Act of 1972
- Violence Against Women Reauthorization Act of 2013
- The Campus SAVE Act
- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”)
- Florida and/Georgia law

All forms of such conduct are prohibited under this Policy, as are attempts or threats to commit Prohibited Conduct.

The following acts are prohibited as “Prohibited Conduct” under this Policy and will be addressed by the College according to this Policy. Deliberately false and/or malicious accusations of harassment, discrimination, or retaliation are serious offenses and will be subject to appropriate disciplinary action.

- **Sex Discrimination:** Discrimination on the basis of an individual’s sex. Sex Discrimination also covers sexual harassment and sexual assault.
- **Sexual Harassment:** As defined by the federal Title IX regulations issued by the U.S. Department of Education, conduct on the basis of sex that is:
  1. Taken against a person in the United States;
  2. Occurs in a College’s education program or activity (for purposes of this Policy, the College’s educational program or activities includes locations, events, or circumstances, within the U.S., where the College exercises substantial control over both the Respondent and the context in which the alleged sexual harassment or discrimination occurs and also includes any building owned or controlled by the College or by a student organization that is officially recognized by the College. It also includes online, when those behaviors occur in or have an effect on the College’s education program and activities or use the College networks, technology, or equipment);
  3. Reported by or on behalf of a Complainant who, at the time of the report filing, was participating in or attempting to participate in a College’s education program or activity; and

4. Meets the definition of one of the following categories:

- a. *Quid Pro Quo Harassment* - An employee conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct;
- b. *Hostile Environment* - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
- c. "Sexual assault," "dating violence" "domestic violence," or "stalking," as defined below by this Policy."

- **Quid Pro Quo Harassment** – An employee conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct.
- **Hostile Environment** – Exists when the conduct is sufficiently severe, pervasive, or persistent that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the College's education or employment programs and/or activities.

For the purposes of this definition:

- Whether conduct is sufficiently severe, pervasive, or persistent is determined both from a subjective and objective perspective. A hostile environment can be created by oral, written, graphic, or physical conduct. A determination of a hostile environment considers the totality of the circumstances and includes: 1) the degree of interference; 2) the type, frequency, and duration of the conduct; 3) the relationship between the Respondent and the Complainant; 4) the nature and severity of the conduct; 5) whether the conduct was directed at more than one person; 6) whether the conduct arose in the context of other discriminatory conduct; and 7) whether the conduct implicates concerns related to academic freedom or protected speech. A single instance may be sufficient for a finding of a hostile environment if the conduct is serious enough to reasonably support such a finding, particularly if the conduct is physical.
- **Sexual Assault:** An offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation (FBI). This includes forcible rape and forcible fondling. Forcible rape is defined as any sexual penetration, no matter how slight, of the vagina or anus or any bodily opening with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim and committed by force, threat, coercion or through exploitation of another's condition of which Respondent was aware or which a reasonable person would have been aware. Forcible fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is

incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.

- **Dating Violence:** Violence committed by a person (1) who is or has been in a social relationship of a romantic or intimate nature with the person subjected to such violence, and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship. Violence can encompass a broad range of behavior including, but not limited to, physical violence, sexual violence, psychological and/or emotional violence, and economic abuse. It may involve one act or an ongoing pattern of behavior and may take the form of threats, assault, property damage, violence, or threats of violence to one's self, a sexual or romantic partner, or to the family members or friends of the sexual or romantic partner.
- **Domestic Violence:** A felony or misdemeanor crime of violence committed by: 1) a current or former spouse or intimate partner of the victim; 2) a person with whom the victim shares a child in common; 3) a person who is cohabiting with, or has cohabitated with, the victims as a spouse or intimate partner; 4) a person similarly situated to a spouse of the victim; or 5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence state laws or the laws of the jurisdiction in which the crime was committed. Violence can encompass a broad range of behavior including, but not limited to, physical violence, sexual violence, psychological and/or emotional violence, and economic abuse. It may involve one act or an ongoing pattern of behavior and may take the form of threats, assault, property damage, violence, or threats of violence to one's self, a sexual or romantic partner, or to the family members or friends of the sexual or romantic partner.
- **Stalking:** Engaging in a course of conduct, on the basis of sex, 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.

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

- **Sexual Misconduct:** Sexual Misconduct is generally defined as sexual conduct that occurs by force or threat of force or without affirmative consent, including where the person is incapacitated. This definition encompasses a range of sexual conduct including sexual harassment, sexual assault, dating violence, domestic violence, non-consensual sexual contact, sexual exploitation, and stalking.

### **Force, Coercion, Consent, and Incapacitation**

As used in the offenses above, the following definitions and meanings apply:

**Force:** Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent.

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

**Coercion:** Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**Consent:** Words or actions demonstrating a knowing, willful, unambiguous, and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent is determined based on the totality of the circumstances. Consent to some sexual contact (such as kissing and fondling) cannot be presumed to be consent for other sexual activity (such as sexual intercourse). A current or previous intimate relationship is not sufficient to constitute consent. Silence, passivity, or the absence of resistance alone is not consent. It is important to not make assumptions regarding whether a partner has consented to a sexual act. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately. Consent cannot be obtained by force, threat, duress, coercion, misuse of professional authority/status, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another.

A person cannot consent if he or she is under the age of 16, is unable to understand what is happening, or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who knowingly acts sexually upon another person who is physically or mentally incapacitated has violated this Policy.

**Incapacitation:** A state where an individual lacks the physical and/or mental ability to make informed, rational judgments and decisions (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction). Incapacity could result from mental disability, involuntary

physical restraint, and/or from the consumption of alcohol or other incapacitating drugs. A person can be intoxicated without being incapacitated.

It is a defense to an alleged sexual assault violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

### **Retaliation**

Intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by applicable civil rights law and/or this Policy, or because the individual has made a Report or Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under applicable civil rights law and/or this Policy. Retaliation includes intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve discrimination or harassment, but arise out of the same facts or circumstances as a Report or Complaint of prohibited conduct, or a Report or Complaint of prohibited conduct, for the purpose of interfering with any right or privilege secured by Title IX or this Policy. Retaliation can be committed by or against any individual or group of individuals, including a Respondent or Complainant

Retaliation does not include the exercise of rights protected under the First Amendment, good faith actions lawfully pursued in response to an allegation of a violation of this Policy, or charging an individual with a code of conduct violation for making a materially or deliberately false statement or accusation in the course of a proceeding under this Policy, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

### **How to Make a Report or Formal Complaint of an Alleged Title IX Violation**

Any person may report alleged sex discrimination, sexual harassment, or retaliation to the Title IX Coordinator, irrespective of whether the reporting person is the alleged victim of such conduct. A Report is differentiated from a Formal Complaint (“Complaint”), which is a document filed/signed by the Complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the College investigate the allegation(s) and implement the College’s Grievance Process. A report or complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail at any time (including during non-business hours), using the contact information in the section above or as described below:

**Title IX Coordinator: Ms. Margaret Stafford**  
**Valley College Administrative Office**  
**287 Aikens Center Martinsburg, WV 25404**  
**T 304-263-0979**  
**Email: mstafford@valley.edu**

The College strongly encourages all individuals to report any conduct that may be considered criminal to local law enforcement, in addition to reporting to the College. Reports to the College and criminal reports may be made simultaneously.

In some instances, a Complaint may be signed by the Title IX Coordinator that alleges a potential violation of this Policy and requests that the College investigate the allegation or allegations. The Complaint must state the specific allegations to be investigated, as well as the scope of the investigation. Where the Title IX Coordinator signs a Complaint, the Title IX Coordinator is not a Complainant and must comply with the requirements of these Procedures.

### **The School's Mandatory Response Obligations**

The College's mandatory response obligations under this Policy arise when the College has Actual Knowledge of conduct that may constitute sexual discrimination, harassment, or retaliation, as defined herein. Actual Knowledge occurs when the Title IX Coordinator or a School official with authority to implement corrective measures ("OWA") becomes aware of the potential occurrence of such conduct. Actual notice received by any of these OWAs constitutes Actual Knowledge upon which the College's mandatory response obligations arise under this Policy.

If an individual discloses Prohibited Conduct to any OWA, they must report to the Title IX Coordinator all relevant details about the alleged conduct. Additionally, to the extent either the Complainant and/or Respondent are the College's employees, OWA must also notify the College's Human Resources Department. The following employees have been identified and designated as:

- Vice Presidents
- Campus Directors
- Directors of Academic Affairs

### **Anonymous Report or Complaint**

If a Complainant makes a report anonymously, it will be investigated by the College to the extent possible, both to assess the underlying allegation(s) and to determine if Supportive Measures or Remedies can be provided. Anonymous reports typically limit the College's ability to investigate and respond, depending on what information is shared. In some situations, the Title IX Coordinator may proceed with the issuance of a Formal Complaint even when the Complainant's report has been made anonymously.

### **Time Limits on Reporting**

There is no time limitation on making a report or Complaint. However, acting on reports or Complaints is significantly impacted by the passage of time and occurrence of other events (including, but not limited to, the rescission or any revision of this Policy), and is at the discretion of the Title IX Coordinator, who may, among other things, document allegations for

future reference, offer supportive measures and/or Remedies, and/or engage in informal or formal action, as appropriate. Additionally, if the Respondent is no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide Remedies may be more limited or impossible.

### **Privacy and Confidentiality**

The College will undertake reasonable efforts to preserve the confidentiality of Reports and Complaints except as provided herein and as necessary to effectuate this Policy, or as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99, or as required under applicable law to carry out the purposes of any arising investigation, hearing, or judicial proceeding. Privacy generally means that information related to a report of Prohibited Conduct will only be shared with those individuals who have a "need to know." These individuals will be instructed to be discreet and respect the privacy of all individuals involved. The College does not restrict the ability of either party to a Complaint to discuss an investigation with other individuals.

The potential Complainant has the right to request that the Title IX Coordinator not share their name (or other identifiable information) with the Respondent, or that the Title IX Coordinator take no action in response to a Report. Title IX Coordinator, as appropriate, have the responsibility for evaluating confidentiality requests. If the potential Complainant makes such a request, the Title IX Coordinator will balance the request with its dual obligation to provide a safe and non-discriminatory environment for all College's community members, and to remain true to principles of due process and fundamental fairness that require the College to provide the Respondent with notice of the allegations and an opportunity to respond before action is taken against the Respondent. The Title IX Coordinator will make this determination consistent with the following considerations: 1) the seriousness of the conduct; 2) the respective ages and roles of the Complainant and the Respondent; 3) whether there have been other Complaints against the Respondent; and 4) the right of the Respondent to receive notice and relevant information before disciplinary action is sought.

### **Consolidated Complaints**

If a Complaint involves one or more Complaint, Complainant and/or Respondent and allegations arising out of the same set of circumstances, the College may elect to consolidate complaints.

### **Preservation of Evidence**

Because sexual misconduct (see definition above) may involve physical trauma and is a crime, individuals who have experienced sexual violence are urged to seek medical treatment as soon as possible. They are strongly encouraged to preserve all physical and digital evidence of the violence. This may be needed to prove criminal sexual violence, or for obtaining a protective order. Individuals who have experienced sexual violence should not shower, bathe, douche, eat, drink, wash their hands, or brush their teeth until after they have had a medical examination. They should save all the clothing they were wearing at the time of the incident. Each item of

clothing should be placed in a separate paper bag (not plastic). They should not clean or disturb anything in the area where the sexual violence occurred. Digital evidence relating to the incident, such as texts, emails, and social media posts, should be also be preserved.

### **Conflicts of Interest or Bias**

Both parties have a right to an investigation and resolution process free of conflicts of interest or bias by any College employee or official involved in the process, including the Title IX Coordinator, Investigator, or any person designated by the College to facilitate an informal resolution process. The College employee or official involved in the process must not have and should disqualify themselves in a matter or proceeding in which the member's impartiality might reasonably be questioned, including but not limited to instances where:

1. The member has a personal bias or conflict of interest concerning a participant in the process, or has personal knowledge of disputed facts concerning the matter;
2. The member has a personal bias or prejudice against Complainants or Respondents generally;
3. The member was directly involved in the matter in controversy, or a subordinate whom the member previously supervised is involved in the matter, or the member was a witness to the matter;
4. The member or a person in his or her family is related to a participant in the process.

Failure of a College employee or official to disqualify themselves or notify the Title IX Coordinator of potential conflicts of interest is considered a violation of this Policy.

### **Complaint Dismissal**

#### *Mandatory Dismissal*

The College must dismiss a Complaint if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the Complaint does not constitute sexual harassment as defined in under Title IX; and/or
- 2) The conduct did not occur in an educational program or activity controlled by the College (including buildings or property controlled by recognized student organizations); and/or
- 3) The College does not have jurisdiction over the Respondent; and/or
- 4) The conduct did not occur against a person in the United States; and/or
- 5) At the time of filing a Complaint, the Complainant is not participating in or attempting to participate in the education program or activity of the College.

### *Discretionary Dismissal*

The College may dismiss a formal complaint or any allegations therein if at any time during the investigation or hearing:

- 1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Complaint or any allegation therein; or
- 2) The Respondent is no longer enrolled in or employed by the College; or
- 3) Circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Complaint or allegations therein.

Upon any dismissal, the College shall promptly send written notice of the dismissal and its rationale simultaneously to the parties. This dismissal decision is appealable by any party under the procedures for appeal below.

### **After Making a Report or Formal Complaint**

Upon receipt of a report or Complaint, the Title IX Coordinator shall undertake an initial assessment to determine appropriate next steps as required under this Policy, including making an initial threat assessment to ensure there is no immediate danger to Complainant or the campus community and, if there is, to take appropriate action, which may include emergency removal of Respondent as described below.

The Title IX Coordinator shall contact Complainant to discuss the availability of appropriate supportive measures that may be implemented with input from the Complainant irrespective of, and in addition to, any resolution process including the formal grievance process, and will notify Complainant about the right to have an advisor.

If the report has been made without filing a Complaint, the Title IX Coordinator will review the allegations and discuss options with the Complainant, including the option of proceeding with a Complaint. If the Complainant does not want to proceed with a Complaint, the Coordinator may initiate a Complaint if the Coordinator determines that a Complaint is warranted.

If the Complainant files a Complaint, or the Title IX Coordinator initiates a Complaint, the matter will proceed as described under the grievance process. A Complainant may, at any time, request a dismissal of the Complaint. All requests for dismissal must be sent to the Title IX Coordinator and be in writing.

After submission of a Complaint and after notifying the Respondent of the Complainant's allegations, the parties will be notified of the availability of informal resolution, as applicable. All parties must voluntarily consent in writing to any informal resolution process. The parties may withdraw such consent at any time and resume the formal grievance process.

The College may consolidate Complaints as to allegations of violations of this Policy against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations arise out of the same facts or circumstances.

At all stages of the process, irrespective of any resolution or grievance process which may be implemented, responsive and reasonable supportive measures will be implemented to ensure continued access to the College's educational program or activities.

### **Supportive Measures**

Upon receipt of a Report or Complaint under this Policy, the College will offer supportive measures, as appropriate and as reasonably available to the Complainant and/or to the Respondent. Supportive measures are non-disciplinary, non-punitive, individualized services that must be offered without fee or charge to the Complainant or the Respondent before or after the filing of a Complaint or where no Complaint has been filed. Such measures are designed to restore or preserve equal access to the College's programs and/ or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter discrimination or harassment.

Supportive measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, restrictions on access to the campus or to specific campus areas or activities, limitations on extracurricular activities, as well as any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Upon receipt of a Report or Complaint under this Policy, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures with or without the filing of a Complaint, and explain to the Complainant the process for filing a Complaint. The Title IX Coordinator will contact the Respondent concerning supportive measures no later than issuance of notice that an investigation will be conducted.

The College will maintain the confidentiality of any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The College will promptly address any violation of the protective measures. The College will take immediate and responsive action to enforce a previously implemented restriction if such restriction is violated.

### **Emergency Removal of Respondent and Administrative Leave of Employee Respondent**

The College reserves the right to remove a Respondent from its education program or activities on an emergency basis when the Respondent poses an immediate threat to the health or safety of any student or campus community member. The College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. If an emergency removal is imposed, the Respondent will be given notice of the removal and the option to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the removal should not be implemented. Emergency removal decisions are not subject to Appeal.

Respondents that are College's employees may be placed on administrative leave during the pendency of a grievance process as determined by the College and the Title IX Coordinator.

### **Informal Resolution**

At any time prior to reaching a determination regarding responsibility, the College may offer and facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. Informal Resolution is a voluntary, structured interaction between or among the parties that is designed to reach an effective resolution to a Report or Complaint made under this Policy. The College recognizes that Informal Resolution options may be an appropriate means of addressing some forms of possible Prohibited Conduct reported under this Policy. Informal Resolution may include, but not limited to:

- Referral for disciplinary action;
- An agreement between the parties;
- Referring the Respondent to targeted preventive educational and training programs; and
- Conducting a follow-up review to ensure that the resolution has been carried out effectively.

Informal Resolution is not appropriate for all forms of possible Prohibited Conduct under the Policy and the Title IX Coordinator retains the discretion to determine which cases are appropriate for Informal Resolution. The Title IX Coordinator will determine if Informal Resolution is appropriate based upon: 1) the willingness of the parties to participate in Informal Resolution; 2) the nature of the conduct at issue; and 3) the susceptibility of the conduct to Informal Resolution.

Participation in the Informal Resolution process is voluntary and the College will not require the parties to participate in an informal resolution process to resolve allegations of Prohibited Conduct under this Policy. Both a Complainant and a Respondent can request to end this type of resolution and pursue an investigation at any time.

The College must obtain the parties' voluntary, written consent to the informal resolution process. The College will provide the parties with written notice disclosing: 1) the allegations; 2) the requirements of the Informal Resolution process, including the circumstances under which it precludes the parties from resuming an investigation arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the formal resolution process; and 3) any consequences resulting from participating in the Informal Resolution process, including the records that will be maintained or could be shared.

Individuals may be accompanied by an Advisor at any meetings related to the Informal Resolution process. Information shared or obtained during Informal Resolution will be treated as confidential to the extent permitted by law and will not result in subsequent disciplinary actions by the College, unless additional action is deemed necessary to fulfill the College's legal obligations.

The Title IX Coordinator will conduct the Informal Resolution process unless good cause requires another individual. The Title IX Coordinator will endeavor to complete the Informal Resolution process promptly, typically within 30 to 60 business days of notifying the parties in writing of starting the process. However, the Title IX Coordinator may extend the Informal Resolution process past 60 days for good cause. The Title IX Coordinator will notify the parties in writing of the reason for any extension and the projected new timeline. The actual time required will depend on the specific circumstances, including the complexity of the allegations and the nature of the alleged conduct.

Once the parties have agreed to the terms of an Informal Resolution, the College will not conduct a formal investigation unless the Title IX Coordinator determines that the Respondent failed to satisfy the terms of the Informal Resolution. The College will keep records of any resolution that is reached, and failure to abide by the resolution may result in appropriate responsive actions.

### **Notice of the Investigation to the Parties**

The College will notify the Complainant (or potential Complainant) and Respondent, in writing and simultaneously, of its decision to proceed to investigation of any alleged violation of this Policy. This notice will include a copy of the Complaint. The written notification to the Complainant and to the Respondent will include the following, where known at that time:

- A copy of this Policy, including any available Informal Resolution processes.
- A description of the allegations potentially constituting a violation of this Policy, including sufficient details known at the time. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting a violation of this Policy, and the date and location of the alleged incident, if known.
- Notice that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Procedures in this Policy.
- The date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
- Notice to the parties that they may have an advisor of their choice, who may be, but is not required to be an attorney.
- Notice to the parties of the College's student or employee code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the procedures under this Policy.
- Notice that the parties will be given an opportunity to inspect and review all directly related and relevant evidence obtained during the investigation.

- The College's policy on retaliation.
- Information about the privacy of the process.
- An instruction to preserve any evidence that is directly related to the allegations.

The College will provide the Respondent with sufficient time to review the notice and prepare a response before any initial interview.

In the course of the investigation, the College will provide notice of any additional allegations to the parties if the College decides to investigate allegations about the Complainant or Respondent that are not otherwise provided in the initial written notice.

### **Right to an Advisor**

The parties have the right to select an advisor of their choice to accompany them to any or all meetings and interviews during the resolution process. There are no limits on who can serve as an advisor; it may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. Under Title IX, cross-examination is required during the hearing, and must be conducted by the parties' advisors. If a party selects an advisor of their choice, this advisor must perform cross-examination on their behalf during the hearing, as the parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an advisor, or the advisor does not appear for a hearing, the College will provide one for the limited purpose of conducting cross-examination on behalf of the party.

An advisor who is also a witness to the allegations in the complaint creates potential for bias and conflict-of-interest. A party who chooses an advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s) and may, but will not necessarily, impact the Final Determination.

The College cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not select or retain an attorney or cannot afford an attorney, the College is not obligated to provide the other party with an attorney.

### **Timeframe for Investigations**

The College will complete all investigations, hearings, and appeals within reasonably prompt timeframes. The College's goals are to complete investigations and hearings within 90 Business Days and to complete the appeals process within 30 Business Days after receipt of the appeal. These processes may be temporarily delayed or extended for a limited time frame for good cause. Good cause may include considerations such as the absence of a party, a party's advisor or witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities. The Title IX Coordinator will provide written notice of any delays and/or extensions to the parties and describe the reason(s) for the delays and/or extension.

### **The Investigation Procedures**

Investigators serve free from conflict of interest, objectively and without bias. All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses and obtaining available, relevant evidence. The College, not the parties, bears the burden of gathering evidence and burden of proof. Parties have equal opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The investigation will be conducted within a reasonably prompt timeframe, allowing for thorough collection and evaluation of all evidence related to the allegations. The investigator will keep the parties informed as to estimated timelines, and any delays.

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of [and consent to] audio and/or video recording.

Witnesses who are College's employees are expected to cooperate with and participate in the College's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a Policy violation and may warrant discipline. Interviews may occur in-person or remotely.

The parties may suggest witnesses and documents to the investigator, as well as questions for the investigator to ask the other party and any witnesses. The investigator will determine whether the suggestions are relevant and appropriate. The College asks the parties to keep the investigation private but cannot prohibit the parties from discussing the investigation with others in connection with identifying evidence for the investigator to gather.

Prior to the conclusion of the investigation, the parties will be provided with an electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the allegations in the Formal Complaint, (whether or not it will be used in reaching a determination). The parties will have a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence.

The Investigator will incorporate any relevant feedback provided by the parties during the review process, and the final report is then shared with all parties and their advisors through electronic transmission or hard copy at least ten (10) business days prior to a hearing.

### **Evidentiary Considerations in the Investigation**

The investigation includes collection of all evidence directly related to the allegations, which is not otherwise privileged. Only evidence which is also deemed relevant is summarized in the investigative report which is considered by the Decision-Maker(s), in rendering a determination of responsibility. All parties are provided the opportunity to review all non-privileged evidence gathered during the investigation which is directly related to the allegations in the complaint,

whether or not it is also included in the investigative report. All parties are also provided with a copy of the investigative report summarizing relevant evidence only.

Relevant evidence does not include evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such evidence is offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the evidence concerns specific incidents of the Complainant's prior sexual behavior with respect to the Respondent, and are offered to prove consent.

Privileged evidence is likewise excluded from both the investigation, investigative report and hearing unless a party expressly waives this privilege in writing and consents to the release of this information during the grievance process.

### **Investigative Report**

Upon conclusion of the investigation, the Investigator will create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to a hearing, will send the report to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response.

### **The Hearing**

Upon conclusion of the investigation and distribution of the investigative report to the parties, the matter will proceed to the hearing stage of the grievance process. The hearing will be offered live, in real-time and will include cross-examination. A Decision-maker(s) will be appointed to preside over the hearing, evaluate the evidence and make a determination as to each allegation in the complaint. Investigators, Title IX Coordinator (or designee) or advisors are prohibited from serving as Decision-makers. The Decision-maker may be an institution employee or outside contractor appointed by the Title IX Coordinator. Regardless, they will be appropriately trained, including on how to make a trauma-informed response, with such training coordinated by the Title IX Coordinator. The Title IX Coordinator will inform the parties of the Decision-maker's identity. Within five (5) calendar days after the notification, the parties may request the Decision-maker's disqualification because of bias or conflict of interest. The Title IX Coordinator shall have sole discretion to decide whether an actual bias or conflict of interest exists. Employment or affiliation with the institution, or prior work as a contractor, on its own, does not warrant disqualification. Similarly, the Decision-maker's gender, gender identity, race, ethnicity, religion, sexual orientation or similar identifying characteristic, or the fact that they differ from those of any party, do not, on their own, warrant disqualification.

The College reserves the right to adopt any hearing protocols, which will be applied and be made available equally to both parties, to ensure the efficiency, order and decorum of the hearing process. Any such protocols will be provided in writing to the parties, witnesses and participating individuals at least ten (10) days prior to the scheduled hearing date.

The College may designate an administrative facilitator of the hearing, which may include the Title IX Coordinator, as long as they do not have a conflict of interest.

The College may conduct the hearing virtually at its discretion or upon request of a party. Request for remote participation by any party or witness should directed to the Title IX Coordinator made at least five (5)] business days prior to the hearing.

The Decision-maker may question the parties and any witness at the hearing.

Only relevant questions, testimony and evidence may be proffered at the hearing, and the Decision-maker will make determinations as to relevancy of every question posed by an advisor during cross-examination before it is answered, and of any evidence offered. The hearing does not consider the following which are deemed not relevant: 1) incidents not directly related to the possible violation, unless they evidence a pattern; or 2) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Privileged evidence or testimony, likewise, may not be proffered during the hearing, without a party's waiver and written consent allowing its consideration at the hearing.

Parties may not conduct cross-examination. Advisors only will conduct cross-exam on a party's behalf. If a party does not have an Advisor present at the live hearing, the College will provide without fee or charge to that party, an Advisor of the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party. Only relevant questions will be allowed.

If a party or witness does not attend, or chooses not to submit to cross-examination at the hearing, the Decision-maker may not rely on any prior statement made by that party or witness in the ultimate determination of responsibility, provided however, that the Decision-maker(s) may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

Parties, advisors, witnesses, and all participating individuals are expected to behave respectfully during the hearing. Harassing, intimidating or disruptive behavior will not be tolerated, and the College reserves the right to exclude anyone from participation in the process that fails to comport themselves accordingly.

An audio or audiovisual recording, or transcript will be made of the hearing, and will be made available to the parties for inspection and review. No other recording of the hearing will be allowed.

### **False Allegations and Evidence**

Making deliberately false and/or malicious accusations, knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation are policy violations subject to discipline.

### **Final Determination as to Responsibility and Standard of Proof**

Upon completion of the hearing, the Decision-maker will deliberate privately and will render a finding as to each allegation in the Complaint by applying the preponderance of the evidence - whether it is more likely than not that the Respondent violated the Policy as alleged. The decision will be provided simultaneously to the parties through the issuance of a written determination letter, delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official the College records, or emailed to the parties' email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The determination letter will include:

1. Identification of the allegations potentially constituting sexual harassment as defined under the Policy;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits methods used to gather evidence, and hearing held;
3. Findings of fact supporting the determination;
4. Conclusions regarding application of the College's code of conduct to the facts;
5. A statement, and rationale for, the results as to each allegation, including a determination regarding responsibility, and disciplinary sanctions the College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant; and
6. The College's permissible bases for the Complainant and Respondent to appeal.

The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

### **Sanctions/Disciplinary Actions and Remedies**

Factors considered when determining a sanction or other disciplinary action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation;
- An individual's disciplinary history;
- Class standing (hours earned) where necessary to determine the impact of the sanction on the Complainant, Respondent, or College's community. The academic records of the parties shall not be considered in determining sanctions;
- Previous allegations involving similar conduct;
- Completion of required training related to this Policy;

- The need for sanctions to bring an end to the sexual harassment and/or retaliation;
- The need for sanctions/responsive actions to prevent the future recurrence of sexual harassment and/or retaliation; and
- The need to remedy the effects of the sexual harassment and/or retaliation on the victim and the community.

The following are the possible sanctions that will be imposed upon individuals who are found to be responsible for specific violations of the Policy. The sanctions listed below may be imposed singularly or in combination and second or subsequent offenses will receive more severe sanction. Possible sanctions include, but are not limited to:

- Warning
- Disciplinary probation
- Training
- Mandatory counseling/coaching
- Censure: a formal written reprimand for Policy violation placed in the Respondent's file
- Exclusion from participation in certain activities for specified period
- Suspension from campus
- Termination/Expulsion
- Revocation of admission
- Other appropriate corrective action - in addition to or in place of the above sanctions, the College may impose any other sanction as deemed appropriate.

The Decision-maker may also decide to provide remedies to the Complainant. Remedies must be designed to restore or preserve equal access to the College's programs and activities. Such remedies may include the same individualized services described in this Policy as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.

### **Appeals**

The Respondent and the Complainant may appeal the College's closure or dismissal of a complaint or allegations therein, as well as the Decision-maker's final determination of responsibility and/or sanctions or discipline. The College will implement the appeal procedures equally for both parties and will use the preponderance of the evidence standard for its determination.

All appeals must be submitted in writing to the Title IX coordinator within five (5) business Days of the receipt of the written decision rendered by the Decision-maker. The Title IX Coordinator will refer only timely and appealable matters to an Appeal Officer. If the Title IX Coordinator determines that the matter cannot be appealed, he or she will provide written notice to the requesting party. If the matter is referred for an appeal, the Title IX Coordinator will then disclose, in writing, the Appeal Officer's identity to the person making the appeal.

After the Appeal Officer has been selected and the matter is assigned, the Appeal Officer will notify both parties in writing of the appeal and its basis. Both parties may submit a written statement supporting or challenging the matter's outcome. When an appeal is filed by one party, the College will notify the other party in writing that an appeal has been filed. An appeal must be based on one or more of the following grounds:

1. **Procedural Error:** A procedural error occurred that affected the outcome of the investigation, including the findings and/or sanctions or discipline. A description of the error and its impact on the outcome of the case must be included in the written appeal.
2. **New Evidence:** New evidence that was not reasonably available at the time that the determination of responsibility was made and that could affect the outcome of the case, including the findings and/or sanctions. Information that was known to the Complainant or Respondent during the investigation, but which he or she chose not to present, is not new evidence. A summary of this new evidence and its potential impact on the investigation findings and/or sanctions must be included in the written appeal.
3. **Conflict of Interest or Bias:** The Title IX Coordinator, Investigator(s), or a Decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

There are no other grounds for appealing a Decision-maker's final determination.

Appeals are not intended to be a full rehearing of the Complaint. Appeals will not include a hearing. The parties will be given a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome of the investigation. A decision on the merits will be based on information provided in the appeal document. If an appeal is based on the availability of new evidence, this evidence must be described with specificity and must be available for review within a reasonably prompt timeframe for consideration. Title IX personnel with prior involvement in the matter will not be permitted to serve as an Appeal Officer in the appeal.

After reviewing the written appeal, the Appeal Officer has the sole discretion to deny or grant the appeal, and, if granted, order a new hearing or refer the case back to the Decision-maker with instructions. The Appeal Officer, if the appeal is granted, may order the Title IX Coordinator to reopen a dismissed case.

The appeal outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, and the rationale supporting the findings. Appeal decisions will be

made within seven (7) business days, barring exigent circumstances, including the review of new evidence not immediately available for submission with the appeal request.

Notification of the appeal outcome will be made in writing and will be delivered simultaneously to the parties by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official College's records, or emailed to the parties' email or otherwise approved account. Once mailed, e-mailed and/or received in-person, notice will be presumptively delivered. All appeal decisions are final.

## **Records**

The Title IX Coordinator maintain detailed records of each matter, including individuals involved, investigative steps taken, documentation received, individuals interviewed, decisions reached, and reason(s) for the decisions reached. Complaints and information gathered in the course of an investigation will be kept private to the extent permitted by law. For allegations of Title IX Sexual Harassment, the College will maintain records for a period of seven years of:

1. Reports or Formal Complaints alleging sexual discrimination, including harassment.
2. Records of any dismissal of a Formal Complaint.
3. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
4. Any disciplinary sanctions imposed on the Respondent;
5. Any Remedies implemented by the College designed to restore or preserve equal access to the College's education program or activity;
6. Any appeal and the result therefrom;
7. Any Informal Resolution and the result therefrom;
8. All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. The College will make these training materials publicly available on the College's website; and
9. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
  - a. The basis for all conclusions that the response was not deliberately indifferent;
  - b. Any measures designed to restore or preserve equal access to the College's education program or activity; and
  - c. If no supportive measures were provided, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

## **Training**

The College shall take steps to ensure that any individual designated as a Title IX Coordinator, Investigator, Decision-maker, or any person designated by a recipient to facilitate an Informal Resolution process, receive training as required by the final Title IX regulations. The training materials must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment. The College will post the training materials on its website.

### **Revision of this Policy**

This Policy and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct, discrimination, and/or retaliation under Title IX and will be reviewed and updated subject to any relevant change in law or College policy, and on a recurring periodic basis, by the Title IX Coordinator. The College reserves the right to make changes to this Policy as necessary, which become effective when published.

This Policy and procedures are effective as of August 13, 2020.

### **Definitions**

In addition to those terms defined above, the following terms also apply to this Policy:

**Actual Notice:** Notice of violations of this Policy or allegations of violations to this Policy to a College's Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the College with actual knowledge is the Respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the College. "Notice" as used in this paragraph includes, but is not limited to, a Report to the Title IX Coordinator.

**Advisor:** A party may choose to have another individual accompany them to meetings with the Investigator(s), or to a hearing. The advisor of choice may be, but is not required to be, an attorney,

**Complainant:** A person or entity who is alleged to be the victim of conduct that could constitute a violation of this Policy.

**Complaint or Formal Complaint:** A document filed by a Complainant, or signed by the Title IX Coordinator, that alleges a potential violation of this Policy and requests that the College investigate the allegation or allegations. The phrase "document filed by a Complainant" means a document or electronic submission (such as by electronic mail) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal Complaint. At the time of filing a Complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the College.

**Decision-maker(s):** A trained individual with responsibility for making a Final Determination as set forth in the College's grievance process. A Decision-maker must maintain neutrality and cannot perform the function of either the Title IX Coordinator or Investigator.

**Education Program or Activity:** Any location, event, or circumstance over which the College exercises substantial control over both the Respondent and the context in which the alleged violation of this Policy occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College.

**Final Determination:** A decision rendered and provided in writing to the parties of a Formal Complaint after application of the College’s grievance process concluding whether or not Respondent is responsible for conduct alleged within a Formal Complaint in violation of this Policy.

**Finding:** A conclusion within the Final Determination as evaluated under the burden of proof that a specific allegation within a Formal Complaint did or did not occur.

**Formal Grievance Process.** The method of formal resolution designated by the College to address conduct that falls within the scope of this Policy, and which complies with the requirements of 34 CFR Part 106.45.

**Investigator:** A trained individual responsible for fulfilling the College’s burden of gathering and evaluating all evidence related to allegations within a Formal Complaint as required under this Policy.

**Official with Authority:** An employee of the College explicitly vested with the responsibility to implement corrective measures for sexual harassment and/or retaliation.

**Preponderance of the Evidence Standard:** Evidence is such that it would persuade a reasonable person that a proposition is more probably true than not true. A finding that is “more likely than not” to be true would satisfy this standard.

**Remedies.** Post-Finding actions directed to the Complainant and/or the community implemented to address safety, prevent the recurrence of harassment, and ensure continued access to the College’s educational program.

**Report:** Any report to the Title IX Coordinator, and/or any employee with the authority to take corrective action on behalf of the College (as defined above) of information that could constitute a potential violation of this Policy. The term “report” includes Complaints.

**Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute a violation of this Policy.

**Sanction.** A disciplinary consequence imposed by the College on a Respondent who is found to have violated this Policy.



## **Valley College’s Title IX and the Violence Against Women Act Policy, Procedure and Notice of Petitioner’s Rights** (WV)

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, kidnaping, 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**

[mstafford@valley.edu](mailto:mstafford@valley.edu)

### Local Title IX Administrator (All Campuses)

Beckley Campus	Martinsburg Campus	Cleveland Campus
<p><b>Beth Gardner</b>                      120 New River Town Center, Suite C                      Beckley, WV 25801                      (304) 252-9547  <a href="mailto:bgardner@valley.edu">bgardner@valley.edu</a></p>	<p><b>Marianela Alberto</b>                      287 Aikens Center                      Martinsburg, WV 25404                      (304) 263-0979  <a href="mailto:malberto@valley.edu">malberto@valley.edu</a></p>	<p><b>Lynn Mizanin</b>                      8700 Brookpark Road                      Cleveland, Ohio 44129                      (216)-453-8201  <a href="mailto:lmizanin@valley.edu">lmizanin@valley.edu</a></p>

**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) (304) 263-8954  
 Martinsburg, WV  
 Eastridge Health Systems, Inc. (Jefferson County Mental Health Services) (304) 725-7565  
 Ranson, WV  
 East Ridge Health Systems, Inc. (Morgan County Health Services) (304) 258-2889  
 Berkeley Springs, WV  
 Mental Health Services – Behavioral Health Services (301) 766-7600  
 Meritus Health Hagerstown, MD  
 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 (304) 574-2100  
 Fayetteville, WV  
 Raleigh Co. FMRS Mental Health Council (304) 256-7100  
 Beckley, WV  
 Raleigh General Hospital (304) 256-4100  
 Beckley, WV  
 Beckley Application Regional Healthcare Hospital (BAR-H) (304) 255-3000  
 Beckley, WV  
 Women's Resource Center Hotline (304) 255-2559  
 Beckley, WV 888-825-7835

Princeton

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

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](http://www.trynova.org)

VictimConnect  
(855) 4-VICTIM (855-484-2846)  
[victimconnect.org](http://victimconnect.org)

National Domestic Violence Hotline  
(800) 799-7233  
[www.thehotline.org](http://www.thehotline.org)

National Sexual Assault Hotline  
(800) 656-HOPE (800-656-4673)  
[www.rainn.org](http://www.rainn.org)

National Suicide Prevention Lifeline  
(800) 273-TALK (800-273-8255)  
[suicidepreventionlifeline.org](http://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** - Ohio

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 cab 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)**

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

**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](http://www.trynova.org)

VictimConnect  
(855) 4-VICTIM (855-484-2846)  
[victimconnect.org](http://victimconnect.org)

National Domestic Violence Hotline

(800) 799-7233

[www.thehotline.org](http://www.thehotline.org)

National Sexual Assault Hotline

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

[www.rainn.org](http://www.rainn.org)

National Suicide Prevention Lifeline

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

[suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)

NotAlone.Org

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

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

Appendix D



TO: All Students & Employees of Valley College  
FROM: Margaret Stafford, Compliance Director  
DATE: August 1, 2020  
SUBJECT: DRUG FREE CAMPUS AND WORKPLACE COMPLIANCE

The "Drug Free Schools and Communities Act and Drug Free Work Place 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 to your school Campus Director.

*Margaret Stafford*

Margaret Stafford, Compliance Director  
Valley College Corporate Office  
287 Aikens Center  
Martinsburg, WV 25404  
T 304-263-0979  
F 304-263-2413

This message may contain confidential or proprietary information. If you have received this message in error, please notify us and remove it from your system.



## 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-free 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.

See <https://www.deadiversion.usdoj.gov/21cfr/21usc/> (Title 21 United States Code (USC) Controlled Substance Act)

### 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.

Also see Drugs of Abuse A DEA Resource Guide 2020 Edition

[https://www.dea.gov/sites/default/files/2020-04/Drugs%20of%20Abuse%202020-Web%20Version-508%20compliant-4-24-20\\_0.pdf](https://www.dea.gov/sites/default/files/2020-04/Drugs%20of%20Abuse%202020-Web%20Version-508%20compliant-4-24-20_0.pdf)

### 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>  
<https://al-anon.org/al-anon-meetings/>  
 AA & Al-Anon number for local referral <http://www.aawv.org>  
<https://al-anon.org/al-anon-meetings/electronic-meetings/>

Martinsburg – WV

Almost Heaven Area Central Atlantic Region of Narcotics Anonymous	<a href="http://www.car-na.org">www.car-na.org</a>	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 <a href="http://www.addicted.org/">http://www.addicted.org/</a>		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	<a href="http://www.mrscna.org">www.mrscna.org</a>	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 <b>Suicide Prevention</b>	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](http://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](http://www.strongcommunities.org)  
 Appalachian Substance Abuse Coalition for Prevention & Treatment ("ASAC") 276-988-5583

Clinch Valley Community Action, North Tazewell, VA

L.C.G. Tazewell (Narcotics Anonymous), Cedar Bluff, VA 1-800-838-1752

Cleveland - Ohio

Stella Maris, Cleveland, Ohio 216-781-0550  
 Matt Talbot for Women, Cleveland, Ohio 216-634-7500  
 Northern Ohio Recovery, Cleveland, Ohio 216-391-6672  
 Orca House, Cleveland, Ohio 216-231-3772  
 Recovery Resources, Cleveland, Ohio 216-431-4131  
 The Wellness Center, Cleveland, Ohio 216-898-1445 or 440-888-0300  
 Hitchcock Center for Women, Cleveland, Ohio 216-421-0662 or 216-421-0911  
 Windsor Laurelwood, Willoughby, Ohio 800-438-4673  
 Y-Haven, Cleveland, Ohio 216-431-2018  
 ADRC Lutheran Hospital, Cleveland, Ohio 216-696-4300  
 Day Break Treatment Solutions (DETOX) 216-881-7882 or 216-417-4213  
 Oriana House, Cleveland, Ohio 216-881-7882  
 Rosary Hall-Addiction Medicine St. Vincent Hospital, Cleveland, Ohio 216-363-2580

All Campuses

**National Suicide Prevention Hotlines**

1-800-SUICIDE (1-800-784-2433)

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.

Biennial Review The institution conducted a biennial review of its drug and alcohol prevention program at the end of the 2019/2020 Award Year and determined that the program is effective. There were no drug or alcohol-related violations that occurred on the institution's campus or as part of any of the institution's activities and therefore, there were no sanctions imposed.

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"> <li>• Not less than 5 years. Not more than 40 years.</li> <li>• If death or serious injury, not less than 20 years or more than life</li> <li>• Fine of not more than \$2 million individual, \$5 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years. Not more than life.</li> <li>• If death or serious injury, not less than life</li> <li>• Fine of not more than \$4 million individual, \$10 million other than individual</li> </ul>
	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"> <li>• Not less than 10 years. Not more than life.</li> <li>• If death or serious injury, not less than 20 years or more than life</li> <li>• Fine of not more than \$4 million individual, \$10 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years. Not more than life.</li> <li>• If death or serious injury, not less than life</li> <li>• Fine of not more than \$8 million individual, \$20 million other than individual</li> </ul>
	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 include marijuana, hashish, or hash oil)	Any	<ul style="list-style-type: none"> <li>• Not more than 20 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine \$1 million individual, \$5 million not individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, life</li> <li>• Fine \$2 million individual, \$10 million not individual</li> </ul>
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"> <li>• Not more than 5 years</li> <li>• Fine not more than \$250,000 individual, \$1 million not individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years</li> <li>• Fine not more than \$500,000 individual, \$2 million not individual</li> </ul>
IV	All (included in Schedule IV are Darvon*, Talwin*, Equanil*, Valium*, and Xanax*)	Any	<ul style="list-style-type: none"> <li>• Not more than 3 years</li> <li>• Fine not more than \$250,000 individual, \$1 million not individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 6 years</li> <li>• Fine not more than \$500,000 individual, \$2 million not individual</li> </ul>
V	All (over-the-counter cough medicines with codeine are classified in Schedule V)	Any	<ul style="list-style-type: none"> <li>• Not more than 1 year</li> <li>• Fine not more than \$100,000 individual, \$250,000 not individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 2 years</li> <li>• Fine not more than \$200,000 individual, \$500,000 not individual</li> </ul>

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"> <li>• Not less than 5 years. Not more than 40 years.</li> <li>• If death or serious injury, not less than 20 years or more than life</li> <li>• Fine of not more than \$2 million individual, \$5 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years. Not more than life.</li> <li>• If death or serious injury, not less than life</li> <li>• Fine of not more than \$4 million individual, \$10 million other than individual</li> </ul>
	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"> <li>• Not less than 10 years. Not more than life.</li> <li>• If death or serious injury, not less than 20 years or more than life</li> <li>• Fine of not more than \$4 million individual, \$10 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years. Not more than life.</li> <li>• If death or serious injury, not less than life</li> <li>• Fine of not more than \$8 million individual, \$20 million other than individual</li> </ul>
	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 include marijuana, hashish, or hash oil)	Any	<ul style="list-style-type: none"> <li>• Not more than 20 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine \$1 million individual, \$5 million not individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, life</li> <li>• Fine \$2 million individual, \$10 million not individual</li> </ul>
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"> <li>• Not more than 5 years</li> <li>• Fine not more than \$250,000 individual, \$1 million not individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years</li> <li>• Fine not more than \$500,000 individual, \$2 million not individual</li> </ul>
IV	All (included in Schedule IV are Darvon*, Talwin*, Equanil*, Valium*, and Xanax*)	Any	<ul style="list-style-type: none"> <li>• Not more than 3 years</li> <li>• Fine not more than \$250,000 individual, \$1 million not individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 6 years</li> <li>• Fine not more than \$500,000 individual, \$2 million not individual</li> </ul>
V	All (over-the-counter cough medicines with codeine are classified in Schedule V)	Any	<ul style="list-style-type: none"> <li>• Not more than 1 year</li> <li>• Fine not more than \$100,000 individual, \$250,000 not individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 2 years</li> <li>• Fine not more than \$200,000 individual, \$500,000 not individual</li> </ul>

<b>Table B Controlled Substance Uses and Effects Page 1 of 3</b>							
<b>Drug</b>	<b>Classification</b>	<b>Medical Uses:</b>	<b>Dependence: Physical/ Psychological</b>	<b>Usual Method:</b>	<b>Possible Effects:</b>	<b>Effects of Overdose:</b>	<b>Withdrawal Syndrome:</b>
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	<b>Depressant</b>	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	<b>Depressant</b>	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	<b>Depressant</b>	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

<b>Table B Controlled Substance Uses and Effects Page 2 of 3</b>							
<b>Drug</b>	<b>Classification</b>	<b>Medical Uses:</b>	<b>Dependence: Physical/ Psychological</b>	<b>Usual Method:</b>	<b>Possible Effects:</b>	<b>Effects of Overdose:</b>	<b>Withdrawal Syndrome:</b>
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

<b>Table B Controlled Substance Uses and Effects Page 3 of 3</b>							
<b>Drug</b>	<b>Classification</b>	<b>Medical Uses:</b>	<b>Dependence: Physical/ Psychological</b>	<b>Usual Method:</b>	<b>Possible Effects:</b>	<b>Effects of Overdose:</b>	<b>Withdrawal Syndrome:</b>
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 & Analogs	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



# VALLEY COLLEGE

## BECKLEY CAMPUS

### EMERGENCY RESPONSE & EVACUATION PROCEDURES

SEPTEMBER 2020

# 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

Campus Director: Jamie Holliday Phone Number – 304-252-9547 Email: [jholliday@valley.edu](mailto:jholliday@valley.edu)  
Campus Safety Monitor: Diana Booth-Cox Phone Number - 304-252-9547 Email: [dboothcox@valley.edu](mailto:dboothcox@valley.edu)

## 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.**

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 (**Safe location is our digital sign**) using the planned evacuation route.
- If you have personal belongings near your person, take personal belongings with you.
- Close doors as you leave. If possible, unplug or disable any device that could make a dangerous situation even worse.
- Instructors will take the **Attendance Sheet/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.**

#### **Evacuating the Disabled:**

- Students and staff members should make the Campus Director and/or Director of Academic Affairs aware if they will need assistance evacuating in an emergency. It may not be apparent to staff and faculty if a student or coworker has a disability and need assistance during an emergency.
- Communicate ahead of time what your capabilities and limitations are. Be clear and concise. If necessary, carry a preprinted message that will help others assist you.
- Establish a personal network consisting of people who are regularly in the same as you are. Do not depend on just one person as they may not be there during an emergency.
- Preplan and determine all evacuation options. Consider the pros and cons of being carried, for example. There is a possibility that you or others may be injured if you are carried down the stairs.

#### **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--Never block or obstruct these with furniture or equipment.
- 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 hallways areas are monitored by security cameras.
- Outdoor security lights were added to the side of the building overlooking the area where the staff parks.

#### **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:** Nathan Johnson

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:** Kelli O’Neal

**Searcher:** Lindsay Reed

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.

## **Fire Emergency Plan**

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

### **RACE**

**R**emove/Relocate individuals away from danger; if possible, without endangering your safety.

**A**ctivate Alarm: Call 911

**C**onfine/Contain fire and smoke by closing doors and windows.

**E**xtinguish 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.

### **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.

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

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## 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 WOAY and WVNS and also by FaceBook, Portal, or TextAim.**

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 TextAim
- 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.

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## Shelter–In–Place Procedures

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

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

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

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

If all evacuation routes are blocked:

- Stay in room and close door.
- Keep air as clean as possible.
  - Seal door.
  - Open or close windows as appropriate.
  - Limit movement and talking in room.
- Communicate your situation to Campus Director or Campus Safety Monitor, or emergency responder by whatever means possible.

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## Lockdown Procedures

One means of securing the school is to implement lockdown procedures. These procedures may be called for in the following instances:

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

### Lockdown with warning procedures

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

### Lockdown with intruder procedures (these actions happen rapidly)

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

Some other threats may override lockdown, i.e., confirmed fire, intruder in classroom, etc. Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus’ designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## Hazardous Materials

### Incident occurs in school:

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

### Incident occurs near school property:

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

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

### Biohazardous materials

Biohazardous materials (medical waste) may include things like used syringes or other tools contaminated with human blood, bacteria, or other microorganisms.

- Valley College only uses approved Biohazardous disposal containers. These containers are clearly marked with the biohazardous symbol. Room doors that may contain biohazardous wastes are clearly marked with the biohazardous symbol.
- All biohazardous material is handled by Valley College staff who have received training and is removed from the building and disposed of by an outside vendor.
- Students are taught how to properly handle biohazardous material collected during clinical-related courses.

- Blood-borne Pathogens

Accidental Needle Stick Policy - If you pierce or puncture your skin with a used needle, follow this first aid advice immediately:

1. Immediately "bleed" the injured site by holding their finger or area of puncture under cold running water for several minutes. Apply slight pressure to ensure the blood is flushed out - this will try to prevent potential infection or virus from entering the bloodstream and just flushing out through the wound.
2. Wash the injured sight with soap - which can kill the bacteria/infection. Do not scrub the wound while you're washing it. Do not suck the wound.
3. Wrap the site with gauze.
4. Go immediately to a healthcare facility to get tests ran for HIV/HCV/Hep, any blood borne pathogens. The individual should tell receptionist that they had an accidental needle stick injury. It is possible that the provider may prescribe prophylactic antibiotics. The hospital/facility will also make sure they get follow up testing done as well - after 6 weeks, 3 months, 6 months, a year, and then three years from exposure date.
5. Document. Supervising instructor (instructor witnessing the event) will fill out an incident report with time, date, details, student comments, their signature, etc. You will be asked to sign/date the report.

Students in clinical or externships classes should use the universal blood and fluid precautions established by the clinical or externship site. Reference: Chapter 16-3-1 West Virginia Administrative Code <http://code.wvlegislature.gov/16/>

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## Medical Emergency

Life-threatening injury or illness, or death:

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

### Administrator:

- In case of traumatic medical emergency or death at school:
  - Notify Campus Director or Campus Security Monitor.
  - Notify emergency contact persons listed in victim's file.
  - Activate post-crisis procedures if necessary.
- In all other medical emergencies, assess individual's need for post-crisis intervention.
- Document action taken on Valley College Incident Report form and send a copy to the Administrative Office as directed.

*Non-life-threatening injury or illness:*

- For all non-life-threatening illnesses and injuries, communicate with Campus Director, Campus Security Monitor, or the front desk.
- Document action taken on Valley College Incident Report form and send a copy to the Administrative Office as directed.

## Infectious Diseases Epidemic

In light of the Covid-19 Virus, Valley College has established the following procedures if there is an infectious disease epidemic. Valley College will follow all directives from the local, state or federal government.

However, the Covid-19 virus isn't the only infectious disease that students and staff must be concerned about. Flu season can impact the students and staff at Valley College. If there is an outbreak of an infectious disease, Valley College will follow the recommendation of the CDC and/or the WV or Ohio Department of Health. This may include but not limited to:

- Wash your hands frequently.

- Stay home if you are sick (so you do not spread the illness to other people).
- Use a tissue, or cough and sneeze into your arm, not your hand. Turn away from other people.
- Use single-use tissues. Dispose of the tissue immediately.
- Wash your hands after coughing, sneezing or using tissues.
- Do not touch your eyes, nose or mouth (viruses can transfer from your hands and into the body).
- Do not share cups, glasses, dishes or cutlery.

Workplaces can help by having an infection control plan which includes:

- Having an infection control plan.
- Providing clean hand washing facilities.
- Offering alcohol-based hand sanitizers when regular facilities are not available (or to people on the road).
- Providing boxes of tissues and encourage their use.
- Providing disinfectant wipes, especially for use in common areas.
- Cleaning surfaces more often, such as doorknobs, handles, stair railings, bars, desks, phones, kitchens, shared computers.
- Reminding staff to not share cups, glasses, dishes and cutlery. Be sure dishes are washed in soap and water after use.
- Removing magazines and papers from waiting areas or common rooms (such as tea rooms and kitchens).
- Considering cleaning a person's workstation or other areas where they have been if a person has suspected or identified with an infection.
- Making sure ventilation systems are working properly.

Sometimes it is necessary to practice Social Distancing: Social distancing is a strategy where you try to avoid crowded places, large gatherings of people or close contact with a group of people. In these situations, viruses can easily spread from person to person. In general, a distance of one to two meters (3 to 6 feet) will slow the spread of a disease, but more distance is more effective.

If the emergency elevates to the point that the campus has to temporarily close the campus, the students and staff may be able to conduct business (attend classes) by practicing the following social distancing steps:

- Use telephone, video conferencing, or the internet to conduct class and as much business as possible.
- Allow students/employees to work from home, or to work flexible hours to avoid crowding the classroom/workplace. (If allowed, a clinical lab course may be conducted if we limited students in the classroom.)
- Increase the distance between desks or workstations.
- Increase the number of times surfaces are cleaned.
- Cancel or postpone any travel, meetings, workshops, etc. that are not necessary.
- Drive, walk, or cycle to work, but try to avoid public transit. Schedules may need to be altered if students/staff can arrive early/late so they can use public transit when it is less crowded or take advantage of carpooling situations.
- Have more staggered lunch hours to avoid crowded breakrooms.
- Spend as little time as possible at the photocopy centers.
- When meetings are necessary, have the meeting in a larger room where people can sit with more space between them (at least about one to two meters apart).
- Avoid shaking hands or hugging.

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## Bomb Threat

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

### Procedures upon receiving a bomb threat:

#### By phone call:

- **Remain calm.**
- **Do not hang up. Keep the caller on the line as long as possible and listen carefully.** If at all possible, have a second staff member contact the Campus Director or Campus Security Monitor while you keep the caller on the line and ask the following questions:
  - Where is the bomb/chemical or other hazard?
  - When will it explode/be activated?
  - What does it look like?
  - What kind of bomb/hazard is it?
  - What will cause it to explode/activate?
  - What is your name?
  - Did you place the bomb/hazard? WHY?
  - Where are you?

Exact wording of the threat: \_\_\_\_\_

If voice is familiar, who did it sound like? Male Female Adult Juvenile Age \_\_\_\_\_

#### Caller's voice: Note pattern of speech, type of voice, tone. Check all that apply.

Calm	Excited	Loud	Soft	Deep	Nasal
Raspy	Distinct	Slurred	Normal	Crying	Laughter
Slow	Rapid	Disguised	Accent	Lisp	Stutter
Drunken	Familiar	Incoherent	Deep breathing		

#### Background sounds: Check all that apply.

Voices	Airplanes	Street noises	Trains	Quiet	Bells
Clear	Static	Animals	Party	Vehicles	
Horns	House noises	PA system	Music	Factory machines	
Motor	Phone booth	Other:			

#### Threat language: Check all that apply.

Well-spoken (educated)	Foul	Taped	Incoherent	Irrational	Message read from script
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Did caller indicate knowledge of the building? Give specifics: \_\_\_\_\_

Person receiving call: \_\_\_\_\_ Phone number where call received: \_\_\_\_\_

**LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER CALLER HANGS UP.**

### By written note

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

Caution: Overreacting may encourage additional threats.

### Scanning process considerations:

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

### Evacuation considerations:

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

## Suspicious Package

- Do not open any suspicious items. If you opened the item, remain calm.
- Contact the Campus Director or Campus Safety Monitor immediately
- The Campus Director or Campus Safety Monitor will call 911 and the Vice President
- Do not move the suspicious items.
- Get all persons out of the immediate area of the suspicious package. Close area if possible.
- Limit communication to two-way radios and mobile phones in that area.
- If package is leaking a substance and you touched that substance keep your hands away from any part of your face. Do not touch others or allow anyone to touch you.
- Wash your hands with soapy, hot water from elbows down.
- Do not clean or cover any thing that has leaked from the package.
- Follow all instructions given by the emergency responders

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## 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

- o Immediately notify police (911)
- o 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.
- o If the Vice President/Campus Director is not present, notify the Vice President/Campus Director of the situation.
- o Monitor hostage situation the best you can without doing anything to exacerbate it.
- o Follow instructions of law enforcement officials who will take over when they arrive on site.

### Staff

- o Remain calm. Talk with the individual in a low-key, non-threatening manner. Do not argue with or antagonize the individual in any way.
- o Keep your distance. Give the intruder ample personal space.
- o Do not attempt to deceive or threaten the intruder.
- o Do not buy into the delusions of the intruder.
- o Suggest marching the students or staff quietly out the back door. Back off if this approach angers the intruder.
- o 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

- o Inform staff supervising students in the classroom to initiate *Flight, Hide or Fight*.
- o Immediately notify police by calling 911.
- o If the Vice President/Campus Director is not present, notify the Vice President/Campus Director of the situation.
- o Work in coordination with supervisors of law enforcement until the situation is resolved.
- o 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. The new employees receive Active Shooter training during their on-boarding process.

## Bullying

Valley College prohibits acts of bullying. If a student feels like he or she is being bullied they should discuss the matter with the Campus Director or the Campus Security Monitor. Acts of bullying will be dealt with appropriately.

Bullying is repeated aggressive behavior that can be physical, verbal, or relational, in-person or online.

**Physical bullying** – includes hitting, kicking, or pushing you (or even just threatening to do so), as well as stealing, hiding, or ruining your things, and hazing, harassment, or humiliation.

**Verbal bullying** – includes name-calling, teasing, taunting, insulting, or otherwise verbally abusing you.

**Relationship bullying** – includes refusing to talk to you, excluding you from groups or activities, spreading lies or rumors about you, making you do things you don't want to do.

## Cyberbullying

Technology means that bullying is no longer limited to schoolyards or street corners. Cyberbullying can occur anywhere, even at home, via smartphones, emails, texts, and social media, 24 hours a day. Cyberbullies use digital technology to harass, threaten, or humiliate an individual.

Tips for dealing with cyberbullying;

- Spend less time on social media, checking texts or emails.
- Don't respond back to any message or posts about you regardless how hurtful they can be
- Delete communications without reading them.
- Do not share personal information or friends' personal information online
- Never share Internet passwords
- Don't seek revenge
- Don't send an email message or post when angry or upset
- Save evidence of the cyberbullying and report the incident.
- Report threats of harm and inappropriate sexual messages to the policy. In some cases, the cyberbully's action can be prosecuted by law.
- Prevent communication from the cyberbully by blocking their email, cell phone number and deleting them from social media contacts. Report their activities to their Internet service provider (ISP) or to any social media or other websites they use to target you. The cyberbully's actions may constitute a violation of the website's terms or service.
- Be mindful of what you post online. Don't post something that you would not want an employer to see.

Source: <https://www.helpguide.org/articles/abuse/bullying-and-cyberbullying.htm>

## Communication of Emergency Information and Instructions

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

Instruments of communication will include but are not limited to text messaging, email, voicemail, postings on social media (Facebook etc.) or by word of mouth depending upon the unique circumstances of the emergency. In the event of an actual emergency, the institution will provide up to date information as long as that information does not impede upon the effectiveness of the plan and risk the safety of any individual.

## Media Procedures

The Campus Director or Vice President serves as media spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities. **All staff should refer media contacts to the Campus Director.** The Campus Director should speak to the Vice President. The Vice President will speak with the Valley College President or Chief Compliance Officer before addressing the media.

### Media checklist:

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

## Training

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

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

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

**Date of Last Drill(s)**

Campus Wide Evacuation Drills are to be held approximately every six months. Students are also given an overview of the emergency plan during their orientation. Active Shooter Drills/Trainings and Shelter in Place Drills/Trainings are held annually.

Type of Drill	Date
Active Shooter Drill/Training	
Shelter in Place Drill/Training	
Fire Evacuation Drill	
Fire Evacuation Drill	March 2020
Fire Evacuation Drill	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

Due to the COVID-19 Pandemic (Interruption to classes and Stay-At-Home orders), the trainings and drills scheduled has been rescheduled to future dates.



# VALLEY COLLEGE

## CLEVELAND CAMPUS

### **EMERGENCY RESPONSE & EVACUATION PROCEDURES**

**INITIAL DATE: APRIL 2019**

**REVIEWED: SEPTEMBER 2019**

**UPDATED: JUNE 2020**

**REVIEWED: SEPTEMBER 2020**

## 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  
Campus Director: Lynn Mizanin Phone Number – 216-630-3242 Email: lmizanin@valley.edu  
Campus Safety Monitor: Connie Gardner Phone Number -216-534-4726 Email: cgardner@valley.edu

### 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.
- If you have personal belongings near your person, take personal belongs with you.
- Close doors as you leave. If possible, unplug or disable any device that could make a dangerous situation even worse.
- 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.

- **3<sup>rd</sup> 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.
- **3<sup>rd</sup> 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 double glass doors and proceed to the exit door. Faculty and Students can also take the staircase to the second floor and the side door or the main entrance. All Faculty and students should gather at the digital sign in the front of the parking lot.
- Elevator for handicap accessibility will be unavailable, anyone unable to ambulate down the stairs independently will need additional assistance by faculty.
- **2<sup>nd</sup> 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 Exit door. All Staff, Faculty and students should gather at the digital sign in the front of the parking lot.
- **1<sup>st</sup> 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.**

### **Evacuating the Disabled:**

- Students and staff members should make the Campus Director and/or Director of Academic Affairs aware if they will need assistance evacuating in an emergency. It may not be apparent to staff and faculty if a student or coworker has a disability and need assistance during an emergency.
- Communicate ahead of time what your capabilities and limitations are. Be clear and concise. If necessary, carry a preprinted message that will help others assist you.
- Establish a personal network consisting of people who are regularly in the same as you are. Do not depend on just one person as they may not be there during an emergency.
- Preplan and determine all evacuation options. Consider the pros and cons of being carried, for example. There is a possibility that you or others may be injured if you are carried down the stairs.

### **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 on each floor.
- Fire Extinguishers: Fire extinguishers are accessible through the building. One is available in the hallway of each floor at a minimum. Never block or obstruct these with furniture or equipment.

- 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. Only trained personnel can operate the defibrillator.

### **Evacuation Personnel:**

The following staff will serve as evacuation personnel.

**Emergency Announcer:** Campus Director, Director of First Impressions, MCA Program Head. Announcer will announce any disasters to all areas of the building.

**Evacuation Warden:** Lynn Mizanin, Campus Director

**Alternate Warden:** Connie Gardner, Bursar

**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:** 1<sup>st</sup> Floor – Jeanette Kwiatkowski, Vet Assistant Program Head  
2<sup>nd</sup> Floor – Lynn Mizanin, Campus Director or Adrienne Schultz, Director of First Impressions.  
3<sup>rd</sup> Floor – Connie Gardner, Bursar

**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.

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## **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.
- Instructors should take the Attendance Sheet/Book with them.
- Instructors should take attendance once at the safe area and report to the Evacuation Warden.

### **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.

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

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## 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, Portal, or TextAim.**

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

### **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 2<sup>nd</sup> floor on the front of the building are not to be used because of the number of windows and glass doors in those areas.

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## Shelter–In–Place Procedures

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

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

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

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

If all evacuation routes are blocked:

- Stay in room and close door.
- Keep air as clean as possible.
  - Seal door.
  - Open or close windows as appropriate.
  - Limit movement and talking in room.
- Communicate your situation to Campus Director or Campus Safety Monitor, or emergency responder by whatever means possible.

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## Lockdown Procedures

One means of securing the school is to implement lockdown procedures. These procedures may be called for in the following instances:

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

### Lockdown with warning procedures

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

### Lockdown with intruder procedures (these actions happen rapidly)

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

Some other threats may override lockdown, i.e., confirmed fire, intruder in classroom, etc. Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus’ designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## Hazardous Materials

### Incident occurs in school:

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

### Incident occurs near school property:

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

Rooms that contain biohazardous materials are labeled with signage. All biohazardous material are handled by Valley college staff who have received appropriate trainings. All biohazardous material is removed from the building and disposed of by an outside vendor. MSDS sheets are available in rooms that contain biohazardous materials.

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

### Biohazardous materials

Biohazardous materials (medical waste) may include things like used syringes or other tools contaminated with human blood, bacteria, or other microorganisms.

- Valley College only uses approved Biohazardous disposal containers. These containers are clearly marked with the biohazardous symbol. Room doors that may contain biohazardous wastes are clearly marked with the biohazardous symbol.
- All biohazardous material is handled by Valley College staff who have received training and is removed from the building and disposed of by an outside vendor.
- Students are taught how to properly handle biohazardous material collected during clinical-related courses.

- **Blood-borne Pathogens**

Accidental Needle Stick Policy - If you pierce or puncture your skin with a used needle, follow this first aid advice immediately:

1. Immediately "bleed" the injured site by holding their finger or area of puncture under cold running water for several minutes. Apply slight pressure to ensure the blood is flushed out - this will try to prevent potential infection or virus from entering the bloodstream and just flushing out through the wound.
2. Wash the injured sight with soap - which can kill the bacteria/infection. Do not scrub the wound while you're washing it. Do not suck the wound.
3. Wrap the site with gauze.
4. Go immediately to a healthcare facility to get tests ran for HIV/HCV/Hep, any blood borne pathogens. The individual should tell receptionist that they had an accidental needle stick injury. It is possible that the provider may prescribe prophylactic antibiotics. The hospital/facility will also make sure they get follow up testing done as well - after 6 weeks, 3 months, 6 months, a year, and then three years from exposure date.
5. Document. Supervising instructor (instructor witnessing the event) will fill out an incident report with time, date, details, student comments, their signature, etc. You will be asked to sign/date the report.

Ohio: Students in clinical or externships classes should use the universal blood and fluid precautions established by Chapter 4723-20 of Ohio Administrative Code. <http://codes.ohio.gov/oac/4723-20>

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## Medical Emergency

Life-threatening injury or illness, or death:

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

### Administrator:

- In case of traumatic medical emergency or death at school:
  - Notify Campus Director or Campus Security Monitor.
  - Notify emergency contact persons listed in victim's file.
  - Activate post-crisis procedures if necessary.
- In all other medical emergencies, assess individual's need for post-crisis intervention.
- Document action taken on Valley College Incident Report form and send a copy to the Administrative Office as directed

*Non-life-threatening injury or illness:*

- For all non-life-threatening illnesses and injuries, communicate with Campus Director, Campus Security Monitor, or the front desk.
- Document action taken on Valley College Incident Report form and send a copy to the Administrative Office as directed

## Infectious Diseases Epidemic

In light of the Covid-19 Virus, Valley College has established the following procedures if there is an infectious disease epidemic. Valley College will follow all directives from the local, state or federal government.

However, the Covid-19 virus isn't the only infectious disease that students and staff must be concerned about. Flu season can impact the students and staff at Valley College. If there is an outbreak of an infectious disease, Valley College will follow the recommendation of the CDC and/or the WV or Ohio Department of Health. This may include but not limited to:

- Wash your hands frequently.
- Stay home if you are sick (so you do not spread the illness to other people).
- Use a tissue, or cough and sneeze into your arm, not your hand. Turn away from other people.
- Use single-use tissues. Dispose of the tissue immediately.
- Wash your hands after coughing, sneezing or using tissues.
- Do not touch your eyes, nose or mouth (viruses can transfer from your hands and into the body).
- Do not share cups, glasses, dishes or cutlery.

Workplaces can help by having an infection control plan which includes:

- Providing clean hand washing facilities.
- Offering alcohol-based hand sanitizers when regular facilities are not available (or to people on the road).
- Providing boxes of tissues and encourage their use.
- Providing disinfectant wipes, especially for use in common areas.
- Cleaning surfaces more often, such as doorknobs, handles, stair railings, desks, phones, kitchens, shared computers.
- Reminding staff to not share cups, glasses, dishes and cutlery. Be sure dishes are washed in soap and water after use.
- Removing magazines and papers from waiting areas or common rooms.
- Considering cleaning a person's workstation or other areas where they have been if a person has suspected or identified with an infection.
- Making sure ventilation systems are working properly.

Sometimes it is necessary to practice Social Distancing: Social distancing is a strategy where you try to avoid crowded places, large gatherings of people or close contact with a group of people. In these situations, viruses can easily spread from person to person. In general, a distance of one to two meters (3 to 6 feet) will slow the spread of a disease, but more distance is more effective.

If the emergency elevates to the point that the campus has to temporarily close the campus, the students and staff may be able to conduct business (attend classes) by practicing the following social distancing steps:

- Use telephone, video conferencing, or the internet to conduct class and as much business as possible.
- Allow students/employees to work from home, or to work flexible hours to avoid crowding the classroom/workplace. (If allowed, a clinical lab course may be conducted if we limited students in the classroom.)
- Increase the distance between desks or workstations.
- Increase the number of times surfaces are cleaned.
- Cancel or postpone any travel, meetings, workshops, etc. that are not necessary.
- Drive, walk, or cycle to work, but try to avoid public transit. Schedules may need to be altered if students/staff can arrive early/late so they can use public transit when it is less crowded or take advantage of carpooling situations.
- Have more staggered lunch hours to avoid crowded breakrooms.
- Spend as little time as possible at the photocopy centers.
- When meetings are necessary, have the meeting in a larger room where people can sit with more space between them (at least about one to two meters apart).
- Avoid shaking hands or hugging.

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## Bomb Threat

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

### Procedures upon receiving a bomb threat:

#### By phone call:

- **Remain calm.**
- **Do not hang up. Keep the caller on the line as long as possible and listen carefully.** If at all possible, have a second staff member contact the Campus Director or Campus Security Monitor while you keep the caller on the line and ask the following questions:
  - Where is the bomb/chemical or other hazard?
  - When will it explode/be activated?
  - What does it look like?
  - What kind of bomb/hazard is it?
  - What will cause it to explode/activate?
  - What is your name?
  - Did you place the bomb/hazard? WHY?
  - Where are you?

Exact wording of the threat: \_\_\_\_\_

If voice is familiar, who did it sound like?      Male      Female      Adult      Juvenile      Age     

#### Caller's voice: Note pattern of speech, type of voice, tone. Check all that apply.

Calm	Excited	Loud	Soft	Deep	Nasal
Raspy	Distinct	Slurred	Normal	Crying	Laughter
Slow	Rapid	Disguised	Accent	Lisp	Stutter
Drunken	Familiar	Incoherent	Deep breathing		

#### Background sounds: Check all that apply.

Voices	Airplanes	Street noises	Trains	Quiet	Bells
Clear	Static	Animals	Party	Vehicles	
Horns	House noises	PA system	Music	Factory machines	
Motor	Phone booth	Other:			

#### Threat language: Check all that apply.

Well-spoken (educated)	Foul	Taped	Incoherent	Irrational	Message read from script
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Did caller indicate knowledge of the building? Give specifics: \_\_\_\_\_

Person receiving call: \_\_\_\_\_ Phone number where call received: \_\_\_\_\_

**LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER CALLER HANGS UP.**

**By written note**

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

Caution: Overreacting may encourage additional threats.

**Scanning process considerations:**

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

**Evacuation considerations:**

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

## Suspicious Package

- Do not open any suspicious items. If you opened the item, remain calm.
- Contact the Campus Director or Campus Safety Monitor immediately
- The Campus Director or Campus Safety Monitor will call 911 and the Vice President
- Do not move the suspicious items.
- Get all persons out of the immediate area of the suspicious package. Close area if possible.
- Limit communication to two-way radios and mobile phones in that area.
- If package is leaking a substance and you touched that substance keep your hands away from any part of your face. Do not touch others or allow anyone to touch you.
- Wash your hands with soapy, hot water from elbows down.
- Do not clean or cover any thing that has leaked from the package.
- Follow all instructions given by the emergency responders

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## 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:

### Director 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. I
- 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 Connie Gardner, Bursar, 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.

## Bullying

Valley College prohibits acts of bullying. If a student feels like he or she is being bullied they should discuss the matter with the Campus Director or the Campus Security Monitor. Acts of bullying will be dealt with appropriately.

Bullying is repeated aggressive behavior that can be physical, verbal, or relational, in-person or online.

**Physical bullying** – includes hitting, kicking, or pushing you (or even just threatening to do so), as well as stealing, hiding, or ruining your things, and hazing, harassment, or humiliation.

**Verbal bullying** – includes name-calling, teasing, taunting, insulting, or otherwise verbally abusing you.

**Relationship bullying** – includes refusing to talk to you, excluding you from groups or activities, spreading lies or rumors about you, making you do things you don't want to do.

## Cyberbullying

Technology means that bullying is no longer limited to schoolyards or street corners. Cyberbullying can occur anywhere, even at home, via smartphones, emails, texts, and social media, 24 hours a day. Cyberbullies use digital technology to harass, threaten, or humiliate an individual.

Tips for dealing with cyberbullying;

- Spend less time on social media, checking texts or emails.
- Don't respond back to any message or posts about you regardless how hurtful they can be
- Delete communications without reading them.
- Do not share personal information or friends' personal information online
- Never share Internet passwords
- Don't seek revenge
- Don't send an email message or post when angry or upset
- Save evidence of the cyberbullying and report the incident.
- Report threats of harm and inappropriate sexual messages to the policy. In some cases, the cyberbully's action can be prosecuted by law.
- Prevent communication from the cyberbully by blocking their email, cell phone number and deleting them from social media contacts. Report their activities to their Internet service provider (ISP) or to any social media or other websites they use to target you. The cyberbully's actions may constitute a violation of the website's terms or service.
- Be mindful of what you post online. Don't post something that you would not want an employer to see.

Source: <https://www.helpguide.org/articles/abuse/bullying-and-cyberbullying.htm>

## Communication of Emergency Information and Instructions

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

Instruments of communication will include but are not limited to text messaging, email, voicemail, postings on social media (Facebook etc.) or by word of mouth depending upon the unique circumstances of the emergency. In the event of an actual emergency, the institution will provide up to date information as long as that information does not impede upon the effectiveness of the plan and risk the safety of any individual.

## Media Procedures

The Campus Director or Vice President serves as media spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities. **All staff should refer media contacts to the Campus Director.** The Campus Director should speak to the Vice President. The Vice President will speak with the Valley College President or Chief Compliance Officer before addressing the media.

### Media checklist:

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

## Training

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

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

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

## **Date of Last Drill(s)/Trainings**

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

Type of Drill	Date
Evacuation Drill	August 6, 2019
Evacuation Drill	October 30, 2019
Active Shooter Drill/Training	
Shelter in Place Drill/Training	

## **Animal Emergency Plan**

Animals housed at our college include the resident rodents which are housed in Room 101A, on the right-hand side by the animal intake area on the lower level. Guinea pigs are housed in wire cages, while the other rodents (rats and mice) are housed in plastic shoe box cages with stainless steel tops. Water bottles are used in both types of cages. Dogs and cats are currently here on Tuesdays from 8-5PM. They are obtained from local rescues and shelters and are housed temporarily for no longer than 24 hours. The dogs are in the Kennel Room 101C and the cats are housed near the Animal Intake Room 101B. Dogs and cats are not routinely held in the facility on holidays and weekends.

### **Plan**

The first plan of action will be to evaluate whether the animals will remain in place or be relocated if necessary. This decision will be made by the program director or the attending Doctor of Veterinary Medicine (DVM). In the absence of the above-mentioned individuals, the Director of Academic Affairs (DOAA) will be notified.

Sheltering in place: Animals will remain in their primary enclosures during the emergency and employees on the premises will provide animal care. This care will include both husbandry and basic care needs (food, water, and bedding) and access to a veterinarian if needed. This also requires the animal to have adequate environmental conditions (temperature, ventilation, and lighting).

The decision to shelter or relocate animals will be made after consideration of amount of time the emergency is expected to last and the integrity of the building. If, for example, electrical power is estimated to last for less than 12 hours, the animals will most likely remain in place. Fortunately, most of our emergencies are short term electrical outages or snowstorms. If the emergency is expected to last more than 12 hours, rescues and shelters will be contacted and will pick up their animals. The decision to relocate the rodents will depend on environmental conditions. If the building is safe, and temperature and ventilation are stable, the animals will be given additional food and plenty of water and extra bedding will be supplied. Supplemental heat can be provided by adding additional heaters if the electrical supply is available. Additional shredded paper and/or Carefresh bedding can be supplied to provide additional coverage. If temperatures are too warm, additional fans will be provided to help cool and ventilate the area. These additional fans are in our storage room on the lower floor. If the electricity is out for a longer period and extends past 12 hours, and temperature extremes are present, rodents may be relocated to staff homes.

## **Evacuation and Relocation:**

If the animals are to be evacuated and relocated the dogs and cats will be sent back to the shelters and rescues. Contact information for each shelter is identified both on the front page of the animal record as well as the main laboratory bulletin board. Additionally, the Program faculty office will have contact information on hand.

Rodents housed on site will be left in primary enclosures, with water bottles, extra food, and bedding, and sent with employees to be housed in their homes. Rodent cage cards will remain attached to the cages and employees will sign out the animals with the Program Head or DVM.

This documentation will remain in the building or if deemed unsafe will be held by the Program Head or DVM.

## **Other:**

In the case of disease outbreak, the animals will first be evaluated by the attending DVM and the Registered Veterinary Technicians on staff. Animals free of disease (as determined by fecal testing, physical exam, bloodwork, skin scrapping tape testing etc.) will be returned to the shelter/rescue with the completed medical records. Animals with disease or suspected disease will also be immediately returned to the shelter/rescue with completed medical documents. Rodents will be tested as above and treated appropriately by the attending DVM. The Program Head and/or Animal Care Coordinator will notify outside rescue and shelters.

Animals that are injured may be assessed by the attending DVM or RVT's on staff and treated on location if feasible. If injuries are too severe to treat on site, animals may be transported to a local emergency clinic, such as, Metropolitan Veterinary Hospital 330-666-2976. Or other local veterinary facilities. Directions to Metropolitan Veterinary Hospital are attached to this plan and are hanging in the Veterinary Medical Lab.

In the case of escaped animals, rodents that escape their cages but are still located within the building will be caught, identified by matching the cage card and returned to the primary enclosure. If the building is destroyed and the animals have escaped to the outside, attempts will be made to locate the animals in the immediate vicinity and may be returned to the primary enclosure. Dogs and cats that have escaped their primary enclosures will be identified by descriptions and temporary collars and returned to their cages. Dogs and cats outside the building will require the use of personnel, food, treats, leashes, and live traps as needed. Rescues and shelters will be notified immediately of escaped animals and will be asked to assist in the recovery if necessary.

In case of a tornado, dog and cat cages may be moved to inside the animal lab or under the stair well of the second floor if time permits.

In case of a fire, people will be evacuated first. As soon as the fire department personnel deem it safe to enter the building, staff may remove animals into carriers, on leashes or in plastic shoe box cages. If staff/student has an animal out of its cage, it will be evacuated with personnel. If animals are under anesthesia the following protocol will be in place.

If the animal is under inhalation anesthesia but has not had an abdominal incision made at the time of fire, inhalation anesthesia will be discontinued, and the animal carried out with staff and personnel during evacuation. If the animal has an open abdominal incision, the area will be covered by sterile drape material and left under anesthesia at maintenance dose and personnel evacuated.

## **Identification of Key personnel:**

In case of an emergency, the following should be notified:

Veterinary Assistant program Head:	Jeanette Kwiatkowski 216-316-5250
Director of Academic Affairs:	Jeanette Kwiatkowskie 216-316-5250
Animal Care Coordinator:	Beth Bello 330-984-5673
Attending Veterinarian:	Dr. Spansky 330-224-3067

Emergency phone numbers are in the Veterinary Faculty Office. Contact information for each Shelter/Rescue are located on the animal record as well as the Veterinary Faculty office. The main laboratory Room XXX will also have the Shelter/Rescues contact information.



**VALLEY COLLEGE**

**MARTINSBURG CAMPUS**

**EMERGENCY RESPONSE & EVACUATION PROCEDURES**

**SEPTEMBER 2020**

# 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	<b>911</b>	
Non-Emergency:	Martinsburg Police Department	(304) 264-2100	
Campus Director:	Marianela Alberto	Phone Number- (304) 263-0979	Email: malberto@valley.edu
Campus Safety Monitor:	Wesley Mackall	Phone Number- (304) 263-0979	Email: wmackall@valley.edu

### 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**

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 area using the planned evacuation route. **(Safe area is treed island in the front parking lot or the dumpster enclosure in the parking lot)**
- If you have personal belongings near your person, take personal belongs with you.
- Close doors as you leave. If possible, unplug or disable any device that could make a dangerous situation even worse.
- Instructors will take the **Attendance Sheet/Book** for correct head count.
- 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 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.

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 front classroom exit or from the inner classroom 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.**

#### **Evacuating the Disabled:**

- Students and staff members should make the Campus Director and/or Director of Academic Affairs aware if they will need assistance evacuating in an emergency. It may not be apparent to staff and faculty if a student or coworker has a disability and need assistance during an emergency.
- Communicate ahead of time what your capabilities and limitations are. Be clear and concise. If necessary, carry a preprinted message that will help others assist you.
- Establish a personal network consisting of people who are regularly in the same area as you are. Do not depend on just one person as they may not be there during an emergency.
- Preplan and determine all evacuation options. Consider the pros and cons of being carried. For example, there is a possibility that you or others may be injured if you are carried down the stairs.

#### **Building Safety Systems:**

The school building located at 287 Aikens Center 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.

## 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.
- Instructors should take the Attendance Sheet/Book with them.
- Instructors should take attendance once at the safe area and report to the Evacuation Warden.

### **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 staff parking space area closest to the building.

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

**Note:** Campus Director and Campus Safety Monitor are to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay the necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## **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, 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.

## **Shelter–In–Place Procedures**

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

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

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

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

**If all evacuation routes are blocked:**

- Stay in room and close door.
- Keep air as clean as possible.
  - Seal door.
  - Open or close windows as appropriate.
  - Limit movement and talking in room.
- Communicate your situation to Campus Director or Campus Safety Monitor, or emergency responder by whatever means possible.

**Note:** Campus Director and Campus Safety Monitor are to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay the necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## **Lockdown Procedures**

One means of securing the school is to implement lockdown procedures. These procedures may be called for in the following instances:

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

### **Lockdown with warning procedures:**

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

### **Lockdown with intruder procedures (these actions happen rapidly):**

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

Some other threats may override lockdown, i.e., confirmed fire, intruder in classroom, etc. Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.

**Note:** Campus Director and Campus Safety Monitor are to keep in contact with the campus’ designated Vice President throughout the emergency. The Vice President will relay the necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## **Hazardous Materials**

### **Incident occurs in school:**

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

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

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

**Note:** Campus Director and Campus Safety Monitor are to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay the necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## **Biohazardous materials**

Biohazardous materials (medical waste) may include things like used syringes, needles, or other tools contaminated with human blood, human body fluids, bacteria, or other microorganisms.

- Valley College only uses approved Biohazardous disposal containers. These containers are clearly marked with the biohazardous symbol. Room doors that may contain biohazardous wastes are clearly marked with the biohazardous symbol.
- All biohazardous material is handled by Valley College staff who have received training and is removed from the building and disposed of by an outside vendor.
- Students are taught how to properly handle biohazardous material collected during clinical-related courses.

## **Bloodborne Pathogens**

Accidental Needle Stick Policy - If you pierce or puncture your skin with a used needle, follow this first aid advice immediately:

1. Immediately "bleed" the injured site by holding their finger or area of puncture under cold running water for several minutes. Apply slight pressure to ensure the blood is flushed out - this will try to prevent potential infection or virus from entering the bloodstream and just flushing out through the wound.
2. Wash the injured sight with soap - which can kill the bacteria/infection. Do not scrub the wound while you are washing it. Do not suck the wound.
3. Wrap the site with gauze.
4. Go immediately to a healthcare facility to get tests ran for HIV/HCV/Hep, any blood borne pathogens. The individual should tell receptionist that they had an accidental needle stick injury. It is possible that the provider may prescribe prophylactic antibiotics. The hospital/facility will also make sure they get follow up testing done as well - after 6 weeks, 3 months, 6 months, a year, and then three years from exposure date.
5. Document. Supervising instructor (instructor witnessing the event) will fill out an incident report with time, date, details, student comments, their signature, etc. You will be asked to sign/date the report.

Students in clinical or externships classes should use the universal blood and fluid precautions established by the clinical or externship site. Reference: Chapter 16-3-1 West Virginia Administrative Code <http://code.wvlegislature.gov/16/>

**Note:** Campus Director and Campus Safety Monitor are to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay the necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## **Medical Emergency**

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

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

### **Administrator:**

- In case of traumatic medical emergency or death at school:
  - Notify Campus Director or Campus Security Monitor.
  - Notify emergency contact persons listed in victim's file.
  - Activate post-crisis procedures if necessary.
- In all other medical emergencies, assess individual's need for post-crisis intervention.
- Document action taken on Valley College Incident Report form and send a copy to the Administrative Office as directed

### **Non-life-threatening injury or illness:**

- For all non-life-threatening illnesses and injuries, communicate with Campus Director, Campus Security Monitor, or the front desk.
- Document action taken on Valley College Incident Report form and send a copy to the Administrative Office as directed

## **Infectious Diseases Epidemic**

In light of the Covid-19 Virus, Valley College has established the following procedures if there is an infectious disease epidemic. Valley College will follow all directives from the local, state or federal government.

However, the Covid-19 virus is not the only infectious disease that students and staff must be concerned about. Flu season can impact the students and staff at Valley College. If there is an outbreak of an infectious disease,

**Valley College will follow the recommendation of the CDC and/or the WV or Ohio Department of Health. This may include but not limited to:**

- Wash your hands frequently.
- Stay home if you are sick (so you do not spread the illness to other people).
- Use a tissue, or cough and sneeze into your arm, not your hand. Turn away from other people.
- Use single-use tissues. Dispose of the tissue immediately.
- Wash your hands after coughing, sneezing or using tissues.
- Do not touch your eyes, nose or mouth (viruses can transfer from your hands and into the body).
- Do not share cups, glasses, dishes or cutlery.

**Workplaces can help by having an infection control plan which includes:**

- Having an infection control plan.
- Providing clean hand washing facilities.
- Offering alcohol-based hand sanitizers when regular facilities are not available (or to people on the road).
- Providing boxes of tissues and encourage their use.
- Providing disinfectant wipes, especially for use in common areas.
- Cleaning surfaces more often, such as doorknobs, handles, stair railings, bars, desks, phones, kitchens, shared computers.
- Reminding staff to not share cups, glasses, dishes and cutlery. Be sure dishes are washed in soap and water after use.
- Removing magazines and papers from waiting areas or common rooms (such as tea rooms and kitchens).
- Considering cleaning a person's workstation or other areas where they have been if a person has suspected or identified with an infection.
- Making sure ventilation systems are working properly.

**Practice Social Distancing:**

Social distancing is a strategy where you try to avoid crowded places, large gatherings of people or close contact with a group of people. In these situations, viruses can easily spread from person to person. In general, a distance of one to two meters (3 to 6 feet) will slow the spread of a disease, but more distance is more effective.

**If the emergency elevates to the point that the campus has to temporary close the campus, the students and staff may be able to conduct business (attend classes) by practicing the following social distancing steps:**

- Use telephone, video conferencing, or the internet to conduct class and as much business as possible.
- Allow students/employees to work from home, or to work flexible hours to avoid crowding the classroom/workplace. (If allowed, a clinical lab course may be conducted if we limited students in the classroom.)
- Increase the distance between desks or workstations.
- Increase the number of times surfaces are cleaned.
- Cancel or postpone any travel, meetings, workshops, etc. that are not necessary.
- Drive, walk, or cycle to work, but try to avoid public transit. Schedules may need to be altered if students/staff can arrive early/late so they can use public transit when it is less crowded or take advantage of carpooling situations.
- Have more staggered lunch hours to avoid crowded breakrooms.
- Spend as little time as possible at the photocopy centers.
- When meetings are necessary, have the meeting in a larger room where people can sit with more space between them (at least about one to two meters apart).
- Avoid shaking hands or hugging.

## **Bomb Threat**

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

### **Procedures upon receiving a bomb threat:**

#### **By phone call:**

- **Remain calm.**
- **Do not hang up. Keep the caller on the line as long as possible and listen carefully.** If at all possible, have a second staff member contact the Campus Director or Campus Security Monitor while you keep the caller on the line and ask the following questions:
  - Where is the bomb/chemical or other hazard?
  - When will it explode/be activated?
  - What does it look like?
  - What kind of bomb/hazard is it?
  - What will cause it to explode/activate?
  - What is your name?
  - Did you place the bomb/hazard? WHY?
  - Where are you?

Exact wording of the threat: \_\_\_\_\_

If voice is familiar, who did it sound like?      Male      Female      Adult      Juvenile      Age     

#### **Caller's voice: Note pattern of speech, type of voice, tone. Check all that apply.**

Calm	Excited	Loud	Soft	Deep	Nasal
Raspy	Distinct	Slurred	Normal	Crying	Laughter
Slow	Rapid	Disguised	Accent	Lisp	Stutter
Drunken	Familiar	Incoherent	Deep breathing		

#### **Background sounds: Check all that apply.**

Voices	Airplanes	Street noises	Trains	Quiet	Bells
Clear	Static	Animals	Party	Vehicles	
Horns	House noises	PA system	Music	Factory machines	
Motor	Phone booth	Other:			

#### **Threat language: Check all that apply.**

Well- spoken (educated)	Foul	Taped	Incoherent	Irrational	Message read from script
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Did caller indicate knowledge of the building? Give specifics: \_\_\_\_\_

Person receiving call: \_\_\_\_\_ Phone number where call received: \_\_\_\_\_

**LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER CALLER HANGS UP.**

**By written note**

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

**Caution:** Overreacting may encourage additional threats.

**Scanning process considerations:**

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

**Evacuation considerations:**

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

## **Suspicious Package**

- Do not open any suspicious items. If you opened the item, remain calm.
- Contact the Campus Director or Campus Safety Monitor immediately
- The Campus Director or Campus Safety Monitor will call 911 and the Vice President
- Do not move the suspicious items.
- Get all persons out of the immediate area of the suspicious package. Close area if possible.
- Limit communication to two-way radios and mobile phones in that area.
- If package is leaking a substance and you touched that substance keep your hands away from any part of your face. Do not touch others or allow anyone to touch you.
- Wash your hands with soapy, hot water from elbows down.
- Do not clean or cover any thing that has leaked from the package.
- Follow all instructions given by the emergency responders

**Note:** Campus Director and Campus Safety Monitor are to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay the necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## **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 for 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. 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 – Martinsburg's students receive an introductory training during Orientation. It also holds an annual Active Shooter Preparedness presentation for students. The new employees receive Active Shooter training during their on-boarding process. An Active Shooter drill is held annually for staff and faculty members. (starting in 2020)

## **Bullying:**

Valley College prohibits acts of bullying. If a student feels like he or she is being bullied they should discuss the matter with the Campus Director or the Campus Security Monitor. Acts of bullying will be dealt with appropriately.

Bullying is repeated aggressive behavior that can be physical, verbal, or relational, in-person or online.

**Physical bullying** – includes hitting, kicking, or pushing you (or even just threatening to do so), as well as stealing, hiding, or ruining your things, and hazing, harassment, or humiliation.

**Verbal bullying** – includes name-calling, teasing, taunting, insulting, or otherwise verbally abusing you.

**Relationship bullying** – includes refusing to talk to you, excluding you from groups or activities, spreading lies or rumors about you, making you do things you do not want to do.

## **Cyberbullying:**

Technology means that bullying is no longer limited to schoolyards or street corners. Cyberbullying can occur anywhere, even at home, via smartphones, emails, texts, and social media, 24 hours a day. Cyberbullies use digital technology to harass, threaten, or humiliate an individual.

### **Tips for dealing with cyberbullying:**

- Spend less time on social media, checking texts, or emails
- Do not respond back to any message or posts about you regardless how hurtful they can be
- Delete communications without reading them
- Do not share personal information or friends' personal information online
- Never share internet passwords
- Do not seek revenge
- Do not send an email message or post when angry or upset
- Save evidence of the cyberbullying and report the incident
- Report threats of harm and inappropriate sexual messages to the policy. In some cases, the cyberbullies action can be prosecuted by law
- Prevent communication from the cyberbully by blocking their email, cell phone number, and deleting them from social media contacts. Report their activities to their internet service provider (ISP) or to any social media or other websites they use to target you. The cyberbullies actions may constitute a violation of the website's terms or service.
- Be mindful of what you post online. Do not post something that you would not want an employer to see

**Source:** <https://www.helpguide.org/articles/abuse/bullying-and-cyberbullying.htm>

## **Communication of Emergency Information and Instructions**

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

Instruments of communication will include but are not limited to text messaging, email, voicemail, postings on social media (Facebook etc.) or by word of mouth depending upon the unique circumstances of the emergency. In the event of an actual emergency, the institution will provide up to date information as long as that information does not impede upon the effectiveness of the plan and risk the safety of any individual.

## **Media Procedures**

The Campus Director or Vice President serves as media spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities. **All staff should refer media contacts to the Campus Director.** The Campus Director should speak to the Vice President. The Vice President will speak with the Valley College President or Chief Compliance Officer before addressing the media.

### **Media checklist:**

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

## **Training**

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

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

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

**Date of Last Drill(s) / Training**

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

<b>Type of Drill</b>	<b>Date</b>
Active Shooter Drill / Training	
Shelter in Place Drill / Training	
Fire Evacuation Drill	
Fire Evacuation Drill	7-30-20
Fire Evacuation Drill	10-07-19
Fire Evacuation Drill	4-04-19
Fire Evacuation Drill	9-20-18
Fire Evacuation Drill	3-29-18
Fire Evacuation Drill	9-20-17
Fire Evacuation Drill	3-29-17

Due to the COVID-19 interruption to classes, drills and trainings have been postponed.