

West Virginia University

Potomac State College

2017-2019

Annual Clery & Fire Safety Report



Chief of Police

Brian Kerling

Annual Campus Security and Fire Safety Report

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## Annual Campus Security and Fire Safety Report

The University Police have the same law enforcement authority as deputy sheriffs on University property. WVU-PSC police officers have the authority to make arrests on West Virginia University owned, leased, or controlled property and on the property immediately adjacent to the WVU-PSC-PSC facilities. Our Department is well-respected by all local, state, and federal law enforcement agencies and has developed very effective and cooperative working relations with these agencies. The department has entered written Memoranda of Understanding with agencies in the county to provide mutual aid when requested. WVU-PSC-PSC has established a Memorandum of Understanding with the Keyser Police Department, Mineral CO. Sheriff's Dept., WVSP to provide specialized investigative assistance upon request and other services when required. The University Police are charged with the responsibility for the investigation, follow-up, apprehension, and resolution of any incident reported to us. For the department to achieve its mission, it is critical that all members of the community report crimes promptly and accurately.

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

The University Police believe in and practice Community-Based Policing. We believe that community involvement and support are critical to our success. We provide information concerning security to new employees during their orientation, to new students through Orientation Presentations.

### Crime Prevention Programs

We have a wide variety of Crime Prevention Programs from orientation training for new employees and students, Operation ID., Operation Lock-Out In-Residence Halls to "You Could Have Been Ripped Off" programs. We supply daily releases of all reported activities to the University's student newspaper and the local newspaper, and we supply a variety of Crime Prevention materials to many facilities, with emphasis on the Library systems, the Visitor Center, the Student Union, and the Residence Halls. All these programs are ongoing and are incorporated into our patrol activities with Insecure Premises Reporting, Crime Prevention briefings with incident reporting, and individual instruction by patrol officers to members of the public. For additional information about crime prevention and education programming, contact the University Police Department at 304-788-6931 or stop by the police office located behind Davis Hall.

### Security Awareness Programs

The mission of the University Police Department is to provide a safe and secure environment for everyone at West Virginia University-Potomac State College. This publication is designed to provide you with information regarding the security awareness programs offered at this institution, and your responsibility to promote safety. The security awareness programs are designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others. West Virginia University has taken prudent steps to promote a safe and secure environment that is compatible with the University community's academic and co-curricular pursuits. We solicit your support in making our University community safe and secure by accepting responsibility for your actions and committing to participate in programs to assist others. No institution can

guarantee the total safety and security of all its members. Only through community support and involvement  
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can we be successful in achieving our goal. We ask you to help us by not taking unnecessary risks, by locking your door and securing the facilities when you leave and reporting any suspicious activity or crime immediately. Together, we can help make West Virginia University a more safe and secure environment for the community.

[Crime Reporting At West Virginia University Potomac State College we are members of the 911 Emergency Services Network.](#)

To report a crime in progress or an emergency, contact the University Police by dialing 911 from any University exchange. You can contact the non-emergency department dispatch at (304) 788-4106 for non-emergencies. If you would like to stop by the department to file a report, the department is located behind Davis Hall at the corner of State St. and Fort Ave. Also, for your safety, we encourage the use of our LiveSafe app. We strongly encourage you to report all crimes or suspicious activities that you may witness while on campus. Crimes should be reported to the WVU-PSC-PSC PD for the purpose of making timely warning reports to the community and for annual statistical disclosure, even if the victim elects not to prosecute or pursue the investigation.

### [Confidential Reporting](#)

West Virginia University Police Department (WVU-PSC-PSC PD) does not currently accept anonymous confidential voluntary reporting by victims or witnesses. However, anonymous reports can be submitted via [LiveSafe](#).

### [WVU-PSC-PSC Response to Incident Reports](#)

WVU-PSC-PSC PD will make every reasonable effort to promptly and professionally resolve any problem reported to the department. In response to a call, WVU-PSC-PSC PD will take the required action, either dispatching an officer or asking the victim to report to WVU-PSC-PSC PD Building to file an incident report. WVU-PSC-PSC PD incident reports involving violations of the law or the Campus Student Code are forwarded to the Office of Student Conduct and the Office of Housing and Residence Life for potential action, as deemed appropriate. Individuals may be arrested for violations of the law. If assistance is required from the Keyser Police or Fire Department, WVU-PSC-PSC PD will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including WVU-PSC-PSC PD, will offer the victim a wide variety of services. Cases involving Domestic Violence, Dating Violence, Stalking and Sex Offenses are shared with the Division of Diversity, Equity and Inclusion, which is responsible for Title IX compliance and equity assurance.

### [Annual Disclosure of Crime Statistics](#)

The University Police Department is charged with collecting statistics and preparing the Jeanne Clery Act Report. The department collects the data from various sources including the Office of Student Life, Housing and Residence Life, Athletics, Contemporary Services Corporation (CSC), and the Morgantown Police Department. A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law).

## Timely Warning Notices

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

## Emergency Planning, Response, and Evacuation

West Virginia University Potomac State College has developed an emergency response plan that complies with the National Incident Management System and provides facility-specific planning assistance. We encourage all community members to become familiar with their building plans and campus plan. If officials order the evacuation of the campus, leave as soon as possible (preferably during daylight hours). Avoid flooded roads and watch for washed-out bridges. Roads and bridges frequently become crowded and traffic moves slowly. Evacuation will probably take longer than expected, so give yourself plenty of time.

If a fire occurs in a WVU-PSC-PSC building, community members should begin the evacuation process immediately and should call 911 as soon as it is safe to do so. Fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The Fire Marshal can levy fines and penalties to individuals who fail to evacuate a building promptly—but a more important reason for evacuating is for safety reasons! When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus typically ring to the Mineral County 911 Center where a WVU-PSC-PSC PD officer is notified.

## Emergency Notification

WVU-PSC-PSC ALERT is one layer that sends mass communications to those subscribed. It is free, and sign up can be found at <https://studentexperience.potomacstatecollege.edu/university-police>. Students are auto-loaded and must opt-out of the system if they chose. In the event of confirmation of a significant emergency or dangerous situation that poses an imminent threat to the health and safety of members of the WVU-PSC-PSC community, the University will notify the campus community. Various offices or personnel on campus could be able to confirm an emergency situation or incident that poses an imminent threat to the health and safety of members of the West Virginia University Potomac State College community.

The University employs a layered approach to an emergency notification. WVU-PSC-PSC has various systems in place, including: the WVU-PSC-PSC Alert System, which includes text messaging, email, and a direct link to the message boards located in strategic facilities across campus; phone trees; in-person communication; local media outlets; the WVU-PSC Radio Station (94.1FM); Fire Alarm systems; and the WVU-PSC website home page. WVU-PSC ALERT is free, and members of the WVU-PSC community can sign up at <https://studentexperience.potomacstatecollege.edu/university-police>. The WVU-PSC Alerts are written by the person who initiates the alert, and he/she determines the appropriate segment of the community to receive the alert. The alerts are typically initiated by the WVU-PSC Police Department Communications Center, with the approval of the Shift Supervisor or an administrator of the Police Department. The News and Information Services Department (NIS) serves as a backup for initiating the WVU-PSC Alert System if the Police are unable to send the alert. NIS initiates the communication with local media and manages the WVU-PSC website home page. The phone trees and in-person communication are typically initiated by the Police Department and/or Campus Administrators, Department Heads, or Building Supervisors. The fire alarm systems are used by the Police Department to evacuate campus buildings when necessary, but the alarm system can also be activated by any building occupant, if necessary.

WVU-PSC will, without delay and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to WVU-PSC-PSC PD, KPD, and KFD), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Follow-up information is typically posted on the WVU-PSC website, and when emergency messages are sent to the community, community members are typically encouraged to go to this website for updates and additional information. Each student can sign up to two additional people in the WVU-PSC Alert system. One of those individuals can receive a text message, and the other can receive an email message. Parents, and other interested parties have access to the information provided by the local media outlets; the WVU-PSC Radio Station (94.1FM); and the WVU-PSC website home page. The University performs full-scale exercises, table-top exercises, and/or functional exercises on an annual basis to evaluate the emergency response and evacuation plan and training needs.

## Security, Access, and Facilities Maintenance

We strive to make our facilities available to students, faculty, and staff so they may pursue their educational goals and missions. This availability requires a balance with security needs. It is not our desire to lock down all our facilities, giving a military appearance to University facilities. For this reason, many of our academic and administrative buildings are accessible during all hours with appropriate clearance. Our Campus Police Department proactively patrols the campuses and property in Keyser. The residence halls are staffed 24 hours a day, seven days a week during the semester, by trained professional and student staff who serve as resource persons for each resident. The residence halls are open during the day from 8:00 a.m. to 8:00 p.m. The Night Staff supervises security and safety in the residence halls and the outside entrances are locked and the buildings are patrolled randomly until the residence hall staff unlocks them in the morning. No person may enter the residence halls after 8:00 p.m. without presenting a valid resident identification card. The University Police Department, Facilities Management, and others are committed to maintaining a safe environment by evaluating lighting, shrubs and bushes and facility design. We encourage you to report any hazards or concerns to our housing, facilities, or police department.

### Policy on Off-Campus Criminal Activity

The University does have some students that have housing facilities “off-campus”. The houses are not within the boundaries of the campus police’s jurisdiction. Keyser Police and WVU-PSC Police have entered into an agreement where UPD shall assist KPD. The Campus Student Code shall apply to conduct that occurs on University premises; at University sponsored activities; to conduct that does not occur on University premises but adversely affects or interferes with the educational or orderly operation of the University, its mission, or the pursuit of its objectives; to conduct that does not occur on University premises but, in light of all of the facts and circumstances, would endanger the health, safety, or property of the University, the University Community, or its neighboring communities; and to conduct that occurs on or off of University premises or property which violates federal, state, or local laws, policies of the West Virginia University Board of Governors, institutional or campus rules or regulations, directives of University officials, including failing to observe standards of conduct which are appropriate for an academic institution.

### Policy on Alcoholic Beverages

West Virginia University Potomac State College is primarily concerned with the health, safety, and well-being of all students with the respect to the intelligent use and non-use of alcohol. The University expects those who are of legal age and use alcohol to do so responsibly and within the bounds of the laws of the State of West Virginia and the City of Keyser. WVU-PSC-PSC PD enforces compliance with West Virginia laws regarding the possession, use, and sale of alcohol. WVU-PSC BOG Rule 5.5, Use of University Facilities, provides that “[t]he possession or sale of Alcoholic Beverages is prohibited on or in University Facilities, including student housing, except” in limited circumstances.

### General State Laws

Possession, use, or consumption of alcoholic beverages, including beer, by anyone under the age of twenty-one is a violation of the West Virginia Alcohol Beverage Control Commission statute. It is also a violation of this same statute for anyone to buy for, give to, or sell to anyone under the age of twenty-one any alcoholic beverages, including beer or for anyone under the age of twenty-one to misrepresent his or her

age, or who for such purpose presents or offers any written evidence of age which is false, fraudulent or not actually his or her own.

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### Policy on Drugs

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

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

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

### Drug-Free Workplace Policy

West Virginia University has established awareness programs for students, faculty, and staff through the Student Assistance Program (SAP) and the Faculty and Staff Assistance Program (FSAP). Drug and alcohol education programs are established by SAP and FSAP for the purpose of educating employees and students regarding the nature and consequences of alcohol and drug abuse. These two programs provide appropriate information, education, consultation, and referral, as well as addressing the dangers of alcohol and drug abuse in the workplace. The University Police enforce State and Federal laws as they may apply to violations occurring on West Virginia University Potomac State College property. Enforcement is measured against the best interest of society and the individual, and where treatment may serve the larger need, then treatment is preferred.

### Crime Reporting Statistics Collection and Reporting

The University Police Department (UPD) collects and reports statistics for murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, domestic violence, dating violence, stalking, theft, simple assault, intimidation, and destruction of property when the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

### Daily Crime Log

The UPD maintains a Daily Crime Log of all incidents reported to it. This includes all crimes that occur on campus, in areas patrolled by the UPD, in non-campus buildings or properties, on the public property running through or immediately adjacent to the campuses. The Daily Crime Log includes the incident type, date incident is reported, date and time of occurrence, and general location of each reported incident type, as well as the disposition of the incident, if this information is known. The Police Department posts specific incidents in the Daily Crime Log within two (2) business days of receiving a report of an incident and reserves the right to exclude reports from a login certain circumstances as permitted by law. The most current 60 days of information is available online at the UPD web page. The crime log can be found here:

<https://studentexperience.potomacstatecollege.edu/university-police/clery-act-3>

## Sexual Assault and Domestic/Dating Violence and Stalking

Sexual assault, domestic/dating violence, and stalking are prohibited and are taken very seriously by West Virginia University Potomac State College. The University encourages and offers educational programs to prevent such incidents and training to properly handle them should they occur. Prevention Programming and Information Sexual assault and domestic/dating violence and stalking can happen to anyone, no matter how prepared or cautious the person may be. Victims should not blame themselves or hesitate to report the incident. Whatever the circumstances, victims often fear being blamed, humiliated, or not believed. These feelings of fear, guilt, and helplessness can lead to depression, illness, and trouble with academics and relationships. Remember, no one deserves or asks to be sexually assaulted or abused through domestic/dating violence and stalking. You are encouraged to report any incident to the WVU-PSC Police at (304) 788-4106. Victims of these crimes have the right to notify UPD personnel and will assist the student in notifying other authorities if the student requests our assistance. Individuals may also report the incident to the institution's Title IX coordinator. The Title IX Coordinator is responsible for coordinating the institution's compliance with Title IX and located at the Division of Diversity, Equity, and Inclusion, phone (304) 293-5600, 1085 Van Voorhees Road, Suite 250, West Virginia University, Morgantown, WV 26506-6202. The institution's sexual misconduct policy, which includes sexual harassment and sexual assault, can be found in Board of Governors Rule 1.6 at <http://bog.WVU-PSC.edu/policies>. A description of the grievance procedures and how complaints against non-students will be handled can be found at the following address: <http://diversity.WVU-PSC.edu>. A description of the grievance procedures and how complaints against students will be handled can be found at the following address: <http://studentconduct.WVU-PSC.edu/files/d/f0ae69b9-1461-45cb-81ee40e48e2d978b/main-campus-revised-final-student-conduct-code-8-21-15c.pdf>.

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

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

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

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

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

If you are being stalked:

1. Documentation is needed – write down the details.
2. Keep email messages or social media posts, voicemails, texts, etc.
3. Report to the police.
4. Obtain restraining orders through the courts.
5. Monitor your behavior – don't act out against the stalker by committing an illegal act. Victims of domestic/dating violence and stalking offenses are protected by law and should seek to report these incidents

to the authorities, including the UPD. If you, your family, or a friend is in immediate danger, you should call 911 or go to your nearest police station as soon as possible. If you are suffering from a pattern of violence, you have the right to request a restraining order against the abuser. The police can assist you in this process.

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When the restraining order comes into effect, the offender will be legally prohibited from coming near you. If you live with the abuser, he or she will be required to move out of the dwelling. The abuser will also be required to stay away from your place of work or your child's/children's school if you have children. Following this process will also introduce you to the networks that can help you recover and take control again. In addition, the resources below are available to victims to obtain a medical examination and take advantage of available support systems.

### WVU-PSC Sexual Assault, Domestic Violence, Dating Violence, and Stalking Resources

Medical:

—Potomac Valley Hospital 304-597-3500 (Within 96 hours of the assault, Rape Evidence Collection)

Report:

On-Campus:

—the University Police Department 304-788-4106 or 911

—Division Diversity, Equity and Inclusion 304-293-5600

Off-Campus:

—City – Keyser Police Department 304-788-1311

—County/State – Sheriff's Office 304-788-4107

—West Virginia State Police 304-788-1101

—Rape and Domestic Violence Information Center 304-292-5100

Support Services:

On-Campus:

—Student Health Service 304-788-6913 (medical, psychiatric resources)

—Dean of Students 304-788-6820

—WVU Student Legal Services 304-293-4897 (legal information)

—University Dean of Academics 304-788-6861 (academic advising)

—WVU Carruth Counseling and Psychological Services Center 304-293-4431

The Carruth Center is a confidential resource

—Residence Life (resource for changes in living arrangements) 304-788-7406

—Title IX 24hours hotline (304) 293-4431 Off-Campus

—Rape and Domestic Violence Information Center 304-292-5100; (hotline 24 hr. advocacy)

—Mineral Co. Health Department 304-788-1321 (free, confidential testing for sexually transmitted diseases, incl. HIV)

### Victim's Rights

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

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

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

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

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### Possible Sanctions for Responsible Student

Possible sanctions for sexual assault, other sex offenses, domestic/dating violence and stalking offenses by the institution following an on-campus disciplinary hearing are as follows:

- a) **Expulsion:** Permanent separation of the student from the University. Permanent notification will appear on the student's transcript. The student may be denied access to University premises if such restrictions are stipulated in the Outcome Letter and bear a reasonable relationship to the violation. If a student is expelled, the student will not receive a refund of any tuition or fees that have been paid to the University.
- b) **Suspension:** Separation of the student from the university for a specified period of time. Permanent notification will appear on the student's transcript. The student may be denied access to University premises and to all other University activities or privileges for which the student might otherwise be eligible if such restrictions are stipulated in the Outcome Letter and bear a reasonable relationship to the violation. Suspended time will not count against any time limits for completion of a degree. If a student is suspended, the student will not receive a refund of any tuition or fees that have been paid to the University.
- c) **Deferred Suspension:** The student will be officially suspended from the university for a definite interim time and given a certain set of expectations, but the suspension will be deferred and does not go into effect if the student complies with all requirements during the interim period. In those cases, where the student completes all expectations during the interim period, the student's record will show that the sanction was never imposed. If a student fails to comply with a sanction and the Office of Student Conduct has decided to impose a suspension, the student will be notified of the apparent failure to comply and of the intent to suspend and provided an opportunity to meet and explain the circumstances prior to a final decision.
- d) **Probation:** A written reprimand for prohibited conduct that specifies a designated period and includes the probability of more severe disciplinary sanctions if, during the designated probationary period, the student violates any applicable law or fails to comply with the policies of the West Virginia University Board of Governors, with institutional or campus rules and regulations or with directives issued by any University official acting during his or her authorized duties.
- e) **Warning:** A notice in writing to the student that the student is violating or has violated board of Governor's policies, institutional rules, and regulations, or the Student Code and that any further prohibited conduct may result in more severe disciplinary action. **Loss of Privileges:** Denial of specified privileges for a designated period.
- f) **Restitution:** Students may be required to make payment to the University or to other persons, groups, or organizations for loss, damage, or injury incurred because of a violation of any Student Code. This may take the form of appropriate service and/or monetary or material replacement. Once restitution is satisfied, the student must provide documentation to the Office of Student Conduct.
- g) **Revocation:** Admission to the University may be revoked for a violation of the Code if the violation was committed before the student arrives on campus. Likewise, a degree awarded from the university may be revoked for a violation of the Code if the violation was committed before the student graduates.
- h) **Other Sanctions:** Other sanctions may be imposed instead of or in addition to those specified. For example, students may be subject to dismissal from University housing for disciplinary violations, which occur in the residence halls. Likewise, community service, educational classes, fines (if such fines are established by the Office of Student Conduct), and other work or research projects may also be assigned.
- i) **No Contact Order:** Students may be issued a permanent no-contact order, which is a directive to refrain from any intentional contact, whether direct or indirect, with one or more designated persons or group(s)

through any means, including, but not limited to, personal contact, e-mail, telephone, social media or third parties.

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### Student Conduct Procedure

In cases of alleged Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Misconduct, Stalking, Retaliation handled through on-campus disciplinary hearings, the following apply:

- The complainant and respondent are entitled to simultaneous written notice of the charge and the hearing related to these offenses.
- The complainant and respondent are entitled to the same opportunities to have others present during the proceedings.
- The complainant and respondent are entitled to simultaneous written notification of any change to the results of the proceedings that occur prior to the results becoming final.

### Registered Sex Offender information

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

### Missing Person Contact Registration and Missing Person Protocol

The University will request all new students residing in on-campus housing each year that they provide, on a voluntary basis, missing person contact information, in addition to general emergency contact information. The missing person contact information will be registered confidentially, and the information will be accessible only to authorized campus officials and law enforcement in the furtherance of a missing person investigation. You can fill in or update your Missing Persons Information by logging into your MIX account. If a West Virginia University student living in University-operated housing is suspected to be missing from campus, immediately report it to a residence hall staff member (i.e. residence hall coordinator, resident faculty leader, resident assistant) or the University Police Department (UPD). If a missing person is reported to a residence hall staff member, they are required to immediately report the missing person to the WVU-PSC Police Department. If the student resides off-campus, contact the University Police for assistance at 304-788-4106. All reports of missing students made to the residence hall staff and/or the UPD will be investigated. If the investigation determines that the student has been missing over 24 hours then within the next 24 hours the University will:

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

**You can fill in or update your Missing Persons Information by logging into your MIX account.**

Compliance Report 2017-2018

Overview

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

General Statement

West Virginia University Potomac State College is committed to providing a fire-safe environment for its faculty, staff, students, and visitors and to protecting the property through effective fire prevention, protection, and response program. All WVU-PSC residence halls have approved fire alarm, and fire suppression sprinkler systems that are inspected and tested annually per the National Fire Protection Association (NFPA). The fire alarm and suppression systems are electronically monitored 24 hours/day, seven days/week and notify the 911 system automatically upon actuation of an alarm situation.

Training

WVU-PSC Residence Hall Coordinators receive comprehensive hands-on fire safety training at the beginning of each academic year by Environmental Health and Safety and the Keyser Fire Department. Additionally, each RHC and RA provide training to each student floor in their respective residence hall and. The emergency evacuation procedures are as follows:

If a Fire is detected, you should:

- Activate the nearest alarm.
- Evacuate the building safely, and do not use the elevator. When a fire alarm sounds, you should:
- Turn on the overhead lights in your room.
- Close your windows.
- Close and lock your door.
- You must leave the building via the nearest stairway on your floor.
- Walk calmly to the exterior of the building. It is very important that you become familiar with this route of exit. If you are unable to leave the room, “Shelter in Place” and place a towel or clothing in the crack at the bottom of the door, move to the window, and alert rescue personnel by calling 911. Do not jump. Await rescue personnel. If possible, open the window at the top and bottom to let fresh air in and heat and smoke out. Keep your room door closed.
- Be sure the stairway door is closed behind you if no other residents are following you.

- Do not return to the building until the signal is given to reenter by the staff member in charge. If you are a person with a disability (even temporarily), notify your RA before a possible emergency; Contact rescue personnel by calling 911 during an emergency. Treat every fire alarm as though it is real. You will have no indication whether the alarm is real or a drill. If you detect even a minor fire, you must pull the nearest alarm and follow the procedures described above. All fires should be reported immediately by calling 911 so that a professional can make certain that the fire is out and will not recur, and so that the fire extinguisher can be refilled promptly. University officials take false alarms seriously. Persons found responsible for pulling false fire alarms are subject to removal from their University residence hall, suspension from WVU, and prosecution to the full extent of the law.

### Emergency Evacuation Maps:

Emergency evacuation maps are posted on each floor and in each student room to direct residents to approved exits. Resident Assistants conduct periodic floor meetings and discuss fire safety evacuation procedures. Additional training is conducted upon request.

### Mandatory Fire Drills:

Fire Drills are conducted twice per year, each academic semester, to familiarize students with our emergency system. This activity is initiated by the Residence Hall Coordinator in each dormitory and coordinated with MECCA, Morgantown Fire Department, WVU Police, and Facilities Management group. The Residence Hall Coordinator maintains records of the dates and times of all fire drills.

### Fire Prevention Policies:

It is the policy of WVU-PSC to provide a fire-safe environment. WVU's goal is to recognize hazardous conditions and take appropriate action before such conditions result in a fire. This is accomplished by conducting annual safety inspections of all university buildings with the State Board of Risk Management, Environmental Health, and Safety and the Keyser Fire Department. Fire Investigations are coordinated by Environmental Health and Safety and conducted in conjunction with the WV State Fire Marshal, Keyser Fire Department and the State Board of Risk and Insurance Management. Violations are identified and corrective action is addressed. To minimize the potential fire fires, West Virginia University has specific policies and procedures that students are required to follow. Noncompliance with these measures will be considered a student conduct/disciplinary matter.

### The following items are prohibited:

- Toasters
- Electric Ovens
- Waffle irons
- Sandwich makers
- Crockpots
- Live trees – if the bulb is not attached – are prohibited
- Flammable or Combustible materials
- Portable heaters

- Electric grills
  - Any appliance with an open flame heating element
  - Candles
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- Incense
  - Microwave ovens (unless approved by the University)
  - Electric and kerosene heaters
  - Extension cords or multi-receptacle outlets (UL listed power strips with surge protectors are permitted)
  - Gasoline, lighter fluid, or any combustible or flammable material
  - Halogen lamps

### Decorations

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

- Use electrical decorations that are UL approved only;
- Do not use lights on metallic trees;
- Use decorations made from flame-retardant materials only;
- Do not place decorations on light fixtures, sprinklers, smoke detectors, etc.;
- Do not hang tapestries or other decorations from ceiling or doorway;
- Do not use live pine, extension cords, candles (oil or wax-based), candle, warmers, or incense;
- Do not use live Christmas trees;
- Do not hang items outside the window.

### Room Safety

- Use or possession of open flame (i.e., burning candles, burning incense) or open element appliances, including toasters, hot plates, and hot pots in residence hall rooms or other unauthorized areas is not permitted.
- Cooking in residence hall rooms or other unauthorized areas is prohibited.
- Residents and guests may not devise any unsafe situation in which a member of the residence hall community can be injured.

### Smoking

- Smoking nor vaping is not permitted in residence halls. WVU-PSC is designated a smoke-free area. This includes but is not limited to residence halls rooms, common areas, bathrooms, sidewalks, patios, stairways, and any other walkway that directly leads to a building entrance.

### Explosive Devices

- A student may not make, possess, or threaten to make or use a bomb, explosive, incendiary device or fireworks.
- If found responsible for such a violation, the student will be removed from University Housing

## Plans for future improvements in fire safety

- WVU will provide future improvements as needed.
- WVU continually work closely with occupants of our student housing facilities. From the students, and visitors, to the contractors and vendors working in the facility to assure the work being conducted, is monitored and the fire detection systems are checked and maintained.

## Fire Log

- WVU maintains an incident fire log, including the nature, date, time, and general location of each fire in our residence halls.
- The University's fire incident log will be posted on WVU Environmental Health and Safety and University Police website for public viewing.

- See attached tables