2026 Annual Security Report

Prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

October 1, 2026

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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 this 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 crime statistics for the three most recent calendar years, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). 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 amended the Clery Act to strengthen campus responses to and prevention of domestic violence, dating violence, sexual assault, and stalking in higher education.

VAWA established federal legal definitions of domestic violence, dating violence, sexual assault, and stalking. In 2013, the Campus Sexual Violence Elimination (Campus SaVE) 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 1972 (Title IX) and implementing regulations (34 CFR Part 106) state that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Campus Security Information Dissemination and Programs

In addition to the annual dissemination of campus security information to all students and employees, this information is presented during the orientation of new students and employees. A notice identifying the Campus Security Monitor, Title IX Coordinator, and Campus Director is made available to students and employees. The institution encourages all students and employees to read this report carefully. Rights and responsibilities related to campus safety, as well as the consequences and possible sanctions for violating campus safety policies, are described in the sections that follow.

Safety and Security Team Members

Valley College's Title IX Coordinators oversee compliance with Title IX and are trained to respond to and investigate reports of prohibited conduct. The institution will respond to reports and complaints promptly, fairly, and impartially, consistent with applicable law and institutional policy.

The contact information below is accurate as of the date of publication and is reviewed annually. If a listed staff member is unavailable, individuals may contact any of the other individuals listed below for assistance. The Title IX Coordinator for Valley College can be reached at:

Ohio: Title IX Coordinator:
Ms. Shannon McManamon
Director of Institutional Effectiveness
Valley College - Cleveland
8700 Brookpark Rd.
Cleveland, Ohio 44129
T: (216) 453-8201
Email: smcmanamon@valley.edu

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

Beckley Campus:	**Martinsburg Campus**	**Cleveland Campus & Fairlawn School of Nursing**
Jamie Holliday	**Marianela Alberto**	**Amanda Long or Sharita Allen**
304-252-9547	304-263-0979	216-453-8201
jholliday@valley.edu	malberto@valley.edu	along@valley.edu or smallen@valley.edu

A. Campus Access

Access to Valley College facilities will be permitted during business hours for Valley College staff, students, and other legitimate visitors as deemed appropriate by the Campus Director. Access to school facilities during hours 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 destination. If it is a visitor (family member/friend) of a student, the visitor will wait in the lobby so they do 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 are allowed to go back to the designated areas.

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

B. Campus Law Enforcement

Valley College does not have separate law enforcement officers (campus police). The Campus Director is responsible for these duties. The campus works with local law enforcement agencies, as necessary, to report and investigate criminal incidents.

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.

C. Emergency Notifications

An emergency is defined as a situation that poses an immediate threat to the health or safety of students, employees, or other members of the campus community. 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 messages or posted on Facebook. The staff will attempt to contact students who did not opt-in to receive text messages 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, postings in the college's learning management system, and information 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 the 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 its emergency response and evacuation procedures and make any adjustments if necessary.

D. 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, including textbooks 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-lit areas. Don't walk near shrubbery or other places of possible concealment.
- Stay on main walkways.
- Remove valuables from your car and lock the car.
- Record serial numbers and identifying information for valuable property.
- 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.

E. 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.

F. Policy - Hazing Prevention

Hazing means any intentional, knowing, or reckless act, or any act of solicitation, coercion, pressure, or compulsion, committed by a person, whether individually or in concert with others, against another person or persons for any of the following purposes:

- Initiating, admitting, or affiliating an individual into or with a student group or student organization;
- Continuing or enhancing an individual's membership or status in a student group or student organization; or
- Perpetuating, promoting, or furthering a tradition, ritual, or activity of a student group or student organization.

Hazing includes, but is not limited to:
a) Engaging in conduct prohibited by federal, state, or local criminal law, regardless of whether an arrest is made or criminal charges are filed;
b) Causing, encouraging, pressuring, forcing, soliciting, or coercing a person to consume any food, beverage, alcoholic beverage, drug, or other substance that subjects the person to a substantial risk of physical or mental harm; or
c) Causing, creating a substantial risk of causing, or contributing to physical or mental harm, serious bodily injury, or death through any action or omission.

Valley College prohibits hazing in any form. No student, employee, volunteer, affiliate, student organization, or student group shall engage in, encourage, permit, condone, or participate in hazing. This policy applies to any act of hazing involving two or more individuals affiliated with the College, whether the conduct occurs on or off campus and whether the act occurs on campus or in connection with a College-sponsored activity.

It is not a defense to an allegation of hazing that:

- The consent of the individual subjected to the hazing was obtained;
- The conduct or activity was not part of an official organizational event or was not sanctioned or approved by the student organization or group; or
- The conduct or activity was not required as a condition of membership in, affiliation with, or continued participation in a student organization or group.

Students may report hazing to the Campus Director, Campus Security Monitor, or any other College official. Contact information for reporting hazing is published by the College and made available to students through College communications and resources.

Anonymous reports are accepted; however, the College's ability to obtain additional information, respond to the report, and conduct a thorough investigation may be limited when the reporting party elects to remain anonymous. Employees, including faculty and staff, who become aware of possible hazing must promptly report the information to the Campus Director or Campus Security Monitor.

In addition, Ohio's Collin's Law requires certain individuals, including administrators, employees, faculty members, teachers, consultants, alumni, and volunteers associated with a student organization, to immediately report known or suspected hazing to an appropriate law enforcement agency in the county where the hazing is occurring, has occurred, or where the victim resides.

The College will maintain records of hazing reports and violations reported to the College that result in a charge or finding under this Policy. Such records will be maintained in accordance with applicable law and the College's recordkeeping practices. The College will update its hazing report twice annually, on January 1 and August 1, and will publish the updated report on the College's Consumer Information webpage.

This Policy shall be reviewed annually. The Policy will be distributed electronically to faculty, staff, and other individuals associated with student groups and student organizations, as appropriate. The Campus Director is responsible for the administration and implementation of this Policy.

Resources: **https://highered.ohio.gov/initiatives/campus-initiatives/hazing-prevention/hazing ;** www.congress.gov/bill/118th-congress/house-bill/5646/text ; West Virginia Code | §18-16-2

Hazing Statistics Report

Summary of the number of violations that were reported to the College that resulted in a charge of violation of this Policy.

Location	2021	2022	2023	2024	2025	2026*
Cleveland (OH)	0	0	0	0	0	0
Fairlawn (OH)	0	0	0	0	0	0
Beckley (WV)	0	0	0	0	0	0
Martinsburg (WV)	0	0	0	0	0	0

*-January 1, 2026 report

Location	2021	2022	2023	2024	2025	2026
Cleveland (OH)	0	0	0	0	0	0
Fairlawn (OH)	0	0	0	0	0	0
Beckley (WV)	0	0	0	0	0	0
Martinsburg (WV)	0	0	0	0	0	0

*-August 1, 2026 report

G. Reporting of Crimes

Valley College does not maintain a campus police department or employ commissioned law enforcement officers. Students, employees, and visitors are encouraged to report criminal offenses, suspected criminal activity, emergencies, and other safety concerns to the Campus Security Monitor, Campus Director, or any College employee. Contact information for the Campus Security Monitor and Campus Director is provided to students and employees through College publications, orientation materials, and other institutional resources.

Individuals may report crimes and other incidents on a voluntary basis. The College accepts confidential reports to the extent permitted by law and institutional procedures. Anonymous reports may also be submitted; however, the College's ability to investigate or respond may be limited when the reporting party chooses not to provide identifying information.

The College maintains procedures for documenting and including reported crimes in its Clery Act crime statistics, including crimes reported anonymously or through confidential channels when sufficient information is available. Valley College prohibits retaliation against any individual for reporting a crime, participating in an investigation, assisting in a proceeding, or exercising any right under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Upon receipt of a report, the Campus Director will assess the information and determine appropriate institutional action. In emergency situations involving an immediate threat to health or safety, employees may contact law enforcement, fire, emergency medical services, or other emergency responders directly.

Information reported to the College may be used to evaluate whether a Timely Warning or Emergency Notification is necessary and to ensure accurate collection and reporting of Clery Act crime statistics.

If the Campus Security Monitor is unavailable, reports may be made to any College employee, who shall promptly forward the information to the Campus Director or Campus Security Monitor for appropriate review and follow-up.

The individuals who serve as Campus Security Monitors are:

Beckley Campus
Jamie Holliday
Campus Director
304-252-9547
jholliday@valley.edu

Martinsburg Campus
Marianela Alberto
Campus Director
304-263-0979
malberto@valley.edu

Cleveland Campus and Fairlawn School of Nursing
J.R. Reynolds
Campus Safety Coordinator
330-601-5172
jreynolds@valley.edu

H. Crime Occurrence Statistics Report

The Annual Security Report is prepared by the College using information obtained from local law enforcement agencies, as well as crime reports submitted to Campus Security Authorities and other designated College officials. The report includes Clery Act crime statistics for crimes reported to the College and for crimes reported by local law enforcement agencies that occurred within the College's Clery Act geography.

The Clery Act requires institutions to classify and report certain crimes and incidents using specific crime categories and definitions established by federal law. Additional information regarding Clery Act crime classifications and reporting requirements is available through guidance published by the U.S. Department of Education.
https://www2.ed.gov/admins/lead/safety/campus.html

Valley College reports crimes that occur: (1) on campus, and (2) on public property within or immediately adjacent to the campus. For purposes of the Clery Act, public property includes thoroughfares, streets, sidewalks, parking facilities, and other public areas that are within, adjacent to, and accessible from campus.

The following statistics reflect reports of Clery Act crime categories received by Valley College and local law enforcement agencies for the four Valley College campuses during the reporting period.

School: Valley College - Beckley	NUMBER OF CRIMES REPORTED					
	ON-CAMPUS			PUBLIC PROPERTY BORDERING CAMPUS		
Criminal Offenses	2023	2024	2025	2023	2024	2025
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	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes	2023	2024	2025	2023	2024	2025
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	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0
Arrests	2023	2024	2025	2023	2024	2025
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Disciplinary Actions	2023	2024	2025	2023	2024	2025
Weapons, Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
VAWA Crimes	2023	2024	2025	2023	2024	2025
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Hazing	2023	2024	2025	2023	2024	2025
Hazing Incidents	N/A	N/A	0	N/A	N/A	0

School: Valley College - Martinsburg	NUMBER OF CRIMES REPORTED					
	ON-CAMPUS			PUBLIC PROPERTY BORDERING CAMPUS		
Criminal Offenses	2023	2024	2025	2023	2024	2025
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	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes	2023	2024	2025	2023	2024	2025
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	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0
Arrests	2023	2024	2025	2023	2024	2025
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Disciplinary Actions	2023	2024	2025	2023	2024	2025
Weapons, Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
VAWA Crimes	2023	2024	2025	2023	2024	2025
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Hazing	2023	2024	2025	2023	2024	2025
Hazing Incidents	N/A	N/A	0	N/A	N/A	0

School: Valley College – Cleveland	NUMBER OF CRIMES REPORTED					
	ON-CAMPUS			PUBLIC PROPERTY BORDERING CAMPUS		
Criminal Offenses	2023	2024	2025	2023	2024	2025
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	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes	2023	2024	2025	2023	2024	2025
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	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0
Arrests	2023	2024	2025	2023	2024	2025
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Disciplinary Actions	2023	2024	2025	2023	2024	2025
Weapons, Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
VAWA Crimes	2023	2024	2025	2023	2024	2025
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Hazing	2023	2024	2025	2023	2024	2025
Hazing Incidents	N/A	N/A	0	N/A	N/A	0

School: Valley College - The Fairlawn School of Nursing	NUMBER OF CRIMES REPORTED					
	ON-CAMPUS			PUBLIC PROPERTY BORDERING CAMPUS		
Criminal Offenses	2023	2024	2025	2023	2024	2025
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	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes	2023	2024	2025	2023	2024	2025
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	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0
Arrests	2023	2024	2025	2023	2024	2025
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Disciplinary Actions	2023	2024	2025	2023	2024	2025
Weapons, Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
VAWA Crimes	2023	2024	2025	2023	2024	2025
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	1	0
Hazing	2023	2024	2025	2023	2024	2025
Hazing Incidents	N/A	N/A	0	N/A	N/A	0

I. Policy Statement on Weapon Possession

Valley College prohibits the possession, use, display, or storage of firearms, explosives, knives, clubs, brass knuckles, or other dangerous weapons on College property, except as otherwise permitted by applicable law. Individuals who violate this policy may be subject to disciplinary action up to and including dismissal from school, termination of employment, removal from College property, and referral to law enforcement authorities when appropriate.

J. Policy Statement on Sexual Offenses

Valley College is committed to maintaining an educational and work environment free from sex discrimination, sex-based harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation. Such conduct is prohibited and will not be tolerated. All students, employees, and applicants have the right to learn and work in an environment free from unlawful discrimination and harassment on the basis of sex. Reports of conduct prohibited by this policy will be addressed promptly and in accordance with the College's Title IX Non-Discrimination and Grievance Process Policy and applicable College procedures.

Definitions

Sexual Assault: An offense classified as rape, fondling, incest, or statutory rape under the FBI's Uniform Crime Reporting (UCR) Program.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: A felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- A person similarly situated to a spouse of the victim under the domestic violence or family violence laws of the jurisdiction where the crime of violence occurred; or
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic violence or family violence laws of the jurisdiction where the crime of violence occurred.

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

- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for their safety or the safety of others; or
- Suffer substantial emotional distress.

Sex-Based Harassment: A form of sex discrimination that includes unwelcome sexual conduct and other unwelcome conduct on the basis of sex that is sufficiently severe or pervasive, or that otherwise meets the standards set forth in the College's Title IX Non-Discrimination and Grievance Process Policy. Sex-Based Harassment may include sexual harassment, sexual assault, dating violence, domestic violence, stalking, and other conduct prohibited by applicable law and College policy.

Consent: Consent is a knowing, voluntary, and clear agreement between participants to engage in specific sexual activity. Consent must be given freely and cannot be obtained through force, threats, intimidation, coercion, deception, or where an individual is incapacitated. Consent to one form of sexual activity does not constitute consent to another form of sexual activity, and consent may be withdrawn at any time.

Reporting Complaints

Applicants, students, and employees who wish to report sexual assault, domestic violence, dating violence, stalking, sex-based harassment, or other conduct prohibited by the College's Title IX Non-Discrimination and Grievance Process Policy should follow the procedures outlined in this Annual Security Report under the heading **"Reporting of Crimes."**

Individuals are encouraged to preserve any evidence that may assist in proving that a criminal offense occurred, support a College investigation, or aid in obtaining a protective order or other protective measures. Upon request, Valley College will assist students and employees in notifying law enforcement authorities and will provide information regarding available resources, reporting options, and supportive measures.

Applicants, students, and employees who experience or have information regarding sexual assault, domestic violence, dating violence, stalking, sex-based harassment, or other conduct prohibited by the College's Title IX Non-Discrimination and Grievance Process Policy should report such conduct to the Campus Director or the Title IX Coordinator. Valley College prohibits retaliation against any applicant, student, or employee for reporting prohibited conduct or participating in an investigation, proceeding, or resolution process.

The College will respond to reports and complaints promptly and in accordance with its Title IX Non-Discrimination and Grievance Process Policy and other applicable College procedures.

The Complainant and Respondent will be provided written notification of the outcome of any institutional disciplinary proceeding arising from allegations of sexual assault, domestic violence, dating violence, or stalking, as permitted by applicable law.

Such notification does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g. For purposes of this section, outcome means the College's final determination regarding the alleged conduct and any sanctions imposed, consistent with applicable law.

When an investigation determines that a violation of College policy has occurred, appropriate corrective action will be taken. Such conduct may result in disciplinary action up to and including dismissal from school, termination of employment, and other appropriate sanctions.

Sex Offenders

The Campus Sex Crimes Prevention Act requires institutions of higher education to advise the campus community where information concerning registered sex offenders may be obtained. The law also requires certain registered sex offenders to provide notice to the appropriate state agency of each institution of higher education at which the offender is employed, carries on a vocation, volunteers, or is enrolled as a student.

Members of the Valley College community may obtain information regarding registered sex offenders through the National Sex Offender Public Website (NSOPW) at: https://www.nsopw.gov

Information may also be available through applicable state sex offender registry websites maintained by state law enforcement agencies.

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 regarding the Ohio Sex Offender Registry may be found at: https://ohio.gov/residents/resources/sex-offender-search

K. Policy Statement on Drug and Alcohol Abuse Prevention Program

Valley College is committed to maintaining a drug-free and alcohol-free learning and work environment for students and employees. Valley College's **Drug-Free Campus and Workplace Compliance** materials are available in Appendix D of this Report and on the Valley College Consumer Information Website.

Additional information regarding standards of conduct, applicable legal sanctions, health risks associated with drug and alcohol use, and available counseling, treatment, rehabilitation, re-entry, and support resources is provided in Valley College's **Drug-Free Campus and Workplace Compliance** materials. Information regarding local counseling, treatment, rehabilitation, re-entry, and support resources is available through the Campus Director or Student Services Office upon request. Valley College does not employ pastoral counselors or professional counselors.

L. Resources and Educational Programs

Valley College provides students and employees with information and resources regarding sexual assault, consent, domestic violence, stalking, personal safety, and other campus safety issues. Information may be provided through written materials, electronic communications, website postings, orientation activities, and other informational resources, as appropriate.

Topics addressed may include:

- Sexual Assault Awareness
- Consent and Healthy Boundaries
- Domestic Violence Awareness
- Stalking Awareness
- Bystander Intervention
- Campus Safety and Personal Safety
- Drug and Alcohol Abuse Prevention
- Hazing Prevention

Title IX and Violence Against Women Act (VAWA)

- Students and employees receive additional information regarding Title IX and the Violence Against Women Act (VAWA). Valley College's Title IX and VAWA-related policies and procedures are reviewed annually, typically during August or September.
- Information regarding Title IX, VAWA, and campus safety policies is included in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Annual Report and the College's Consumer Information disclosures.
- The Annual Security Report is available on the Valley College Consumer Information webpage: http://www.valley.edu/consumer-information/

M. Off Campus Resources

Students and employees who are concerned about their own or another person's alcohol or drug use, mental health, or overall well-being are encouraged to seek assistance as early as possible. In addition to the resources identified in this document, individuals may wish to contact:

- Their primary care physician or healthcare provider;
- Their health insurance provider for information regarding covered treatment services;
- A licensed counselor, therapist, psychologist, or other mental health professional;
- A local community health center; or
- Campus administration for referrals to community resources.

Healthcare providers can assist with screening, assessment, treatment recommendations, referrals, crisis intervention, and access to other support services.

Assistance for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Valley College does not maintain on-campus counseling, health care, mental health, victim advocacy, legal assistance, or other victim support services. Individuals seeking such services will be referred to appropriate community resources. Students and employees who experience sexual assault, domestic violence, dating violence, stalking, or other forms of sex-based misconduct are encouraged to contact the Campus Director for assistance. Valley College will make reasonable efforts to assist individuals in obtaining medical care, accessing available community resources, understanding reporting options, and obtaining supportive measures.

Current local resource information is maintained at each campus and is available upon request.
The resources listed below are provided for informational purposes. Inclusion does not constitute endorsement by Valley College, and individuals may choose any provider or resource that best meets their needs. This list is not intended to be exhaustive but provides examples of national, state, and community resources that may be available to students and employees.

National Agencies
National Organization for Victim Assistance
800-TRY-NOVA (800-879-6682)
www.trynova.org

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

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

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

National Suicide Prevention and Crisis Lifeline. 988 is a three-digit dial-code hotline operated by the Substance Abuse and Mental Health Services Administration (SAMHSA) through Vibrant Emotional Health. It connects callers, texters, and chat users to trained crisis counselors across the U.S. and its territories.

988 Suicide & Crisis Lifeline (U.S.)
Call or text 988
1-800-273-TALK (8255)
https://988lifeline.org

Help4WV.com offers a 24/7 call, chat, and text line that provides immediate help for any West Virginian struggling with addiction or mental health issues. (West Virginia Residents)

HELP4WV
844-HELP4WV (844-735-7498)
https://www.help4wv.com

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WV211 (You are not alone. Everyday hundreds of people across West Virginia turn to 211 for information and support—whether financial, domestic, health or disaster-related.)

West Virginia 211 (wv211.org)

Ohio211 (Call 211 for help in most Ohio counties. You can receive free and private information about the programs, benefits, and services listed Housing, Jobs, Help with Programs for Children, Young Adults, and Families and Help with Physical and Mental Health Resources.

To find out if your county has 2-1-1, try calling 2-1-1 or visit 211.org for more information about your local resources.

https://jfs.ohio.gov/child-and-adult-protection-foster-and-adoption/services-for-families-and-children/bridges/resources/call-211-for-free/?trk=paq

Appendices and Direct Links

Appendix A: Title IX Policy

Appendix B: Valley College's Title IX and the VAWA Policy – West Virginia

Appendix C: Valley College's Title IX and the VAWA Policy – Ohio

Appendix D: Drug and Alcohol Abuse Prevention Program

Appendix E: Emergency Response and Evacuation Procedures:

Direct Links

- ASR (Annual Security Report):

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

- Title IX Policy:

  Title-IX-Policy-and-Grievance-Procedures.pdf

- Drug and Alcohol Abuse Prevention Program:

  Drug and Alcohol Abuse Prevention Policy - Valley College

- Emergency Response and Evacuation Procedures:

  https://valley.edu/emergency-preparedness-plan

Valley College posts this report and other consumer information disclosures on its Consumer Information website:

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

Title IX Policy and Grievance Procedures

Policy Statement

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. As an educational institution subject to Title IX, Valley College (the "College") has adopted this Title IX Non-Discrimination & Grievance Process Policy (the "Policy").

Under this Policy, Valley College:

- Does not discriminate on the basis of sex in its educational programs, activities, admissions, or employment practices and is committed to providing an educational and work environment free from sex discrimination, sex-based harassment, and retaliation.
- Prohibits sex discrimination in its educational programs and activities, as required by law.
- Promotes fairness, equity, and equal opportunity in all aspects of its operations.
- Values the dignity of all members of the College community and is committed to the fair and equitable resolution of reports and complaints.

This Policy is intended to prevent and address conduct prohibited under Title IX and to provide a prompt, fair, and impartial process for resolving allegations of conduct prohibited by this Policy. The College is committed to protecting the rights of all parties, promoting the safety and well-being of students and employees, and restoring or preserving equal access to its educational programs and activities. The College also supports the ongoing assessment, improvement, and effective implementation of this Policy.

Questions about this Policy or the application of Title IX may be directed to a College Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

Ohio: Title IX Coordinator: Ms. Shannon McManamon Director of Institutional Effectiveness Valley College - Cleveland 8700 Brookpark Rd. Cleveland, Ohio 44129 T: 216-453-8201 Email: smcmanamon@valley.edu	West Virginia: Title IX Coordinator: Ms. Margaret Stafford Director of College Adherence Valley College Administrative Office 287 Aikens Center Martinsburg, WV 25404 T: 304-263-0979 Email : mstafford@valley.edu

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202
1-800-421-3481
Email: OCR@ed.gov
Website: https://ocrcas.ed.gov/contact-ocr
Individuals may contact the OCR enforcement office serving their state through the OCR website.

Responsibilities of the Title IX Coordinator

The Title IX Coordinator oversees the implementation and enforcement of this Policy and has primary responsibility for coordinating the College's response to reports and formal complaints of conduct prohibited under this Policy. This includes coordinating the intake, investigation, resolution, and implementation of supportive measures designed to stop, remedy, and prevent discrimination, harassment, and retaliation prohibited by this Policy. The Title IX Coordinator's responsibilities also include prevention, education, and training efforts.
The College's Title IX Coordinators may be contacted with questions about this Policy, to submit a report or formal

complaint, or to otherwise assist individuals in ensuring equal access to the College's educational programs and activities in compliance with Title IX. Contact information for the Title IX Coordinators is provided above.

Prohibited Conduct
Sex discrimination, sex-based harassment, sexual misconduct, and retaliation ("Prohibited Conduct") in employment and in access to educational opportunities may violate federal, state, and local laws, including:

- Title IX of the Education Amendments of 1972;
- The Violence Against Women Reauthorization Act of 2013;
- The Campus Sexual Violence Elimination Act (Campus SaVE Act);
- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"); and
- Other applicable federal, state, and local laws.

All forms of such conduct are prohibited under this Policy, as are attempts or threats to engage in prohibited conduct.

The following acts are prohibited under this Policy and will be addressed in accordance with its provisions. Deliberately false or malicious reports of discrimination, harassment, or retaliation may result in disciplinary action.

Sex Discrimination: Discrimination on the basis of an individual's sex, including sex-based harassment and other conduct prohibited by this Policy.

Sex-Based Harassment: Unwelcome conduct on the basis of sex that is sufficiently serious to limit or deny a person's ability to participate in or benefit from the College's educational programs, activities, or employment opportunities. Sex-based harassment includes: Quid Pro Quo Harassment; Hostile Environment Harassment; and Sexual Assault, Dating Violence, Domestic Violence, or Stalking, as defined in this Policy.

Quid Pro Quo Harassment: An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct.

Hostile Environment: Unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's educational programs or activities.
Whether a hostile environment exists will be determined by evaluating the totality of the circumstances from both a subjective and objective perspective. A hostile environment may be created by oral, written, graphic, electronic, or physical conduct. Factors that may be considered include:

- The degree to which the conduct interferes with an individual's access to College programs, activities, or employment opportunities.
- The type, frequency, and duration of the conduct.
- The nature and severity of the conduct.
- The relationship, roles, or relative positions of the parties involved.
- Whether the conduct was directed at more than one person.
- Whether the conduct occurred in the context of other discriminatory conduct.
- Whether the conduct implicates concerns related to academic freedom or protected expression.

A single incident may be sufficient to create a hostile environment if the conduct is sufficiently severe to reasonably support such a finding, particularly when the conduct involves physical contact, threats, or other significant harm.

Sexual Assault: An offense classified as a forcible or non-forcible sex offense under the Uniform Crime Reporting (UCR) Program of the Federal Bureau of Investigation (FBI). Sexual Assault includes rape, fondling, incest, and statutory rape.

Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent.

Fondling is the touching of the private body parts of another person for the purpose of sexual gratification without consent, including instances where the person is incapable of giving consent because of age or temporary or permanent mental or physical incapacity.

Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is sexual intercourse with a person who is under the statutory age of consent as defined by applicable law.

Dating Violence: Violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the person subjected to the violence; and
- Where the existence of such a relationship is determined based on 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 may include physical violence, sexual violence, psychological or emotional abuse, coercive behavior, threats, or other conduct that causes harm to or places another person in fear of harm. Dating Violence may consist of a single act or a pattern of behavior.

Domestic Violence: A felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner;
- A person similarly situated to a spouse of the victim under applicable law; or
- Any other person against an adult or youth victim who is protected from that person's acts under applicable domestic or family violence laws.

Domestic Violence may include physical violence, sexual violence, psychological or emotional abuse, coercive behavior, threats, intimidation, or other conduct that causes harm to or places another person in fear of harm. Domestic Violence may consist of a single act or a pattern of behavior.

Stalking: 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.

For purposes of this definition:
Course of Conduct means two or more acts, including but not limited to acts in which a 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 a broad term used to describe a range of prohibited sexual conduct, including Sexual Assault, Sex-Based Harassment, Dating Violence, Domestic Violence, and Stalking, as defined by this Policy.

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 (including implied threats), and coercion intended to overcome an individual's ability to freely and voluntarily consent. Sexual activity that is forced is, by definition, non-consensual. Silence, passivity, or the absence of resistance alone does not constitute consent. While resistance is not required to demonstrate a lack of consent, it may be considered evidence of non-consent.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from consensual or welcome conduct based on factors such as the type and extent of the pressure used to obtain consent. When a person 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 may constitute coercion.

Consent: Consent is words or actions demonstrating a knowing, voluntary, and unambiguous agreement to engage in mutually agreed-upon sexual activity. Consent is determined based on the totality of the circumstances. Consent to one form of sexual activity does not imply consent to any other form of sexual activity. A current or previous intimate relationship, by itself, is not sufficient to constitute consent. Silence, passivity, or the absence of resistance alone does not constitute consent. Individuals should not make assumptions regarding whether another person has consented to a sexual act.

Withdrawal of Consent: A person may withdraw consent at any time during sexual activity by expressing through words or actions that they no longer wish to continue. Once consent is withdrawn, sexual activity must stop immediately.

Consent Cannot Be Obtained through force, threats, intimidation, duress, coercion, misuse of professional authority or status, by ignoring or acting despite another person's objections, or by taking advantage of another person's incapacitation.

Incapacity to Consent: A person cannot give consent if they are under the age of 16, unable to understand the nature of the activity, or are disoriented, helpless, asleep, or unconscious for any reason, including due to the use of alcohol or other drugs. An individual who engages in sexual activity with a person whom they know, or reasonably should know, is unable to consent due to incapacity may violate this Policy.

Incapacitation: A state in which an individual lacks the physical and/or mental ability to make informed, rational judgments and decisions, including the ability to understand the nature of the sexual activity and to give knowing consent. Incapacity may result from mental disability, involuntary physical restraint, sleep, unconsciousness, or the use of alcohol or other drugs. A person may be intoxicated without being incapacitated. In determining whether this Policy has been violated, the College may consider whether a reasonable person in the same circumstances would have known that another individual was incapacitated.

Retaliation: Intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by applicable law or this Policy, or because the individual has made a Report or Complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under applicable law or this Policy.

Retaliation includes intimidation, threats, coercion, or discrimination, including charging an individual with a code of conduct violation that does not involve discrimination or harassment but arises out of the same facts or circumstances as a Report or Complaint of prohibited conduct, when the purpose or effect is to interfere with rights protected by Title IX or this Policy.

Retaliation may be committed by or against any individual, including a Complainant, Respondent, witness, advisor, employee, or student.

Retaliation does not include the exercise of rights protected by the First Amendment, good-faith actions lawfully pursued in response to an allegation under this Policy, or charging an individual with a code of conduct violation for making a materially false statement during a proceeding under this Policy, provided that a determination regarding responsibility, standing 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 conduct prohibited by this Policy, including sex discrimination, sex-based harassment, sexual assault, dating violence, domestic violence, stalking, or retaliation, to a Title IX Coordinator, regardless 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 or signed by the Complainant, or signed by the Title IX Coordinator, alleging conduct prohibited by this Policy 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 provided at the beginning of this document.

The College'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 Prohibited Conduct under this Policy.
Actual Knowledge occurs when a Title IX Coordinator or a College official with authority to institute corrective measures on behalf of the College becomes aware of alleged Prohibited Conduct.
If an individual discloses Prohibited Conduct to a College official with authority to institute corrective measures, that official must promptly report all relevant details of the alleged conduct to the Title IX Coordinator. Additionally, to the extent that either the Complainant or Respondent is a College employee, the official must also notify the College's Human Resources Department.
In addition to the Title IX Coordinators, the following employees have been designated as officials authorized to receive reports of conduct prohibited by this Policy:

- Chief Officers
- Campus Directors
- Directors of Academic Affairs
- ADN Program Administrators

Anonymous Reports or Complaints
If an individual submits an anonymous report, the College will investigate the matter to the extent reasonably possible to assess the underlying allegations and determine whether supportive measures or remedies may be appropriate. Anonymous reports may limit the College's ability to investigate and respond, depending on the information provided. In some circumstances, the Title IX Coordinator may initiate a Complaint or proceed with an investigation even when a report has been submitted anonymously.

Time Limits on Reporting
There is no time limitation on making a report or Complaint under this Policy. However, the College's ability to investigate, respond to, and resolve reports or Complaints may be affected by the passage of time and other circumstances. Depending on the circumstances, the Title IX Coordinator may document allegations for future reference, offer supportive measures and/or remedies, and/or pursue informal or formal resolution, as appropriate. Additionally, if the Respondent is no longer subject to the College's jurisdiction, or if significant time has passed since the alleged conduct occurred, the College's ability to investigate, respond, and provide remedies may be limited.

Privacy and Confidentiality
The College will undertake reasonable efforts to preserve the privacy of Reports and Complaints except as provided herein and as necessary to effectuate this Policy, as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, or as otherwise required by applicable law to carry out the purposes of any investigation, hearing, or judicial proceeding. Privacy generally means that information related to a Report of Prohibited Conduct will be shared only with individuals who have a legitimate need to know. Such individuals will be instructed to be discreet and to respect the privacy of all persons involved. The College does not restrict the ability of either party to discuss allegations, an investigation, or related proceedings with others.

An individual reporting conduct prohibited by this Policy may request that the Title IX Coordinator not disclose their identity to the Respondent or that no action be taken in response to a Report. The Title IX Coordinator is responsible for evaluating such requests. If such a request is made, the Title IX Coordinator will balance the request against the College's obligation to provide a safe and non-discriminatory environment for all members of the College community and its obligation to provide fair process to all parties, including providing the Respondent with notice of the allegations and an opportunity to respond.

In making this determination, the Title IX Coordinator may consider factors including: The seriousness of the alleged conduct; The respective ages and roles of the Complainant and Respondent; Whether there have been other reports or Complaints involving the Respondent; and The Respondent's right to receive notice of the allegations and relevant information before disciplinary action is sought.

Consolidated Complaints
The College may consolidate Complaints involving multiple Complainants, multiple Respondents, or allegations arising from the same facts or circumstances when doing so would promote a fair, equitable, and efficient resolution process.

Preservation of Evidence
Because sexual misconduct may involve physical trauma and may constitute a crime, individuals who have experienced sexual violence may choose to seek medical attention as soon as possible. Medical professionals can provide treatment for injuries, discuss options for preventing sexually transmitted infections or pregnancy, and collect forensic evidence if the individual chooses.

Individuals may also choose to preserve physical and digital evidence related to the incident. Preserving evidence may assist a criminal investigation, a request for a protective order, or a College investigation and resolution process. Examples of evidence preservation include:
- Keeping clothing worn during the incident in separate paper bags.
- Avoiding cleaning or altering the physical area where the incident occurred.
- Saving text messages, emails, call logs, photographs, social media communications, or other electronic evidence.

A medical forensic examination may be completed even if an individual has bathed, showered, changed clothes, eaten, or slept. Evidence may still be available, and individuals are encouraged to seek medical care whenever they feel ready.

Conflicts of Interest or Bias
Both parties have the right to an investigation and resolution process that is free from conflicts of interest or bias by any College employee or official involved in the process, including the Title IX Coordinator, Investigator, Decision-Maker, or any person designated by the College to facilitate an informal resolution process. Any College employee or official involved in the process must not participate in a matter in which their impartiality might reasonably be questioned. Such individuals must promptly disqualify themselves and notify the Title IX Coordinator of any actual or potential conflict of interest or bias, including, but not limited to, situations where:
- The individual has a personal bias or conflict of interest concerning a participant in the process, or has personal knowledge of disputed facts relevant to the matter.
- The individual has a bias or prejudice against Complainants or Respondents generally.
- The individual was directly involved in the underlying matter, previously supervised a participant involved in the matter, or was a witness to the events at issue.
- The individual or a member of their immediate family has a close personal, professional, or familial relationship with a participant in the process.

Failure to disclose a known conflict of interest or bias, or to recuse oneself when appropriate, may constitute a violation of this Policy.

Complaint Dismissal

Mandatory Dismissal

The College must dismiss a Formal Complaint of sexual harassment under Title IX if, at any time during the investigation or hearing, it is determined that:

- The conduct alleged in the Complaint would not constitute Title IX sexual harassment even if proven;
- The conduct did not occur in a College education program or activity (including buildings or property controlled by recognized student organizations);
- The College does not have Title IX jurisdiction over the Respondent;
- The conduct did not occur against a person in the United States; or
- At the time of filing the Formal Complaint, the Complainant was not participating in or attempting to participate in a College education program or activity.

A mandatory dismissal under Title IX does not preclude the College from addressing the conduct under other applicable College policies or procedures.

Discretionary Dismissal

The College may dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing:

- The Complainant notifies the Title IX Coordinator in writing that they wish to withdraw the Complaint or any allegation;
- The Respondent is no longer enrolled in or employed by the College; or
- Specific circumstances prevent the College from gathering sufficient evidence to reach a determination regarding the Complaint or allegations.

Upon any dismissal, the College shall promptly provide written notice of the dismissal and the reasons for the dismissal simultaneously to the parties. A dismissal decision may be appealed by either party in accordance with the appeal procedures set forth in this Policy.

After Making a Report or Formal Complaint

Upon receipt of a Report or Formal Complaint, the Title IX Coordinator will conduct an initial assessment to determine the appropriate next steps under this Policy. This assessment may include evaluating whether there is an immediate threat to the physical health or safety of any individual or the campus community and, if so, taking appropriate action, including emergency removal of a Respondent, as described below.

The Title IX Coordinator will promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes regarding supportive measures, and explain that supportive measures are available with or without the filing of a Formal Complaint. The Title IX Coordinator will also notify the Complainant of the right to have an advisor of their choice.

If a Report is made without a Formal Complaint, the Title IX Coordinator will review the available information and discuss available options with the Complainant, including the option to file a Formal Complaint. If the Complainant chooses not to file a Formal Complaint, the Title IX Coordinator may sign and initiate a Formal Complaint when necessary to address a potential threat to the campus community, to prevent recurrence of the alleged conduct, or to ensure equal access to the College's education programs or activities.

If the Complainant files a Formal Complaint, or if the Title IX Coordinator signs and initiates a Formal Complaint, the matter will proceed under the College's grievance process. A Complainant may request withdrawal of a Formal Complaint at any time by providing written notice to the Title IX Coordinator. Any request for withdrawal will be handled in accordance with the Complaint Dismissal provisions of this Policy.

After a Formal Complaint is submitted and the Respondent has been notified of the allegations, both parties will be informed of the availability of informal resolution when applicable. Informal resolution requires the voluntary, informed, written consent of all parties. Any party may withdraw from the informal resolution process at any time before its conclusion and resume the formal grievance process.

The College may consolidate Formal Complaints when allegations involve more than one Complainant or Respondent, or when cross-complaints arise, provided that the allegations arise out of the same facts or circumstances.

At all stages of the process, whether or not a grievance process is underway, the College may implement reasonably available supportive measures designed to restore or preserve equal access to the College's education programs or activities without unreasonably burdening either party.

Supportive Measures

Upon receipt of a Report or Complaint under this Policy, the College will offer supportive measures, as appropriate and reasonably available, to the Complainant and/or Respondent. Supportive measures are non-disciplinary, non-punitive, individualized services offered without fee or charge to the Complainant or Respondent before or after the filing of a Formal Complaint, or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education programs and activities without unreasonably burdening another party,

including measures designed to protect the safety of all parties, preserve the educational environment, or deter discrimination, harassment, and retaliation.

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 or academic locations, leaves of absence, restrictions on access to campus or specific campus areas or activities, limitations on extracurricular activities, and other measures tailored to the individuals involved to achieve the objectives of this Policy.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Upon receipt of a Report or Complaint, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes regarding supportive measures, and explain the process for filing a Formal Complaint. The Title IX Coordinator will contact the Respondent regarding supportive measures no later than the issuance of a notice of investigation, as appropriate.

The College will maintain the confidentiality of supportive measures provided to either party to the extent that maintaining confidentiality does not impair the College's ability to provide or implement such measures. The College will promptly address any alleged violation of supportive measures and will take appropriate action to enforce any restrictions or protective measures that have been implemented.

Emergency Removal of Respondent and Administrative Leave of Employee Respondent

The College reserves the right to remove a Respondent from its education programs or activities on an emergency basis when, following an individualized safety and risk analysis, the College determines that the Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Prohibited Conduct. The College will implement the least restrictive emergency measures reasonably available under the circumstances.

If an emergency removal is imposed, the Respondent will be provided with notice of the removal and an opportunity to challenge the decision immediately following the removal. Emergency removal decisions are not subject to the appeal procedures set forth in this Policy.

Respondents who are College employees may be placed on administrative leave during the pendency of a grievance process, as determined by the College.

Informal Resolution

At any time after a Formal Complaint has been filed and prior to reaching a determination regarding responsibility, the College may offer and facilitate an informal resolution process, such as mediation or other structured resolution methods, that does not involve a full investigation and adjudication. Informal Resolution is a voluntary process designed to resolve a Report or Formal Complaint in a manner that is acceptable to the parties and consistent with the College's obligations under this Policy.

Informal Resolution may include a written agreement between the parties, targeted educational, training, or awareness programs, voluntary participation in counseling or other supportive measures, facilitated conversations or restorative practices where appropriate, and follow-up measures designed to ensure that the resolution has been implemented effectively.

Informal Resolution is not appropriate in all cases. The Title IX Coordinator retains discretion to determine whether Informal Resolution is appropriate based on the willingness of the parties to participate voluntarily, the nature and severity of the alleged conduct, and whether the allegations are reasonably suited to informal resolution.

Participation in Informal Resolution is voluntary. The College will not require either party to participate in Informal Resolution as a condition of enrollment, employment, continued participation in any College program or activity, or receipt of any right or benefit. Either party may withdraw from the Informal Resolution process and resume the formal grievance process at any time before a final resolution is reached.

The College must obtain the parties' voluntary, informed, written consent before initiating an Informal Resolution process. Before obtaining such consent, the College will provide written notice that includes:

- The allegations;
- The requirements of the Informal Resolution process;
- The circumstances under which participation in Informal Resolution may preclude the parties from resuming a formal grievance process arising from the same allegations;
- The right of either party to withdraw from the Informal Resolution process and resume the formal grievance process before a resolution is reached; and
- Any consequences of participating in the Informal Resolution process, including the records that will be maintained or may be shared.

Each party may be accompanied by an Advisor during meetings related to the Informal Resolution process. Information shared or obtained during Informal Resolution will be treated as private and shared only as necessary to implement the resolution, comply with applicable law, or fulfill the College's obligations under this Policy.

The Title IX Coordinator will oversee the Informal Resolution process unless another qualified individual is designated for good cause. The College will endeavor to complete the Informal Resolution process promptly, typically within thirty (30) to sixty (60) business days after notifying the parties that the process has begun. The Title IX Coordinator may extend this timeframe for good cause and will provide written notice of any extension and the reason for it.

Once the parties have agreed in writing to the terms of an Informal Resolution, the matter will be considered resolved and the College will not conduct a formal investigation regarding the same allegations unless the Title IX Coordinator determines that the terms of the Informal Resolution have not been satisfied or that additional action is required to fulfill the College's legal obligations.

The College will maintain records of Informal Resolutions reached under this Policy. Failure to comply with the terms of an Informal Resolution may result in additional responsive or disciplinary action, as appropriate.

Notice of Investigation to the Parties

The College will provide written notice to the Complainant and Respondent, simultaneously, of its decision to investigate alleged violations of this Policy. The notice will include a copy of the Formal Complaint, if applicable.

The written notice will include the following information, to the extent known at the 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 may include the identities of the parties involved, if known; the conduct allegedly constituting a violation of this Policy; and the date, time, 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 will be made at the conclusion of the grievance process.
- Notice of the parties' right to have an Advisor of their choice, who may be, but is not required to be, an attorney.
- Notice of any provision in the College's student or employee code of conduct that prohibits knowingly making false statements or knowingly submitting false information during proceedings under this Policy.
- Notice that the parties will be provided an equal opportunity to inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint.
- Notice of the College's prohibition against retaliation.
- Information regarding the privacy of the process.
- An instruction to preserve information or evidence that may be relevant to the allegations.

The College will provide each party with written notice of the date, time, location, participants, and purpose of any investigative interview, hearing, or other meeting for which the party is invited or expected to participate, with sufficient time to prepare.

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

If, during the course of the investigation, the College decides to investigate allegations that were not included in the original notice, the College will provide written notice of the additional allegations to the parties whose identities are known.

Right to an Advisor

The parties have the right to select an Advisor of their choice to accompany them to any meeting, interview, or proceeding under this Policy. An Advisor may be a friend, mentor, family member, attorney, or any other person chosen by the party to provide support, guidance, or consultation throughout the resolution process.

Under Title IX, cross-examination is required during a live hearing and must be conducted by the parties' Advisors. The parties are not permitted to directly cross-examine one another or any witness. If a party's chosen Advisor conducts cross-examination, the Advisor must comply with the rules and procedures established by the College for the hearing process.

If a party does not have an Advisor present at the hearing, the College will provide an Advisor, without fee or charge, for the limited purpose of conducting cross-examination on behalf of that party.

An Advisor who is also a witness in the matter may create potential concerns regarding bias or conflicts of interest. A party who chooses an Advisor who is also a witness should expect that such circumstances may be considered by the Decision-Maker when evaluating the evidence and credibility of participants, where relevant.

The College cannot guarantee equal Advisor resources for the parties. Accordingly, if one party selects an Advisor who is an attorney and the other party does not retain an attorney or cannot afford one, the College is not obligated to provide the other party with an attorney. However, if a party does not have an Advisor present at the hearing, the College will provide an Advisor for the limited purpose of conducting cross-examination.

Timeframe for Investigations

The College will strive to complete investigations and hearings in a reasonably prompt manner. The College's goal is to complete investigations and hearings within ninety (90) Business Days and to complete the appeal process within thirty (30) Business Days following receipt of an appeal. The time required to complete a matter will vary depending on the complexity of the allegations, the number of witnesses, the availability of the parties and witnesses, and other relevant circumstances.

The College may temporarily delay or extend the investigation, hearing, or appeal process for good cause. Good cause may include, but is not limited to, the absence of a party, Advisor, or witness; concurrent law enforcement activity; the need for language assistance or disability accommodations; the complexity of the allegations; or other circumstances that warrant a temporary delay or extension. The Title IX Coordinator will provide written notice to the parties of any delay or extension, including the reason for the delay or extension and the anticipated revised timeframe.

The Investigation Procedures

Investigators shall be free from conflicts of interest and bias and shall conduct investigations objectively, impartially, and fairly. Investigations will be thorough, reliable, and conducted within reasonably prompt timeframes. The investigation process will generally include interviews with relevant parties and witnesses, as well as the collection and review of available, relevant evidence.

The College, and not the parties, bears the burden of gathering evidence and the burden of proof. The parties will have an equal opportunity to present fact witnesses and other inculpatory and exculpatory evidence; to identify witnesses; and to provide relevant information for consideration during the investigation.

The investigation will be conducted within a reasonably prompt timeframe, allowing for the thorough collection and evaluation of relevant evidence. The Investigator will keep the parties reasonably informed regarding the status of the investigation, anticipated timelines, and any delays.

No unauthorized audio or video recording of any interview, meeting, or proceeding conducted under this Policy is permitted. If the Investigator elects to make an audio or video recording of an interview, all participants will be informed in advance.

Witnesses who are College employees are expected to cooperate with and participate in the College's investigation and resolution process. Failure to do so may constitute a violation of College policy and may result in disciplinary action. Interviews may be conducted in person or through remote means.

The parties may suggest witnesses, documents, and questions for the Investigator to consider. The Investigator will determine whether proposed evidence, witnesses, and questions are relevant to the investigation. The College may request that the parties respect the privacy of the investigation but will not restrict either party's ability to discuss the allegations or gather and present evidence.

Prior to the completion of the investigation, the parties and their Advisors will be provided with an electronic or hard copy of all evidence directly related to the allegations in the Formal Complaint, regardless of whether the College intends to rely upon that evidence in reaching a determination. The parties will have ten (10) Business Days to inspect, review, and submit a written response to the evidence.

After considering any responses submitted by the parties, the Investigator will prepare a final investigative report that fairly summarizes the relevant evidence. The final investigative report will be provided to the parties and their Advisors in electronic or hard-copy format at least ten (10) Business Days before a hearing for their review and preparation.

Evidentiary Considerations in the Investigation

The investigation will include the collection of all non-privileged evidence that is directly related to the allegations in the Formal Complaint. The Investigator will review all such evidence and determine what evidence is relevant to the allegations.

Only relevant evidence will be summarized in the investigative report and considered by the Decision-Maker in reaching a determination regarding responsibility. However, the parties and their Advisors will be provided an opportunity to inspect and review all non-privileged evidence gathered during the investigation that is directly related to the allegations, whether or not the College intends to rely upon that evidence in reaching a determination.

The parties and their Advisors will also receive a copy of the investigative report, which will fairly summarize the relevant evidence.

Evidence concerning a Complainant's sexual predisposition or prior sexual behavior is not relevant unless such evidence is offered to prove that a person other than the Respondent committed the alleged conduct, or the evidence concerns specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and is offered to prove consent.

Privileged information will not be considered, disclosed, or otherwise used in the investigation, investigative report, hearing, or determination process unless the person holding the privilege provides prior written consent to disclose such information.

Investigative Report

Upon conclusion of the investigation, the Investigator will prepare an investigative report that fairly summarizes the relevant evidence. At least ten (10) Business Days prior to the hearing, the Investigator will provide the investigative report to each party and the party's Advisor, if any, in electronic format or hard-copy form for 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 a live hearing.

A Decision-Maker will be appointed to preside over the hearing, evaluate the evidence, determine the relevance of questions and evidence, and issue a determination regarding responsibility for each allegation. The Investigator, Title IX Coordinator, and any Advisor may not serve as the Decision-Maker. The Decision-Maker may be an employee of the College or an external contractor designated by the College. All Decision-Makers will receive appropriate training

on the requirements of Title IX, issues of relevance, impartial decision-making, and conducting proceedings that are fair to all parties.

The Title IX Coordinator will notify the parties of the identity of the Decision-Maker. Within five (5) Business Days of receiving that notice, either party may submit a written request for disqualification based on an alleged conflict of interest or bias. The Title IX Coordinator will determine whether disqualification is warranted. Employment by or affiliation with the College, standing alone, does not constitute a conflict of interest. Likewise, a Decision-Maker's sex, gender identity, race, ethnicity, religion, sexual orientation, or other personal characteristic, standing alone, does not constitute bias or a conflict of interest.

The College may establish reasonable hearing procedures and protocols to ensure fairness, order, efficiency, and decorum. Any such procedures will be provided to the parties in advance of the hearing.

The College may conduct the hearing with all participants physically present in the same location or, at the College's discretion or upon request of either party, with participants appearing remotely through technology that enables all participants to simultaneously see and hear one another.

Requests for remote participation should be submitted to the Title IX Coordinator at least five (5) Business Days prior to the hearing, when practicable.

The Decision-Maker may question the parties and witnesses during the hearing.

Only relevant questions and evidence will be permitted. Before a party, witness, or Advisor answers a cross-examination question, the Decision-Maker must determine whether the question is relevant and explain any decision to exclude a question as not relevant.

The following generally will not be considered relevant:

- Allegations or conduct not directly related to the matters under investigation, unless offered to establish a pattern or otherwise determined relevant by the Decision-Maker;
- Evidence concerning a Complainant's sexual predisposition; or
- Evidence concerning a Complainant's prior sexual behavior, unless offered to prove that someone other than the Respondent committed the alleged conduct or unless it concerns specific incidents of the Complainant's prior sexual behavior with the Respondent and is offered to prove consent.

Privileged information may not be used, considered, disclosed, or relied upon unless the person holding the privilege has provided prior written consent to its disclosure.

The parties may not personally conduct cross-examination. Cross-examination must be conducted by the party's Advisor. If a party does not have an Advisor present at the hearing, the College will provide an Advisor, without fee or charge, for the limited purpose of conducting cross-examination on that party's behalf.

If a party or witness does not submit to cross-examination at the hearing, the Decision-Maker may not rely on any statement of that party or witness in reaching a determination regarding responsibility. However, the Decision-Maker may not draw an inference regarding responsibility solely from a party's or witness's absence from the hearing or refusal to answer questions.

All participants are expected to conduct themselves respectfully throughout the hearing. Disruptive, intimidating, harassing, or abusive behavior will not be tolerated, and the Decision-Maker may take appropriate steps to maintain order and decorum.

The College will create and maintain an audio recording, audiovisual recording, or transcript of the hearing and will make it available to the parties for inspection and review. No other recording of the hearing is permitted unless expressly authorized by the College.

False Allegations and Evidence

Making a deliberately false or malicious accusation, knowingly providing false information or evidence, tampering with or destroying evidence, or intentionally misleading an individual involved in the investigation or resolution

process constitutes a violation of this Policy and may result in disciplinary action.

A determination that a Respondent is not responsible for the alleged conduct, standing alone, is not sufficient to conclude that any party made a false allegation or knowingly provided false information.

Final Determination as to Responsibility and Standard of Proof

Upon completion of the hearing, the Decision-Maker will deliberate privately and determine whether the Respondent is responsible for each alleged violation of this Policy. The Decision-Maker will apply the preponderance of the evidence standard, meaning that responsibility will be established only if the evidence demonstrates that it is more likely than not that the alleged conduct occurred.

The Decision-Maker's determination will be provided simultaneously to the parties in a written determination delivered in person, by mail to the parties' addresses of record, by email, or through another College-approved communication method. Notice will be deemed received when delivered in person, transmitted electronically, or mailed to the address maintained in the College's records.

The written determination will identify the allegations potentially constituting sexual harassment under this Policy and summarize the procedural steps taken from receipt of the Formal Complaint through the final determination, including notifications to the parties, interviews conducted, evidence reviewed, and the hearing. The determination will include findings of fact supporting the decision, conclusions regarding the application of this Policy to the facts, and a statement of the result for each allegation, including the rationale supporting the determination. Where applicable, the determination will identify any disciplinary sanctions imposed upon the Respondent and any remedies that will be provided to the Complainant to restore or preserve equal access to the College's educational programs or activities. The determination will also notify the parties of their rights to appeal and the permissible grounds for appeal.

The determination regarding responsibility becomes final on the date the College provides the parties with the written decision resolving an appeal, if an appeal is filed. If no appeal is filed, the determination becomes final upon expiration of the appeal period.

Sanctions, Disciplinary Actions, and Remedies

When determining appropriate sanctions or disciplinary action, the College may consider the nature and severity of the conduct, the circumstances surrounding the violation, any prior disciplinary history, prior allegations involving similar conduct, whether the Respondent has previously completed educational or corrective measures related to this Policy, and the need to stop, prevent, and remedy the effects of discrimination, harassment, retaliation, or other prohibited conduct.

Individuals found responsible for violating this Policy may be subject to one or more sanctions, including a warning, disciplinary probation, required training, mandatory counseling or coaching, a written reprimand, restrictions on participation in activities, suspension, expulsion, termination of employment, revocation of admission, or other corrective action determined appropriate under the circumstances.

In addition to sanctions imposed upon a Respondent, the College may provide remedies to a Complainant. Remedies are intended to restore or preserve the Complainant's equal access to the College's educational programs and activities. Remedies may include, but are not limited to, the same types of individualized services described elsewhere in this Policy as supportive measures.

Individuals found responsible for violating this Policy may be subject to one or more sanctions. Sanctions may be imposed individually or in combination, and repeated violations may result in more severe disciplinary action. Possible sanctions include, but are not limited to:

- Warning;
- Disciplinary probation;
- Required training;
- Mandatory counseling or coaching;
- Written reprimand (censure) placed in the Respondent's file;

- Restriction from participation in specified activities;
- Suspension;
- Expulsion (students) or termination of employment (employees);
- Revocation of admission; and
- Other corrective action deemed appropriate under the circumstances.

The Decision-Maker may also provide remedies to the Complainant. Remedies must be designed to restore or preserve equal access to the College's education programs and activities. 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 Complainant and Respondent may appeal the dismissal of a Formal Complaint or any allegations therein, as well as the Decision-Maker's determination regarding responsibility and any resulting sanctions. The College will apply appeal procedures equally to both parties.

Appeals must be submitted in writing to the Title IX Coordinator within five (5) Business Days of receipt of the decision being appealed. The Title IX Coordinator will review the appeal to determine whether it is timely and based on a permissible ground for appeal. If the appeal is not eligible for review, the Title IX Coordinator will provide written notice to the appealing party. If the appeal is accepted, the Title IX Coordinator will appoint an Appeal Officer and notify the parties in writing.

Upon receipt of a timely appeal, the College will provide written notice to both parties. Each party will be given an equal opportunity to submit a written statement supporting or challenging the appeal.

An appeal must be based on one or more of the following grounds:

- Procedural Error: A procedural error occurred that affected the outcome of the matter. The appeal must identify the alleged error and explain how it affected the outcome.
- New Evidence: New evidence exists that was not reasonably available at the time the determination was made and that could affect the outcome of the matter. Information known to a party during the investigation but intentionally withheld is not considered new evidence. The appeal must describe the new evidence and explain its potential impact on the outcome.
- Conflict of Interest or Bias: The Title IX Coordinator, Investigator, Decision-Maker, or other Title IX official involved in the process had a conflict of interest or demonstrated bias for or against Complainants or Respondents generally, or against the individual Complainant or Respondent, that affected the outcome of the matter.

No other grounds for appeal will be considered.

Appeals are not intended to be a rehearing of the allegations and will be conducted through a review of the written record. No hearing will be held. The Appeal Officer will review the appeal, any supporting statements submitted by the parties, and the relevant portions of the record. Individuals who previously participated in the investigation, hearing, or determination may not serve as the Appeal Officer.

After review, the Appeal Officer may deny the appeal, grant the appeal and remand the matter for further proceedings, direct that a new hearing be conducted, or return the matter to the Decision-Maker with instructions for further consideration. Where appropriate, the Appeal Officer may also direct the Title IX Coordinator to reopen a dismissed Formal Complaint.

The Appeal Officer will issue a written decision describing the outcome of the appeal, the rationale for the decision, and any instructions for further action. The College will endeavor to issue appeal decisions within seven (7) Business Days, although additional time may be required for good cause.

The appeal decision will be provided simultaneously to both parties in writing. The decision becomes final upon issuance and concludes the College's grievance process.

Records

The Title IX Coordinator will maintain records of Reports, Formal Complaints, investigations, supportive measures, Informal Resolutions, hearings, appeals, and outcomes under this Policy. Such records may include documentation received, evidence reviewed, interviews conducted, decisions made, and the rationale for those decisions. Records and information gathered during the grievance process will be maintained in accordance with applicable law and College policy.

For allegations of Title IX Sexual Harassment, the College will maintain the following records for a period of seven (7) years:

- Reports and Formal Complaints alleging sex discrimination, including sexual harassment;
- Records relating to the dismissal of a Formal Complaint or any allegations therein;
- Records of each investigation, including determinations regarding responsibility and any audio recording, audiovisual recording, or transcript of a hearing;
- Any disciplinary sanctions imposed upon a Respondent;
- Any remedies provided to a Complainant that were designed to restore or preserve equal access to the College's education programs or activities;
- Any appeal and the result thereof;
- Any Informal Resolution and the result thereof;
- All materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeal Officers, and individuals who facilitate Informal Resolution processes; and
- All actions taken in response to a Report or Formal Complaint, including supportive measures, together with:
    - The basis for the College's conclusion that its response was not deliberately indifferent;
    - Any measures taken to restore or preserve equal access to the College's education programs or activities; and
    - If supportive measures were not provided, the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Training

The College will ensure that all individuals serving as Title IX Coordinators, Investigators, Decision-Makers, Appeal Officers, and individuals designated to facilitate an Informal Resolution process receive training appropriate to their roles and responsibilities under this Policy and applicable law.

Training will not rely on sex stereotypes and will promote fair, impartial, and objective investigations, hearings, appeals, and informal resolution processes. Individuals involved in implementing this Policy will receive training on issues relevant to their assigned responsibilities, including the scope of the College's education programs and activities, the conduct of investigations and hearings, issues of relevance, and how to serve impartially by avoiding prejudgment of the facts, conflicts of interest, and bias.

The College will make training materials publicly available to the extent required by law.

Revision of this Policy

This Policy supersedes all prior College policies and procedures addressing Title IX, sex discrimination, sexual harassment, sexual misconduct, and retaliation. The College will review this Policy periodically and may revise it to reflect changes in applicable law, regulatory requirements, guidance, or institutional needs.

The College reserves the right to modify this Policy at any time. Revisions will become effective upon publication unless otherwise specified.

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 person selected by a party to accompany and assist them during meetings, interviews, hearings, or other proceedings under this Policy. An Advisor may be, but is not required to be, an attorney.

Complainant: A person 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, alleging conduct that could constitute a violation of this Policy and requesting that the College investigate the allegations. A Complaint may be submitted in writing or electronically and must contain the Complainant's physical or electronic signature or otherwise indicate that the Complainant is the person submitting the Complaint. At the time of filing, the Complainant must be participating in, or attempting to participate in, a College education program or activity.

Decision-maker(s): A trained individual responsible for conducting a hearing, evaluating evidence, determining relevance where required, and issuing a determination regarding responsibility under this Policy. A Decision-Maker must be impartial and may not serve as the Title IX Coordinator or Investigator in the same matter.

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 written decision issued following completion of the College's grievance process that determines whether the Respondent is responsible for violating 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 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. Individualized measures provided to a Complainant following a determination of responsibility that are designed to restore or preserve equal access to the College's education programs or activities.

Report: Any information communicated to the Title IX Coordinator or another College official authorized to receive reports of conduct prohibited by this Policy that may constitute a violation of this Policy. The term Report includes a Formal Complaint.

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 Title IX and Sex Discrimination Policy, Procedures, and Notice of Rights

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in education programs or activities receiving federal financial assistance. Title IX provides 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."*

Sex discrimination may include sex-based harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation, as defined by applicable law and College policy. Valley College is committed to maintaining an educational and employment environment free from sex discrimination and harassment.

Valley College ("the College") is committed to compliance with Title IX and other applicable federal and state laws prohibiting discrimination. The College prohibits sex discrimination, sex-based harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation by or against any student, employee, applicant, or other participant in the College's education programs and activities.

This Policy applies to conduct occurring within the College's education programs and activities, including conduct occurring on campus, during College-sponsored activities, and in other circumstances over which the College exercises disciplinary authority consistent with applicable law. The College may also address off campus conduct when such conduct impacts a person's access to the College's education programs or activities or otherwise affects the safety or operations of the College community.

Individuals who report conduct prohibited by this Policy will be provided with information regarding their rights, available reporting options, supportive measures, and applicable grievance procedures. Reports of sexual assault, dating violence, domestic violence, or stalking will be addressed in accordance with the College's Title IX and related grievance procedures. Individuals will be informed of their right to report allegations to law enforcement, the availability of medical, counseling, advocacy, and other support services, and the supportive and protective measures that may be available regardless of whether a formal Complaint is filed.

Definitions

Consent is a knowing, voluntary, and mutual agreement to engage in a specific sexual act or activity. Consent must be given by a person with the capacity to consent and must be expressed through words and/or actions that clearly communicate a willingness to participate. Consent cannot be obtained through force, coercion, intimidation, threats, deception, or by taking advantage of an individual's incapacitation.

A person is incapable of giving consent when the person is under the legal age of consent as defined by applicable law, is mentally incapacitated, is physically helpless, or otherwise lacks the ability to understand the nature of the activity or to make informed decisions. Silence, passivity, or the absence of resistance do not constitute consent. Consent may be withdrawn at any time, and the existence of a dating relationship, prior sexual relationship, or prior consent does not, by itself, constitute consent to future sexual activity.

Forcible Compulsion is defined by West Virginia law as "physical force that overcomes such earnest resistance as might reasonably be expected under the circumstances; threat or intimidation, expressed or implied, placing a person in fear of immediate death, bodily injury, or kidnapping of oneself or another person; or fear by a person under sixteen (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).

Sex-Based Harassment is a form of sex discrimination and includes unwelcome conduct on the basis of sex that is sufficiently severe or pervasive, viewed both subjectively and objectively, that it limits or denies a person's ability to participate in or benefit from the College's education programs or activities. Sex-based harassment may also

include unwelcome sexual advances, requests for sexual favors, sexual exploitation, sexual assault, dating violence, domestic violence, stalking, or other verbal, nonverbal, written, electronic, or physical conduct based on sex.

In determining whether conduct constitutes sex-based harassment, the College will consider the totality of the circumstances, including the nature, frequency, duration, location, and context of the conduct, as well as its impact on the affected individual and the College community.

Sex-based harassment may occur between individuals of the same sex or different sexes and may be committed by students, employees, or third parties.

Examples of conduct that may constitute sex-based harassment include, but are not limited to:

- Unwelcome sexual advances, propositions, or requests for sexual favors;
- Unwelcome touching, hugging, kissing, or other physical conduct of a sexual nature;
- Repeated sexual comments, jokes, innuendos, or remarks;
- Comments about an individual's body, appearance, gender, gender stereotypes, sexual orientation, or sexual activity;
- Displaying, sharing, or sending sexually explicit or degrading materials, images, messages, or communications;
- Sexually harassing conduct occurring through email, text messages, social media, or other electronic means; and
- Other unwelcome conduct based on sex that creates a hostile environment.

These examples are provided for illustrative purposes only and do not constitute an exhaustive list of prohibited conduct.

Sexual Assault means an offense classified as a forcible or nonforcible sex offense under the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program. Sexual Assault includes any sexual act directed against another person without that person's consent, including instances where the person is incapable of giving consent.

Sexual Assault includes:

- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without that person's consent.
- Fondling: The touching of the private body parts of another person for purposes of sexual gratification, without that person's consent, including instances where the individual is incapable of giving consent because of age or temporary or permanent mental incapacity.
- Incest: Sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent as defined by law.

The following offenses are defined by West Virginia law:

First-Degree Sexual Assault involves sexual intercourse or sexual intrusion and:

- Inflicts serious bodily injury upon the victim;
- Employs a deadly weapon in the commission of the act; or
- Occurs when a person fourteen (14) years of age or older engages in sexual intercourse or sexual intrusion with a person younger than twelve (12) years of age, and the parties are not married to each other.

Second-Degree Sexual Assault involves sexual intercourse or sexual intrusion with another person without consent by forcible compulsion or with a person who is physically helpless.

Third-Degree Sexual Assault involves sexual intercourse or sexual intrusion with a person who is mentally defective or mentally incapacitated, or where the statutory age provisions of West Virginia law are met. Generally, the respondent must be at least sixteen (16) years of age, and the complainant must be less than sixteen (16) years of age and at least four (4) years younger than the respondent.

(W. Va. Code §§ 61-8B-3 through 61-8B-5.)

Domestic Violence means a felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- 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
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

For purposes of West Virginia law, 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 person, with or without a dangerous or deadly weapon;
2. Placing another person in reasonable apprehension of physical harm;
3. Creating fear of physical harm through harassment, stalking, psychological abuse, or threatening acts;
4. Committing sexual assault or sexual abuse; or
5. Holding, confining, detaining, or abducting another person against that person's will.

(W. Va. Code § 48-27-202).

Family or Household Members include 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, provided that a casual acquaintance or ordinary social or business relationship does not constitute 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;
- Are related by blood or marriage; or
- Have a relationship through blood or marriage to a family or household member.

Dating Violence means violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and
- Where the existence of such a relationship shall be determined based on consideration of:
  - The length of the relationship;
  - The type of relationship; and
  - The frequency of interaction between the individuals involved in the relationship.

Dating Violence includes violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship shall be determined based on the totality of the circumstances, including the factors listed above. Dating Violence does not include acts covered under the definition of Domestic Violence.

Under West Virginia law, individuals in a dating relationship may also qualify as family or household members for purposes of 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 their safety or the safety of others; or
- Suffer substantial emotional distress.

For purposes of this definition:

Course of Conduct means two or more acts, including, but not limited to, acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, communicates to or about another person, or interferes with another person's property. Stalking may occur through electronic means, including text messages, email, social media, online platforms, GPS tracking, or other forms of electronic communication ("cyberstalking").

Reasonable Person means a reasonable person under similar circumstances and with similar identities to the affected individual.

Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Any incident meeting this definition may constitute Stalking under this Policy and may also be reportable under the Clery Act.

Under West Virginia law, stalking is prohibited by W. Va. Code § 61-2-9a and generally includes willfully and repeatedly following, harassing, or making credible threats against another person under circumstances that would cause a reasonable person to fear death, bodily injury, sexual assault, kidnapping, or other harm.

Credible Threat means a threat of bodily injury made with the apparent ability to carry out the threat and under circumstances that would cause a reasonable person to believe the threat could be carried out.

Cyberstalking means engaging in a course of conduct using electronic communications, including but not limited to computers, mobile phones, tablets, social media platforms, text messages, email, messaging applications, or other electronic devices, directed at a specific person with the intent to harass, intimidate, threaten, monitor, or cause emotional distress. Cyberstalking may include repeated unwanted electronic contact, monitoring of online activity, threats communicated through electronic means, impersonation, dissemination of private information, or other conduct that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress. Cyberstalking may constitute Stalking under this Policy and may also violate applicable federal, state, or local laws, including West Virginia law.

Bystander Intervention refers to safe and positive actions taken by an individual who observes conduct that may constitute sexual assault, dating violence, domestic violence, stalking, sex discrimination, sex-based harassment, or other prohibited conduct. A bystander is someone other than the person directly involved who is present when such conduct occurs or who becomes aware of circumstances in which a reasonable person believes intervention, assistance, or reporting may help prevent harm. Bystander intervention can help prevent misconduct, reduce harm, and support the safety and well-being of members of the College community.

Retaliation means intimidation, threats, coercion, discrimination, harassment, or other adverse action against an individual for the purpose of interfering with any right or privilege secured by this Policy, or because the individual has made a report or Complaint, served as a witness, provided information, participated or refused to participate in an investigation, grievance process, hearing, informal resolution process, or other proceeding under this Policy.

Retaliation is prohibited against any student, employee, applicant, or other individual participating in or attempting to participate in the College's complaint resolution processes. The exercise of rights protected under the First Amendment, or the good-faith expression of disagreement with a report, Complaint, or determination, does not constitute Retaliation.

The College will take reasonable steps to prevent Retaliation and will promptly investigate and address allegations of Retaliation. Any person who engages in Retaliation may be subject to disciplinary action, up to and including dismissal, termination of employment, or other appropriate sanctions.

Reporting Sexual Assault, Dating Violence, Domestic Violence, or Stalking

Following an incident of sexual assault, dating violence, domestic violence, or stalking, an individual's immediate concerns should be their health and safety. Anyone who has experienced sexual assault is encouraged to seek prompt medical attention, even if they are uncertain whether they wish to report the incident to law enforcement or the College.

Medical care may include treatment of injuries, testing and treatment related to sexually transmitted infections, pregnancy-related care, crisis counseling, and the collection of forensic evidence. To preserve evidence, individuals are encouraged, when possible, to avoid bathing, showering, douching, changing clothes, eating, drinking, smoking, brushing their teeth, or cleaning the area where the incident occurred until medical personnel or law enforcement can provide guidance.

Under West Virginia law, a victim of sexual assault is not required to report the incident to law enforcement or participate in the criminal justice process in order to receive a forensic medical examination. Costs associated with eligible forensic medical examinations may be covered through applicable state programs. Individuals who experience sexual assault, dating violence, domestic violence, or stalking are also encouraged to preserve evidence such as text messages, emails, social media communications, photographs, video recordings, call logs, screenshots, witness information, and other documentation that may assist law enforcement or College officials in investigating the matter.

The College strongly encourages individuals to report criminal conduct to law enforcement but recognizes that the decision to do so is a personal choice. Reporting to the College and reporting to law enforcement are separate processes, and individuals may choose either, both, or neither.

Protective Orders

Individuals who have experienced domestic violence, dating violence, stalking, sexual assault, or related misconduct may seek protection through the court system. West Virginia law provides for protective orders, including emergency and final protective orders, to help protect individuals from further harm.

Information regarding protective orders may be obtained through local courts, law enforcement agencies, victim advocacy organizations, or legal service providers. The College will reasonably comply with and enforce the terms of lawfully issued protective orders to the extent required by law and consistent with College operations.

College Assistance and Supportive Measures

Upon receiving a report of conduct prohibited by this Policy, the College will offer and coordinate appropriate supportive measures designed to restore or preserve equal access to the College's education programs and activities without unreasonably burdening any party.

Supportive measures may include, as appropriate:

- Academic adjustments;
- Modifications to class schedules;
- Changes to housing or work assignments, if applicable;
- Campus no-contact directives;
- Increased security or safety measures;
- Referrals to counseling, medical, advocacy, or other support services; and
- Other individualized measures reasonably available to the College.

The College will maintain the privacy of individuals involved in reports and Complaints to the extent possible and consistent with applicable law, the need to investigate and resolve reports, and the College's obligation to provide a safe and nondiscriminatory educational environment.

The College does not publish the names of victims or other personally identifying information in publicly available crime logs, statistical reports, or other disclosures required by law. Individuals may request the withholding of directory information in accordance with College policy and applicable law.

Disciplinary Procedures Following a Complaint
Any student, employee, applicant, or other participant in the College's education programs or activities may report conduct prohibited by this Policy, including sex discrimination, sex-based harassment, sexual misconduct, sexual assault, dating violence, domestic violence, stalking, or retaliation. Reports may be made to the Title IX Coordinator, a designated College official, or through any reporting method identified by the College.
Upon receipt of a report or Complaint, the College will conduct an initial assessment and determine the appropriate response, which may include supportive measures, informal resolution (when appropriate), investigation, adjudication, or other actions consistent with this Policy.

The College will treat all parties equitably throughout its resolution processes. The Complainant and Respondent will receive notice of applicable procedures, an equal opportunity to present relevant evidence, and an equal opportunity to be accompanied by an advisor of their choice during meetings, interviews, hearings, or other proceedings covered by this Policy. The College may establish reasonable restrictions regarding the participation of advisors, provided such restrictions are applied equally to all parties.

The College may offer informal resolution when appropriate and when voluntarily agreed to by the parties. Informal Resolution will not be used when prohibited by law or College policy. Any party may withdraw from the Informal Resolution process and request continuation of the formal grievance process before a final resolution is reached.

Supportive measures may be offered to either party as appropriate and may include academic modifications, schedule changes, leaves of absence, workplace adjustments, no-contact directives, safety planning, counseling referrals, increased security measures, or other individualized services reasonably available to the College. Supportive measures will be offered regardless of whether a formal Complaint is filed, or law enforcement is involved.

The College will make reasonable efforts to complete investigations and grievance proceedings in a prompt manner. Timeframes may be extended for good cause, including the complexity of allegations, availability of witnesses, law enforcement activity, accommodations for disabilities, or other legitimate circumstances. The College will provide notice of significant delays and extensions to the parties.

The College will maintain the privacy of individuals involved in reports and Complaints to the extent possible and consistent with applicable law, the need to conduct a thorough investigation, and the College's obligation to provide a safe and nondiscriminatory educational environment. The College cannot guarantee complete confidentiality where doing so would limit its ability to respond appropriately.

The College may receive anonymous reports and will evaluate all such reports to determine an appropriate response. The College's ability to investigate anonymous reports may be limited by the information available.

A Complainant's request that the College not proceed with an investigation or resolution process will be carefully considered. The College reserves the right to take appropriate action when necessary to protect the health, safety, and nondiscriminatory educational environment of the College community.

The applicable grievance process will use the evidentiary standard identified in the College's Title IX Policy. The College will evaluate all relevant and available evidence and make determinations based upon that standard.
Both parties will receive simultaneous written notice of the outcome of any investigation, hearing, or appeal, to the extent permitted by law and College policy.

Either party may appeal a determination on one or more of the following grounds:
- Procedural irregularity that affected the outcome;
- Newly discovered evidence that could affect the outcome and was not reasonably available at the time of the determination; or
- Conflict of interest or bias that affected the outcome.

Appeals must be submitted within the timeframe established by the College's grievance procedures. Appeals will be reviewed by an impartial decision-maker who was not involved in the underlying determination and who is free from conflicts of interest or bias.

Where the College determines that a violation of this Policy has occurred, it will take prompt and effective action designed to stop the conduct, prevent its recurrence, and remedy its effects. Responsive actions may include educational interventions, supportive measures, restrictions, disciplinary sanctions, dismissal, termination of employment, or other appropriate corrective actions.

Retaliation against any individual for reporting conduct, participating in a proceeding, serving as a witness, assisting another individual, or otherwise exercising rights protected under this Policy is prohibited and will be addressed as a separate violation.

Knowingly making a false report or knowingly providing false information during a College proceeding may result in disciplinary action. A determination that a policy violation was not established, standing alone, does not constitute a false report or false statement.

Risk Reduction and Warning Signs of Abusive Behavior
No person is ever responsible for being subjected to sexual assault, dating violence, domestic violence, stalking, or other forms of abuse. Responsibility for such conduct rests solely with the individual who commits it.
The College recognizes that abusive behavior can occur regardless of age, gender, sexual orientation, relationship status, or other personal characteristics. Understanding common warning signs of abusive behavior may help individuals identify unhealthy or unsafe relationships and seek assistance when needed.

Warning Signs of Abusive Behavior
Domestic violence and dating violence often begin with controlling, manipulative, intimidating, or verbally abusive behavior and may escalate over time. While physical violence is often the most visible form of abuse, emotional, psychological, financial, technological, and sexual abuse can be equally harmful.

Warning signs may include:
- Feeling afraid of, intimidated by, or unsafe around a partner;
- Constantly monitoring what you say or do to avoid angering a partner;
- Experiencing isolation from family, friends, classmates, or coworkers;
- Feeling pressured to stop working, studying, participating in activities, or pursuing personal goals;
- Having a partner who excessively monitors your whereabouts, communications, social media activity, or use of technology;
- Being pressured, manipulated, or forced to engage in activities against your wishes, including sexual activity;
- Being controlled through access to money, transportation, identification documents, or other resources;
- Being subjected to repeated insults, humiliation, name-calling, or degrading comments;
- Having a partner threaten self-harm, suicide, harm to others, destruction of property, or harm to pets;
- Experiencing threats, intimidation, or coercion involving weapons;
- Being pushed, grabbed, slapped, hit, choked, restrained, or otherwise physically harmed;
- Sustaining unexplained injuries or feeling compelled to conceal injuries from others; or
- Experiencing repeated unwanted contact, monitoring, or harassment in person or through electronic means.

Help Reduce Your Risk and Avoid Potential Attacks
If you are experiencing abuse or suspect that someone you know may be experiencing abuse, seek assistance and support.
- Learn how to recognize warning signs or "red flags" in relationships.
- Consider seeking a protective order or other legal protections if you feel threatened or unsafe.
- Learn about behaviors that may constitute dating violence, domestic violence, sexual assault, or stalking, and understand that such conduct is never the fault of the person subjected to it.
- Talk with trusted friends, family members, counselors, advocates, or College personnel about ways they can support you.

- Trust your instincts. If a situation or relationship does not feel safe, seek assistance, establish boundaries, or end the relationship when possible and safe to do so.

Sexual Assault Prevention and Personal Safety Strategies
No strategy can guarantee the prevention of sexual assault, and responsibility for sexual assault always rests with the person who commits the offense. The following personal safety strategies may help individuals reduce vulnerability and increase awareness of potentially unsafe situations:

- Be aware of your surroundings and know where you can go for assistance if needed.
- Avoid isolated locations when possible, particularly when you feel uncomfortable or unsafe.
- Trust your instincts. If a situation, person, or location makes you feel uncomfortable or unsafe, remove yourself from the situation if possible.
- Stay connected with friends, classmates, coworkers, or other trusted individuals, especially in unfamiliar environments.
- Keep your mobile phone accessible and charged whenever possible.
- Avoid becoming isolated with individuals you do not know well or do not trust.
- Monitor beverages and personal belongings and do not leave them unattended.
- Accept beverages only from trusted sources and, when possible, observe drinks being prepared and served.
- If you believe a beverage may have been tampered with or if you suddenly feel unusually impaired, seek medical attention immediately and contact a trusted friend, family member, or emergency services.
- Travel with trusted individuals when possible and consider establishing plans for arriving and leaving safely.
- Protect your personal information and share contact information only with individuals you trust.
- Seek assistance immediately if you feel threatened, unsafe, pressured, or unable to leave a situation.

Traveling Around Campus
- Make sure your cell phone is easily accessible and fully charged.
- Use well-lit, public pathways whenever possible.
- Avoid isolated or poorly lit areas.
- Stay aware of your surroundings and avoid distractions that may limit your awareness.
- Consider carrying a whistle, personal alarm, or small flashlight.
- Have your keys ready when approaching your vehicle.
- Remain alert while waiting for public transportation.
- Review transportation schedules in advance to minimize waiting times.
- Trust your instincts and seek assistance if a situation feels unsafe.

Bystander Intervention
If you witness domestic violence, dating violence, sexual assault, stalking, or other prohibited conduct, consider the following safe and positive intervention strategies:
- Seek assistance from others; you do not have to intervene alone.
- Practice with friends, family members, or colleagues how you might respond in situations involving potential misconduct.
- When it is safe to do so, intervene respectfully, directly, and honestly.
- Learn about available bystander intervention programs, resources, and training opportunities.
- If you do not feel safe intervening, contact law enforcement, emergency services, or appropriate College officials.

Resources
All individuals are encouraged to promptly report conduct that may violate this Policy, including sex discrimination, sex-based harassment, sexual misconduct, sexual assault, dating violence, domestic violence, stalking, or retaliation, to the Title IX Coordinator or other designated College official.

Valley College's Title IX Coordinators are identified below and may be contacted to ask questions regarding the College's Title IX Non-Discrimination & Grievance Process Policy, to make a report, file a Formal Complaint, request supportive measures, or obtain information regarding rights, resources, and resolution options.

The Title IX Coordinators are responsible for coordinating the College's efforts to ensure compliance with Title IX and to promote equal access to the College's educational programs and activities.

Ohio: Title IX Coordinator: Ms. Shannon McManamon Director of Institutional Effectiveness Valley College - Cleveland 8700 Brookpark Rd. Cleveland, Ohio 44129 T: (216) 453-8201 Email: smcmanamon@valley.edu	West Virginia: Title IX Coordinator: Ms. Margaret Stafford Director of College Adherence Valley College Administrative Office 287 Aikens Center Martinsburg, WV 25404 T 304-263-0979 Email : mstafford@valley.edu

Local Title IX Administrator (WV Campuses)

Beckley Campus	Martinsburg Campus
Jamie Holliday 120 New River Town Center, Suite C Beckley, WV 25801 (304) 252-9547	Marianela Alberto 287 Aikens Center Martinsburg, WV 25404 (304) 263-0979

This information is accurate as of publication. It is reviewed annually. If the listed staff member is unavailable, please contact one of the other contact people on this list for assistance.

Off-Campus Resources

Valley College does not provide on-campus counseling, healthcare, mental health treatment, victim advocacy, or legal assistance services. Information regarding community-based resources available to students and employees is set forth in the College's Annual Security Report (ASR) and is incorporated herein by reference.
Individuals may contact the Campus Director for assistance in accessing available resources, supportive measures, reporting options, and other support services.

Individuals seeking information about community services may contact 211 for referrals to local resources, including crisis intervention, mental health services, domestic violence programs, victim advocacy organizations, food assistance, housing resources, and other community support services.

Valley College Title IX and Sex Discrimination Policy, Procedures, and Notice of Rights

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in education programs or activities receiving federal financial assistance. Title IX provides 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."*

Sex discrimination may include sex-based harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation, as defined by applicable law and College policy. Valley College is committed to maintaining an educational and employment environment free from sex discrimination and harassment.

Valley College ("the College") is committed to compliance with Title IX and other applicable federal and state laws prohibiting discrimination. The College prohibits sex discrimination, sex-based harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation by or against any student, employee, applicant, or other participant in the College's education programs and activities.

This Policy applies to conduct occurring within the College's education programs and activities, including conduct occurring on campus, during College-sponsored activities, and in other circumstances over which the College exercises disciplinary authority consistent with applicable law. The College may also address off campus conduct when such conduct impacts a person's access to the College's education programs or activities or otherwise affects the safety or operations of the College community.

Individuals who report conduct prohibited by this Policy will be provided with information regarding their rights, available reporting options, supportive measures, and applicable grievance procedures. Reports of sexual assault, dating violence, domestic violence, or stalking will be addressed in accordance with the College's Title IX and related grievance procedures. Individuals will be informed of their right to report allegations to law enforcement, the availability of medical, counseling, advocacy, and other support services, and the supportive and protective measures that may be available regardless of whether a formal Complaint is filed.

Definitions

Consent is a knowing, voluntary, and mutual agreement to engage in a specific sexual act or activity. Consent must be given by a person with the capacity to consent and must be expressed through words and/or actions that clearly communicate a willingness to participate. Consent cannot be obtained through force, coercion, intimidation, threats, deception, or by taking advantage of an individual's incapacitation.

A person is incapable of giving consent when the person is under the legal age of consent as defined by applicable law, is mentally incapacitated, is physically helpless, or otherwise lacks the ability to understand the nature of the activity or to make informed decisions. Silence, passivity, or the absence of resistance does not constitute consent. Consent may be withdrawn at any time, and the existence of a dating relationship, prior sexual relationship, or prior consent does not, by itself, constitute consent to future sexual activity.

Sex-Based Harassment is a form of sex discrimination and includes unwelcome conduct on the basis of sex that is sufficiently severe or pervasive, viewed both subjectively and objectively, that it limits or denies a person's ability to participate in or benefit from the College's education programs or activities. Sex-based harassment may also include unwelcome sexual advances, requests for sexual favors, sexual exploitation, sexual assault, dating violence, domestic violence, stalking, or other verbal, nonverbal, written, electronic, or physical conduct based on sex.

In determining whether conduct constitutes sex-based harassment, the College will consider the totality of the circumstances, including the nature, frequency, duration, location, and context of the conduct, as well as its impact on the affected individual and the College community.

Sex-based harassment may occur between individuals of the same sex or different sexes and may be committed by students, employees, or third parties.

Examples of conduct that may constitute sex-based harassment include, but are not limited to:
- Unwelcome sexual advances, propositions, or requests for sexual favors;
- Unwelcome touching, hugging, kissing, or other physical conduct of a sexual nature;
- Repeated sexual comments, jokes, innuendos, or remarks;
- Comments about an individual's body, appearance, gender, gender stereotypes, sexual orientation, or sexual activity;
- Displaying, sharing, or sending sexually explicit or degrading materials, images, messages, or communications;
- Sexually harassing conduct occurring through email, text messages, social media, or other electronic means; and
- Other unwelcome conduct based on sex that creates a hostile environment.

These examples are provided for illustrative purposes only and do not constitute an exhaustive list of prohibited conduct.

Sexual Assault means an offense classified as a forcible or nonforcible sex offense under the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program. Sexual Assault includes any sexual act directed against another person without that person's consent, including instances where the person is incapable of giving consent.

Sexual Assault includes:
- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without that person's consent.
- Fondling: The touching of the private body parts of another person for purposes of sexual gratification, without that person's consent, including instances where the individual is incapable of giving consent because of age or temporary or permanent mental incapacity.
- Incest: Sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent as defined by law.

Ohio law does not establish a single statutory definition of "sexual assault" or "consent." Instead, Ohio law defines specific sex offenses and circumstances under which consent is absent or legally invalid. Additional information concerning Ohio sex offenses may be found in Chapter 2907 of the Ohio Revised Code.

https://codes.ohio.gov/ohio-revised-code/chapter-2907

Domestic Violence means a felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- 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
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Conduct that may constitute Domestic Violence under this Policy may also be prohibited by Ohio Revised Code § 2919.25 (Domestic Violence). Under Ohio law, no person shall:
- Knowingly cause or attempt to cause physical harm to a family or household member;
- Recklessly cause serious physical harm to a family or household member; or
- By threat of force, knowingly cause a family or household member to believe the offender will cause imminent physical harm.

For purposes of Ohio Revised Code § 2919.25, "family or household member" includes:
- A spouse, former spouse, or person living as a spouse who is residing with or has resided with the offender;
- A parent, foster parent, child, or other person related by consanguinity or affinity to the offender who is residing with or has resided with the offender;
- A parent or child of a spouse, former spouse, or person living as a spouse, or another person related by consanguinity or affinity to such individual, who is residing with or has resided with the offender; or
- The natural parent of any child of whom the offender is the other natural parent or putative other natural parent.

Dating Violence means violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and
- Where the existence of such a relationship shall be determined based on consideration of:
    - The length of the relationship;
    - The type of relationship; and
    - The frequency of interaction between the individuals involved in the relationship.

Dating Violence includes violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship shall be determined based on the totality of the circumstances, including the factors listed above. Dating Violence does not include acts covered under the definition of Domestic Violence.

Conduct that may constitute Dating Violence under this Policy may also violate applicable provisions of Ohio law, including Ohio Revised Code § 2919.25 (Domestic Violence), when the parties qualify as family or household members under Ohio law. Individuals who engage in conduct constituting Dating Violence may also be subject to criminal prosecution under other applicable provisions of Ohio law, depending on the nature of the conduct

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for their safety or the safety of others; or
- Suffer substantial emotional distress.

For purposes of this definition:

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

Any incident meeting this definition shall be considered a crime for purposes of Clery Act reporting requirements.

Ohio: Conduct that may constitute Stalking under this Policy may also be prohibited by Ohio law, including Ohio Revised Code § 2903.211 (Menacing by Stalking).

Cyberstalking means engaging in a course of conduct through electronic communications or electronic means directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress. Electronic communications may include communications made through computers, mobile devices, text messages, email, social media platforms, websites, applications, or other online technologies.

Cyberstalking may include, but is not limited to:

- Repeated unwanted electronic communications;
- Online monitoring or surveillance;
- Posting threatening, intimidating, or harassing messages;
- Disseminating private or personal information without authorization;
- Creating false profiles or impersonating another person online; or
- Encouraging others to harass, threaten, or intimidate a person through electronic means.

Ohio Supplement: Conduct that may constitute Cyberstalking under this Policy may also violate Ohio law, including Ohio Revised Code § 2903.211 (Menacing by Stalking) and Ohio Revised Code § 2917.21 (Telecommunications Harassment). Cyberstalking may also constitute Stalking under this Policy.

Bystander Intervention refers to safe and positive actions taken by an individual who observes conduct that may constitute sexual assault, dating violence, domestic violence, stalking, sex discrimination, sex-based harassment, retaliation, or other prohibited conduct. A bystander is a person who is not directly involved in an incident but who witnesses the conduct or becomes aware of circumstances in which a reasonable person would believe that intervention, assistance, or reporting could help prevent harm, reduce risk, or support an affected individual.

Bystander intervention may include:

- Recognizing situations that may involve prohibited conduct;
- Safely intervening to prevent or interrupt harmful behavior;
- Seeking assistance from law enforcement, College officials, or emergency responders when appropriate;
- Providing support to an affected individual; or
- Reporting concerning conduct through appropriate College channels.

When done safely and appropriately, bystander intervention can help prevent misconduct, reduce harm, and promote a safer and more respectful College community.

Retaliation means intimidation, threats, coercion, discrimination, harassment, or any other adverse action against an individual for the purpose of interfering with any right or privilege secured by this Policy, or because the individual has made a report or Complaint; served as a witness; provided information; participated or refused to participate in an investigation, grievance process, hearing, informal resolution process, or other proceeding under this Policy.

Retaliation is prohibited against any student, employee, applicant, or other individual who exercises rights under this Policy or participates in, or attempts to participate in, the College's complaint resolution processes.

The exercise of rights protected under the First Amendment, the good-faith expression of disagreement with a report, Complaint, or determination, or conduct that does not otherwise constitute prohibited conduct under this Policy, does not constitute Retaliation.

The College will take reasonable steps to prevent Retaliation and will promptly investigate and address allegations of Retaliation. Any person found responsible for Retaliation may be subject to disciplinary action, up to and including dismissal, termination of employment, or other appropriate sanctions.

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

After an incident of sexual assault or domestic violence, an affected individual's immediate concerns should be their health and safety. Individuals affected by sexual assault are encouraged to seek medical attention as soon as possible at a local hospital or healthcare facility. Healthcare providers can treat injuries and take steps to address concerns related to pregnancy and sexually transmitted infections. Individuals who have experienced sexual assault should avoid bathing, showering, douching, smoking, changing clothing, or disturbing the area where the assault occurred until evidence can be collected, if possible. Evidence collection may still be available even if some time has passed since the assault.

Individuals affected by sexual assault, domestic violence, dating violence, or stalking are encouraged to preserve evidence by saving text messages, instant messages, social media communications, emails, photographs, logs, and other documentation that may be useful to law enforcement or College investigators.

Although the College strongly encourages all members of its community to report violations to law enforcement, the decision whether to make a report is the individual's choice. Individuals have the right to decline involvement with law enforcement.

Individuals affected by sexual assault, domestic violence, dating violence, or stalking may request additional privacy protections regarding the disclosure of directory information, consistent with applicable law and College policy, by contacting campus administration.

To help protect individuals from domestic violence, Ohio law provides the ability to obtain a protection order.
A protection order is granted by a judge and directs the defendant to stay away from the protected person. The defendant may be prohibited from entering the protected person's home or approaching the protected person at work or school. If the defendant violates the protection order, additional criminal charges may be filed, and the defendant may be arrested. Ohio law (Ohio Revised Code §§ 2919.27 and 3113.31) provides that protection orders issued anywhere in the State of Ohio are enforceable throughout the state, provided they remain current and 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 place 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 protection 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. Individuals affected by sexual assault, domestic violence, dating violence, or stalking may request additional privacy protections regarding the disclosure of directory information, consistent with applicable law and College policy, by contacting campus administration.

Any student, employee, applicant, or other participant in the College's education programs or activities may report conduct prohibited by this Policy, including sex discrimination, sex-based harassment, sexual misconduct, sexual assault, dating violence, domestic violence, stalking, or retaliation. Reports may be made to the Title IX Coordinator, a designated College official, or through any reporting method identified by the College.
Upon receipt of a report or Complaint, the College will conduct an initial assessment and determine the appropriate response, which may include supportive measures, informal resolution (when appropriate), investigation, adjudication, or other actions consistent with this Policy.

The College will treat all parties equitably throughout its resolution processes. The Complainant and Respondent will receive notice of applicable procedures, an equal opportunity to present relevant evidence, and an equal opportunity to be accompanied by an advisor of their choice during meetings, interviews, hearings, or other proceedings covered by this Policy. The College may establish reasonable restrictions regarding the participation of advisors, provided such restrictions are applied equally to all parties.

The College may offer informal resolution when appropriate and when voluntarily agreed to by the parties. Informal Resolution will not be used when prohibited by law or College policy. Any party may withdraw from the Informal Resolution process and request continuation of the formal grievance process before a final resolution is reached.

Supportive measures may be offered to either party as appropriate and may include academic modifications, schedule changes, leaves of absence, workplace adjustments, no-contact directives, safety planning, counseling referrals, increased security measures, or other individualized services reasonably available to the College.

Supportive measures will be offered regardless of whether a formal Complaint is filed, or law enforcement is involved.

The College will make reasonable efforts to complete investigations and grievance proceedings in a prompt manner. Timeframes may be extended for good cause, including the complexity of allegations, availability of witnesses, law enforcement activity, accommodations for disabilities, or other legitimate circumstances. The College will provide notice of significant delays and extensions to the parties.

The College will maintain the privacy of individuals involved in reports and Complaints to the extent possible and consistent with applicable law, the need to conduct a thorough investigation, and the College's obligation to provide a safe and nondiscriminatory educational environment. The College cannot guarantee complete confidentiality where doing so would limit its ability to respond appropriately.

The College may receive anonymous reports and will evaluate all such reports to determine an appropriate response. The College's ability to investigate anonymous reports may be limited by the information available.

A Complainant's request that the College not proceed with an investigation or resolution process will be carefully considered. The College reserves the right to take appropriate action when necessary to protect the health, safety, and nondiscriminatory educational environment of the College community.

The applicable grievance process will use the evidentiary standard identified in the College's Title IX Policy. The College will evaluate all relevant and available evidence and make determinations based upon that standard. Both parties will receive simultaneous written notice of the outcome of any investigation, hearing, or appeal, to the extent permitted by law and College policy.

Either party may appeal a determination on one or more of the following grounds:

- Procedural irregularity that affected the outcome;
- Newly discovered evidence that could affect the outcome and was not reasonably available at the time of the determination; or
- Conflict of interest or bias that affected the outcome.

Appeals must be submitted within the timeframe established by the College's grievance procedures. Appeals will be reviewed by an impartial decision-maker who was not involved in the underlying determination and who is free from conflicts of interest or bias.

Where the College determines that a violation of this Policy has occurred, it will take prompt and effective action designed to stop the conduct, prevent its recurrence, and remedy its effects. Responsive actions may include educational interventions, supportive measures, restrictions, disciplinary sanctions, dismissal, termination of employment, or other appropriate corrective actions.

Retaliation against any individual for reporting conduct, participating in a proceeding, serving as a witness, assisting another individual, or otherwise exercising rights protected under this Policy is prohibited and will be addressed as a separate violation.

Knowingly making a false report or knowingly providing false information during a College proceeding may result in disciplinary action. A determination that a policy violation was not established, standing alone, does not constitute a false report or false statement.

Risk Reduction and Warning Signs of Abusive Behavior

No person is ever responsible for being subjected to sexual assault, dating violence, domestic violence, stalking, or other forms of abuse. Responsibility for such conduct rests solely with the individual who commits it.
The College recognizes that abusive behavior can occur regardless of age, gender, sexual orientation, relationship status, or other personal characteristics. Understanding common warning signs of abusive behavior may help individuals identify unhealthy or unsafe relationships and seek assistance when needed.

Warning Signs of Abusive Behavior

Domestic violence and dating violence often begin with controlling, manipulative, intimidating, or verbally abusive behavior and may escalate over time. While physical violence is often the most visible form of abuse, emotional, psychological, financial, technological, and sexual abuse can be equally harmful.

Warning signs may include:
- Feeling afraid of, intimidated by, or unsafe around a partner;
- Constantly monitoring what you say or do to avoid angering a partner;
- Experiencing isolation from family, friends, classmates, or coworkers;
- Feeling pressured to stop working, studying, participating in activities, or pursuing personal goals;
- Having a partner who excessively monitors your whereabouts, communications, social media activity, or use of technology;
- Being pressured, manipulated, or forced to engage in activities against your wishes, including sexual activity;
- Being controlled through access to money, transportation, identification documents, or other resources;
- Being subjected to repeated insults, humiliation, name-calling, or degrading comments;
- Having a partner threaten self-harm, suicide, harm to others, destruction of property, or harm to pets;
- Experiencing threats, intimidation, or coercion involving weapons;
- Being pushed, grabbed, slapped, hit, choked, restrained, or otherwise physically harmed;
- Sustaining unexplained injuries or feeling compelled to conceal injuries from others; or
- Experiencing repeated unwanted contact, monitoring, or harassment in person or through electronic means.

Help Reduce Your Risk and Avoid Potential Attacks
If you are experiencing abuse or suspect that someone you know may be experiencing abuse, seek assistance and support.
- Learn how to recognize warning signs or "red flags" in relationships.
- Consider seeking a protective order or other legal protections if you feel threatened or unsafe.
- Learn about behaviors that may constitute dating violence, domestic violence, sexual assault, or stalking, and understand that such conduct is never the fault of the person subjected to it.
- Talk with trusted friends, family members, counselors, advocates, or College personnel about ways they can support you.
- Trust your instincts. If a situation or relationship does not feel safe, seek assistance, establish boundaries, or end the relationship when possible and safe to do so.

Sexual Assault Prevention and Personal Safety Strategies
No strategy can guarantee the prevention of sexual assault, and responsibility for sexual assault always rests with the person who commits the offense. The following personal safety strategies may help individuals reduce vulnerability and increase awareness of potentially unsafe situations:

- Be aware of your surroundings and know where you can go for assistance if needed.
- Avoid isolated locations when possible, particularly when you feel uncomfortable or unsafe.
- Trust your instincts. If a situation, person, or location makes you feel uncomfortable or unsafe, remove yourself from the situation if possible.
- Stay connected with friends, classmates, coworkers, or other trusted individuals, especially in unfamiliar environments.
- Keep your mobile phone accessible and charged whenever possible.
- Avoid becoming isolated with individuals you do not know well or do not trust.
- Monitor beverages and personal belongings and do not leave them unattended.
- Accept beverages only from trusted sources and, when possible, observe drinks being prepared and served.
- If you believe a beverage may have been tampered with or if you suddenly feel unusually impaired, seek medical attention immediately and contact a trusted friend, family member, or emergency services.
- Travel with trusted individuals when possible and consider establishing plans for arriving and leaving safely.
- Protect your personal information and share contact information only with individuals you trust.
- Seek assistance immediately if you feel threatened, unsafe, pressured, or unable to leave a situation.

Traveling Around Campus

- Make sure your cell phone is easily accessible and fully charged.
- Use well-lit, public pathways whenever possible.
- Avoid isolated or poorly lit areas.
- Stay aware of your surroundings and avoid distractions that may limit your awareness.
- Consider carrying a whistle, personal alarm, or small flashlight.
- Have your keys ready when approaching your vehicle.
- Remain alert while waiting for public transportation.
- Review transportation schedules in advance to minimize waiting times.
- Trust your instincts and seek assistance if a situation feels unsafe.

Bystander Intervention

If you witness domestic violence, dating violence, sexual assault, stalking, or other prohibited conduct, consider the following safe and positive intervention strategies:

- Seek assistance from others; you do not have to intervene alone.
- Practice with friends, family members, or colleagues how you might respond in situations involving potential misconduct.
- When it is safe to do so, intervene respectfully, directly, and honestly.
- Learn about available bystander intervention programs, resources, and training opportunities.
- If you do not feel safe intervening, contact law enforcement, emergency services, or appropriate College officials.

Resources

All individuals are encouraged to promptly report conduct that may violate this Policy, including sex discrimination, sex-based harassment, sexual misconduct, sexual assault, dating violence, domestic violence, stalking, or retaliation, to the Title IX Coordinator or other designated College official.

Valley College's Title IX Coordinators are identified below and may be contacted to ask questions regarding the College's Title IX Non-Discrimination & Grievance Process Policy, to make a report, file a Formal Complaint, request supportive measures, or obtain information regarding rights, resources, and resolution options.
The Title IX Coordinators are responsible for coordinating the College's efforts to ensure compliance with Title IX and to promote equal access to the College's educational programs and activities.

Ohio: Title IX Coordinator:
Ms. Shannon McManamon
Director of Institutional Effectiveness
Valley College - Cleveland
8700 Brookpark Rd.
Cleveland, Ohio 44129
T: (216) 453-8201
Email: smcmanamon@valley.edu

Local Title IX Administrator (Ohio Locations)

Cleveland Campus	Fairlawn School of Nursing
Amanda Long Campus Director 8700 Brookpark Road Cleveland, Ohio 44129 (216)-453-8201 Along@valley.edu	Sharita Allen Ohio Director of Educational Initiatives 2955 West Market Street, Suite R Fairlawn, Ohio 44333 Phone Number – (330) 997 -8900 smallen@valley.edu

This information is accurate as of publication. It is reviewed annually. If the listed staff member is unavailable, please contact one of the other contact people on this list for assistance.

Off-Campus Resources

Valley College does not provide on-campus counseling, healthcare, mental health treatment, victim advocacy, or legal assistance services. Information regarding community-based resources available to students and employees is set forth in the College's Annual Security Report (ASR) and is incorporated herein by reference.
Individuals may contact the Campus Director for assistance in accessing available resources, supportive measures, reporting options, and other support services.

Individuals seeking information about community services may contact 211 for referrals to local resources, including crisis intervention, mental health services, domestic violence programs, victim advocacy organizations, food assistance, housing resources, and other community support services.

VALLEY COLLEGE

Drug and Alcohol Abuse Prevention Program

Introduction
Valley College complies with the *Drug-Free Schools and Communities Act* and the *Drug-Free Workplace Act*, which require institutions of higher education receiving federal funds to implement programs that prevent the unlawful possession, use, or distribution of illegal drugs and the abuse of alcohol by students and employees.

As part of this commitment, Valley College distributes an annual report outlining our drug and alcohol abuse prevention program. The report includes campus policies, prohibited conduct, applicable state, local, and federal sanctions, health risks associated with substance abuse, information on treatment and rehabilitation resources, and Valley College disciplinary sanctions.

All students and employees are expected to review this information carefully. Maintaining a drug-free campus is essential to the safety, well-being, and success of our community. If you have questions, please contact your Campus Director.

Drug and Alcohol Policy
Valley College is dedicated to providing a learning and working environment free from drugs and alcohol. The use of alcohol or the unlawful manufacture, distribution, dispensing, or possession of controlled substances on college property or during college-sponsored activities is strictly prohibited. Violations may result in disciplinary action, including drug testing, suspension, expulsion, or termination of employment.

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, office inspections or requests students or employees 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 or in the employee’s termination.

Employees and students are also prohibited from:

- Reporting to class, work, clinicals, externship, or any College activity while impaired by alcohol, controlled substances, or any other substance that creates impairment or hinders the ability to perform student or employee duties and responsibilities; and
- Possessing or using marijuana on campus or during college-related activities, regardless of any state medical marijuana authorization.

Marijuana remains illegal under federal law, and the College enforces this policy consistent with federal requirements.

A description of applicable legal sanctions for unlawful possession or distribution of illicit drugs and alcohol under federal, state, and local law is included in the Annual Drug and Alcohol Abuse Prevention program disclosure. Resources for drug and alcohol counseling, treatment, and rehabilitation are also available through the College’s student and employee support services. Students or employees may be referred to outside counseling and treatment help centers or programs. The College will use its sole discretion to determine the exact conditions of continued enrollment or employment in such a case.

Valley College also prohibits the use of all tobacco products—including cigarettes, cigars, smokeless tobacco, and electronic smoking devices (e-cigarettes, vapes, JUULs)—in classrooms, at school events, and in all areas except designated smoking zones on each campus.

Prohibited Actions
Valley College strictly prohibits the use, consumption, sale, purchase, transfer, or possession of any controlled substance by students or employees while attending class, working at or visiting any Valley College facility, or participating in any official college activity. Students and employees are also prohibited from being under the influence of any controlled substance or alcohol while performing work duties, attending class, or participating in training, meetings, or other college-sponsored activities. Legally prescribed medications are permitted when used as directed by a licensed healthcare provider. However, such medications must not impair an individual's ability to perform their job, participate safely in class, or protect the well-being of themselves or others.

Valley College's Disciplinary Sanctions
Any student or employee who violates this policy is subject to disciplinary action. Disciplinary measures may include Valley College providing information or referrals to external counseling or treatment resources. Violations may also result in 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** can be found on the DEA Website: Federal Sanctions and Penalties for Unlawful Possession or Distribution of Illicit Drugs

Federal Drug Trafficking Penalties – Summary Chart (DEA, December 2022)
Source: DEA Federal Trafficking Penalties Chart (PDF)
This chart outlines penalties under federal law for unlawful possession or distribution of controlled substances. It includes:

- Drug categories (e.g., Schedule I–V)
- Specific substances (e.g., heroin, cocaine, LSD, methamphetamine, fentanyl)
- Minimum and maximum penalties by drug type and quantity
- Enhanced penalties for repeat offenders or trafficking near schools

Note: Federal penalties apply uniformly across all states, including West Virginia and Ohio.

Update Note: HALT Fentanyl Act

- **Permanently schedules fentanyl-related substances** under **Schedule I** of the Controlled Substances Act
- Authorizes streamlined procedures for scheduling other analogues
- Reinforces **mandatory minimum sentencing** for trafficking fentanyl analogues

Additional Information are available at this link: Drug Trafficking | United States Sentencing Commission

West Virginia State and Local Sanctions
West Virginia Code | §1-4
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 or 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 or 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.

More specific information for the Medical Cannabis Act can be found at this link West Virginia Code | §16A

Ohio State and Local Sanctions

Chapter 2925 - Ohio Revised Code | Ohio Laws

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.

The National Institute of Drug Abuse is the lead federal agency supporting scientific research on drug use and its consequences. Click on these web sites for more information:

Addiction and Health | National Institute on Drug Abuse (NIDA)

Drugs A to Z | National Institute on Drug Abuse (NIDA)

Controlled Substances: Effects

A description of the health risks associated with substances under the Controlled Substances Act (21. U.S.C.811) found at the links posted below.

Drug Fact Sheets | DEA.gov

Drug Fact Sheets

Alcohol Effects

Alcohol consumption causes several 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.

The Centers of Disease Control and Prevention offers fact sheets regarding Alcohol Use and your Health.

Alcohol Use and Your Health | Alcohol Use | CDC

Ideas to help with drug or alcohol abuse prevention:

Source: Substance Abuse and Mental Health Services Administration (SAMHSA).

Know the Facts: Understand how substances affect your brain, body, and future. Awareness is power—especially when it comes to long-term risks like addiction or academic setbacks.

- Strengthening Your Coping Skills: Stress happens. Build resilience through tools like journaling, mindfulness, campus counseling, or workout sessions to avoid turning to drugs or alcohol.
- Stick With Supportive Friends: Surround yourself with people who respect your choices and won't pressure you to use. Positive peer groups can make all the difference.
- Join Clubs or Find Your Passion: Get involved in sports, music, volunteering, or whatever energizes you. When you're busy doing what you love, substance use becomes less tempting.
- Watch for Early Warning Signs: If you or a friend starts skipping class, feeling out of control, or turning to substances more often—don't wait. Reach out to campus resources.
- Get Help When You Need It: Your community offers confidential support through counseling services, hotlines, and recovery programs. You're never alone. Valley College may be able to help you find the right resource.

- Respect Diverse Perspectives: Students come from all kinds of backgrounds and beliefs. Stay open and non-judgmental, whether you're seeking help or offering it.
- Educate Others: Start conversations, share facts, and challenge myths around substance use. You might inspire someone else to make a healthy choice.
- Think Long-Term: Substance-free doesn't mean missing out—it means protecting your energy, focus, and freedom to chase what really matters to you.

Treatment and Recovery Resources

Seeking Assistance

Students and employees who are concerned about their own or another person's alcohol or drug use are encouraged to seek help as early as possible. In addition to the resources listed in this document, individuals may wish to contact:

- Their primary care physician or healthcare provider
- Their health insurance company for information about covered treatment services
- A licensed mental health professional or counselor
- Their local community health center
- Campus administration for referrals to local resources

Healthcare providers can assist with screening, assessment, treatment recommendations, referrals, and access to appropriate support services.

24/7 Crisis and Support Services

- HELP4WV **(West Virginia Residents)** – Call, text, or chat support

  844-HELP4WV (844-735-7498)

  https://www.help4wv.com

Help4WV.com offers a 24/7 call, chat, and text line that provides immediate help for any West Virginian struggling with addiction or mental health issues.

- **888-OHIO-211 (Ohio Residents) –** Call support

  211 or 888-OHIO-211

  https://ohio211.org/

211 in Ohio is the state's lifeline to free, confidential, and accessible help for everyday challenges. It is designed to help people find the right community resources.

National Suicide Prevention and Crisis Lifeline

- **988 Suicide & Crisis Lifeline (U.S.)**

  Call or text 988

  1-800-273-TALK (8255)

  https://988lifeline.org

  988 is a **three-digit dial-code hotline** operated by the Substance Abuse and Mental Health Services Administration (SAMHSA) through Vibrant Emotional Health. It connects callers, texters, and chat users to trained crisis counselors across the U.S. and its territories.

National Support Organizations

- **Substance Abuse and Mental Health Services Administration (SAMHSA)**

  National Helpline: 1-800-662-HELP (4357)

  https://www.samhsa.gov

- **Alcoholics Anonymous (AA)**

  https://www.aa.org
- **Narcotics Anonymous (NA)**

  https://www.na.org
- **Al-Anon (Support for families)**

  https://al-anon.org

Campus Support

Valley College campuses can assist with:

- Information for treatment providers and counseling resources that may provide
  - Outpatient counseling services
  - Inpatient and detox programs
  - Mental health support providers

Contact your **Campus Director or Student Services Office** for assistance.

Annual Distribution

Valley College distributes this Drug and Alcohol Abuse Prevention Program annually to all students and employees through electronic delivery and makes the document available upon request. New students and employees receive information regarding the program during orientation and onboarding.

Biennial Review

The College conducted its biennial review in 2026. The review evaluated the effectiveness of the Drug and Alcohol Abuse Prevention Program and the consistency of disciplinary sanctions. No drug or alcohol violations were reported during the review period. Based on available data, the College determined that the program continues to support compliance with its policies and federal requirements. Recommendations for ongoing improvement are maintained with the biennial review records.

VALLEY COLLEGE

BECKLEY CAMPUS

EMERGENCY RESPONSE & EVACUATION PROCEDURES

LAST UPDATED: SEPTEMBER 2026

Please note: Policies on Bullying, Cyberbullying, and Anti-Hazing can be found in the Student Catalog: https://valley.edu/catalog/

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EMERGENCY SCENARIO CHECKLIST
FIRST STEPS

- **DETERMINE** what kind of emergency is it?
  - How urgent is the situation? How much time is available?

- **ASSESS** what is the nature of the emergency?
  - **DIAL 911 HERE IF NECESSARY!**
  - If non-urgent emergency, skip and go to next steps

- **ALERT** immediate staff, faculty, or campus director of the emergency. They will contact authorities.

- **FOLLOW** protocol for evacuation, shelter-in-place/lockdown, fire emergency, bomb threat, severe weather, or other specific event emergency

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

□ Follow Emergency Professional advice

□ Notify Campus Director as soon as safely possible

Name of Institution: Valley College – Beckley Campus

Physical Address:

120 New River Town Center, Suite C
Beckley, WV 25801

Phone number: 304-252-9547

PURPOSE

During an emergency, every action matters. This emergency plan and procedures manual serves as a guide to direct and streamline emergency management and response for incidents at Valley College. It aims to ensure optimal safety of all individuals across every campus. The policies and procedures listed within this guide have been crafted with consideration of many possible solutions; they may change periodically as Valley College reviews and implements more effective routes. While this plan provides preparation for most scenarios, it may fail to address every potential situation. All communication regarding a specific incident deemed an emergency will be provided across all appropriate platforms.

To promote preparedness and safety, Valley College will:

- Routinely notify students, staff, and faculty of the emergency plan for their campus
- Maintain emergency plans and provide access to the plans to all students, staff, and faculty
- Provide training and resources to students, staff, and faculty
- Provide contact information for appropriate agencies, staff, and faculty members
- Maintain internal notification systems and ensure devices and platforms are always monitored and up to date
- Identify campus safety team members, and ensure they are properly informed, trained, and given proper tools to guide others in the event of an emergency.

PHONE NUMBERS

EMS Phone Numbers

Emergency Services (Fire, Police, or Medical):	**DIAL 911**
Beckley Police Department:	(304) 256-1700
Beckley Fire Department:	(304) 256-1780

Mental Health Resources

National Suicide Prevention Lifeline:	(800) 273-8255
Crisis Text Line:	Text TALK to 741741
Veterans Crisis Line:	Call: (800) 273 8255 Text: 838255

Campus Personnel and Senior Staff

Campus Director: Jamie Holliday	Campus: (304) 252-9547 Cell: (304) 237-2147
Regional Director of West Virginia: Marianela Alberto	Campus: (304) 263-0979 Cell: (540) 514-6298
ADN Program Administrator: Robin MonaSmith	Campus: (216) 453-8201 Cell: (304) 619-9855
Online Director of Academic Affairs: Jaime Metrick	Campus: (304) 250-9855 Cell: (304) 575-0598
President: Matthew Jenkins	Campus: (304) 263-0979 Cell: (480) 415-2259
Chief Operating Officer: Lynn Mizanin	Campus: 216-453-8201 Cell: 216-630-3242

IMPORTANT TERMS

Emergency – An emergency is an unplanned event requiring immediate resolution which is, or has the potential to, endanger the lives of all or some individuals attending campus activities. An event may be deemed as a minor or major emergency depending on the urgency and safety threat to those involved. Any emergency may include involvement from external emergency responders in order to be resolved. In most emergencies, calling 911 should be the first step towards resolution.

Codes - Codes are emergency threat levels as indicated by color. Codes allow administration, staff, and faculty to immediately understand the nature of an event without a specific description of the event that is occurring. Utilizing a color-coding system to indicate types of emergencies also allows responders and emergency management teams to coordinate resolutions more efficiently. The code system additionally reduces the possibility of exposing an event to further disruption through potential confusion or widespread panic. Individuals operating within the code system are expected to maintain current knowledge of each emergency code and Valley College's response procedure for that emergency.

Zones – Zones are designated safe areas either inside or outside of the campus buildings. During an evacuation or shelter-in-place procedure, all individuals will report to the closest, safest, and most available designated zone. Zones are designed to provide options for those on campus during an emergency to gather safely until the emergency is resolved. All individuals gathered at an indicated zone are required to remain in the zone until clear dismissal instructions are provided by emergency responders or campus personnel.

CODE DEFINITIONS

[RED, BLUE, GREEN, ORANGE, YELLOW, BLACK]

- **CODE RED: FIRE OR OTHER EMERGENCY REQUIRING EVACUATION**
    - **EVACUATION RECOMMENDED.** Stay calm and immediately report to closest and safest zone available.

- **CODE BLUE: WEATHER**
    - Follow instructions advised by Campus Director or designated staff member. **Shelter-in-place or evacuation** may be advised.

- **CODE GREEN: MEDICAL EMERGENCY**
    - Follow instructions advised by Campus Director or designated staff member.

- **CODE ORANGE: INTRUDER, ACTIVE SHOOTER, SUSPICIOUS ACTIVITY REQUIRING LOCKDOWN**
    - Follow instructions advised by Campus Director or designated staff or faculty member. **LOCKDOWN** procedures should be followed.
    - When Announcing Code Orange:
        - Code Orange Level 1: Lockdown With Intruder
        - Code Orange Level 2: Lockdown With Warning

- **CODE YELLOW: NON-URGENT EMERGENCY**
    - Follow instructions advised by Campus Director or designated staff member.

- May be used for Cyber Attacks, Civil Demonstrations, or other situation not requiring immediate action.

- **CODE BLACK: BOMB THREAT/SUSPICIOUS ACTIVITY**
  - Follow instructions advised by Campus Director or designated staff member. Stay alert and away from affected areas.

TRAINING PLAN AND AWARENESS

All students, faculty, and staff will receive a notice explaining the purpose and content of the Emergency Response & Evacuation Procedures and where the plan can be accessed on the institution's website under the Consumer Information link. Individuals may request a printed copy of the plan from the designated campus office. This plan is included as an appendix to the institution's Annual Security Report (Clery Report).

The campus community will participate in emergency drills at least once per year, or more frequently if required by institutional leadership or local regulations. New students will receive an overview of the plan during Orientation, including expectations for evacuation, shelter-in-place, and communication procedures.

Employees assigned responsibilities within the Emergency Response & Evacuation Procedures must review the plan and understand their role in implementing it. The annual drill serves as practical, scenario-based training and reinforces the actions required during an actual emergency.

DOCUMENTING ACTIONS TAKEN

Throughout an emergency, the Campus Director and/or designated staff member will remain in contact with the campus' designated Chief Officer. The Chief Officer will relay necessary updates to the President at the administrative offices via appropriate channels and provide direction as needed.

Once the emergency has concluded, the incident will be documented using the Valley College Incident Report. All required information, including actions taken, notifications made, and any follow-up steps—will be recorded on the form. The completed report will be distributed according to the routing instructions printed on the Incident Report.

EMERGENCY NOTIFICATIONS AND TIMELY WARNINGS

EMERGENCY NOTIFICATIONS

Emergency notifications are issued by the Campus Director or designated staff member through Conext. The notification will be sent to the students' email address or phone number (via text message) on file. Faculty will be notified via email or text message by the designated employee.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Director, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through email, text message, or posted on Facebook. The staff will attempt to contact any visitors who are scheduled to be on campus. During Orientation students will be told who they should contact to update their contact information.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, a copy of the notice is posted at the front and back door of each campus, as well. Anyone with information warranting a timely warning should report the circumstances to the Campus Director or designated staff member.

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.
- **Outdoor security lights** were added to the side of the building overlooking the area where the staff parks.
- **Walkie-Talkies** are located in offices of designated staff members.

Areas in all Valley College locations may be monitored by video surveillance systems.

INTERNAL EMERGENCY NOTIFICATION SYSTEMS

Walkie-Talkies

Valley College utilizes handheld walkie-talkie devices to communicate with others in the affected area of an emergency in real time. These devices are located in several locations throughout each campus and are assigned to specific staff or faculty members. Walkie-Talkie assignments for each campus can be found in the reference pages at the end of this plan.

Response App

Valley College utilizes the Response App as a notification system in the event of an emergency. The Response App is a phone application software used as a primary method of communication to notify on-campus and off-campus staff, faculty, and administrators of an emergency. It is used to notify users across every campus to ensure that all Valley College locations are informed of an event. Response App also houses emergency plans, maps, hierarchies and other vital emergency management documents and information. Access to the Response App is limited to assigned staff, faculty, and administrators across each campus. Should any employee leave the institution, change roles, or be replaced, their successor—regardless of title—will assume access.

Beckley Campus Response App Users

President	Matthew Jenkins
Campus Director	Jamie Holliday
Regional Director for West Virginia	Marianela Alberto
Online Director of Academic Affairs	Jamie Metrick
ADN Program Administrator	Robin MonaSmith

MEDIA PROCEDURES- OPERATIONAL CHECKLIST

□ The Campus Director or designated staff member relays verified factual information to the Chief Officer and President.

□ **Establish** a media information area separate from the affected location to ensure safety and prevent interference with emergency operations.

Consider:

- Media requires timely, accurate information.
- Privacy of students and employees must be protected when justified.
- Media may request proximity for photographs or video but must not obstruct responders.

□ Before holding any media briefing or news conference, **prepare and brief** all participants to ensure consistent, accurate messaging.

□ **Determine** the key message to convey. Emphasize:

- Safety of students, employees, and visitors
- Actions being taken to manage the situation
- How the institution is coordinating with emergency responders

□ When appropriate, engage the media to help distribute essential public information. **Explain** how the emergency is being addressed.

□ **Protect** the privacy of victims and affected individuals. Do not release names or personal identifiable information.

□ **Provide** regular updates as information becomes available.

- Avoid saying “No comment.”
- If needed, request assistance from partner agencies in managing media inquiries.

□ **Maintain** a log of all media and telephone inquiries for documentation and future reference.

RESPONSIBILITY OF CAMPUS SAFETY TEAM MEMBERS

Role	Primary Responsibilities (Daily Operations)	Emergency Responsibilities	Communication Responsibilities	Post-Incident Responsibilities
Campus Director / Designee	Oversees campus operations; ensures emergency procedures are maintained and staff are trained	Assesses incident severity; authorizes Timely Warnings or Emergency Notifications; coordinates with emergency responders	Initiates campus-wide alerts through official systems; communicates with institutional leadership	Leads debrief; ensures documentation is completed; coordinates follow-up actions
Campus Safety Monitor / Designated Safety Role	Monitors campus environment; maintains safety equipment; supports preparedness activities	Confirms incident details; assists with evacuation or shelter-in-place procedures	Provides real-time updates to Campus Director/Designee	Completes incident reports; recommends safety improvements
Front Desk / Reception Role	Greets visitors; maintains visitor logs; monitors entry points	Assists with directing individuals during evacuation; secures front-of-house areas	Notifies visitors and vendors of emergency actions when possible	Updates visitor logs; supports post-incident communication

Instructional Staff (Faculty/Adjuncts)	Maintains awareness of classroom safety procedures; reviews evacuation routes with students	Leads students in evacuation or shelter-in-place; accounts for class members	Reports missing or injured individuals to Safety Monitor or Director	Submits class accountability information; participates in debrief if requested
Student-Facing Staff (Advising, Career Services, etc.)	Supports student engagement; maintains updated contact information when applicable	Assists with directing students and visitors; supports individuals with mobility or access needs	Relays situational updates to students in their immediate area	Provides follow-up support to affected students; documents concerns
All Employees	Maintain awareness of emergency procedures; participate in training	Follow instructions from campus leadership; support safe evacuation or shelter-in-place	Report hazards, suspicious activity, or incidents immediately	Participate in after-action reviews as needed

EVACUATION PERSONNEL

The following individuals serve in communication and coordination roles during an evacuation. These roles **do not** include searching the building, reentering the building, or performing rescue activities. **Search and sweep duties are not assigned to campus employees.**

During an evacuation, all untrained employees should evacuate immediately and proceed to the designated safe area. Employees do not conduct room-to-room searches, floor sweeps, or "all-clear" checks. These activities are performed exclusively by trained emergency responders, who are responsible for all search and rescue operations.

Designated, trained personnel (e.g., Campus Safety, Facilities, or a formally assigned Emergency Response Team) may perform limited duties such as sweep checks — and only if it does not delay their own evacuation.

No one should reenter a building to search for missing people.
Accountability happens outside, not inside.

Emergency Announcer - Campus Director or designated staff member:

- **Initiates evacuation announcements** or emergency notifications as directed by campus leadership.
- **Ensures** the message reaches all occupied areas of the building.

Evacuation Coordinator – Campus Director or designated staff member:

- **Oversees** the evacuation process from outside the building.
- **Receives** head-count information from instructors and staff in a safe area.
- **Will relay any concerns** - such as missing individuals or mobility-assistance needs – to emergency responders.

Alternate Evacuation Coordinator –Nursing Program Administrator or designated staff member

- **Assumes coordination responsibilities** if the Campus Director is unavailable.

Command Center Location – The designated command center is the Campus Director's Office or another location identified by campus leadership.

- **Serves as the coordination point** for communication with emergency responders.
- **Houses emergency documentation**, rosters, and communication tools.
- **May be relocated** if conditions make the primary location unsafe.

SCHOOL CLOSINGS/DELAYS

The Campus Director will decide School Closings and delays in conjunction with the Chief Operating Officer. Announcements of such will be made on designated news stations, Facebook, Portal, and/or through email/text messaging.

School Closing Checklist:

☐ Campus Director decides to close/delay campus opening

☐ Campus Director contacts via text message/email:

- ☐ Administrative Staff
- ☐ Admissions
- ☐ Financial Aid
- ☐ Academic Staff
- ☐ Faculty
- ☐ Students

☐ Campus Director posts closing/delay by:

☐ Posting on designated news station

☐ Posting on Portal, Facebook or email/text blast

☐ Chief Operating Officer sends email to designated leadership roles outside of campus

SEVERE WEATHER PLAN

CODE: BLUE

Tornado or Severe Thunderstorm WATCH

A Watch means conditions are favorable for severe weather.

- **Monitor** local emergency alert systems, weather radios, or National Weather Service updates.
- **Faculty and staff should be prepared** to move students to designated safe areas if conditions worsen.
- **Instructors should remind students** of the building's identified safe areas and review the route to those locations.
- **Campus leadership should remain alert** for changes in weather status.

Tornado or Severe Thunderstorm WARNING

A Warning means severe weather is occurring or imminent.

- **Campus Director or designated staff member notifies faculty, staff, and students** to move to the designated shelter immediately.
- **Close classroom, laboratory, and office doors** as you leave.
- **Instructors should bring their attendance sheet** or roster to the safe area.
- **Remain in the safe area** until the Warning expires or an official "all clear" is issued by campus leadership or emergency responders.
- **Do not leave the safe area** to look outside, check weather conditions, or retrieve belongings.

BUILDING EVACUATION

CODE: RED

- **Keep yourself and others calm.**
- **Quickly proceed outside** the building to the announced safe location 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 announced "safe area"** The safe areas are indicated on campus maps as "Zone A", "Zone B", or "Zone C." Please report to the safest accessible zone.
- **Check with the 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.**

PLANNED EVACUATION ROUTES

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 Individuals Who May Need Assistance

• Students and employees who may require assistance during an evacuation should **inform the Campus Director** or **designated staff member** as early as possible. Not all disabilities or access needs are visible, and advanced communication helps ensure a safe and effective response.

• Individuals who may need assistance are encouraged to **communicate their capabilities, limitations, and preferred methods of assistance** ahead of time. Clear, concise information supports safer decision-making. When helpful, individuals may carry a pre-printed card or message that explains the type of assistance they need.

• **Establish** a personal support network consisting of people who are regularly in the same area (classmates, coworkers, or instructors). Relying on more than one person ensures support is available even if someone is absent during an emergency.

• **Pre-plan and review** all available evacuation options, including areas of refuge, stairwell locations, and accessible routes. Consider the risks and benefits of different methods of assistance. For example, being carried down stairs may pose safety risks to both the individual and the assisting person.

EVACUATION OF DISABLED INDIVIDUALS CHECKLIST

☐ **Pre-plan** assistance

☐ **Communicate** your needs to the Campus Director and/or designated staff member

☐ **Create multiple options** in case of emergency

☐ **Identify helpers/individuals** who can assist during an emergency.

☐ **Do not rely on just one individual** in case they are not available.

SHELTER-IN-PLACE PROCEDURES

CODE: BLUE

- **Identify safe areas in each school building.**
- **The Campus Director or designated staff member announces that students and staff must go to shelter areas.**
- **Bring all the people inside the 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 the shelter area.**
- **All persons remain in shelter areas until a Campus Director, designated staff member, or emergency responder declares that it is safe to leave.**

If all evacuation routes are blocked:

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

FIRE EMERGENCY PLAN

CODE: RED

IF YOU DISCOVER FIRE OR SEE SMOKE DO NOT PANIC.

CALL 911 AND PROCEED WITH THE FOLLOWING:

R. A. C. E.

- **Remove/Relocate** individuals away from danger; if possible, without endangering your safety.
- **Activate Alarm**: CALL 911
- **Confine/Contain** fire and smoke by closing doors and windows.
- **Extinguish fire only if trained** and fire is small by using the nearest fire extinguisher.

DO NOT RE-ENTER THE BUILDING UNTIL THE ALL CLEAR IS ISSUED BY THE FIRE DEPARTMENT

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 Coordinator or designated staff member.**

LOCKDOWN WITH INTRUDER PROCEDURES

CODE: ORANGE LEVEL 1

- **Campus Director or designated staff member will order and announce "lockdown with intruder" procedures as "Code: Orange Level 1."** Repeat announcement several times. Be direct.
- **Campus Director will contact local law enforcement / 911 to report the incident.**
- **Immediately direct all students, staff, and visitors** into the nearest classroom or secured space. Classes that are outside of the building **SHOULD NOT** enter the building. Move outside classes to closest, safest available zone.
- **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 designated staff member will announce "all clear."**

LOCKDOWN WITH WARNING PROCEDURES

CODE: ORANGE LEVEL 2

- **Campus Director or designated staff member will order and announce "lockdown with warning" procedures as "Code: Orange 2."** Repeat announcement several times. Be direct.

- **Campus Director or designated staff member will contact local law enforcement / 911 to report the incident.**

- **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 designated staff member will announce "all clear."**

HOSTAGE/INTRUDER SITUATION PLAN

CODE: ORANGE LEVEL 1

A hostage or armed-intruder situation is an extreme emergency requiring immediate law-enforcement response. The safety of students, staff, and faculty is the highest priority. Campus personnel should focus on protective actions, not negotiation or intervention.

IMMEDIATE ACTIONS (ALL STAFF)

- **Call 911 immediately** if it is safe to do so.
- **Provide the dispatcher with as much information as possible** (location, description of intruder, weapons, number of people involved).
- **Follow Run, Hide, Fight principles** based on your immediate surroundings and level of danger:
    - Run: If you can safely escape, evacuate the area and move to a safe location.
    - Hide: If escape is not possible, secure the room, lock or barricade doors, turn off lights, silence phones, and remain out of sight.
    - Fight (last resort): If confronted directly and in imminent danger, use available objects to defend yourself.
    - Do not attempt to negotiate, confront, or disarm the intruder.
- **Remain calm** and help others remain calm.

CAMPUS DIRECTOR/DESIGNATED STAFF MEMBER RESPONSIBILITIES

- **Call 911 immediately** if not already done.
- **Initiate Lockdown procedures** if appropriate.

- **Communicate the emergency to instructors and staff** using the safest available method.
- **Prevent individuals from entering the building.**
- **Coordinate with law enforcement** upon their arrival and provide all available information.
- **Follow all instructions from law enforcement**, who will assume command of the situation.
- **Do not attempt to monitor or approach the hostage area** unless directed by emergency responders.
- **Prepare to initiate evacuation or student-release procedures** only if instructed by law enforcement.

INSTRUCTOR AND STAFF RESPONSIBILITIES (INSIDE CLASSROOMS)

- **Immediately implement Run, Hide, Fight** based on the situation.
- **If hiding:** –
  - **Lock or barricade doors**
  - **Turn off lights**
  - **Silence phones**
  - **Keep students low, quiet, and out of sight**
- **Do not open the door for anyone** until an official "All Clear" is issued by law enforcement or campus leadership.
- **Do not attempt to communicate** with the intruder.
- **Keep students calm and quiet** until the situation is resolved.

INSTRUCTOR AND STAFF RESPONSIBILITIES (OPEN AREAS)

- **Move students to the nearest safe zone** if escape is possible.
- **If escape is not possible**, take cover and implement Hide procedures.
- **Use Fight only as a last resort** when in immediate danger.
- **Follow law-enforcement instructions** when officers arrive.

MEDICAL EMERGENCY PROCEDURES

CODE: GREEN

In the event of a life-threatening illness/injury or death:

Call 911 and provide:

- ☐ Your name
- ☐ Location: 120 New River Town Center, Ste. C, Beckley, WV 25801
- ☐ Type of emergency
- ☐ Injuries (if any)
- ☐ Callback number: (304) 252-9547 or your cell phone number

Notify the Campus Director as soon as safely possible.

- ☐ Campus Director set up personnel to direct emergency medical providers.

Follow emergency professional advice

- ☐ **Do not** attempt to move the person.
- ☐ If possible, **isolate** the affected person and disperse onlookers.
- ☐ **Comfort** the individual until help arrives.
- ☐ **Remain** to assist emergency medical service personnel with pertinent information.

Campus Director facilitates documentation of the incident on Valley College Incident Report form.

NON-LIFE-THREATENING INJURY OR ILLNESS

CODE: GREEN

For all non-life-threatening illness and injuries:

- ☐ **Communicate** with Campus Director or designated staff member.
- ☐ **Document** action taken on the Valley College Incident Report form and send a copy to the Administrative Office as directed.

Administrator Responsibilities (Traumatic Medical Emergency or Death)

- ☐ **Notify** the Campus Director or designated staff member.
- ☐ **Notify** the emergency contact(s) listed in the individual's file.
- ☐ **Activate** post-crisis procedures if needed.
- ☐ For all other medical emergencies, **assess** whether post-crisis support is appropriate.
- ☐ **Document** all actions taken on the Valley College Incident Report and route it as directed.

BOMB THREAT PROCEDURES

CODE: BLACK

All bomb threats must be taken seriously until assessed. Valley College will follow the direction of law enforcement and emergency responders. The decision to evacuate will be made by campus leadership unless a suspicious device is located, at which point emergency responders assume control.

IMPORTANT NOTES

- **Staff and students do not conduct building searches**.
- **Emergency responders are responsible** for all search and device-handling activities.
- Overreacting or spreading rumors can escalate the situation;
- **Remain calm and follow official instructions**.

CAMPUS LEADERSHIP RESPONSIBILITIES

- **Contact 911 and provide all available information.**
- **Coordinate with emergency responders** to determine whether evacuation, shelter-in-place, or continued operations are appropriate.
- **Communicate instructions to staff and students** clearly and calmly.
- **Ensure all information is documented** in the Valley College Incident Report.

EVACUATION CONSIDERATIONS

- **Do not use cell phones, radios, or fire alarms** near a suspected device.
- **Follow designated evacuation routes** unless directed otherwise by emergency responders.
- **Instructors take class rosters and account for students at the safe area.**

- **Leave all personal belongings and classroom items in place.**
- **Leave doors open or unlocked** unless directed otherwise by emergency responders.

IF A BOMB THREAT IS RECEIVED BY PHONE

- **Remain calm** and keep the caller on the line as long as possible.
- **Signal another staff member**, if available, to notify the Campus Director or designated staff member.
- **Listen carefully** and note any information the caller provides, especially:
  - **Location of the device**
  - **Time of activation**
  - **Description of the device**
  - **Reason for the threat**
- **Note anything you can** about the caller's voice, background noises, or tone.
- **Write down the exact wording** of the threat.
- When the caller hangs up, **do not immediately disconnect the line**.
- **Notify the Campus Director or designated staff member** if not already done.
- **Campus leadership will contact 911** and follow law-enforcement instructions.

IF A BOMB THREAT IS RECEIVED IN WRITING

- Handle the note **as little as possible**.
- **Place the note in a clean envelope** or plastic sleeve if available.
- **Photograph any written threats** found on walls or surfaces.
- **Notify the Campus Director or designated staff member**.
- **Campus leadership will notify law enforcement** and follow their guidance.

SUSPICIOUS PACKAGE PROCEDURE

CODE: BLACK

A suspicious package may include any item that appears unusual, out of place, leaking, or potentially hazardous. Treat all suspicious items with caution.

IF YOU DISCOVER A SUSPICIOUS PACKAGE

- ☐ **Do not open, move, or disturb** the item.
- ☐ If the item has already been opened, **remain calm and avoid further handling.**
- ☐ **Notify** the Campus Director or designated staff member immediately.
- ☐ **The Campus Director or designated staff member will contact 911** and the Chief Officer.
- ☐ **Keep people away** from the immediate area and close the door if possible.
- ☐ **Limit communication** near the item; avoid using radios or mobile phones in close proximity.

IF THE PACKAGE IS LEAKING AND YOU TOUCHED THE SUBSTANCE

- ☐ **Keep your hands away from your face.**
- ☐ **Avoid touching others.**
- ☐ **Wash hands and exposed skin with soap and warm water from elbows down.**

- ☐ **Do not attempt to clean** or cover any spilled material.
- ☐ **Follow all instructions** from emergency responders.

CYBER ATTACKS

CODE: YELLOW

Valley College does not tolerate malicious operation or misuse of its technology or network. Adherence to the Valley College internet and computer policies is required. Individuals found to be non-compliant with Valley College regulations will be reprimanded accordingly.

If you are experiencing the result of a cyber-attack, please immediately notify faculty or staff. Faculty and staff should report any cyber-attack activity to the IT Department. Please provide as much information as possible when reporting these incidents.

CIVIL DEMONSTRATIONS

CODE: YELLOW

Valley College acknowledges and respects the rights of all individuals, including but not limited to those outlined in the United States Constitution. Freedom of speech is often utilized in manners of protest, rallies, demonstrations, marches, and speeches. Valley College will not prohibit or interfere with gatherings or demonstrations that do not obstruct the institution's operations. The college reserves the right to request the termination or relocation of gatherings and/or demonstrations which are found to cause disruption to daily operations. To promote the safety of all individuals at Valley College, violent demonstrations will not be tolerated and may require assistance from other law enforcement agencies.

Valley College requires advance notice of planned organization. Event organizers of events such as those listed above must supply the necessary information (nature of event, date, time, and location) in advance to the Campus Director. The Campus Director must notify Senior Staff.

TO PLAN ANY GATHERINGS/EVENTS EXPRESSING FREEDOM OF SPEECH (SUCH AS PROTEST, RALLY, MARCH, DEMONSTRATION, OR SPEECH):

Provide the information in writing to the Campus Director or designated staff member.

Be sure to include:

- **Type** of Event
- **Date** of Event
- **Time** of Event
- **Location** of Event

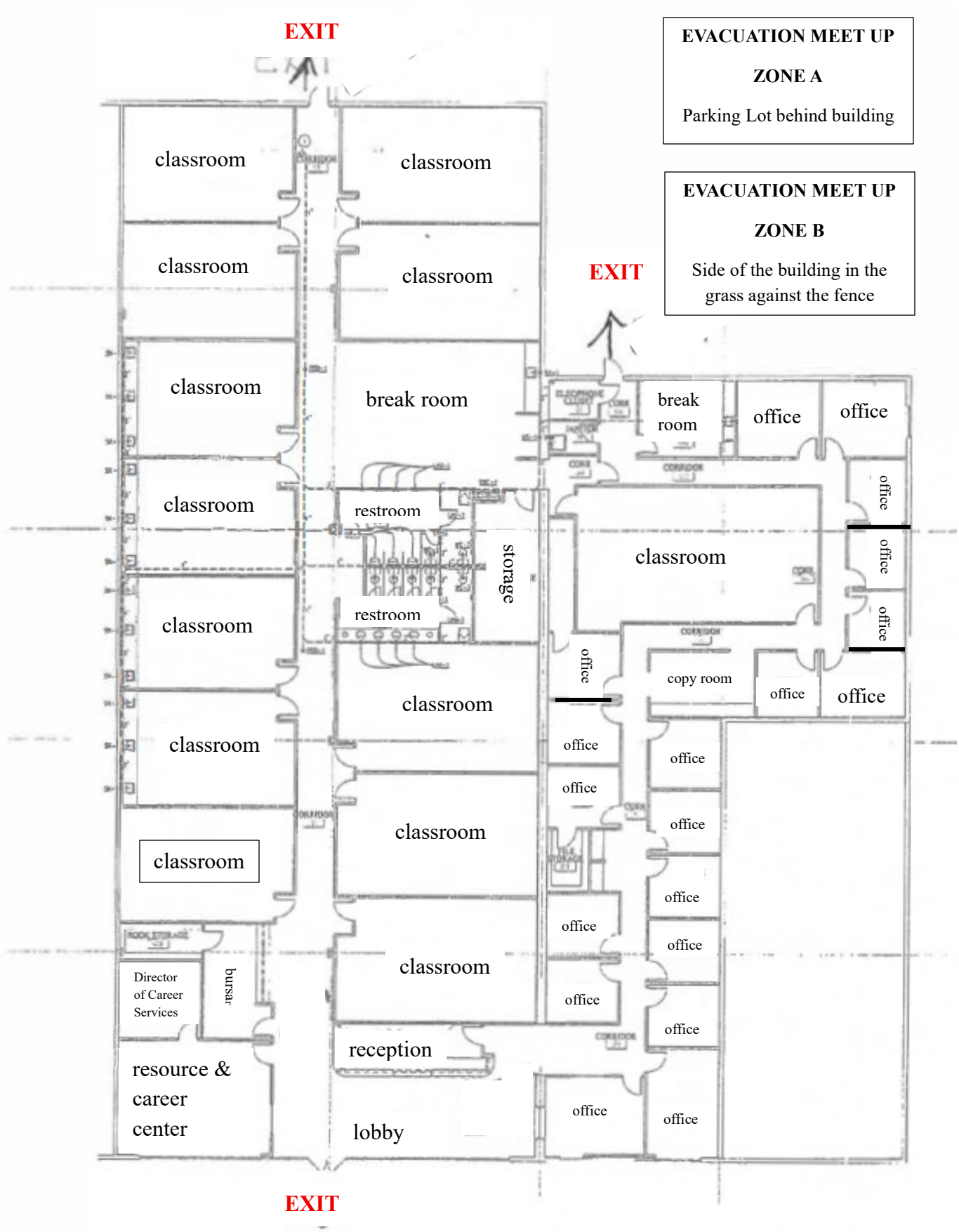
Note: Please be mindful of other faculty, students, and staff when planning an event. Events causing disruptions may be terminated or relocated to reduce impact on educational operations of the school.

DATE OF LAST DRILL(S)/TRAININGS

Campus Wide Evacuation Drills are to be held at least annually. Students are also given an overview of the emergency plan during their orientation.

Type of Drill	Date
Active Shooter Training – Faculty & Staff	May 2026
Fire Evacuation Drill	March 2026
Fire Evacuation Drill	July 2025
Fire Evacuation Drill	September 2024
Fire Evacuation Drill	March 2024
Fire Evacuation Drill	September 2023
Fire Evacuation Drill	March 2023
Active Shooter Drill/Training	Staff/Faculty Assigned Webinar GO1 Training

BECKLEY CAMPUS MAP



VALLEY COLLEGE

MARTINSBURG CAMPUS

EMERGENCY RESPONSE & EVACUATION PROCEDURES

LAST UPDATED SEPTEMBER 2026

Please note: Policies on Bullying, Cyberbullying, and Anti-Hazing can be found in the Student Catalog: https://valley.edu/catalog/

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EMERGENCY SCENARIO CHECKLIST
FIRST STEPS

- **DETERMINE** what kind of emergency is it?
  - How urgent is the situation? How much time is available?

- **ASSESS** what is the nature of the emergency?
  - **DIAL 911 HERE IF NECESSARY!**
  - If non-urgent emergency, skip and go to next steps

- **ALERT** immediate staff, faculty, or campus director of the emergency. They will contact authorities.

- **FOLLOW** protocol for evacuation, shelter-in-place/lockdown, fire emergency, bomb threat, severe weather, or other specific event emergency

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

□ Follow Emergency Professional advice

□ Notify Campus Director as soon as safely possible

Name of Institution:

Valley College – Martinsburg Campus

Physical Address:

287 Aikens Center

Martinsburg, WV 25404

Phone number:

304-263-0979

PURPOSE

During an emergency, every action matters. This emergency plan and procedures manual serves as a guide to direct and streamline emergency management and response for incidents at Valley College. It aims to ensure optimal safety of all individuals across every campus. The policies and procedures listed within this guide have been crafted with consideration of many possible solutions; they may change periodically as Valley College reviews and implements more effective routes. While this plan provides preparation for most scenarios, it may fail to address every potential situation. All communication regarding a specific incident deemed an emergency will be provided across all appropriate platforms.

To promote preparedness and safety, Valley College will:

- Routinely notify students, staff, and faculty of the emergency plan for their campus
- Maintain emergency plans and provide access to the plans to all students, staff, and faculty
- Provide training and resources to students, staff, and faculty
- Provide contact information for appropriate agencies, staff, and faculty members
- Maintain internal notification systems and ensure devices and platforms are always monitored and up to date
- Identify campus safety team members, and ensure they are properly informed, trained, and given proper tools to guide others in the event of an emergency.

PHONE NUMBERS

EMS Phone Numbers

Emergency Services (Fire, Police, or Medical):	**DIAL 911**
Martinsburg Police Department:	(304) 264-2100
Bedington Volunteer Fire Department:	(304) 754-3662

Mental Health Resources

National Suicide Prevention Lifeline:	(800) 273-8255
Crisis Text Line:	Text TALK to 741741
Veterans Crisis Line:	Call: (800) 273 8255 Text: 838255

Campus Personnel and Senior Staff

Regional Director of West Virginia: Marianela Alberto *	Campus: (304) 263-0979 Cell: (540) 514-6298
Online Director of Academic Affairs: Jaime Metrick	Campus: (304) 250-9855 Cell: (304) 575-0598
ADN Program Administrator: Junyanee Griffin	Campus: (304) 263-0979 Cell: (804) 543-9240
President: Matthew Jenkins	Campus: (304) 263-0979 Cell: (480) 415-2259
Chief Operating Officer: Lynn Mizanin	Campus: (304) 263-0979 Cell: (480) 415-2259

* Campus Director

IMPORTANT TERMS

Emergency – An emergency is an unplanned event requiring immediate resolution which is, or has the potential to, endanger the lives of all or some individuals attending campus activities. An event may be deemed as a minor or major emergency depending on the urgency and safety threat to those involved. Any emergency may include involvement from external emergency responders in order to be resolved. In most emergencies, calling 911 should be the first step towards resolution.

Codes - Codes are emergency threat levels as indicated by color. Codes allow administration, staff, and faculty to immediately understand the nature of an event without a specific description of the event that is occurring. Utilizing a color-coding system to indicate types of emergencies also allows responders and emergency management teams to coordinate resolutions more efficiently. The code system additionally reduces the possibility of exposing an event to further disruption through potential confusion or widespread panic. Individuals operating within the code system are expected to maintain current knowledge of each emergency code and Valley College's response procedure for that emergency.

Zones – Zones are designated safe areas either inside or outside of the campus buildings. During an evacuation or shelter-in-place procedure, all individuals will report to the closest, safest, and most available designated zone. Zones are designed to provide options for those on campus during an emergency to gather safely until the emergency is resolved. All individuals gathered at an indicated zone are required to remain in the zone until clear dismissal instructions are provided by emergency responders or campus personnel.

CODE DEFINITIONS

[RED, BLUE, GREEN, ORANGE, YELLOW, BLACK]

- **CODE RED: FIRE OR OTHER EMERGENCY REQUIRING EVACUATION**
    - **EVACUATION RECOMMENDED.** Stay calm and immediately report to closest and safest zone available.

- **CODE BLUE: WEATHER**
    - Follow instructions advised by Campus Director or designated staff member. **Shelter-in-place or evacuation** may be advised.

- **CODE GREEN: MEDICAL EMERGENCY**
    - Follow instructions advised by Campus Director or designated staff member.

- **CODE ORANGE: INTRUDER, ACTIVE SHOOTER, SUSPICIOUS ACTIVITY REQUIRING LOCKDOWN**
    - Follow instructions advised by Campus Director or designated staff or faculty member. **LOCKDOWN** procedures should be followed.
    - When Announcing Code Orange:
        - Code Orange Level 1: Lockdown With Intruder
        - Code Orange Level 2: Lockdown With Warning

- **CODE YELLOW: NON-URGENT EMERGENCY**
    - Follow instructions advised by Campus Director or designated staff member.

- May be used for Cyber Attacks, Civil Demonstrations, or other situation not requiring immediate action.

- **CODE BLACK: BOMB THREAT/SUSPICIOUS ACTIVITY**
  - Follow instructions advised by Campus Director or designated staff member. Stay alert and away from affected areas.

TRAINING PLAN AND AWARENESS

All students, faculty, and staff will receive a notice explaining the purpose and content of the Emergency Response & Evacuation Procedures and where the plan can be accessed on the institution's website under the Consumer Information link. Individuals may request a printed copy of the plan from the designated campus office. This plan is included as an appendix to the institution's Annual Security Report (Clery Report).

The campus community will participate in emergency drills at least once per year, or more frequently if required by institutional leadership or local regulations. New students will receive an overview of the plan during Orientation, including expectations for evacuation, shelter-in-place, and communication procedures.

Employees assigned responsibilities within the Emergency Response & Evacuation Procedures must review the plan and understand their role in implementing it. The annual drill serves as practical, scenario-based training and reinforces the actions required during an actual emergency.

DOCUMENTING ACTIONS TAKEN

Throughout an emergency, the Campus Director and/or designated staff member will remain in contact with the campus' designated Chief Officer. The Chief Officer will relay necessary updates to the President at the administrative offices via appropriate channels and provide direction as needed.

Once the emergency has concluded, the incident will be documented using the Valley College Incident Report. All required information, including actions taken, notifications made, and any follow-up steps—will be recorded on the form. The completed report will be distributed according to the routing instructions printed on the Incident Report.

EMERGENCY NOTIFICATIONS AND TIMELY WARNINGS

EMERGENCY NOTIFICATIONS

Emergency notifications are issued by the Campus Director or designated staff member through Conext. The notification will be sent to the students' email address or phone number (via text message) on file. Faculty will be notified via email or text message by the designated employee.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Director, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through email, text message, or posted on Facebook. The staff will attempt to contact any visitors who are scheduled to be on campus. During Orientation students will be told who they should contact to update their contact information.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, a copy of the notice is posted at the front and back door of each campus, as well. Anyone with information warranting a timely warning should report the circumstances to the Campus Director or designated staff member.

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.**
- **Walkie-Talkies** are located in offices of designated staff members.

Areas in all Valley College locations may be monitored by video surveillance systems.

INTERNAL EMERGENCY NOTIFICATION SYSTEMS

Walkie-Talkies

Valley College utilizes handheld walkie-talkie devices to communicate with others in the affected area of an emergency in real time. These devices are located in several locations throughout each campus and are assigned to specific staff or faculty members. Walkie-Talkie assignments for each campus can be found in the reference pages at the end of this plan.

Response App

Valley College utilizes the Response App as a notification system in the event of an emergency. The Response App is a phone application software used as a primary method of communication to notify on-campus and off-campus staff, faculty, and administrators of an emergency. It is used to notify users across every campus to ensure that all Valley College locations are informed of an event. Response App also houses emergency plans, maps, hierarchies and other vital emergency management documents and information. Access to the Response App is limited to assigned staff, faculty, and administrators across each campus. Should any employee leave the institution, change roles, or be replaced, their successor—regardless of title—will assume access.

Martinsburg Campus Response App Users

President	Matthew Jenkins
Regional Director of West Virginia	Marianela Alberto
Online Director of Academic Affairs	Jamie Metrick
Program Administrator ADN	Junyanee Griffin

MEDIA PROCEDURES- OPERATIONAL CHECKLIST

□ The Campus Director or designated staff member relays verified factual information to the Chief Officer and President.

□ **Establish** a media information area separate from the affected location to ensure safety and prevent interference with emergency operations.

Consider:

- Media requires timely, accurate information.
- Privacy of students and employees must be protected when justified.
- Media may request proximity for photographs or video but must not obstruct responders.

□ Before holding any media briefing or news conference, **prepare and brief** all participants to ensure consistent, accurate messaging.

□ **Determine** the key message to convey. Emphasize:

- Safety of students, employees, and visitors
- Actions being taken to manage the situation
- How the institution is coordinating with emergency responders

□ When appropriate, engage the media to help distribute essential public information. **Explain** how the emergency is being addressed.

□ **Protect** the privacy of victims and affected individuals. Do not release names or personal identifiable information.

□ **Provide** regular updates as information becomes available.

- Avoid saying “No comment.”
- If needed, request assistance from partner agencies in managing media inquiries.

□ **Maintain** a log of all media and telephone inquiries for documentation and future reference.

RESPONSIBILITY OF CAMPUS SAFETY TEAM MEMBERS

Role	Primary Responsibilities (Daily Operations)	Emergency Responsibilities	Communication Responsibilities	Post-Incident Responsibilities
Campus Director / Designee	Oversees campus operations; ensures emergency procedures are maintained and staff are trained	Assesses incident severity; authorizes Timely Warnings or Emergency Notifications; coordinates with emergency responders	Initiates campus-wide alerts through official systems; communicates with institutional leadership	Leads debrief; ensures documentation is completed; coordinates follow-up actions
Campus Safety Monitor / Designated Safety Role	Monitors campus environment; maintains safety equipment; supports preparedness activities	Confirms incident details; assists with evacuation or shelter-in-place procedures	Provides real-time updates to Campus Director/Designee	Completes incident reports; recommends safety improvements
Front Desk / Reception Role	Greets visitors; maintains visitor logs; monitors entry points	Assists with directing individuals during evacuation; secures front-of-house areas	Notifies visitors and vendors of emergency actions when possible	Updates visitor logs; supports post-incident communication

Instructional Staff (Faculty/Adjuncts)	Maintains awareness of classroom safety procedures; reviews evacuation routes with students	Leads students in evacuation or shelter-in-place; accounts for class members	Reports missing or injured individuals to Safety Monitor or Director	Submits class accountability information; participates in debrief if requested
Student-Facing Staff (Advising, Career Services, etc.)	Supports student engagement; maintains updated contact information when applicable	Assists with directing students and visitors; supports individuals with mobility or access needs	Relays situational updates to students in their immediate area	Provides follow-up support to affected students; documents concerns
All Employees	Maintain awareness of emergency procedures; participate in training	Follow instructions from campus leadership; support safe evacuation or shelter-in-place	Report hazards, suspicious activity, or incidents immediately	Participate in after-action reviews as needed

EVACUATION PERSONNEL

The following individuals serve in communication and coordination roles during an evacuation. These roles **do not** include searching the building, reentering the building, or performing rescue activities. **Search and sweep duties are not assigned to campus employees.**

During an evacuation, all untrained employees should evacuate immediately and proceed to the designated safe area. Employees do not conduct room-to-room searches, floor sweeps, or "all-clear" checks. These activities are performed exclusively by trained emergency responders, who are responsible for all search and rescue operations.

Designated, trained personnel (e.g., Campus Safety, Facilities, or a formally assigned Emergency Response Team) may perform limited duties such as sweep checks — and only if it does not delay their own evacuation.

No one should reenter a building to search for missing people.
Accountability happens outside, not inside.

Emergency Announcer - Campus Director or designated staff member:

- **Initiates evacuation announcements** or emergency notifications as directed by campus leadership.
- **Ensures** the message reaches all occupied areas of the building.

Evacuation Coordinator – Campus Director or designated staff member:

- **Oversees** the evacuation process from outside the building.
- **Receives** head-count information from instructors and staff in a safe area.
- **Will relay any concerns** - such as missing individuals or mobility-assistance needs – to emergency responders.

Alternate Evacuation Coordinator – Nursing Program Administrator or designated staff member

- **Assumes coordination responsibilities** if the Campus Director is unavailable.

Command Center Location – The designated command center is the Campus Director's Office or another location identified by campus leadership.

- **Serves as the coordination point** for communication with emergency responders.
- **Houses emergency documentation**, rosters, and communication tools.
- **May be relocated** if conditions make the primary location unsafe.

SCHOOL CLOSINGS/DELAYS

The Campus Director will decide School Closings and delays in conjunction with the Chief Operating Officer. Announcements of such will be made on designated news stations, Facebook, Portal, and/or through email/text messaging.

School Closing Checklist:

☐ Campus Director decides to close/delay campus opening

☐ Campus Director contacts via text message/email:

- ☐ Administrative Staff
- ☐ Admissions
- ☐ Financial Aid
- ☐ Academic Staff
- ☐ Faculty
- ☐ Students

☐ Campus Director posts closing/delay by:

☐ Posting on designated news station

☐ Posting on Portal, Facebook or email/text blast

☐ Chief Operating Officer sends email to designated leadership roles outside of campus

SEVERE WEATHER PLAN

CODE: BLUE

Tornado or Severe Thunderstorm WATCH

A Watch means conditions are favorable for severe weather.

- **Monitor** local emergency alert systems, weather radios, or National Weather Service updates.
- **Faculty and staff should be prepared** to move students to designated safe areas if conditions worsen.
- **Instructors should remind students** of the building's identified safe areas and review the route to those locations.
- **Campus leadership should remain alert** for changes in weather status.

Tornado or Severe Thunderstorm WARNING

A Warning means severe weather is occurring or imminent.

- **Campus Director or designated staff member notifies faculty, staff, and students** to move to the designated shelter immediately.
- **Close classroom, laboratory, and office doors** as you leave.
- **Instructors should bring their attendance sheet** or roster to the safe area.
- **Remain in the safe area** until the Warning expires or an official "all clear" is issued by campus leadership or emergency responders.
- **Do not leave the safe area** to look outside, check weather conditions, or retrieve belongings.

BUILDING EVACUATION

CODE: RED

- **Keep yourself and others calm.**
- **Quickly proceed outside** the building to the announced safe location 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 announced "safe area"** The safe areas are indicated on campus maps as "Zone A," "Zone B," or "Zone C." Please report to the safest accessible zone.
- **Check with the 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.**

PLANNED EVACUATION ROUTES

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 Individuals Who May Need Assistance

• Students and employees who may require assistance during an evacuation should **inform the Campus Director** or **designated staff member** as early as possible. Not all disabilities or access needs are visible, and advanced communication helps ensure a safe and effective response.

• Individuals who may need assistance are encouraged to **communicate their capabilities, limitations, and preferred methods of assistance** ahead of time. Clear, concise information supports safer decision-making. When helpful, individuals may carry a pre-printed card or message that explains the type of assistance they need.

• **Establish** a personal support network consisting of people who are regularly in the same area (classmates, coworkers, or instructors). Relying on more than one person ensures support is available even if someone is absent during an emergency.

• **Pre-plan and review** all available evacuation options, including areas of refuge, stairwell locations, and accessible routes. Consider the risks and benefits of different methods of assistance. For example, being carried down stairs may pose safety risks to both the individual and the assisting person.

EVACUATION OF DISABLED INDIVIDUALS CHECKLIST

☐ **Pre-plan** assistance

☐ **Communicate** your needs to the Campus Director and/or designated staff member

☐ **Create multiple options** in case of emergency

☐ **Identify helpers/individuals** who can assist during an emergency.

☐ **Do not rely on just one individual** in case they are not available.

SHELTER-IN-PLACE PROCEDURES

CODE: BLUE

- **Identify safe areas in each school building.**
- **The Campus Director or designated staff member announces that students and staff must go to shelter areas.**
- **Bring all the people inside the 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 the shelter area.**
- **All persons remain in shelter areas until a Campus Director, designated staff member, or emergency responder declares that it is safe to leave.**

If all evacuation routes are blocked:

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

FIRE EMERGENCY PLAN

CODE: RED

IF YOU DISCOVER FIRE OR SEE SMOKE DO NOT PANIC.

CALL 911 AND PROCEED WITH THE FOLLOWING:

R. A. C. E.

- **Remove/Relocate** individuals away from danger; if possible, without endangering your safety.
- **Activate Alarm**: CALL 911
- **Confine/Contain** fire and smoke by closing doors and windows.
- **Extinguish fire only if trained** and fire is small by using the nearest fire extinguisher.

DO NOT RE-ENTER THE BUILDING UNTIL THE ALL CLEAR IS ISSUED BY THE FIRE DEPARTMENT

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 Coordinator or designated staff member.**

LOCKDOWN WITH INTRUDER PROCEDURES

CODE: ORANGE LEVEL 1

- **Campus Director or designated staff member will order and announce "lockdown with intruder" procedures as "Code: Orange Level 1."** Repeat announcement several times. Be direct.
- **Campus Director will contact local law enforcement / 911 to report the incident.**
- **Immediately direct all students, staff, and visitors** into the nearest classroom or secured space. Classes that are outside of the building **SHOULD NOT** enter the building. Move outside classes to closest, safest available zone.
- **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 designated staff member will announce "all clear."**

LOCKDOWN WITH WARNING PROCEDURES

CODE: ORANGE LEVEL 2

- **Campus Director or designated staff member will order and announce "lockdown with warning" procedures as "Code: Orange 2."** Repeat announcement several times. Be direct.

- **Campus Director or designated staff member will contact local law enforcement / 911 to report the incident.**

- **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 designated staff member will announce "all clear."**

HOSTAGE/INTRUDER SITUATION PLAN

CODE: ORANGE LEVEL 1

A hostage or armed-intruder situation is an extreme emergency requiring immediate law-enforcement response. The safety of students, staff, and faculty is the highest priority. Campus personnel should focus on protective actions, not negotiation or intervention.

IMMEDIATE ACTIONS (ALL STAFF)

- **Call 911 immediately** if it is safe to do so.
- **Provide the dispatcher with as much information as possible** (location, description of intruder, weapons, number of people involved).
- **Follow Run, Hide, Fight principles** based on your immediate surroundings and level of danger:
  - Run: If you can safely escape, evacuate the area and move to a safe location.
  - Hide: If escape is not possible, secure the room, lock or barricade doors, turn off lights, silence phones, and remain out of sight.
  - Fight (last resort): If confronted directly and in imminent danger, use available objects to defend yourself.
  - Do not attempt to negotiate, confront, or disarm the intruder.
- **Remain calm** and help others remain calm.

CAMPUS DIRECTOR/DESIGNATED STAFF MEMBER RESPONSIBILITIES

- **Call 911 immediately** if not already done.
- **Initiate Lockdown procedures** if appropriate.

- **Communicate the emergency to instructors and staff** using the safest available method.
- **Prevent individuals from entering the building.**
- **Coordinate with law enforcement** upon their arrival and provide all available information.
- **Follow all instructions from law enforcement**, who will assume command of the situation.
- **Do not attempt to monitor or approach the hostage area** unless directed by emergency responders.
- **Prepare to initiate evacuation or student-release procedures** only if instructed by law enforcement.

INSTRUCTOR AND STAFF RESPONSIBILITIES (INSIDE CLASSROOMS)

- **Immediately implement Run, Hide, Fight** based on the situation.
- **If hiding:** –
  - **Lock or barricade doors**
  - **Turn off lights**
  - **Silence phones**
  - **Keep students low, quiet, and out of sight**
- **Do not open the door for anyone** until an official "All Clear" is issued by law enforcement or campus leadership.
- **Do not attempt to communicate** with the intruder.
- **Keep students calm and quiet** until the situation is resolved.

INSTRUCTOR AND STAFF RESPONSIBILITIES (OPEN AREAS)

- **Move students to the nearest safe zone** if escape is possible.
- **If escape is not possible**, take cover and implement Hide procedures.
- **Use Fight only as a last resort** when in immediate danger.
- **Follow law-enforcement instructions** when officers arrive.

MEDICAL EMERGENCY PROCEDURES

CODE: GREEN

In the event of a life-threatening illness/injury or death:

Call 911 and provide:

- ☐ Your name
- ☐ Location: 287 Aikens Center, Martinsburg, WV 25404
- ☐ Type of emergency
- ☐ Injuries (if any)
- ☐ Callback number: (304) 263-0979 or your cell phone number

Notify the Campus Director as soon as safely possible.

- ☐ Campus Director set up personnel to direct emergency medical providers.

Follow emergency professional advice

- ☐ **Do not** attempt to move the person.
- ☐ If possible, **isolate** the affected person and disperse onlookers.
- ☐ **Comfort** the individual until help arrives.
- ☐ **Remain** to assist emergency medical service personnel with pertinent information.

Campus Director facilitates documentation of the incident on Valley College Incident Report form.

NON-LIFE-THREATENING INJURY OR ILLNESS

CODE: GREEN

For all non-life-threatening illness and injuries:

- ☐ **Communicate** with Campus Director or designated staff member.
- ☐ **Document** action taken on the Valley College Incident Report form and send a copy to the Administrative Office as directed.

Administrator Responsibilities (Traumatic Medical Emergency or Death)

- ☐ **Notify** the Campus Director or designated staff member.
- ☐ **Notify** the emergency contact(s) listed in the individual's file.
- ☐ **Activate** post-crisis procedures if needed.
- ☐ For all other medical emergencies, **assess** whether post-crisis support is appropriate.
- ☐ **Document** all actions taken on the Valley College Incident Report and route it as directed.

BOMB THREAT PROCEDURES

CODE: BLACK

All bomb threats must be taken seriously until assessed. Valley College will follow the direction of law enforcement and emergency responders. The decision to evacuate will be made by campus leadership unless a suspicious device is located, at which point emergency responders assume control.

IMPORTANT NOTES

- **Staff and students do not conduct building searches**.
- **Emergency responders are responsible** for all search and device-handling activities.
- Overreacting or spreading rumors can escalate the situation;
- **Remain calm and follow official instructions**.

CAMPUS LEADERSHIP RESPONSIBILITIES

- **Contact 911 and provide all available information.**
- **Coordinate with emergency responders** to determine whether evacuation, shelter-in-place, or continued operations are appropriate.
- **Communicate instructions to staff and students** clearly and calmly.
- **Ensure all information is documented** in the Valley College Incident Report.

EVACUATION CONSIDERATIONS

- **Do not use cell phones, radios, or fire alarms** near a suspected device.
- **Follow designated evacuation routes** unless directed otherwise by emergency responders.
- **Instructors take class rosters and account for students at the safe area.**

- **Leave all personal belongings and classroom items in place.**
- **Leave doors open or unlocked** unless directed otherwise by emergency responders.

IF A BOMB THREAT IS RECEIVED BY PHONE

- **Remain calm** and keep the caller on the line as long as possible.
- **Signal another staff member**, if available, to notify the Campus Director or designated staff member.
- **Listen carefully** and note any information the caller provides, especially:
  - **Location of the device**
  - **Time of activation**
  - **Description of the device**
  - **Reason for the threat**
- **Note anything you can** about the caller's voice, background noises, or tone.
- **Write down the exact wording** of the threat.
- When the caller hangs up, **do not immediately disconnect the line**.
- **Notify the Campus Director or designated staff member** if not already done.
- **Campus leadership will contact 911** and follow law-enforcement instructions.

IF A BOMB THREAT IS RECEIVED IN WRITING

- Handle the note **as little as possible**.
- **Place the note in a clean envelope** or plastic sleeve if available.
- **Photograph any written threats** found on walls or surfaces.
- **Notify the Campus Director or designated staff member**.
- **Campus leadership will notify law enforcement** and follow their guidance.

SUSPICIOUS PACKAGE PROCEDURE

CODE: BLACK

A suspicious package may include any item that appears unusual, out of place, leaking, or potentially hazardous. Treat all suspicious items with caution.

IF YOU DISCOVER A SUSPICIOUS PACKAGE

- ☐ **Do not open, move, or disturb** the item.
- ☐ If the item has already been opened, **remain calm and avoid further handling.**
- ☐ **Notify** the Campus Director or designated staff member immediately.
- ☐ **The Campus Director or designated staff member will contact 911** and the Chief Officer.
- ☐ **Keep people away** from the immediate area and close the door if possible.
- ☐ **Limit communication** near the item; avoid using radios or mobile phones in close proximity.

IF THE PACKAGE IS LEAKING AND YOU TOUCHED THE SUBSTANCE

- ☐ **Keep your hands away from your face.**
- ☐ **Avoid touching others.**
- ☐ **Wash hands and exposed skin with soap and warm water from elbows down.**

- ☐ **Do not attempt to clean** or cover any spilled material.
- ☐ **Follow all instructions** from emergency responders.

CYBER ATTACKS

CODE: YELLOW

Valley College does not tolerate malicious operation or misuse of its technology or network. Adherence to the Valley College internet and computer policies is required. Individuals found to be non-compliant with Valley College regulations will be reprimanded accordingly.

If you are experiencing the result of a cyber-attack, please immediately notify faculty or staff. Faculty and staff should report any cyber-attack activity to the IT Department. Please provide as much information as possible when reporting these incidents.

CIVIL DEMONSTRATIONS

CODE: YELLOW

Valley College acknowledges and respects the rights of all individuals, including but not limited to those outlined in the United States Constitution. Freedom of speech is often utilized in manners of protest, rallies, demonstrations, marches, and speeches. Valley College will not prohibit or interfere with gatherings or demonstrations that do not obstruct the institution's operations. The college reserves the right to request the termination or relocation of gatherings and/or demonstrations which are found to cause disruption to daily operations. To promote the safety of all individuals at Valley College, violent demonstrations will not be tolerated and may require assistance from other law enforcement agencies.

Valley College requires advance notice of planned organization. Event organizers of events such as those listed above must supply the necessary information (nature of event, date, time, and location) in advance to the Campus Director. The Campus Director must notify Senior Staff.

TO PLAN ANY GATHERINGS/EVENTS EXPRESSING FREEDOM OF SPEECH (SUCH AS PROTEST, RALLY, MARCH, DEMONSTRATION, OR SPEECH):

Provide the information in writing to the Campus Director or designated staff member.

Be sure to include:

- **Type** of Event
- **Date** of Event
- **Time** of Event
- **Location** of Event

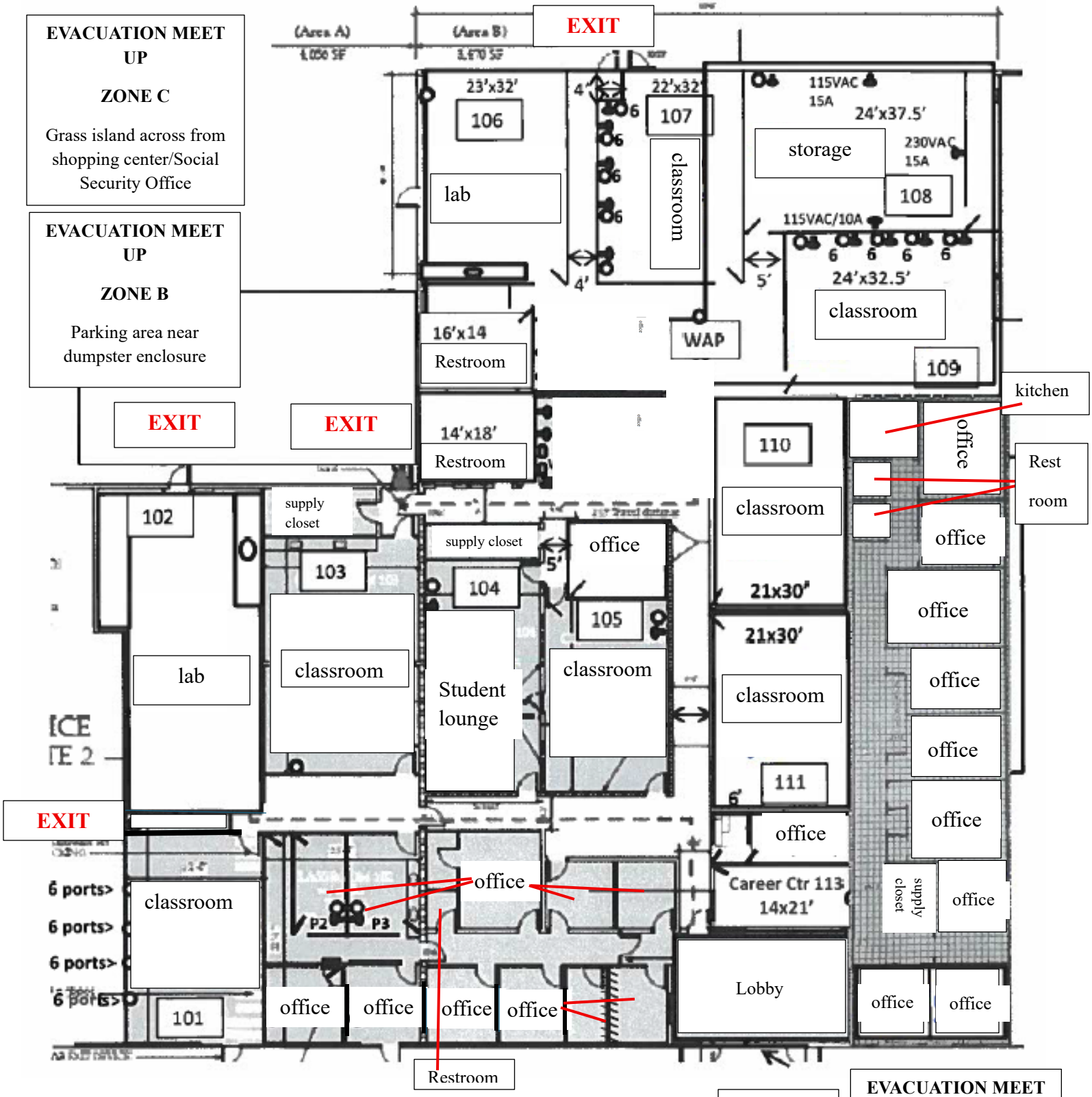
Note: Please be mindful of other faculty, students, and staff when planning an event. Events causing disruptions may be terminated or relocated to reduce impact on educational operations of the school.

DATE OF LAST DRILL(S)/TRAININGS

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

Type of Drill	Date
Active Shooter Training – Faculty & Staff	9/2026
Fire Evacuation Drill	4/2025
Fire Evacuation Drill	9/2024
Fire Evacuation Drill	4/2024
Fire Evacuation Drill	10/2023
Fire Evacuation Drill	4/2023

MARTINSBURG CAMPUS MAP



VALLEY COLLEGE

CLEVELAND CAMPUS

EMERGENCY RESPONSE & EVACUATION PROCEDURES

LAST UPDATED: SEPTEMBER 2026

Please note: Policies on Bullying, Cyberbullying, and Anti-Hazing can be found in the Student Catalog: https://valley.edu/catalog/

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EMERGENCY SCENARIO CHECKLIST
FIRST STEPS

- **DETERMINE** what kind of emergency is it?
  - How urgent is the situation? How much time is available?

- **ASSESS** what is the nature of the emergency?
  - **DIAL 911 HERE IF NECESSARY!**
  - If non-urgent emergency, skip and go to next steps

- **ALERT** immediate staff, faculty, or campus director of the emergency. They will contact authorities.

- **FOLLOW** protocol for evacuation, shelter-in-place/lockdown, fire emergency, bomb threat, severe weather, or other specific event emergency

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 (ext. 1505)

□ Follow Emergency Professional advice

□ Notify Campus Director as soon as safely possible

Name of Institution:

Valley College – Cleveland Campus

Physical Address:

8700 Brookpark Road

Cleveland, Ohio 44129

Phone number: 216 453-8201

PURPOSE

During an emergency, every action matters. This emergency plan and procedures manual serves as a guide to direct and streamline emergency management and response for incidents at Valley College. It aims to ensure optimal safety of all individuals across every campus. The policies and procedures listed within this guide have been crafted with consideration of many possible solutions; they may change periodically as Valley College reviews and implements more effective routes. While this plan provides preparation for most scenarios, it may fail to address every potential situation. All communication regarding a specific incident deemed an emergency will be provided across all appropriate platforms.

To promote preparedness and safety, Valley College will:

- Routinely notify students, staff, and faculty of the emergency plan for their campus
- Maintain emergency plans and provide access to the plans to all students, staff, and faculty
- Provide training and resources to students, staff, and faculty
- Provide contact information for appropriate agencies, staff, and faculty members
- Maintain internal notification systems and ensure devices and platforms are always monitored and up to date
- Identify campus safety team members, and ensure they are properly informed, trained, and given proper tools to guide others in the event of an emergency.

PHONE NUMBERS

EMS Phone Numbers

Emergency Services (Fire, Police, or Medical):	**DIAL 911**
Brooklyn Police Department:	(216) 749-1234
Brooklyn Fire Department:	(216) 749-1212

Mental Health Resources

National Suicide Prevention Lifeline:	(800) 273-8255
Crisis Text Line:	Text TALK to 741741
Veterans Crisis Line:	Call: (800) 273 8255 Text: 838255

Campus Personnel and Senior Staff

Campus Director: Amanda Long	Campus: 216-453-8201 Cell: 440-453-4032
Regional Director of Ohio: Peter Perkowski	Campus: 216-453-8201 Cell: 330-415-5415
Ohio Director of Educational Initiatives: Sharita Allen	Campus: 216-453-8201 Cell: 216-288-8912
Director of Ohio Campus Services: Connie Gardner	Campus: 216-453-8201 Cell: 216-534-4726
Chief Operating Officer: Lynn Mizanin	Campus: 216-453-8201 Cell: 216-630-3242
President: Matthew Jenkins	Campus: (304) 263-0979 Cell: (480) 415-2259

IMPORTANT TERMS

Emergency – An emergency is an unplanned event requiring immediate resolution which is, or has the potential to, endanger the lives of all or some individuals attending campus activities. An event may be deemed as a minor or major emergency depending on the urgency and safety threat to those involved. Any emergency may include involvement from external emergency responders in order to be resolved. In most emergencies, calling 911 should be the first step towards resolution.

Codes - Codes are emergency threat levels as indicated by color. Codes allow administration, staff, and faculty to immediately understand the nature of an event without a specific description of the event that is occurring. Utilizing a color-coding system to indicate types of emergencies also allows responders and emergency management teams to coordinate resolutions more efficiently. The code system additionally reduces the possibility of exposing an event to further disruption through potential confusion or widespread panic. Individuals operating within the code system are expected to maintain current knowledge of each emergency code and Valley College's response procedure for that emergency.

Zones – Zones are designated safe areas either inside or outside of the campus buildings. During an evacuation or shelter-in-place procedure, all individuals will report to the closest, safest, and most available designated zone. Zones are designed to provide options for those on campus during an emergency to gather safely until the emergency is resolved. All individuals gathered at an indicated zone are required to remain in the zone until clear dismissal instructions are provided by emergency responders or campus personnel.

CODE DEFINITIONS

[RED, BLUE, GREEN, ORANGE, YELLOW, BLACK]

- **CODE RED: FIRE OR OTHER EMERGENCY REQUIRING EVACUATION**
    - **EVACUATION RECOMMENDED.** Stay calm and immediately report to closest and safest zone available.

- **CODE BLUE: WEATHER**
    - Follow instructions advised by Campus Director or designated staff member. **Shelter-in-place or evacuation** may be advised.

- **CODE GREEN: MEDICAL EMERGENCY**
    - Follow instructions advised by Campus Director or designated staff member.

- **CODE ORANGE: INTRUDER, ACTIVE SHOOTER, SUSPICIOUS ACTIVITY REQUIRING LOCKDOWN**
    - Follow instructions advised by Campus Director or designated staff or faculty member. **LOCKDOWN** procedures should be followed.
    - When Announcing Code Orange:
        - Code Orange Level 1: Lockdown With Intruder
        - Code Orange Level 2: Lockdown With Warning

- **CODE YELLOW: NON-URGENT EMERGENCY**
    - Follow instructions advised by Campus Director or designated staff member.

- May be used for Cyber Attacks, Civil Demonstrations, or other situation not requiring immediate action.

- **CODE BLACK: BOMB THREAT/SUSPICIOUS ACTIVITY**
  - Follow instructions advised by Campus Director or designated staff member. Stay alert and away from affected areas.

TRAINING PLAN AND AWARENESS

All students, faculty, and staff will receive a notice explaining the purpose and content of the Emergency Response & Evacuation Procedures and where the plan can be accessed on the institution's website under the Consumer Information link. Individuals may request a printed copy of the plan from the designated campus office. This plan is included as an appendix to the institution's Annual Security Report (Clery Report).

The campus community will participate in emergency drills at least once per year, or more frequently if required by institutional leadership or local regulations. New students will receive an overview of the plan during Orientation, including expectations for evacuation, shelter-in-place, and communication procedures.

Employees assigned responsibilities within the Emergency Response & Evacuation Procedures must review the plan and understand their role in implementing it. The annual drill serves as practical, scenario-based training and reinforces the actions required during an actual emergency.

DOCUMENTING ACTIONS TAKEN

Throughout an emergency, the Campus Director and/or designated staff member will remain in contact with the campus' designated Chief Officer. The Chief Officer will relay necessary updates to the President at the administrative offices via appropriate channels and provide direction as needed.

Once the emergency has concluded, the incident will be documented using the Valley College Incident Report. All required information, including actions taken, notifications made, and any follow-up steps—will be recorded on the form. The completed report will be distributed according to the routing instructions printed on the Incident Report.

EMERGENCY NOTIFICATIONS AND TIMELY WARNINGS

EMERGENCY NOTIFICATIONS

Emergency notifications are issued by the Campus Director or designated staff member through Conext. The notification will be sent to the students' email address or phone number (via text message) on file. Faculty will be notified via email or text message by the designated employee.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Director, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through email, text message, or posted on Facebook. The staff will attempt to contact any visitors who are scheduled to be on campus. During Orientation students will be told who they should contact to update their contact information.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, a copy of the notice is posted at the front and back door of each campus, as well. Anyone with information warranting a timely warning should report the circumstances to the Campus Director or designated staff member.

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 in the faculty lounge, the reception desk, lab classrooms, and the nursing department**.**

- **A defibrillator** is mounted to the wall, left of the reception desk in the main lobby. Only trained personnel can operate the defibrillator**.**

- **Walkie-Talkies** are located in offices of designated staff members.

Areas in all Valley College locations may be monitored by video surveillance systems.

INTERNAL EMERGENCY NOTIFICATION SYSTEMS

Walkie-Talkies

Valley College utilizes handheld walkie-talkie devices to communicate with others in the affected area of an emergency in real time. These devices are located in several locations throughout each campus and are assigned to specific staff or faculty members. Walkie-Talkie assignments for each campus can be found in the reference pages at the end of this plan.

Response App

Valley College utilizes the Response App as a notification system in the event of an emergency. The Response App is a phone application software used as a primary method of communication to notify on-campus and off-campus staff, faculty, and administrators of an emergency. It is used to notify users across every campus to ensure that all Valley College locations are informed of an event. Response App also houses emergency plans, maps, hierarchies and other vital emergency management documents and information. Access to the Response App is limited to assigned staff, faculty, and administrators across each campus. Should any employee leave the institution, change roles, or be replaced, their successor—regardless of title—will assume access.

Cleveland Campus Response App Users

Chief Operating Officer	Lynn Mizanin
Campus Director	Amanda Long
Regional Director for Ohio	Peter Perkowski
Director Ohio Campus Services	Connie Gardner
Ohio Director of Educational Initiatives	Sharita Allen
Director of Academic Affairs	Amanda Droste
PN Program Administrator	Nakia Manley
Veterinary Programs- Program Administrator	Kelly Flanigan

MEDIA PROCEDURES- OPERATIONAL CHECKLIST

□ The Campus Director or designated staff member relays verified factual information to the Chief Officer and President.

□ **Establish** a media information area separate from the affected location to ensure safety and prevent interference with emergency operations.

Consider:

- Media requires timely, accurate information.
- Privacy of students and employees must be protected when justified.
- Media may request proximity for photographs or video but must not obstruct responders.

□ Before holding any media briefing or news conference, **prepare and brief** all participants to ensure consistent, accurate messaging.

□ **Determine** the key message to convey. Emphasize:

- Safety of students, employees, and visitors
- Actions being taken to manage the situation
- How the institution is coordinating with emergency responders

□ When appropriate, engage the media to help distribute essential public information. **Explain** how the emergency is being addressed.

□ **Protect** the privacy of victims and affected individuals. Do not release names or personal identifiable information.

□ **Provide** regular updates as information becomes available.

- Avoid saying “No comment.”
- If needed, request assistance from partner agencies in managing media inquiries.

□ **Maintain** a log of all media and telephone inquiries for documentation and future reference.

RESPONSIBILITY OF CAMPUS SAFETY TEAM MEMBERS

Role	Primary Responsibilities (Daily Operations)	Emergency Responsibilities	Communication Responsibilities	Post-Incident Responsibilities
Campus Director / Designee	Oversees campus operations; ensures emergency procedures are maintained and staff are trained	Assesses incident severity; authorizes Timely Warnings or Emergency Notifications; coordinates with emergency responders	Initiates campus-wide alerts through official systems; communicates with institutional leadership	Leads debrief; ensures documentation is completed; coordinates follow-up actions
Campus Safety Monitor / Designated Safety Role	Monitors campus environment; maintains safety equipment; supports preparedness activities	Confirms incident details; assists with evacuation or shelter-in-place procedures	Provides real-time updates to Campus Director/Designee	Completes incident reports; recommends safety improvements
Front Desk / Reception Role	Greets visitors; maintains visitor logs; monitors entry points	Assists with directing individuals during evacuation; secures front-of-house areas	Notifies visitors and vendors of emergency actions when possible	Updates visitor logs; supports post-incident communication

Instructional Staff (Faculty/Adjuncts)	Maintains awareness of classroom safety procedures; reviews evacuation routes with students	Leads students in evacuation or shelter-in-place; accounts for class members	Reports missing or injured individuals to Safety Monitor or Director	Submits class accountability information; participates in debrief if requested
Student-Facing Staff (Advising, Career Services, etc.)	Supports student engagement; maintains updated contact information when applicable	Assists with directing students and visitors; supports individuals with mobility or access needs	Relays situational updates to students in their immediate area	Provides follow-up support to affected students; documents concerns
All Employees	Maintain awareness of emergency procedures; participate in training	Follow instructions from campus leadership; support safe evacuation or shelter-in-place	Report hazards, suspicious activity, or incidents immediately	Participate in after-action reviews as needed

EVACUATION PERSONNEL

The following individuals serve in communication and coordination roles during an evacuation. These roles **do not** include searching the building, reentering the building, or performing rescue activities. **Search and sweep duties are not assigned to campus employees.**

During an evacuation, all untrained employees should evacuate immediately and proceed to the designated safe area. Employees do not conduct room-to-room searches, floor sweeps, or "all-clear" checks. These activities are performed exclusively by trained emergency responders, who are responsible for all search and rescue operations.

Designated, trained personnel (e.g., Campus Safety, Facilities, or a formally assigned Emergency Response Team) may perform limited duties such as sweep checks — and only if it does not delay their own evacuation.

No one should reenter a building to search for missing people.
Accountability happens outside, not inside.

Emergency Announcer - Campus Director, Regional Director of Ohio & Online Director, Director of Ohio Campus Services, or designated staff member:

- **Initiates evacuation announcements** or emergency notifications as directed by campus leadership.
- **Ensures** the message reaches all occupied areas of the building.

Evacuation Coordinator – Campus Director or designated staff member:

- **Oversees** the evacuation process from outside the building.
- **Receives** head-count information from instructors and staff in a safe area.
- **Will relay any concerns** - such as missing individuals or mobility-assistance needs – to emergency responders.

Alternate Evacuation Coordinator – Regional Director of Ohio & Online Director, Director of Ohio Campus Services, or designated staff member

- **Assumes coordination responsibilities** if the Campus Director is unavailable.

Command Center Location – The designated command center is the Campus Director's Office or another location identified by campus leadership.

- **Serves as the coordination point** for communication with emergency responders.
- **Houses emergency documentation**, rosters, and communication tools.
- **May be relocated** if conditions make the primary location unsafe.

SCHOOL CLOSINGS/DELAYS

The Campus Director will decide School Closings and delays in conjunction with the Chief Operating Officer. Announcements of such will be made on designated news stations, Facebook, Portal, and/or through email/text messaging.

School Closing Checklist:

☐ Campus Director decides to close/delay campus opening

☐ Campus Director contacts via text message/email:

- ☐ Administrative Staff
- ☐ Admissions
- ☐ Financial Aid
- ☐ Academic Staff
- ☐ Faculty
- ☐ Students

☐ Campus Director posts closing/delay by:

☐ Posting on designated news station

☐ Posting on Portal, Facebook or email/text blast

☐ Chief Operating Officer sends email to designated leadership roles outside of campus

SEVERE WEATHER PLAN

CODE: BLUE

Tornado or Severe Thunderstorm WATCH

A Watch means conditions are favorable for severe weather.

- **Monitor** local emergency alert systems, weather radios, or National Weather Service updates.
- **Faculty and staff should be prepared** to move students to designated safe areas if conditions worsen.
- **Instructors should remind students** of the building's identified safe areas and review the route to those locations.
- **Campus leadership should remain alert** for changes in weather status.

Tornado or Severe Thunderstorm WARNING

A Warning means severe weather is occurring or imminent.

- **Campus Director or designated staff member notifies faculty, staff, and students** to move to the designated shelter immediately.
- **Close classroom, laboratory, and office doors** as you leave.
- **Instructors should bring their attendance sheet** or roster to the safe area.
- **Remain in the safe area** until the Warning expires or an official "all clear" is issued by campus leadership or emergency responders.
- **Do not leave the safe area** to look outside, check weather conditions, or retrieve belongings.

BUILDING EVACUATION

CODE: RED

- **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 announced "safe area."** The safe areas are indicated on campus maps as "Zone A", "Zone B", or "Zone C." Please report to the safest accessible zone.
- **Check with the 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.**

PLANNED EVACUATION ROUTES

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.

The elevator for handicap accessibility will be unavailable, anyone unable to ambulate down the stairs independently will need additional assistance from faculty.

Once safely evacuated from the building, all staff, faculty, and students should report to the closest, safest available zone. On the map attached in this plan, these zones are labeled Zone A, Zone B, or Zone C.

- **3rd Floor – Rooms 306, 307, 308, and 309 Evacuation Route** – Faculty and students should exit out of their office or 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 closest, safest available zone (A, B, or C).

- **3rd Floor – Rooms 301, 302, 303, 304, 305, 310, 311, 312 Evacuation Route** – Faculty and students should exit out of their office or 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 exit the side door or the main entrance. All Faculty and students should gather at the closest, safest available zone (A, B, or C).

- **2nd Floor – Evacuation Route** – Staff, Faculty and students should exit out of the building either through the main entrance or the extra door leading into the courtyard. An additional exit would be taking the stairs to the first floor and out the Exit door. All Faculty and students should gather at the closest, safest available zone (A, B, or C).

- **1st Floor – Evacuation Route** – Exit through the Vet Department 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 closest, safest available zone (A, B, or C).

EVACUATING INDIVIDUALS WHO MAY NEED ASSISTANCE

• Students and employees who may require assistance during an evacuation should **inform the Campus Director** or **designated staff member** as early as possible. Not all disabilities or access needs are visible, and advanced communication helps ensure a safe and effective response.

• Individuals who may need assistance are encouraged to **communicate their capabilities, limitations, and preferred methods of assistance** ahead of time. Clear, concise information supports safer decision-making. When helpful, individuals may carry a pre-printed card or message that explains the type of assistance they need.

• **Establish** a personal support network consisting of people who are regularly in the same area (classmates, coworkers, or instructors). Relying on more than one person ensures support is available even if someone is absent during an emergency.

• **Pre-plan and review** all available evacuation options, including areas of refuge, stairwell locations, and accessible routes. Consider the risks and benefits of different methods of assistance. For example, being carried down stairs may pose safety risks to both the individual and the assisting person.

EVACUATION OF DISABLED INDIVIDUALS CHECKLIST

☐ **Pre-plan** assistance

☐ **Communicate** your needs to the Campus Director and/or designated staff member

☐ **Create multiple options** in case of emergency

☐ **Identify helpers/individuals** who can assist during an emergency.

☐ **Do not rely on just one individual** in case they are not available.

SHELTER-IN-PLACE PROCEDURES

CODE: BLUE

- **Identify safe areas in each school building.**
- **The Campus Director or designated staff member announces that students and staff must go to shelter areas.**
- **Bring all the people inside the 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 the shelter area.**
- **All persons remain in shelter areas until a Campus Director, designated staff member, or emergency responder declares that it is safe to leave.**

If all evacuation routes are blocked:

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

FIRE EMERGENCY PLAN

CODE: RED

IF YOU DISCOVER FIRE OR SEE SMOKE DO NOT PANIC.

CALL 911 AND PROCEED WITH THE FOLLOWING:

R. A. C. E.

- **Remove/Relocate** individuals away from danger; if possible, without endangering your safety.
- **Activate Alarm**: CALL 911
- **Confine/Contain** fire and smoke by closing doors and windows.
- **Extinguish fire only if trained** and fire is small by using the nearest fire extinguisher.

DO NOT RE-ENTER THE BUILDING UNTIL THE ALL CLEAR IS ISSUED BY THE FIRE DEPARTMENT

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 Coordinator or designated staff member.**

LOCKDOWN WITH INTRUDER PROCEDURES

CODE: ORANGE LEVEL 1

- **Campus Director or designated staff member will order and announce "lockdown with intruder" procedures as "Code: Orange Level 1."** Repeat announcement several times. Be direct.

- **Campus Director will contact local law enforcement / 911 to report the incident.**

- **Immediately direct all students, staff, and visitors** into the nearest classroom or secured space. Classes that are outside of the building **SHOULD NOT** enter the building. Move outside classes to closest, safest available zone.

- **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 designated staff member will announce "all clear."**

LOCKDOWN WITH WARNING PROCEDURES

CODE: ORANGE LEVEL 2

- **Campus Director or designated staff member will order and announce "lockdown with warning" procedures as "Code: Orange 2."** Repeat announcement several times. Be direct.

- **Campus Director or designated staff member will contact local law enforcement / 911 to report the incident.**

- **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 designated staff member will announce "all clear."**

HOSTAGE/INTRUDER SITUATION PLAN

CODE: ORANGE LEVEL 1

A hostage or armed-intruder situation is an extreme emergency requiring immediate law-enforcement response. The safety of students, staff, and faculty is the highest priority. Campus personnel should focus on protective actions, not negotiation or intervention.

IMMEDIATE ACTIONS (ALL STAFF)

- **Call 911 immediately** if it is safe to do so.
- **Provide the dispatcher with as much information as possible** (location, description of intruder, weapons, number of people involved).
- **Follow Run, Hide, Fight principles** based on your immediate surroundings and level of danger:
    - Run: If you can safely escape, evacuate the area and move to a safe location.
    - Hide: If escape is not possible, secure the room, lock or barricade doors, turn off lights, silence phones, and remain out of sight.
    - Fight (last resort): If confronted directly and in imminent danger, use available objects to defend yourself.
    - Do not attempt to negotiate, confront, or disarm the intruder.
- **Remain calm** and help others remain calm.

CAMPUS DIRECTOR/DESIGNATED STAFF MEMBER RESPONSIBILITIES

- **Call 911 immediately** if not already done.
- **Initiate Lockdown procedures** if appropriate.

- **Communicate the emergency to instructors and staff** using the safest available method.
- **Prevent individuals from entering the building.**
- **Coordinate with law enforcement** upon their arrival and provide all available information.
- **Follow all instructions from law enforcement**, who will assume command of the situation.
- **Do not attempt to monitor or approach the hostage area** unless directed by emergency responders.
- **Prepare to initiate evacuation or student-release procedures** only if instructed by law enforcement.

INSTRUCTOR AND STAFF RESPONSIBILITIES (INSIDE CLASSROOMS)

- **Immediately implement Run, Hide, Fight** based on the situation.
- **If hiding:** –
  - **Lock or barricade doors**
  - **Turn off lights**
  - **Silence phones**
  - **Keep students low, quiet, and out of sight**
- **Do not open the door for anyone** until an official "All Clear" is issued by law enforcement or campus leadership.
- **Do not attempt to communicate** with the intruder.
- **Keep students calm and quiet** until the situation is resolved.

INSTRUCTOR AND STAFF RESPONSIBILITIES (OPEN AREAS)

- **Move students to the nearest safe zone** if escape is possible.
- **If escape is not possible**, take cover and implement Hide procedures.
- **Use Fight only as a last resort** when in immediate danger.
- **Follow law-enforcement instructions** when officers arrive.

MEDICAL EMERGENCY PROCEDURES

CODE: GREEN

In the event of a life-threatening illness/injury or death:

Call 911 and provide:

- ☐ Your name
- ☐ Location: Valley College 8700 Brookpark Rd, Cleveland, Ohio 44129
- ☐ Type of emergency
- ☐ Injuries (if any)
- ☐ Callback number: 216-453-8201 or your cell phone number

Notify the Campus Director as soon as safely possible.

- ☐ Campus Director set up personnel to direct emergency medical providers.

Follow emergency professional advice

- ☐ **Do not** attempt to move the person.
- ☐ If possible, **isolate** the affected person and disperse onlookers.
- ☐ **Comfort** the individual until help arrives.
- ☐ **Remain** to assist emergency medical service personnel with pertinent information.

Campus Director facilitates documentation of the incident on Valley College Incident Report form.

NON-LIFE-THREATENING INJURY OR ILLNESS

CODE: GREEN

For all non-life-threatening illness and injuries:

- ☐ **Communicate** with Campus Director or designated staff member.
- ☐ **Document** action taken on the Valley College Incident Report form and send a copy to the Administrative Office as directed.

Administrator Responsibilities (Traumatic Medical Emergency or Death)

- ☐ **Notify** the Campus Director or designated staff member.
- ☐ **Notify** the emergency contact(s) listed in the individual's file.
- ☐ **Activate** post-crisis procedures if needed.
- ☐ For all other medical emergencies, **assess** whether post-crisis support is appropriate.
- ☐ **Document** all actions taken on the Valley College Incident Report and route it as directed.

BOMB THREAT PROCEDURES

CODE: BLACK

All bomb threats must be taken seriously until assessed. Valley College will follow the direction of law enforcement and emergency responders. The decision to evacuate will be made by campus leadership unless a suspicious device is located, at which point emergency responders assume control.

IMPORTANT NOTES

- **Staff and students do not conduct building searches**.
- **Emergency responders are responsible** for all search and device-handling activities.
- Overreacting or spreading rumors can escalate the situation;
- **Remain calm and follow official instructions**.

CAMPUS LEADERSHIP RESPONSIBILITIES

- **Contact 911 and provide all available information.**
- **Coordinate with emergency responders** to determine whether evacuation, shelter-in-place, or continued operations are appropriate.
- **Communicate instructions to staff and students** clearly and calmly.
- **Ensure all information is documented** in the Valley College Incident Report.

EVACUATION CONSIDERATIONS

- **Do not use cell phones, radios, or fire alarms** near a suspected device.
- **Follow designated evacuation routes** unless directed otherwise by emergency responders.
- **Instructors take class rosters and account for students at the safe area.**

- **Leave all personal belongings and classroom items in place.**
- **Leave doors open or unlocked** unless directed otherwise by emergency responders.

IF A BOMB THREAT IS RECEIVED BY PHONE

- **Remain calm** and keep the caller on the line as long as possible.
- **Signal another staff member**, if available, to notify the Campus Director or designated staff member.
- **Listen carefully** and note any information the caller provides, especially:
  - **Location of the device**
  - **Time of activation**
  - **Description of the device**
  - **Reason for the threat**
- **Note anything you can** about the caller's voice, background noises, or tone.
- **Write down the exact wording** of the threat.
- When the caller hangs up, **do not immediately disconnect the line**.
- **Notify the Campus Director or designated staff member** if not already done.
- **Campus leadership will contact 911** and follow law-enforcement instructions.

IF A BOMB THREAT IS RECEIVED IN WRITING

- Handle the note **as little as possible**.
- **Place the note in a clean envelope** or plastic sleeve if available.
- **Photograph any written threats** found on walls or surfaces.
- **Notify the Campus Director or designated staff member**.
- **Campus leadership will notify law enforcement** and follow their guidance.

SUSPICIOUS PACKAGE PROCEDURES

CODE: BLACK

A suspicious package may include any item that appears unusual, out of place, leaking, or potentially hazardous. Treat all suspicious items with caution.

IF YOU DISCOVER A SUSPICIOUS PACKAGE

- ☐ **Do not open, move, or disturb** the item.
- ☐ If the item has already been opened, **remain calm and avoid further handling.**
- ☐ **Notify** the Campus Director or designated staff member immediately.
- ☐ **The Campus Director or designated staff member will contact 911** and the Chief Officer.
- ☐ **Keep people away** from the immediate area and close the door if possible.
- ☐ **Limit communication** near the item; avoid using radios or mobile phones in close proximity.

IF THE PACKAGE IS LEAKING AND YOU TOUCHED THE SUBSTANCE

- ☐ **Keep your hands away from your face.**
- ☐ **Avoid touching others.**
- ☐ **Wash hands and exposed skin with soap and warm water from elbows down.**

- ☐ **Do not attempt to clean** or cover any spilled material.
- ☐ **Follow all instructions** from emergency responders.

CYBER ATTACKS

CODE: YELLOW

Valley College does not tolerate malicious operation or misuse of its technology or network. Adherence to the Valley College internet and computer policies is required. Individuals found to be non-compliant with Valley College regulations will be reprimanded accordingly.

If you are experiencing the result of a cyber-attack, please immediately notify faculty or staff. Faculty and staff should report any cyber-attack activity to the IT Department. Please provide as much information as possible when reporting these incidents.

CIVIL DEMONSTRATIONS

CODE: YELLOW

Valley College acknowledges and respects the rights of all individuals, including but not limited to those outlined in the United States Constitution. Freedom of speech is often utilized in manners of protest, rallies, demonstrations, marches, and speeches. Valley College will not prohibit or interfere with gatherings or demonstrations that do not obstruct the institution's operations. The college reserves the right to request the termination or relocation of gatherings and/or demonstrations which are found to cause disruption to daily operations. To promote the safety of all individuals at Valley College, violent demonstrations will not be tolerated and may require assistance from other law enforcement agencies.

Valley College requires advance notice of planned organization. Event organizers of events such as those listed above must supply the necessary information (nature of event, date, time, and location) in advance to the Campus Director. The Campus Director must notify Senior Staff.

TO PLAN ANY GATHERINGS/EVENTS EXPRESSING FREEDOM OF SPEECH (SUCH AS PROTEST, RALLY, MARCH, DEMONSTRATION, OR SPEECH):

Provide the information in writing to the Campus Director or designated staff member.

Be sure to include:

- **Type** of Event
- **Date** of Event
- **Time** of Event
- **Location** of Event

Note: Please be mindful of other faculty, students, and staff when planning an event. Events causing disruptions may be terminated or relocated to reduce impact on educational operations of the school.

VALLEY COLLEGE

ANIMAL EMERGENCY PROCEDURES

Animals housed at our college include the resident rodents which are housed near animal intake Room 108. 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 Monday – Thursday from 8AM-5PM and Friday from 8AM – 3PM. They are obtained from local rescues and shelters. The dogs are in Kennel Room 109, and the cats are housed near Animal Intake Room 108. Dogs and cats are not routinely held in the facility on holidays and weekends.

FIRST STEP

Determine what safety protocol must be followed: evacuation, shelter-in-place, or relocation.

The Program Administrator, attending Doctor of Veterinary Medicine, or designated faculty member will make this decision.

ANIMAL EMERGENCY PROCEDURES

EVACUATION PROCEDURES

- **Dogs and cats will be returned to their originating shelters or rescues.** Contact information for each organization is maintained on animal intake forms, posted in the laboratory area, and kept in the Program office.

- **Rodents will remain in their primary enclosures with water bottles, food, and bedding. Employees may transport rodents to their homes for temporary care.** Cage cards must remain attached to each enclosure.

Employees transporting rodents will sign out animals with the Program Director, DVM, or designated faculty member. Documentation will remain on campus unless conditions make this unsafe, in which case records will be held by the Program Director or DVM until they can be returned.

ANIMAL EMERGENCY PROCEDURES

SHELTER-IN-PLACE PROCEDURES

(WEATHER/POWER OUTAGE)

Animals may remain in their primary enclosures during an emergency when conditions allow.

Short-term disruptions—such as brief power outages or weather-related delays—typically allow animals to remain in place.

If an emergency is expected to last more than 12 hours, partner shelters and rescues will be contacted to retrieve their animals.

If power loss extends beyond 12 hours and temperature extremes occur, rodents may be relocated to employee homes following established sign-out procedures.

Employees on site will provide essential care, including:

- Food, water, and bedding
- Basic husbandry
- Access to veterinary care if needed
- Monitoring of environmental conditions (temperature, ventilation, lighting)

ANIMAL EMERGENCY PROCEDURES

RELOCATION PROCEDURES

The decision to shelter or relocate will consider:

- Expected duration of the emergency
- Integrity and safety of the building
- Environmental stability (heat, cold, ventilation, humidity)

Rodent relocation decisions will depend on environmental stability. If the building remains safe and temperatures are within acceptable ranges, **rodents may remain in place with**:

- Additional food and water
- Extra bedding
- Supplemental heat (if power is available)
- Additional ventilation or cooling (fans or other equipment stored on site)

ANIMAL EMERGENCY PROCEDURES

OTHER ANIMAL PROCEDURES AND EVENTS

DISEASE OUTBREAK

In the event of a suspected or confirmed disease outbreak, animals will be evaluated by the attending DVM and Registered Veterinary Technicians.

- **Animals determined to be free of disease**—based on appropriate diagnostics such as fecal testing, physical examination, bloodwork, or skin/tape testing—**will be returned to the originating shelter or rescue with completed medical records.**

- **Animals showing signs of disease**, or those suspected of exposure, **will be returned immediately to the shelter or rescue with full medical documentation**.

- **The Program Administrator or designee will notify partner shelters and rescues** of the situation.

Rodents will be evaluated and treated according to the attending DVM's direction.

Injured Animals

Injured animals may be assessed and treated on site by the attending DVM or RVTs when feasible and safe.

If injuries require care beyond the campus' capabilities, animals may be transported to a local emergency veterinary facility. Each campus will maintain a list of approved emergency clinics and directions to those facilities. Emergency clinic information will be posted in the Veterinary Medical Lab and included in this plan.

ESCAPED ANIMALS (INSIDE THE BUILDING)

- **Rodents or small animals that escape their primary enclosures but remain within the building will be safely captured**, identified using cage cards, and returned to their enclosures.
- **Dogs and cats that escape within the building will be identified by description or temporary collars and returned** to their primary enclosures.

ESCAPED ANIMALS (OUTSIDE THE BUILDING)

- **If the building is compromised and animals escape outdoors, reasonable efforts will be made** to locate them in the immediate area.
- **Dogs and cats may require the use of leashes, food rewards, humane traps, or additional personnel** to ensure safe recovery.
- **Partner shelters and rescues will be notified immediately** and may be asked to assist with recovery efforts.

TORNADO PROCEDURES (ANIMAL AREAS)

- **When time permits, dog and cat cages may be moved to an interior room or other designated shelter-in-place location** identified by the campus (e.g., interior lab space or protected stairwell).

- **Each campus will identify and communicate its designated severe-weather animal-sheltering locations**.

FIRE PROCEDURES (ANIMAL AREAS)

HUMAN EVACUATION IS THE FIRST PRIORITY.

- **Once emergency responders determine the building is safe to enter, staff may remove animals** using carriers, leashes, or appropriate containment devices.

- **Any animal already outside its enclosure at the time of evacuation will be removed** with personnel.

- **If an animal is under anesthesia: – If under inhalation anesthesia without an abdominal incision, discontinue anesthesia and evacuate the animal with personnel**. – If the animal has an open abdominal incision, cover the surgical site with sterile drape material, maintain anesthesia at a safe level, and evacuate personnel.

Emergency responders will determine when it is safe to re-enter and remove the animal.

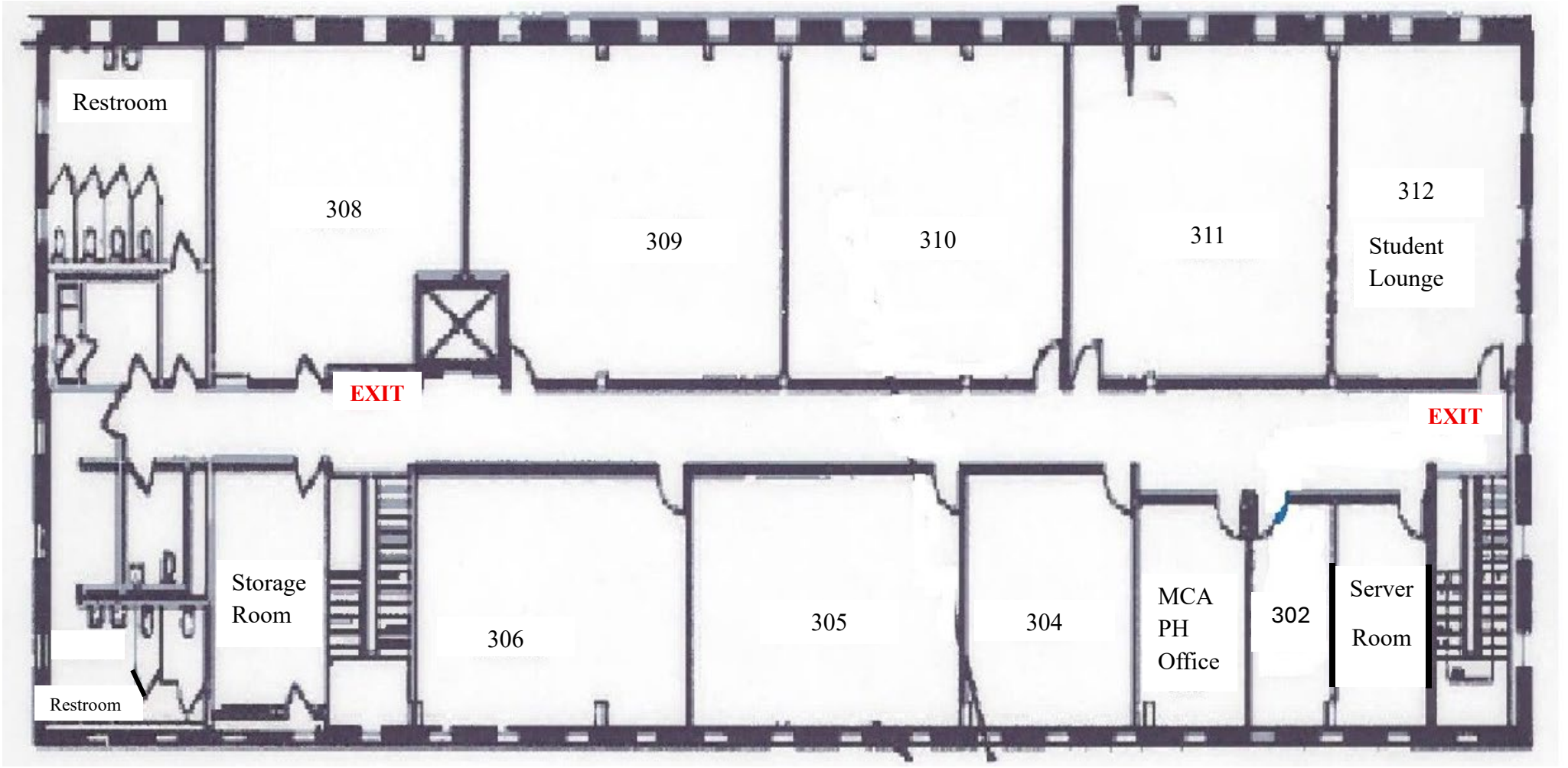
DATE OF LAST DRILL(S)/TRAININGS

Campus Wide Evacuation Drills are to be held at least annually. Students are also given an overview of the emergency plan during their orientation.

Type of Drill	Date
Active Shooter Training	June 2026
Evacuation Drill – Fire Drill	April 2026
Evacuation Drill – Fire Drill	April 2025
Evacuation Drill – Fire Drill	May 2024
Evacuation Drill – Fire Drill	March 2023

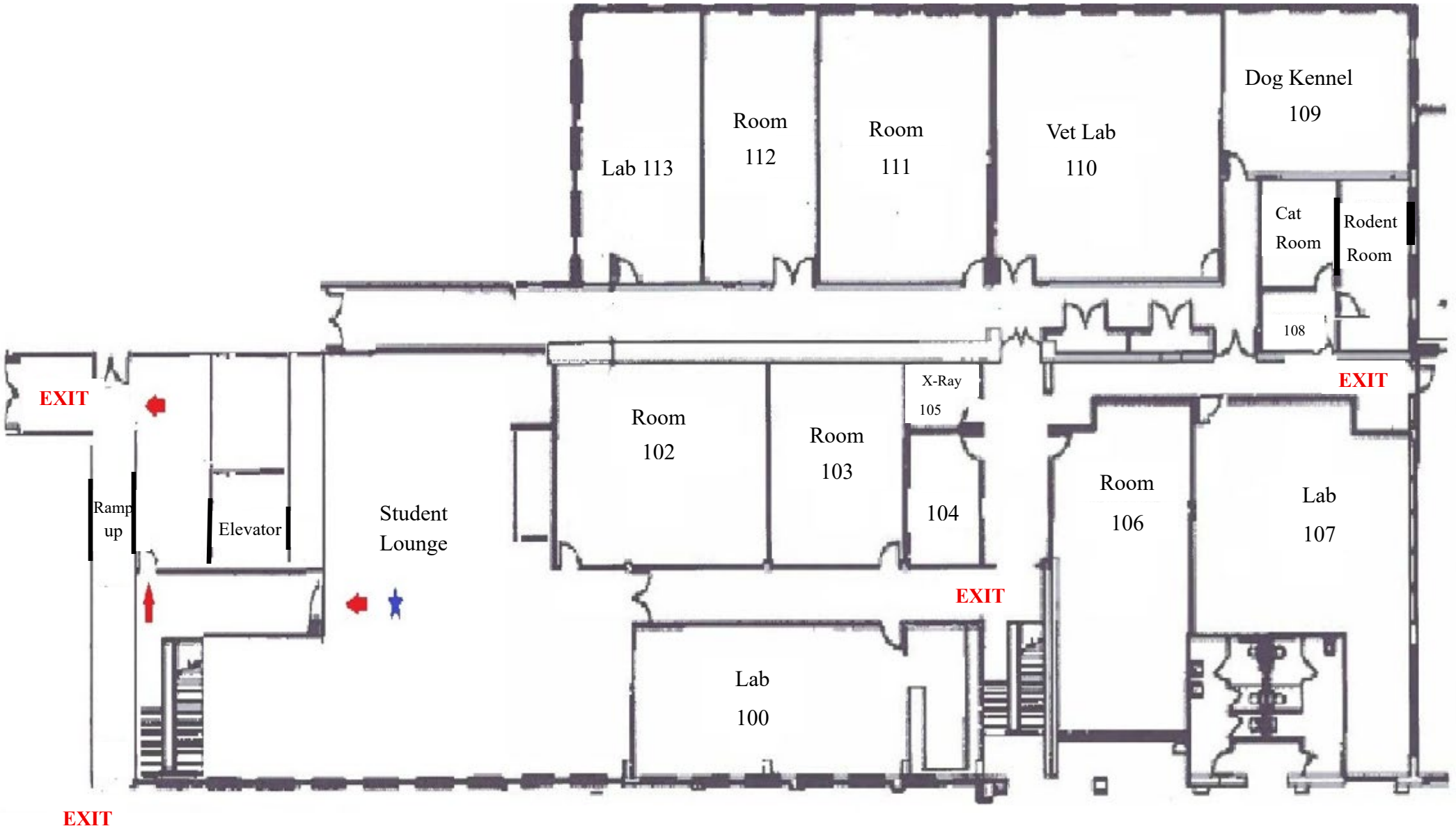
CLEVELAND CAMPUS MAP

THIRD FLOOR



CLEVELAND CAMPUS MAP

FIRST FLOOR



CLEVELAND CAMPUS MAP

Main Floor

EVACUATION MEET UP

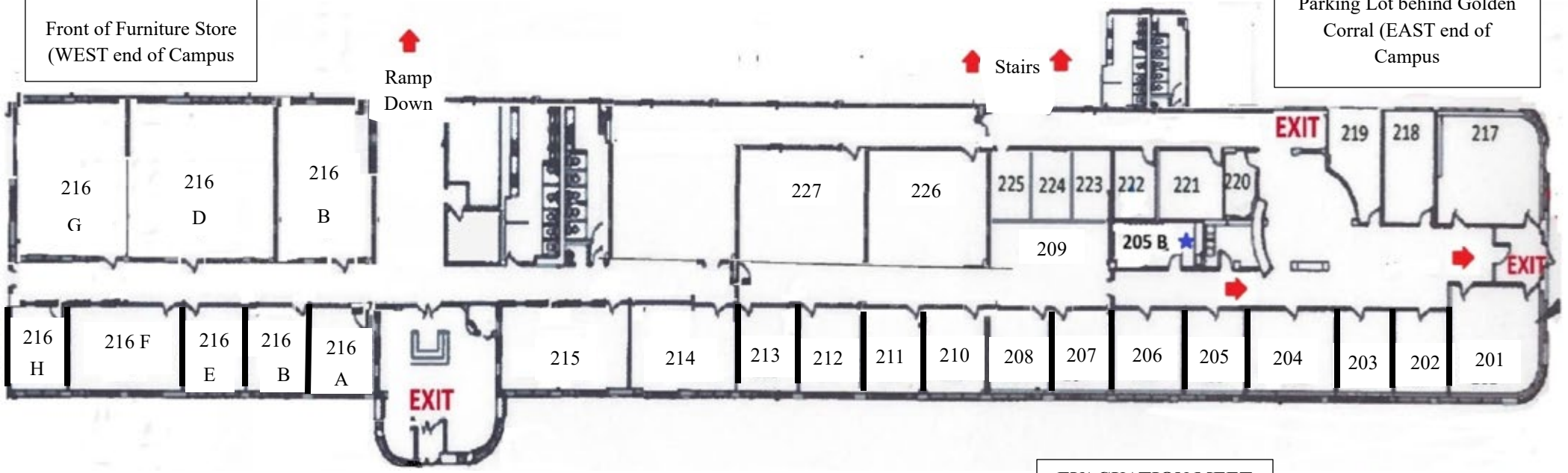
ZONE B

Front of Furniture Store (WEST end of Campus

EVACUATION MEET UP

ZONE C

Parking Lot behind Golden Corral (EAST end of Campus



EVACUATION MEET UP

ZONE A

Digital Sign in Parking Lot

VALLEY COLLEGE

FAIRLAWN – SCHOOL OF NURSING

EMERGENCY RESPONSE & EVACUATION PROCEDURES

LAST UPDATED: SEPTEMBER 2026

Please note: Policies on Bullying, Cyberbullying, and Anti-Hazing can be found in the Student Catalog: https://valley.edu/catalog/

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EMERGENCY SCENARIO CHECKLIST
FIRST STEPS

- **DETERMINE** what kind of emergency is it?
  - How urgent is the situation? How much time is available?

- **ASSESS** what is the nature of the emergency?
  - **DIAL 911 HERE IF NECESSARY!**
  - If non-urgent emergency, skip and go to next steps

- **ALERT** immediate staff, faculty, or campus director of the emergency. They will contact authorities.

- **FOLLOW** protocol for evacuation, shelter-in-place/lockdown, fire emergency, bomb threat, severe weather, or other specific event emergency

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 (ext. 1505)

□ Follow Emergency Professional advice

□ Notify Campus Director as soon as safely possible

Name of Institution:

Valley College – Fairlawn

Physical Address:

2955 West Market Street, Suite R

Fairlawn, Ohio 44333

Phone Number: (330) 997 -8900

PURPOSE

During an emergency, every action matters. This emergency plan and procedures manual serves as a guide to direct and streamline emergency management and response for incidents at Valley College. It aims to ensure optimal safety of all individuals across every campus. The policies and procedures listed within this guide have been crafted with consideration of many possible solutions; they may change periodically as Valley College reviews and implements more effective routes. While this plan provides preparation for most scenarios, it may fail to address every potential situation. All communication regarding a specific incident deemed an emergency will be provided across all appropriate platforms.

To promote preparedness and safety, Valley College will:

- Routinely notify students, staff, and faculty of the emergency plan for their campus
- Maintain emergency plans and provide access to the plans to all students, staff, and faculty
- Provide training and resources to students, staff, and faculty
- Provide contact information for appropriate agencies, staff, and faculty members
- Maintain internal notification systems and ensure devices and platforms are always monitored and up to date
- Identify campus safety team members, and ensure they are properly informed, trained, and given proper tools to guide others in the event of an emergency.

PHONE NUMBERS

EMS Phone Numbers

Emergency Services (Fire, Police, or Medical):	**DIAL 911**
Fairlawn Police Department:	(330) 670-4300
Brooklyn Fire Department:	(330) 668-9540

Mental Health Resources

National Suicide Prevention Lifeline:	(800) 273-8255
Crisis Text Line:	Text TALK to 741741
Veterans Crisis Line:	Call: (800) 273 8255 Text: 838255

Campus Personnel and Senior Staff

Campus Director: Amanda Long	Campus: 216-453-8201 Cell: 440-453-4032
Regional Director of Ohio: Peter Perkowski	Campus: 216-453-8201 Cell: 330-415-5415
Ohio Director of Educational Initiatives: Sharita Allen	Campus: 216-453-8201 Cell: 216-288-8912
Director of Ohio Campus Services: Connie Gardner	Campus: 216-453-8201 Cell: 216-534-4726
Chief Operating Officer: Lynn Mizanin	Campus: 216-453-8201 Cell: 216-630-3242
President: Matthew Jenkins	Campus: (304) 263-0979 Cell: (480) 415-2259

IMPORTANT TERMS

Emergency – An emergency is an unplanned event requiring immediate resolution which is, or has the potential to, endanger the lives of all or some individuals attending campus activities. An event may be deemed as a minor or major emergency depending on the urgency and safety threat to those involved. Any emergency may include involvement from external emergency responders in order to be resolved. In most emergencies, calling 911 should be the first step towards resolution.

Codes - Codes are emergency threat levels as indicated by color. Codes allow administration, staff, and faculty to immediately understand the nature of an event without a specific description of the event that is occurring. Utilizing a color-coding system to indicate types of emergencies also allows responders and emergency management teams to coordinate resolutions more efficiently. The code system additionally reduces the possibility of exposing an event to further disruption through potential confusion or widespread panic. Individuals operating within the code system are expected to maintain current knowledge of each emergency code and Valley College's response procedure for that emergency.

Zones – Zones are designated safe areas either inside or outside of the campus buildings. During an evacuation or shelter-in-place procedure, all individuals will report to the closest, safest, and most available designated zone. Zones are designed to provide options for those on campus during an emergency to gather safely until the emergency is resolved. All individuals gathered at an indicated zone are required to remain in the zone until clear dismissal instructions are provided by emergency responders or campus personnel.

CODE DEFINITIONS

[RED, BLUE, GREEN, ORANGE, YELLOW, BLACK]

- **CODE RED: FIRE OR OTHER EMERGENCY REQUIRING EVACUATION**
    - **EVACUATION RECOMMENDED.** Stay calm and immediately report to closest and safest zone available.

- **CODE BLUE: WEATHER**
    - Follow instructions advised by Campus Director or designated staff member. **Shelter-in-place or evacuation** may be advised.

- **CODE GREEN: MEDICAL EMERGENCY**
    - Follow instructions advised by Campus Director or designated staff member.

- **CODE ORANGE: INTRUDER, ACTIVE SHOOTER, SUSPICIOUS ACTIVITY REQUIRING LOCKDOWN**
    - Follow instructions advised by Campus Director or designated staff or faculty member. **LOCKDOWN** procedures should be followed.
    - When Announcing Code Orange:
        - Code Orange Level 1: Lockdown With Intruder
        - Code Orange Level 2: Lockdown With Warning

- **CODE YELLOW: NON-URGENT EMERGENCY**
    - Follow instructions advised by Campus Director or designated staff member.

- May be used for Cyber Attacks, Civil Demonstrations, or other situation not requiring immediate action.

- **CODE BLACK: BOMB THREAT/SUSPICIOUS ACTIVITY**
  - Follow instructions advised by Campus Director or designated staff member. Stay alert and away from affected areas.

TRAINING PLAN AND AWARENESS

All students, faculty, and staff will receive a notice explaining the purpose and content of the Emergency Response & Evacuation Procedures and where the plan can be accessed on the institution's website under the Consumer Information link. Individuals may request a printed copy of the plan from the designated campus office. This plan is included as an appendix to the institution's Annual Security Report (Clery Report).

The campus community will participate in emergency drills at least once per year, or more frequently if required by institutional leadership or local regulations. New students will receive an overview of the plan during Orientation, including expectations for evacuation, shelter-in-place, and communication procedures.

Employees assigned responsibilities within the Emergency Response & Evacuation Procedures must review the plan and understand their role in implementing it. The annual drill serves as practical, scenario-based training and reinforces the actions required during an actual emergency.

DOCUMENTING ACTIONS TAKEN

Throughout an emergency, the Campus Director and/or designated staff member will remain in contact with the campus' designated Chief Officer. The Chief Officer will relay necessary updates to the President at the administrative offices via appropriate channels and provide direction as needed.

Once the emergency has concluded, the incident will be documented using the Valley College Incident Report. All required information, including actions taken, notifications made, and any follow-up steps—will be recorded on the form. The completed report will be distributed according to the routing instructions printed on the Incident Report.

EMERGENCY NOTIFICATIONS AND TIMELY WARNINGS

EMERGENCY NOTIFICATIONS

Emergency notifications are issued by the Campus Director or designated staff member through Conext. The notification will be sent to the students' email address or phone number (via text message) on file. Faculty will be notified via email or text message by the designated employee.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Director, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through email, text message, or posted on Facebook. The staff will attempt to contact any visitors who are scheduled to be on campus. During Orientation students will be told who they should contact to update their contact information.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, a copy of the notice is posted at the front and back door of each campus, as well. Anyone with information warranting a timely warning should report the circumstances to the Campus Director or designated staff member.

BUILDING SAFETY SYSTEMS

The school building located at 2955 West Market Street has the following safety systems:

- **Smoke Detectors/CO Monitors:** Smoke detectors and monitors are located throughout the building.

- **Fire Extinguishers:** Fire extinguishers are accessible through the building. One is available at each end of the hallway and one in the Staff/Student lunchroom.

- **First Aid Kits:** First aid kits are available at the Staff lounge and the receptionist's desk.

The school building located at 77 N Miller Ste H and Ste F, are equipped with the following safety systems:

- **Smoke Detectors/CO Monitors:** Smoke detectors and monitors are located throughout the building.

- **Fire Extinguishers:** A fire extinguisher is mounted on the wall in the middle of Ste H and Ste F.

- **First Aid Kits:** First aid kits are located in the restroom of Ste H and Ste F.

- **Walkie-Talkies** are located in offices of designated staff members.

Areas in all Valley College locations may be monitored by video surveillance systems.

INTERNAL EMERGENCY NOTIFICATION SYSTEMS

Walkie-Talkies

Valley College utilizes handheld walkie-talkie devices to communicate with others in the affected area of an emergency in real time. These devices are located in several locations throughout each campus and are assigned to specific staff or faculty members. Walkie-Talkie assignments for each campus can be found in the reference pages at the end of this plan.

Response App

Valley College utilizes the Response App as a notification system in the event of an emergency. The Response App is a phone application software used as a primary method of communication to notify on-campus and off-campus staff, faculty, and administrators of an emergency. It is used to notify users across every campus to ensure that all Valley College locations are informed of an event. Response App also houses emergency plans, maps, hierarchies and other vital emergency management documents and information. Access to the Response App is limited to assigned staff, faculty, and administrators across each campus. Should any employee leave the institution, change roles, or be replaced, their successor—regardless of title—will assume access.

Fairlawn Campus Response App Users

Chief Operating Officer	Lynn Mizanin
Campus Director	Amanda Long
Regional Director for Ohio	Peter Perkowski
Director Ohio Campus Services	Connie Gardner
Ohio Director of Educational Initiatives	Sharita Allen
Director of Academic Affairs	Amanda Droste
PN Program Administrator	Nakia Manley

MEDIA PROCEDURES- OPERATIONAL CHECKLIST

□ The Campus Director or designated staff member relays verified factual information to the Chief Officer and President.

□ **Establish** a media information area separate from the affected location to ensure safety and prevent interference with emergency operations.

Consider:

- Media requires timely, accurate information.
- Privacy of students and employees must be protected when justified.
- Media may request proximity for photographs or video but must not obstruct responders.

□ Before holding any media briefing or news conference, **prepare and brief** all participants to ensure consistent, accurate messaging.

□ **Determine** the key message to convey. Emphasize:

- Safety of students, employees, and visitors
- Actions being taken to manage the situation
- How the institution is coordinating with emergency responders

□ When appropriate, engage the media to help distribute essential public information. **Explain** how the emergency is being addressed.

□ **Protect** the privacy of victims and affected individuals. Do not release names or personal identifiable information.

□ **Provide** regular updates as information becomes available.

- Avoid saying “No comment.”
- If needed, request assistance from partner agencies in managing media inquiries.

□ **Maintain** a log of all media and telephone inquiries for documentation and future reference.

RESPONSIBILITY OF CAMPUS SAFETY TEAM MEMBERS

Role	Primary Responsibilities (Daily Operations)	Emergency Responsibilities	Communication Responsibilities	Post-Incident Responsibilities
Campus Director / Designee	Oversees campus operations; ensures emergency procedures are maintained and staff are trained	Assesses incident severity; authorizes Timely Warnings or Emergency Notifications; coordinates with emergency responders	Initiates campus-wide alerts through official systems; communicates with institutional leadership	Leads debrief; ensures documentation is completed; coordinates follow-up actions
Campus Safety Monitor / Designated Safety Role	Monitors campus environment; maintains safety equipment; supports preparedness activities	Confirms incident details; assists with evacuation or shelter-in-place procedures	Provides real-time updates to Campus Director/Designee	Completes incident reports; recommends safety improvements
Front Desk / Reception Role	Greets visitors; maintains visitor logs; monitors entry points	Assists with directing individuals during evacuation; secures front-of-house areas	Notifies visitors and vendors of emergency actions when possible	Updates visitor logs; supports post-incident communication

Instructional Staff (Faculty/Adjuncts)	Maintains awareness of classroom safety procedures; reviews evacuation routes with students	Leads students in evacuation or shelter-in-place; accounts for class members	Reports missing or injured individuals to Safety Monitor or Director	Submits class accountability information; participates in debrief if requested
Student-Facing Staff (Advising, Career Services, etc.)	Supports student engagement; maintains updated contact information when applicable	Assists with directing students and visitors; supports individuals with mobility or access needs	Relays situational updates to students in their immediate area	Provides follow-up support to affected students; documents concerns
All Employees	Maintain awareness of emergency procedures; participate in training	Follow instructions from campus leadership; support safe evacuation or shelter-in-place	Report hazards, suspicious activity, or incidents immediately	Participate in after-action reviews as needed

EVACUATION PERSONNEL

The following individuals serve in communication and coordination roles during an evacuation. These roles **do not** include searching the building, reentering the building, or performing rescue activities. **Search and sweep duties are not assigned to campus employees.**

During an evacuation, all untrained employees should evacuate immediately and proceed to the designated safe area. Employees do not conduct room-to-room searches, floor sweeps, or "all-clear" checks. These activities are performed exclusively by trained emergency responders, who are responsible for all search and rescue operations.

Designated, trained personnel (e.g., Campus Safety, Facilities, or a formally assigned Emergency Response Team) may perform limited duties such as sweep checks — and only if it does not delay their own evacuation.

No one should reenter a building to search for missing people.
Accountability happens outside, not inside.

Emergency Announcer - Ohio Director of Educational Initiatives, Campus Director, Regional Director of Ohio & Online Director, Director of Ohio Campus Services, or designated staff member:

- **Initiates evacuation announcements** or emergency notifications as directed by campus leadership.
- **Ensures** the message reaches all occupied areas of the building.

Evacuation Coordinator – Ohio Director of Educational Initiatives or designated staff member:

- **Oversees** the evacuation process from outside the building.
- **Receives** head-count information from instructors and staff in a safe area.
- **Will relay any concerns** - such as missing individuals or mobility-assistance needs – to emergency responders.

Alternate Evacuation Coordinator – Regional Director of Ohio & Online Director, Director of Ohio Campus Services, or designated staff member

- **Assumes coordination responsibilities** if the Ohio Director of Educational Initiatives is unavailable.

Command Center Location – The designated command center is the Ohio Director of Educational Initiatives or another location identified by campus

- **Serves as the coordination point** for communication with emergency responders.
- **Houses emergency documentation**, rosters, and communication tools.
- **May be relocated** if conditions make the primary location unsafe.

SCHOOL CLOSINGS/DELAYS

The Campus Director will decide School Closings and delays in conjunction with the Chief Operating Officer. Announcements of such will be made on designated news stations, Facebook, Portal, and/or through email/text messaging.

School Closing Checklist:

☐ Campus Director decides to close/delay campus opening

☐ Campus Director contacts via text message/email:

- ☐ Administrative Staff
- ☐ Admissions
- ☐ Financial Aid
- ☐ Academic Staff
- ☐ Faculty
- ☐ Students

☐ Campus Director posts closing/delay by:

☐ Posting on designated news station

☐ Posting on Portal, Facebook or email/text blast

☐ Chief Operating Officer sends email to designated leadership roles outside of campus

SEVERE WEATHER PLAN

CODE: BLUE

Tornado or Severe Thunderstorm WATCH

A Watch means conditions are favorable for severe weather.

- **Monitor** local emergency alert systems, weather radios, or National Weather Service updates.
- **Faculty and staff should be prepared** to move students to designated safe areas if conditions worsen.
- **Instructors should remind students** of the building's identified safe areas and review the route to those locations.
- **Campus leadership should remain alert** for changes in weather status.

Tornado or Severe Thunderstorm WARNING

A Warning means severe weather is occurring or imminent.

- **Campus Director or designated staff member notifies faculty, staff, and students** to move to the designated shelter immediately.
- **Close classroom, laboratory, and office doors** as you leave.
- **Instructors should bring their attendance sheet** or roster to the safe area.
- **Remain in the safe area** until the Warning expires or an official "all clear" is issued by campus leadership or emergency responders.
- **Do not leave the safe area** to look outside, check weather conditions, or retrieve belongings.

BUILDING EVACUATION

CODE: RED

- **Keep yourself and others calm.**
- **Quickly proceed outside** the building to the announced safe location 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 announced "safe area"** The safe areas are indicated on campus maps as "Zone A", "Zone B", or "Zone C." Please report to the safest accessible zone.
- **Check with the 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.**

PLANNED EVACUATION ROUTES

Faculty and students will follow a planned evacuation route when exiting the building. Depending on what room your class is in when the alarm goes off, the following evacuation route should be used.

Once safely evacuated from the building, all staff, faculty, and students should report to the closest, safest available zone. On the map attached in this plan, these zones are labeled Zone A or Zone B.

- **All classes in rooms 102, 103, 104 and 112** should exit through the front lobby door to the streetlight at the SW side of the parking lot.
- **All administrative offices 113, 114, 115, testing center, and lounge area** should exit through the front lobby door to the streetlight at the SW side of the parking lot.
- **All classes in rooms 105, 106, 107, 110, and 111** should exit through the back exit door to the streetlight at the SW side of the parking lot.
- **All administrative offices 109 and the copy room** should exit through the back exit door to the streetlight at the SW side of the parking lot.
- **Suite H**: All staff and students should enter through the front lobby door to the north corner of the parking lot.
- **The front half of the classroom in Suite H** should exit through the door at the front of the classroom. The back half of the classroom in Suite H should enter through the front lobby when exiting.
- **Suite F**: All staff and students should enter through the front lobby door to the north corner of the parking lot.

Evacuating Individuals Who May Need Assistance

• Students and employees who may require assistance during an evacuation should **inform the Ohio Director of Educational Initiatives or designated staff member** as early as possible. Not all disabilities or access needs are visible, and advanced communication helps ensure a safe and effective response.

• Individuals who may need assistance are encouraged to **communicate their capabilities, limitations, and preferred methods of assistance** ahead of time. Clear, concise information supports safer decision-making. When helpful, individuals may carry a pre-printed card or message that explains the type of assistance they need.

• **Establish** a personal support network consisting of people who are regularly in the same area (classmates, coworkers, or instructors). Relying on more than one person ensures support is available even if someone is absent during an emergency.

• **Pre-plan and review** all available evacuation options, including areas of refuge, stairwell locations, and accessible routes. Consider the risks and benefits of different methods of assistance. For example, being carried down stairs may pose safety risks to both the individual and the assisting person.

EVACUATION OF DISABLED INDIVIDUALS CHECKLIST

☐ **Pre-plan** assistance

☐ **Communicate** your needs to the Ohio Director of Educational Initiatives and/or designated staff member

☐ **Create multiple options** in case of emergency

☐ **Identify helpers/individuals** who can assist during an emergency.

☐ **Do not rely on just one individual** in case they are not available.

SHELTER-IN-PLACE PROCEDURES

CODE: BLUE

- **Identify safe areas in each school building.**
- **The Ohio Director of Educational Initiatives or designated staff member announces that students and staff must go to shelter areas.**
- **Bring all the people inside the 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 the shelter area.**
- **All persons remain in shelter areas until Ohio Director of Educational Initiatives, designated staff member, or emergency responder declares that it is safe to leave.**

If all evacuation routes are blocked:

- **Stay in room and close door.**
- **Keep the air as clean as possible.**
- **Seal door.**
- **Open or close windows as appropriate.**
- **Limit movement and talking in room.**
- **Communicate your situation to** Ohio Director of Educational Initiatives or designated staff member, or emergency responder by whatever means possible.

FIRE EMERGENCY PLAN

CODE: RED

IF YOU DISCOVER FIRE OR SEE SMOKE DO NOT PANIC.

CALL 911 AND PROCEED WITH THE FOLLOWING:

R. A. C. E.

- **Remove/Relocate** individuals away from danger; if possible, without endangering your safety.
- **Activate Alarm**: CALL 911
- **Confine/Contain** fire and smoke by closing doors and windows.
- **Extinguish fire only if trained** and fire is small by using the nearest fire extinguisher.

DO NOT RE-ENTER THE BUILDING UNTIL THE ALL CLEAR IS ISSUED BY THE FIRE DEPARTMENT

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 Coordinator or designated staff member.**

LOCKDOWN WITH INTRUDER PROCEDURES

CODE: ORANGE LEVEL 1

- **Campus Director or designated staff member will order and announce "lockdown with intruder" procedures as "Code: Orange Level 1."** Repeat announcement several times. Be direct.
- **Campus Director will contact local law enforcement / 911 to report the incident.**
- **Immediately direct all students, staff, and visitors** into the nearest classroom or secured space. Classes that are outside of the building **SHOULD NOT** enter the building. Move outside classes to closest, safest available zone.
- **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 designated staff member will announce "all clear."**

LOCKDOWN WITH WARNING PROCEDURES

CODE: ORANGE LEVEL 2

- **Campus Director or designated staff member will order and announce "lockdown with warning" procedures as "Code: Orange 2."** Repeat announcement several times. Be direct.

- **Campus Director or designated staff member will contact local law enforcement / 911 to report the incident.**

- **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 designated staff member will announce "all clear."**

HOSTAGE/INTRUDER SITUATION PLAN

CODE: ORANGE LEVEL 1

A hostage or armed-intruder situation is an extreme emergency requiring immediate law-enforcement response. The safety of students, staff, and faculty is the highest priority. Campus personnel should focus on protective actions, not negotiation or intervention.

IMMEDIATE ACTIONS (ALL STAFF)

- **Call 911 immediately** if it is safe to do so.
- **Provide the dispatcher with as much information as possible** (location, description of intruder, weapons, number of people involved).
- **Follow Run, Hide, Fight principles** based on your immediate surroundings and level of danger:
    - Run: If you can safely escape, evacuate the area and move to a safe location.
    - Hide: If escape is not possible, secure the room, lock or barricade doors, turn off lights, silence phones, and remain out of sight.
    - Fight (last resort): If confronted directly and in imminent danger, use available objects to defend yourself.
    - Do not attempt to negotiate, confront, or disarm the intruder.
- **Remain calm** and help others remain calm.

OHIO DIRECTOR OF EDUCATIONAL INITIATIVES/DESIGNATED STAFF MEMBER

- **Call 911 immediately** if not already done.
- **Initiate Lockdown procedures** if appropriate.

- **Communicate the emergency to instructors and staff** using the safest available method.
- **Prevent individuals from entering the building.**
- **Coordinate with law enforcement** upon their arrival and provide all available information.
- **Follow all instructions from law enforcement**, who will assume command of the situation.
- **Do not attempt to monitor or approach the hostage area** unless directed by emergency responders.
- **Prepare to initiate evacuation or student-release procedures** only if instructed by law enforcement.

INSTRUCTOR AND STAFF RESPONSIBILITIES (INSIDE CLASSROOMS)

- **Immediately implement Run, Hide, Fight** based on the situation.
- **If hiding:** –
  - **Lock or barricade doors**
  - **Turn off lights**
  - **Silence phones**
  - **Keep students low, quiet, and out of sight**
- **Do not open the door for anyone** until an official "All Clear" is issued by law enforcement or campus leadership.
- **Do not attempt to communicate** with the intruder.
- **Keep students calm and quiet** until the situation is resolved.

INSTRUCTOR AND STAFF RESPONSIBILITIES (OPEN AREAS)

- **Move students to the nearest safe zone** if escape is possible.
- **If escape is not possible**, take cover and implement Hide procedures.
- **Use Fight only as a last resort** when in immediate danger.
- **Follow law-enforcement instructions** when officers arrive.

MEDICAL EMERGENCY PROCEDURES

CODE: GREEN

In the event of a life-threatening illness/injury or death:

Call 911 and provide:

- ☐ Your name
- ☐ Location: 2955 West Market Street, Suite R, Fairlawn, Ohio 44333
- ☐ Type of emergency
- ☐ Injuries (if any)
- ☐ Callback number: 216-453-8201 or your cell phone number

Notify the Ohio Director of Educational Initiatives as soon as safely possible.

- ☐ Ohio Director of Educational Initiatives set up personnel to direct emergency medical providers.

Follow emergency professional advice

- ☐ **Do not** attempt to move the person.
- ☐ If possible, **isolate** the affected person and disperse onlookers.
- ☐ **Comfort** the individual until help arrives.
- ☐ **Remain** to assist emergency medical service personnel with pertinent information.

Ohio Director of Educational Initiatives facilitates documentation of the incident on Valley College Incident Report form.

NON-LIFE-THREATENING INJURY OR ILLNESS

CODE: GREEN

For all non-life-threatening illness and injuries:

- ☐ **Communicate** with Ohio Director of Educational Initiatives or designated staff member.
- ☐ **Document** action taken on the Valley College Incident Report form and send a copy to the Administrative Office as directed.

Administrator Responsibilities (Traumatic Medical Emergency or Death)

- ☐ **Notify** the Ohio Director of Educational Initiatives or designated staff member.
- ☐ **Notify** the emergency contact(s) listed in the individual's file.
- ☐ **Activate** post-crisis procedures if needed.
- ☐ For all other medical emergencies, **assess** whether post-crisis support is appropriate.
- ☐ **Document** all actions taken on the Valley College Incident Report and route it as directed.

BOMB THREAT PROCEDURES

CODE: BLACK

All bomb threats must be taken seriously until assessed. Valley College will follow the direction of law enforcement and emergency responders. The decision to evacuate will be made by campus leadership unless a suspicious device is located, at which point emergency responders assume control.

IMPORTANT NOTES

- **Staff and students do not conduct building searches**.
- **Emergency responders are responsible** for all search and device-handling activities.
- Overreacting or spreading rumors can escalate the situation;
- **Remain calm and follow official instructions**.

CAMPUS LEADERSHIP RESPONSIBILITIES

- **Contact 911 and provide all available information.**
- **Coordinate with emergency responders** to determine whether evacuation, shelter-in-place, or continued operations are appropriate.
- **Communicate instructions to staff and students** clearly and calmly.
- **Ensure all information is documented** in the Valley College Incident Report.

EVACUATION CONSIDERATIONS

- **Do not use cell phones, radios, or fire alarms** near a suspected device.
- **Follow designated evacuation routes** unless directed otherwise by emergency responders.
- **Instructors take class rosters and account for students at the safe area.**

- **Leave all personal belongings and classroom items in place.**
- **Leave doors open or unlocked** unless directed otherwise by emergency responders.

IF A BOMB THREAT IS RECEIVED BY PHONE

- **Remain calm** and keep the caller on the line as long as possible.
- **Signal another staff member**, if available, to notify the Ohio Director of Educational Initiatives or designated staff member.
- **Listen carefully** and note any information the caller provides, especially:
  - **Location of the device**
  - **Time of activation**
  - **Description of the device**
  - **Reason for the threat**
- **Note anything you can** about the caller's voice, background noises, or tone.
- **Write down the exact wording** of the threat.
- When the caller hangs up, **do not immediately disconnect the line**.
- **Notify the Ohio Director of Educational Initiatives or designated staff member** if not already done.
- **Campus leadership will contact 911** and follow law-enforcement instructions.

IF A BOMB THREAT IS RECEIVED IN WRITING

- Handle the note **as little as possible**.
- **Place the note in a clean envelope** or plastic sleeve if available.
- **Photograph any written threats** found on walls or surfaces.
- **Notify the Ohio Director of Educational Initiatives or designated staff member**.
- **Campus leadership will notify law enforcement** and follow their guidance.

SUSPICIOUS PACKAGE PROCEDURE

CODE: BLACK

A suspicious package may include any item that appears unusual, out of place, leaking, or potentially hazardous. Treat all suspicious items with caution.

IF YOU DISCOVER A SUSPICIOUS PACKAGE

- ☐ **Do not open, move, or disturb** the item.
- ☐ If the item has already been opened, **remain calm and avoid further handling.**
- ☐ **Notify** the Ohio Director of Educational Initiatives or designated staff member immediately.
- ☐ **The Ohio Director of Educational Initiatives or designated staff member will contact 911** and the Chief Officer.
- ☐ **Keep people away** from the immediate area and close the door if possible.
- ☐ **Limit communication** near the item; avoid using radios or mobile phones in close proximity.

IF THE PACKAGE IS LEAKING AND YOU TOUCHED THE SUBSTANCE

- ☐ **Keep your hands away from your face.**
- ☐ **Avoid touching others.**
- ☐ **Wash hands and exposed skin with soap and warm water from elbows down.**

- ☐ **Do not attempt to clean** or cover any spilled material.
- ☐ **Follow all instructions** from emergency responders.

CYBER ATTACKS

CODE: YELLOW

Valley College does not tolerate malicious operation or misuse of its technology or network. Adherence to the Valley College internet and computer policies is required. Individuals found to be non-compliant with Valley College regulations will be reprimanded accordingly.

If you are experiencing the result of a cyber-attack, please immediately notify faculty or staff. Faculty and staff should report any cyber-attack activity to the IT Department. Please provide as much information as possible when reporting these incidents.

CIVIL DEMONSTRATIONS

CODE: YELLOW

Valley College acknowledges and respects the rights of all individuals, including but not limited to those outlined in the United States Constitution. Freedom of speech is often utilized in manners of protest, rallies, demonstrations, marches, and speeches. Valley College will not prohibit or interfere with gatherings or demonstrations that do not obstruct the institution's operations. The college reserves the right to request the termination or relocation of gatherings and/or demonstrations which are found to cause disruption to daily operations. To promote the safety of all individuals at Valley College, violent demonstrations will not be tolerated and may require assistance from other law enforcement agencies.

Valley College requires advance notice of planned organization. Event organizers of events such as those listed above must supply the necessary information (nature of event, date, time, and location) in advance to the Ohio Director of Educational Initiatives. The Ohio Director of Educational Initiatives must notify Senior Staff.

TO PLAN ANY GATHERINGS/EVENTS EXPRESSING FREEDOM OF SPEECH (SUCH AS PROTEST, RALLY, MARCH, DEMONSTRATION, OR SPEECH):

Provide the information in writing to the Ohio Director of Educational Initiatives or designated staff member.

Be sure to include:

- **Type** of Event
- **Date** of Event
- **Time** of Event
- **Location** of Event

Note: Please be mindful of other faculty, students, and staff when planning an event. Events causing disruptions may be terminated or relocated to reduce impact on educational operations of the school.

DATE OF LAST DRILL(S)/TRAININGS

Campus Wide Evacuation Drills are held at least once annually. Students are also given an overview of the emergency plan during their orientation.

Type of Drill	**Date**
Fire Drill	July 2023
Fire Drill	May 2024
Fire Drill	April 2025
Fire Drill	April 2026
Active Shooter Training – Faculty & Staff	July 2026

FAIRLAWN CAMPUS MAP

SUITE R



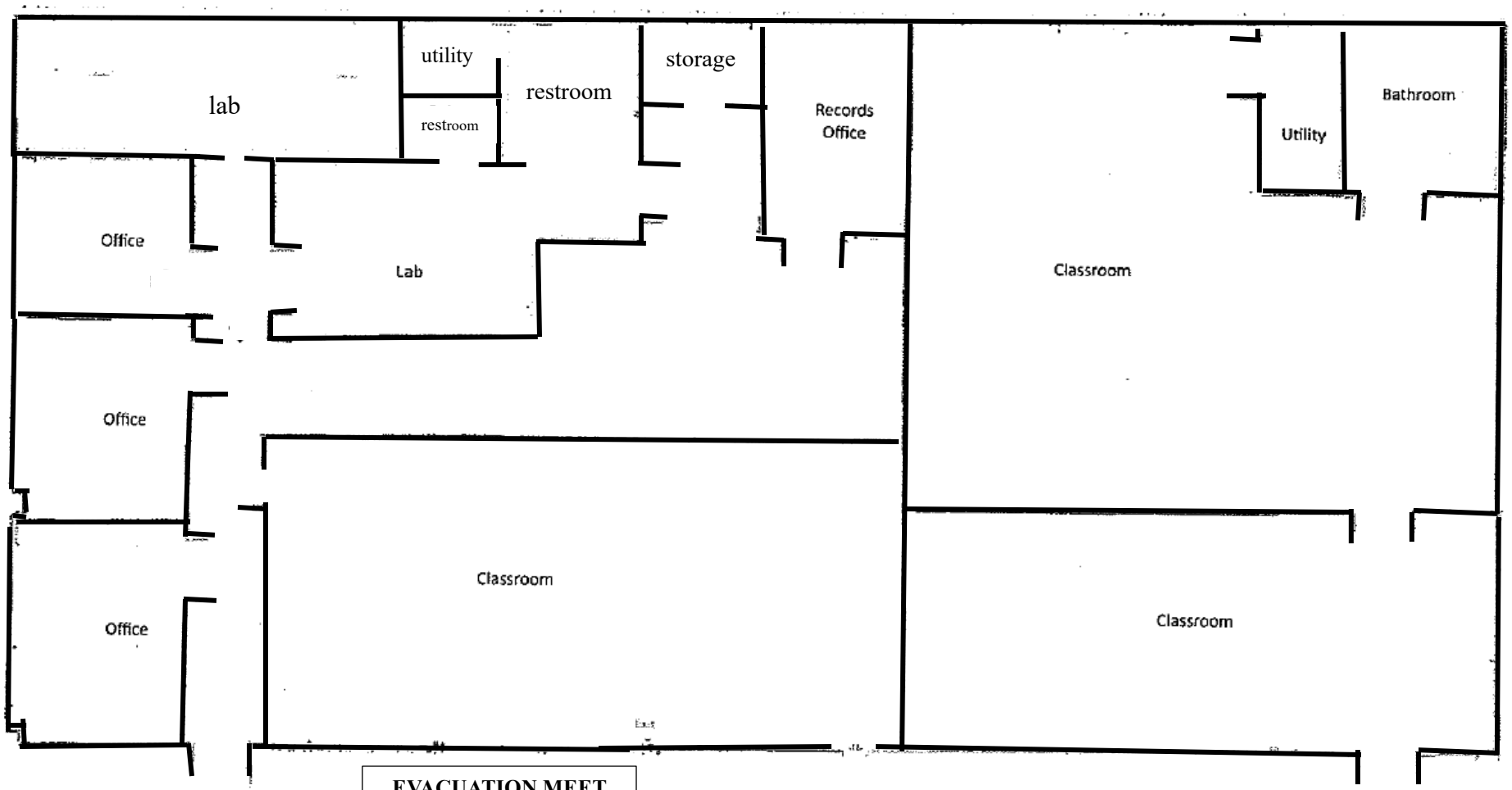
EVACUATION MEET UP

ZONE A

Streetlight at the SW side of the parking lot

FAIRLAWN MAP

SUITE F, G, H



EVACUATION MEET UP

ZONE A

North corner of the parking lot