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**Subject: University Safety and Security**

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## **1. Purpose**

Virginia Polytechnic Institute and State University (Virginia Tech) is committed to the safety and welfare of students, faculty, staff and visitors through the establishment of reasonable practices that: (1) support a safe and secure environment in all buildings and grounds owned, leased and/or operated by Virginia Tech; (2) promote safety through policies and programs; (3) provide an appropriate level of security at university activities; and (4) safeguard the university’s property and physical assets.

The University Safety and Security Policy provides an overview of existing university safety and security policies and programs that demonstrate compliance with Sections 23-9.2:9-11 of the Code of Virginia and the Higher Education Act of 1965 as amended.

This policy describes the authorities and responsibilities to carry out programs and operations that promote safety and security of individuals and property and establishes an operational committee for coordination and oversight of university safety and security policies and procedures. The policy also defines the specific responsibilities of the Virginia Tech Police Department (VTPD) and other university offices with responsibilities for campus safety and security, including compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

## **2. Policy**

The university is committed to promoting the safety and security of the Virginia Tech community within a supportive and accessible living, learning, and working environment. It is further committed to safeguarding physical resources, identifying conditions or circumstances that may pose risks to the safety and security of the university, and preparing the university to effectively respond to emergencies.

University facilities must be used in a safe and appropriate manner so as not to endanger the university community or the general public. All faculty, staff, students, and other members of the Virginia Tech community share responsibility for the safety and security of the institution and must conduct university activities and operations in compliance with applicable federal and state regulations and university policies.

## 2.1 Authorities and Responsibilities

By state statute, the Virginia Tech Board of Visitors is charged with the care, preservation, and improvement of university property and with the protection and safety of students, faculty, and staff on university property.

As part of an institution-wide commitment to a safe and secure campus, the university has established offices specifically charged with security and safety responsibilities and created a committee structure, approved by the Board of Visitors, to provide general oversight and leadership for the university's security, safety, and violence prevention efforts.

### 2.1.1 Committee Structure

Safety and Security Policy Committee: The University Safety and Security Policy Committee is an operational committee appointed by the President to serve as a coordinating and policy body, with responsibilities for establishing the framework for an overarching university safety, emergency management, and security program for all Virginia Tech facilities (on- and off-campus, owned and leased) and ensuring that it is implemented through the appropriate offices; evaluating the overall safety and security infrastructure; and providing oversight to the work of university operational committees responsible for environmental health and safety, violence prevention, emergency management, and other safety and security related efforts. The committee also serves as the Policy Group as defined in Virginia Tech's Crisis and Emergency Management Plan (CEMP). The members of the committee will hold senior administrative roles with the authority to make policy decisions and commit resources in the core operational areas that are generally responsible for the safety and security of the campus community. The committee is chaired by the President; in the President's absence, the order of succession for chair is: Vice President for Administration, Executive Vice President & Provost, Vice President for Finance & Chief Financial Officer, Vice President for Student Affairs. The chair must be physically present. University Legal Counsel will serve as an advisor to the committee.

Specific committee responsibilities include:

- Reviewing, evaluating, and determining requirements concerning safety and security assessments, plans, programs, and education, including changes that may affect the quality of the university's living, learning and working environment;
- Overseeing reviews of the university's assessment of vulnerabilities, hazards and risks related to the safety and security of individuals and the physical campus;
- Ensuring that sufficient university resources and funding are available to perform necessary emergency management, safety, and security functions, and that these resources are consistent with anticipated regulatory changes;
- Overseeing the education and prevention of violence on campus in accordance with Section 23-9.2:10 of Code of Virginia including (i) creation of university safety and security policies, and (ii) providing direction to the Campus and Workplace Violence Prevention Committee and the Threat Assessment Team on the development and implementation of violence prevention procedures, education and guidance regarding recognition and reporting of individuals whose behavior may pose a threat, assessment of such individuals and means of action to resolve potential threats;
- Overseeing the Safety and Security Policy and other policies that have implications for emergency management, safety, and security, including but not limited to facilities use, sponsorship of entertainment and events, threatening or intimidating conduct, facilities access control, environmental health and safety, and violence prevention;

- Reviewing and establishing guidelines and standards for departmental emergency response and continuity of operations plans;
- Evaluating the effectiveness of the university's safety and security plans and programs; and
- Advising the President on safety and security issues.

Threat Assessment Team: The President is responsible for appointing the Threat Assessment Team (TAT) and its chair, in accordance with 23.9.2:10 Code of Virginia (see President's Policy Memorandum #251). The team reports to the University Safety and Security Policy Committee and includes representatives from the Virginia Tech Police Department, Academic Affairs, Student Affairs, and Human Resources, and a clinical psychologist from the University's Counseling Center. Legal Counsel serves as an advisor to the Threat Assessment Team. The team is charged with using its judgment to assess, intervene, and follow policies for individuals whose behaviors may present a threat to the safety of the campus community, as appropriate; working with enforcement and mental health agencies to expedite assessment and intervention; and developing comprehensive fact-based assessments of students, employees, or other individuals who may present a threat to the university. The TAT is empowered to take timely and appropriate action, consistent with the judgment of the team, university policy and applicable law.

Campus and Workplace Violence Prevention Committee: The Violence Prevention Committee is an operational committee established by university Policy 5616, Campus and Workplace Violence Prevention, and is one of the components of the violence prevention committee structure approved by the Board of Visitors in accordance with the provisions of Section 23-9.2:10 of the Code of Virginia. The Chief of the Virginia Tech Police Department, or designee, chairs the Campus and Workplace Violence Prevention Committee, which is appointed by the President and reports to the University Safety and Security Policy Committee. The committee is charged with developing and implementing violence prevention and education procedures, programs, and guidance; publishing a statement of mission, membership, and leadership; and overseeing implementation and compliance with this policy. It will also be responsible for: (i) recommending and implementing employee and student awareness and training programs on campus and workplace violence; (ii) reviewing periodic summary reports from Student Affairs, Campus Police, Human Resources, and other offices regarding violence prevention programs; (iii) communicating internally with employees and students regarding violence prevention programs; and (iv) evaluating the effectiveness of the university's workplace/campus violence prevention programs.

Health and Safety Committee: The Health and Safety Committee is an operational committee established by university Policy 1005, Health and Safety, with the authority to oversee university compliance with health and safety policies. The committee is appointed by the Vice President for Administration and reports to the Safety and Security Policy Committee.

Emergency Management and Risk Assessment Committee: The Emergency Management and Risk Assessment Committee is an operational committee, appointed by the Vice President for Administration, and reports to the Safety and Security Policy Committee. It is responsible for providing oversight, coordination, and leadership for improving emergency management and risk mitigation procedures. The committee will continually evaluate the needs of the university, developing appropriate planning, programmatic response and mitigation strategies designed to reduce risks and to continually improve the disaster resiliency of Virginia Tech.

### **2.1.2 Virginia Tech Departments and Offices with Safety and Security Responsibilities**

The university's commitment to the safety and welfare of the university community is demonstrated by an organizational and programmatic structure that defines the authorities and responsibilities of university departments to carry out programs and operations that promote the safety and security of individuals and property. Major units reporting to the Vice President for Student Affairs and the Vice President for Administration provide related support functions and direct services. The Office of Research Compliance, reporting to the Vice President for Research and Innovation, oversees university community compliance with applicable laws, regulations, and guidelines associated with research and teaching. Those departments with primary safety and security roles are described below.

Virginia Tech Police Department (VTPD): The VTPD is a full-service Nationally Accredited law enforcement agency empowered by the Code of Virginia to enforce federal, state and local laws, to make arrests, conduct criminal investigations, and perform other law enforcement activities. VTPD has concurrent jurisdiction in designated areas with law enforcement agencies in Montgomery County and the towns of Christiansburg and Blacksburg, and has the same authority as law enforcement agencies in the county and towns. The VTPD's Directives Manual delineates the character of working relationships with other law enforcement agencies. The VTPD responds to and investigates alleged criminal offenses on property owned or leased by the university. Law enforcement services for extended (satellite) campuses will be provided by the law enforcement jurisdiction where the property is located. The university, through its police department, monitors and records student off-campus criminal activity, including student organizations with off-campus housing, by communicating with and assisting local law enforcement, as needed. The annual crime statistics report required by the Clery Act is published by the VTPD (see section 2.2.1 Federal Directives). The VTPD is responsible for implementing and administering any security policy or procedure that is on university property. VTPD must approve any contract(s) relating to on-site private security services for all foundation-affiliated buildings and property that are in support of, or in relation to, the university's educational purpose and are under the control of the university. The circumstances in which a building or property is considered "under the control of the university" are situations in which the university is the sole tenant or occupant of the building or property, or in similar such situations in which the university asserts clear dominion and runs day to day management of the building or property. Otherwise, the university-affiliated organization may consult with VTPD on any on-site private security services for all foundation-affiliated buildings and property that are in support of, or in relation to, the university's educational purpose.

Housing and Residence Life: Housing and Residence Life in Student Affairs allocates resources necessary to ensure the safety and security of campus residence halls. Resident advisors will be trained to be security conscious and should be alert to propped security doors, acts of vandalism, and unauthorized guests. Resident advisors are also trained to perform safety audits of residence rooms, coordinate emergency evacuation and warning procedures, and facilitate the performance of fire and other drills.

Women's Center: The Women's Center is the primary department that provides crisis intervention, counseling and advocacy services to students, faculty and staff who have been affected by sexual assault, relationship violence, stalking, cyberstalking, and harassment. The Women's Center is also responsible for providing outreach and education to the campus community around violence against women issues and reviewing campus policies related to these issues. The Women's Center provides anonymous information to the Virginia Tech police department on crimes that occur on campus or off campus in a facility owned or operated by a registered student organization that have not been reported to Student Conduct.

Office of Insurance and Risk Management: The Insurance and Risk Management Office handles all insurance matters, including claims and liability risk evaluations for university activities. It provides evaluation and training in risk management and insurance on behalf of Virginia Tech and its corporations. It has specific responsibility for current property and casualty insurance policies and coverage for Virginia Tech property and automobiles. It has further responsibility to administer the property, general liability, automobile, boiler and machinery, medical malpractice, and related insurance programs of Virginia Tech and associated claims.

Environmental Health and Safety (EHS): EHS develops policies, programs and training to support university compliance with federal and state laws, regulations and standards. EHS supports university efforts to identify, evaluate and control hazards, including environmental monitoring services, waste disposal, industrial hygiene monitoring, and the evaluation and management of potential health and safety hazards. EHS evaluates safety risks and provides training to faculty, staff, and students to reduce the risk of accident, injury or illness, fires, hazardous materials incidents, and laboratory accidents. The EHS department also collects statistics for the annual fire safety report provided as part of the police department's annual report (see section 2.2.1 Federal Directives).

Office of Emergency Management (OEM): The Office of Emergency Management is responsible for the implementation and coordination of emergency management efforts for the university, including mitigation, preparedness response, and recovery. OEM maintains the university's emergency preparedness and continuity of operations plans and administers related departmental planning. Additional responsibilities of OEM include: scheduling and coordinating tests of emergency response and evacuation procedures on an annual basis; activating and coordinating the university's emergency operations center; developing protocols and procedures relating to emergency management; designing and coordinating training and exercises; serving as a liaison with federal, state, and community emergency organizations; creating a comprehensive emergency preparedness and response communications and awareness program for employees and students; and coordinating and guiding the efforts of employees who are assigned unit emergency management responsibilities.

Internal Audit: The Internal Audit Department reviews access control/key control and limited aspects of physical security and health and safety as part of their risk-based audits and compliance reviews to ensure that the auditee department is in compliance with the university, state and/or federal regulations. Any audit findings and recommendations are addressed directly to the auditee and may be included in the audit report which is submitted to and reviewed by the Board of Visitors.

### **2.1.3 Departmental and Individual Responsibilities**

Departmental responsibilities: Directors/Department Heads and individuals in supervisory roles are responsible for ensuring that personnel within their departments are aware of safety and security policies and the procedures for reporting safety problems, accidents, emergencies, crimes, and threats. They are also responsible for ensuring that emergency preparedness and continuity of operations plans are developed in accordance with university guidelines and communicated to all personnel in order to ensure familiarity with and coordination between departmental personnel and emergency responders. In compliance with the university's Crisis and Emergency Management Plan, departments are responsible for developing internal Emergency Action Plans (EAPs). Departmental supervisors are responsible for implementing security and safety policies and programs in work areas under their supervision/control. Directors for satellite campuses are responsible for relaying information related to crimes and threats to the local law enforcement agency and to the VTPD. Satellite campuses shall not contract with any security services without consulting with the VTPD.

Individual responsibilities: Individuals are responsible for being aware of and complying with university policies and procedures, and applicable law. Employees and students should take any threat or violent act seriously and report acts of violence or threats to the appropriate authorities as set forth in this policy. Numerous employee and student policies outline responsibilities and acceptable behavior, and standards of conduct. Violations of university policy are subject to the disciplinary actions under the appropriate faculty, staff, and student policies, up to and including dismissal. The conduct of students is covered, in depth, by the University Policies for Student Life. Each fall semester, employees and students are made aware of safety and security policies and procedures through the "Annual Notice on Campus Safety, Emergency Notification" that is emailed by Student Affairs, Human Resources, and the Virginia Tech Police Department to all members of the university community.

## **2.2 Federal and State Directives and University Policies**

In addition to a strong campus law enforcement program, the university has implemented a number of measures that comply with federal and state directives to promote campus safety and security.

### **2.2.1 Federal Directives**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act): The Clery Act defines the specific responsibilities for colleges and universities to make the campus community aware of crimes that have occurred and necessitate caution on the part of students and employees, and for providing annual reports on campus crime statistics. As required by the Act, "timely warnings" will be provided to the community in the event of a reported crime, either on campus or off, that, in the judgment of the Chief of the Virginia Tech

Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. Virginia Tech will also “immediately” notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus. Section 2.4.2 of this policy describes the methods used to provide emergency notifications. The warning may be issued through the use of a variety of sources which may include, but are not limited to, email notices; phone, cellular phone, and text messages; classroom electronic message signs; posters; university website notices; campus loud speakers and desktop alerts. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, University Relations may also post a notice on the [Virginia Tech](#) homepage or utilize the “VT Alerts” automated notification system.

VT Alerts and "emergency notifications" to members of satellite campus communities will be provided when information is received, either from the Director at the satellite campus, or from the law enforcement agency responsible for services where the property is located. VT Alerts will be issued by the Virginia Tech Police Department or University Relations. Emergency notifications may be issued by the Director of the satellite campus (using communication channels unique to each satellite campus), the Virginia Tech Police or University Relations.

The Chief of the VTPD will be responsible for publishing annual crime statistics as required by the Clery Act, as well as the number of arrests and judicial referrals for alcohol, drug, and weapons violations. Annual statistics on hate crimes will also be published for larcenies, vandalisms, simple assaults and intimidation, as well as any other crime involving bodily injury to a person in which the victim is intentionally selected because of the actual or perceived gender, religion, sexual orientation, ethnicity, or disability. The Chief of the VTPD must also publish and make generally available to all current students and employees an annual report of campus security policies and crime statistics (covering the reporting period January 1 to December 31) and make copies of this annual report available to any prospective student or employee. Crime statistics are available for both the main campus in Blacksburg and off-site instruction locations. This information is available both in hard copy and on the VTPD web site. Crime statistics are gathered based on reports provided to campus security authorities including: VTPD, Student Conduct, Housing and Residence Life, Virginia Tech Women’s Center, and the Dean of Student’s Office. Statistics are also gathered from law enforcement jurisdictions in which Virginia Tech owns, leases or controls property or those with jurisdiction on adjacent property.

Missing Persons: The Higher Education Act of 1965 as amended requires that the institution of higher education have a Missing Persons Policy. The University Registrar is responsible for ensuring all students have the option of identifying a confidential emergency contact designated to be notified if the student is determined to be missing. This confidential contact information will be accessible only to authorized campus officials and law enforcement, and it will not be disclosed outside of a missing person investigation. The Virginia Tech Police Department will be responsible for making notifications to the designated individual, within 24 hours, when an on-campus student is determined to be missing. University officials and community members are responsible for notifying the Virginia Tech Police immediately when a student is thought to be missing.

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify the Virginia Tech Police Department. Virginia Tech Police will generate a missing person report and initiate an investigation.

After investigating the missing person report, should the Virginia Tech Police determine that the student is missing and has been missing for more than 24 hours, Virginia Tech Police will notify the student’s emergency contact, or confidentially identified individual, no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Virginia Tech Police will notify the student’s parent or legal guardian immediately after Virginia Tech Police has determined that the student has been missing for more than 24 hours. As per requirement of the law, the VTPD will inform the Blacksburg PD of any missing student in order to inform them that VTPD has conducted an initial investigation and has determined that a student is missing. This notification will be made no later than 24 hours after the student is determined to be missing.

Campus Fire Safety Right-to-Know Act (as included in The Higher Education Opportunity Act): Annual fire safety reporting to the campus community, prospective students and the Secretary of Education is required. The annual fire safety report will include both data from a log of fire related events over the last three years as well as other campus fire safety information required by The Higher Education Opportunity Act. Statistics will be collected by Environmental Health and Safety and reported by the Virginia Tech Police Department with the crime statistics as part of the police department's annual report.

## 2.2.2 State Directives and Policies

University policies, programs, and procedures comply with Commonwealth of Virginia Executive Order 41 (2011) Continuing Preparedness Initiatives in State Government and Affirmation of the Commonwealth of Virginia Emergency Operations Plan, state personnel policies including Policy 1.80 Workplace Violence, and Sections 23-9.2:3 and 23-9.2:9 – 11 of the Code of Virginia, as amended.

## 2.2.3 University Policies

The university has established policies that specifically address environmental and occupational safety, violence prevention, and employment practices. There are additional policies that cover authorized and emergency closings, safeguarding institutional assets and information, prohibited conduct regarding alcohol and drugs, anti-discrimination and harassment prevention, and student life. A comprehensive listing of related policies is provided in Section 5.0, References.

Health and Safety: Policy 1005, Health and Safety, establishes responsibilities for preventing job-related accidents, illnesses and injuries; increasing safety awareness; meeting requirements of environmental, occupational health, and safety laws and regulations; and reducing institutional liability. It also describes the safety responsibilities for members of the university community and visitors to university-owned or -occupied property.

Violence prevention: In accordance with Section 23-9.2:10 of the Code of Virginia and Commonwealth of Virginia Policy 1.80 Workplace Violence, the university has established policies and procedures for the prevention of violence on campus. Policy 5616, Campus and Workplace Violence Prevention, specifically addresses the university's position on the prevention, reduction, and management of violence to provide a safe working and learning environment for our students, employees, and visitors at all university owned, controlled, or leased properties, including satellite locations. Policy 4345, Employee Assistance Program, University Policies for Student Life, and Care Team and Threat Assessment Team protocols provide policies and procedures for the assessment and intervention with individuals whose behaviors may pose a threat to themselves and/or the campus community.

Faculty and staff hiring procedures: Policy 4060, Conviction and Driving Record Investigation, addresses the use of criminal background and driving record checks during the employment process. Criminal background and/or driving record checks are conducted on all newly hired non-student positions for full-time, part-time and temporary/wage positions as a condition of employment. Certain positions may be designated as safety-sensitive and may be subject to additional provisions. Determination of a job-related conviction may result in denial or forfeiture of university employment. Policy 4330, Guidelines for the Use of Volunteers, provides for conviction checks for volunteers performing security sensitive duties and defines the liability coverage for volunteers.

Student enrollment application procedures: Applicants for admission to Virginia Tech's undergraduate, graduate, and College of Veterinary Medicine programs must complete specific questions regarding prior disciplinary actions in high school, college, or university; juvenile and adult arrests and convictions; court-ordered supervised or unsupervised probation or under the terms of a finding under advisement.

## 2.2.4 Safety and Security Programs

University offices provide programs to aid departments and individuals in understanding their responsibilities to be aware of and comply with safety and security policies and procedures, and with applicable law. Programs to inform students and employees about campus crime prevention, safety and security, and to encourage individuals to be responsible for their own safety and to report conditions that affect the safety and security of others, are offered on a regular basis and upon request, if possible. Informational materials, adapted for student and employee audiences, are provided in presentations and print and electronic formats. Information about crime prevention, safety and security is available on the Virginia Tech Police Department's website at [www.police.vt.edu](http://www.police.vt.edu).

## 2.2.5 Facilities Design Standards and Building Access Control

Security and access control design standards have been developed for new and renovated buildings owned by the university. Designs are reviewed by the VTPD for compliance with security requirements. This review for compliance with security requirements applies to all off-site locations and may include review of any new or renovated building owned by any institution-affiliated organizations to the extent the building is under the control of the university. The VTPD may also need to review existing design plans for any new off-site space intended to be leased for use by either the university or institution-affiliated organization that is under the control of the university for compliance with security requirements. The VTPD will evaluate the Housing and Residence Life security measures to ensure residence hall security. Entrances to residence floors shall be locked at all times. Exterior doors in all residence hall buildings shall remain locked except in those buildings that house university offices. In addition, exterior entrances are allowed to be unlocked during official move-in hours each fall. Residents of the building and their escorted guests, as well as authorized persons, access the building by utilizing the card access system. Resident Advisors (RAs) make rounds during evening hours to verify that exterior entrances are locked and secured.

Academic and administrative buildings are open to the public during operating hours and are generally secured after operating hours and during extended breaks.

Policy 5620, Access Control: Key Control, defines how keys to university buildings will be issued, monitored, and maintained. The Key Control Office in Facilities and the VTPD implement and oversee access and key control procedures.

## 2.3 Use of University Facilities

Virginia Tech sponsors or hosts numerous programs, events, and activities, or allows its facilities to be used for programs, events, and activities. The event planner is responsible for coordinating with the appropriate university offices (e.g., VT Police, Office of Emergency Management, Risk Management, and Student Engagement and Campus Life Event Planning Office) to ensure that appropriate arrangements are made for event security, emergency planning, and liability. Departments are responsible for notifying the VTPD of events occurring in their facility/space. The VTPD is responsible for determining the appropriate security for events. The Office of Insurance and Risk Management provides guidance on the planning, documentation, and training activities that demonstrate duty of care, as well as assistance with certificates of insurance for events.

Other university policies that provide guidance for events or programs include but are not limited to:

- Policy 5000, University Facilities Usage and Event Approval - provides guidelines for the use of university facilities for activities sponsored by registered student organizations, university departments, university-associated organizations and non-university groups or organizations.
- Policy 5010, Summer Conferences - provides guidelines for summer programs held on the Virginia Tech campus in residence and dining halls.
- Policy 8215, Major Entertainment Sponsorship – Student Engagement and Campus Life determines the conditions and criteria, including safety and security, under which major entertainment events may be sponsored at Virginia Tech.

## 2.4 Emergency Preparedness and Response

Virginia Tech's emergency management plans and programs address mitigation and prevention, preparedness, response and recovery. The plans describe management structures and decision-making authorities, emphasize preparedness, and identify interdependencies of functional areas and external partners. In compliance with the Higher Education Act of 1965 as amended, Virginia Tech's emergency preparedness and response procedures established by the Office of Emergency Management and outlined in the Crisis and Emergency Management Plan provide for the immediate notification of the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency.

Also in compliance with the Higher Education Act of 1965 as amended, Virginia Tech:

- annually publicizes emergency response and evacuation procedures using methods appropriate to reach students and employees; and
- annually tests emergency response and evacuation procedures.

In compliance with Section 23-9.2:9 of the Code of Virginia, the university will annually conduct a functional exercise in accordance with the protocols established by the university's Crisis and Emergency Management Plan.

### 2.4.1 Emergency Management Plans

In accordance with Executive Order 41 (2011) Continuing Preparedness Initiatives in State Government and Affirmation of the Commonwealth of Virginia Emergency Operations Plan and Section 23-9.2:9 of the Code of Virginia, the university shall develop, adopt, and keep current a written crisis and emergency management plan; every four years the university shall conduct a comprehensive review and revision of its plan, which shall be adopted formally by the Board of Visitors. It is the responsibility of the Office of Emergency Management to oversee the review and update of these plans. Procedures to guide departments in developing emergency preparedness and continuity of operations plans are established by the university's Office of Emergency Management to be consistent with federal and state requirements. Departments are responsible for maintaining these plans in accordance with university guidelines and timelines.

- Continuity of Operations Plan: The university's Continuity of Operations Plan (COOP) establishes operational and restoration procedures for essential functions. The university plan focuses on basic COOP elements: management framework, essential functions, critical systems, alternate facilities, orders of succession, delegations of authority and vital records. The university's COOP must be updated annually.
- Crisis and Emergency Management Plan: The Crisis and Emergency Management Plan (CEMP) establishes a management framework and outlines procedures for managing major emergencies that may threaten the health and safety of the campus community or disrupt business operations on the Blacksburg campus. Virginia Tech satellite facilities have related but separate Emergency Action Plans (EAPs). The Office of Emergency Management provides guidance and support in assisting satellite campuses and other Virginia Tech locations to develop site-specific plans. The university's CEMP must be updated annually. Every four years, the university must conduct a comprehensive review and revision of its CEMP, and the revised plan must be adopted formally by the Board of Visitors and certified in writing to the Virginia Department of Emergency Management in accordance with Section 23-9.2.9 of the Code of Virginia. In addition, the president and vice presidents must annually (i) review the university's CEMP; (ii) certify in writing that the president and vice presidents have reviewed the plan; and (iii) make recommendations for appropriate changes to the plan.

### 2.4.2 Emergency Communications

In accordance with the Higher Education Act of 1965 as amended and Section 23-9.2:11 of the Code of Virginia, the university has implemented a comprehensive communications system to provide prompt warning notifications and alerts of emergencies or threats to the campus community using a variety of methods, including but not limited

to: email notices; phone, cellular phone, and text messages; classroom electronic message signs; posters; university website notices; campus loud speakers and desktop alerts.

Depending on the particular circumstances, especially in all situations that could pose an immediate threat to the community and individuals, the university will utilize the “VT Alerts” automated emergency notification system (ENS) for the Blacksburg campus. The ENS has multi-channel communication capabilities that can rapidly disseminate emergency information on an incident and provide instructions to the VT campus population in Blacksburg, Virginia. The ENS protocols outline the emergency notification organization and process and provide guidelines for activating the VT ENS protocols when a threat or emergency situation is reported to the Virginia Tech Police Department (VTPD) or to another responsible university authority operating within their direct area of responsibility and directly involved with the emergency response for a safety-and-security incident. Authorizing decision-making at the operational level enables the university to disseminate rapid and responsible emergency information to the campus population. The protocols designate the university officials who have been assigned the authority by the President to authorize emergency notifications. Generally, the Office of University Relations and/or VTPD will notify the campus community of emergencies or crimes that have occurred and necessitate caution, evacuation, or other action on the part of students, employees, and campus visitors. VT ENS addresses the reporting requirements of the 2008 Higher Education Opportunity Act and Section 23-9.2:11, Code of Virginia, as amended.

Annually, the Offices of University Relations and Human Resources provide communications to the university community regarding university procedures for authorized closings and receiving emergency alerts.

### **3. Procedures**

Any individual who believes there is an immediate danger to the health or safety of any member of the university community should call the Virginia Tech Police immediately.

The university’s Threat Assessment and Management website <http://www.threatassessment.vt.edu> describes indicators of potential concern and identifies resources. Individuals should call the Virginia Tech Police (540-231-6411) to notify the Threat Assessment Team about a concerning behavior or situation observed.

**EMERGENCIES OR PERSONS OF CONCERN:** Students, faculty, staff, and visitors may report emergencies, criminal actions and suspicious behavior to the Virginia Tech Police by dialing 911 from any campus phone or by activating the blue emergency phones located on campus. If “911” is dialed from a cellular phone or pay phone, the call will be routed to an off-campus police department or dispatch center. If this should occur, the caller should describe the nature of the emergency to the dispatcher and ask to have the call transferred to the Virginia Tech Police Department. In order to avoid this type of delay, campus patrons may consider programming cellular phones to the Virginia Tech Police Department at (540) 231-6411. All nonemergency calls to the Virginia Tech Police should also be directed to (540) 231-6411.

Virginia Tech personnel who work at off-campus sites should inquire with local officials about the proper procedures for requesting emergency assistance, including the use of cellular phones. Most Virginia locations use “911” for emergency calls. However, use of cellular phones at off-campus sites to request emergency assistance may involve delays similar to those described above, depending on how the call is routed.

**CRIMES:** Virginia Tech encourages the community to report all possible crimes to the Virginia Tech Police Department at 911 for emergencies, and 231-6411 for non-emergencies. Certain crimes may be reported on-line at [www.police.vt.edu](http://www.police.vt.edu). Voluntary confidential and/or anonymous reporting is available at [www.stopabuse.vt.edu](http://www.stopabuse.vt.edu) or by using the TIPS crime-line at 232-TIPS.

**DISTRESSED EMPLOYEES:** Concerns about the behavior of or statements made by Virginia Tech employees including teaching and research faculty employees, administrative or professional employees, classified and

university employees and wage employees may be reported to Human Resources at (540) 231-9331. Matters needing immediate attention should be directed to the VT Police Department at (540) 231-6411.

**DISTRESSED STUDENTS:** The Dean of Students Office takes reports of students who may be in distress. The Dean of Students reporting system allows faculty members and critical staff members identified by department heads to submit information about a student whose exhibited behaviors or statements may be of concern (in or outside of the classroom). Contact may be made by phone (540-231-3787) or the reporting system available within the Hokie SPA/Faculty Access menu. Matters needing immediate attention should be directed to the VT Police Department at (540)231-6411.

**WORKPLACE ACCIDENTS AND INJURIES:** An injured employee is required to immediately report an accident or illness to the direct supervisor. Upon the employee's notification of the injury to the departmental supervisor, the department is required to offer the employee a Workers' Compensation Panel of Physicians. Those employees needing immediate medical treatment for serious injuries may visit the Emergency Room and should report the injury as Workers' Compensation at the time treatment is received. Once an employee reports a job-related injury, the supervisor must immediately file the Employer's Accident Report, Form VWC No. 3 with Human Resources within 24 hours of the date/time of the injury (for procedures and contact information see <http://www.hr.vt.edu/benefits/workerscomp/index.html>).

#### OTHER RESOURCES FOR REPORTING:

Stop Abuse: Individuals may contact Stop Abuse at the Virginia Tech's Women's Center (540-231-7806) regarding concerns about [sexual assault](#), [relationship violence](#), [stalking](#), [cyberstalking/online harassment](#), and [sexual harassment](#). If help or support is needed after 5 pm during the week or on the weekend, the Women's Resource Center of the New River Valley's 24-hour hotline at (540) 639-1123 should be used.

Detailed procedures are included in the policies referenced in the body of this policy, the additional related policies included in section 5.0 References, and on the websites of the university offices engaged in supporting campus safety and security.

General questions about the Campus and Workplace Violence Prevention Policy should be directed to the Virginia Tech Police Department. Questions about specific issues may also be directed to:

- Human Resources (540) 231-9331
- University Legal Counsel (540) 231-6293
- Virginia Tech Police (540) 231-6411
- Virginia Tech Women's Center (540) 231-7806
- Student Conduct Office (540) 231-3790
- Dean of Students Office (540) 231-3787
- Cook Counseling Center (540) 231-6557
- Occupational Safety Division (Environmental Health and Safety) (540) 231-5985

## 4. **Definitions**

Physical Campus: All buildings and grounds owned, leased and/or operated by Virginia Tech.

Risk Assessment: The process of identifying types of risks or hazards that could affect the institution, including (1) Hazard Identification: the determination of potential risks, hazard events, or liabilities; (2) Hazard Characterization: the evaluation of which personnel, property, income or assets are most vulnerable to injury or damage from these

hazards by severity and frequency; (3) Exposure Assessment: estimation of potential losses; and (4) Risk Characterization: the prioritization of various risk exposures.

Risk Management: The policies, procedures, and practices associated with the identification, analysis, and assessment of risk exposures and appropriate strategies to eliminate, control, minimize or avoid unacceptable risks. Control strategies may include risk assumption, risk avoidance, risk retention, risk transfer, or any other strategy or combination of strategies to manage future events.

Satellite Campus: A location of the university that is geographically apart and independent from the main Blacksburg campus.

Threat Assessment: A fact-based investigative, analytical approach that evaluates whether an individual's behavior poses a risk to their safety or the safety of others. The appraisal of risk in a given situation should focus on an individual's actions, communications, and specific circumstances that might suggest that an individual intends to commit a violent act and/or is engaged in planning or preparing for that event.

## 5. References

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act  
<http://www.law.cornell.edu/uscode/20/1092.html#f>

Commonwealth of Virginia's Policy 1.80 Workplace Violence  
[http://web1.dhrm.virginia.gov/itech/hrpolicy/pol1\\_80.html](http://web1.dhrm.virginia.gov/itech/hrpolicy/pol1_80.html)

Commonwealth of Virginia Policy 2.30 Workplace Harassment  
[http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol2\\_30wkplaceharrass.pdf?sfvrsn=2](http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol2_30wkplaceharrass.pdf?sfvrsn=2)

Drug-Free Workplace Act of 1988  
[http://www.law.cornell.edu/uscode/uscode41/usc\\_sec\\_41\\_00000702----000-.html](http://www.law.cornell.edu/uscode/uscode41/usc_sec_41_00000702----000-.html)

Code of Virginia, Sections [23-9.2:3](http://law.lis.virginia.gov/vacode/23-9.2:3/), [23-9.2:9](http://law.lis.virginia.gov/vacode/23-9.2:9/), [23-9.2:10](http://law.lis.virginia.gov/vacode/23-9.2:10/), and [23-9.2:11](http://law.lis.virginia.gov/vacode/23-9.2:11/)  
<http://law.lis.virginia.gov/vacode/23-9.2:3/>  
<http://law.lis.virginia.gov/vacode/23-9.2:9/>  
<http://law.lis.virginia.gov/vacode/23-9.2:10/>  
<http://law.lis.virginia.gov/vacode/23-9.2:11/>

Governor's Executive Order 41 (2011)  
<http://www.governor.virginia.gov/PolicyOffice/ExecutiveOrders/viewEO.cfm?eo=41&pdf=yes>

Higher Education Act of 1965 as amended  
[http://www.law.cornell.edu/uscode/uscode20/usc\\_sup\\_01\\_20.html](http://www.law.cornell.edu/uscode/uscode20/usc_sup_01_20.html)

University Policies:

Health, Safety, Violence Prevention Policies

1005 Health and Safety Policy  
<http://www.policies.vt.edu/1005.pdf>

5616 Campus and Workplace Violence Prevention Policy  
<http://www.policies.vt.edu/5616.pdf>

Presidential Policy Memorandum 251: Appointment of University Threat Assessment Team  
<http://www.policies.vt.edu/policymemos/ppm251.pdf>

Individual Conduct (or Prohibited Conduct)

- 1015 Policy on Serving Alcohol  
<http://www.policies.vt.edu/1015.pdf>
- 1020 Policy on a Drug-Free University  
<http://www.policies.vt.edu/1020.pdf>
- 1025 Anti-Discrimination and Harassment Prevention Policy  
<http://www.policies.vt.edu/1025.pdf>
- 1035 Student-Athlete Conduct  
<http://www.policies.vt.edu/1035.pdf>
- 1036 Student-Athlete Substance Abuse Policy  
<http://www.policies.vt.edu/1036.pdf>
- 8300 Hokie Handbook  
<http://www.policies.vt.edu/8300.pdf>
- Classified and University Staff Policies and Handbook  
<http://www.hr.vt.edu/employeescorner/policy/>
- Faculty Handbook  
[http://www.provost.vt.edu/faculty\\_handbook/faculty\\_handbook.html](http://www.provost.vt.edu/faculty_handbook/faculty_handbook.html)

#### Reporting and Investigation

- 4060 Conviction and Driving Record Investigation  
<http://www.policies.vt.edu/4060.pdf>
- 4061 Drug, Alcohol, and Medical Testing Guidelines for Commercial Drivers' License Holders and Other Identified Positions  
<http://www.policies.vt.edu/4061.pdf>
- 4330 Guidelines for the Use of Volunteers  
<http://www.policies.vt.edu/4330.pdf>
- 7035 Privacy Policy for Employees' Electronic Communications  
<http://www.policies.vt.edu/7035.pdf>

#### Security Arrangements

- 5000 University Facilities Usage and Event Approval  
<http://www.policies.vt.edu/5000.pdf>
- 5010 Summer Conferences  
<http://www.policies.vt.edu/5010.pdf>
- 5403 Policy on Employee Housing  
<http://www.policies.vt.edu/5403.pdf>
- 5500 State Vehicle Management  
<http://www.policies.vt.edu/5500.pdf>
- 5605 Residence Hall Fire and Fire Alarm Procedures  
<http://www.policies.vt.edu/5605.pdf>
- 5610 Policy on Animal Escape Notification  
<http://www.policies.vt.edu/5610.pdf>
- 5620 Access Control: Key Control Policy  
<http://www.policies.vt.edu/5620.pdf>
- 8215 Major Entertainment Sponsorship  
<http://www.policies.vt.edu/8215.pdf>

## **6. Approval and Revisions**

Approved August 28, 1992, by Associate Vice President for Personnel and Administrative Services, Ann Spencer.

- Revision 1

Title updated from Director of Physical Plant to Assistant Vice President for Facilities.

- Revision 2

Title of department updated from Department of Public Safety, Health and Transportation to University Police.

Title updated from Director of Public Safety, Health and Transportation to Chief of Police.

Deleted information on the Fire and Security Advisory Committee which no longer exists.

Approved June 10, 1999 by Executive Vice President, Minnis E. Ridenour

- Revision 3

Section 3: Emergency number from any campus phone changed from 888 to 911.

- Revision 4

Update the title of the Campus Awareness and Campus Security Act of 1990 to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Deleted information about victims of violent crimes right to obtain results of judicial information about the perpetrator of their crime.

Changed residence halls to card access at all times.

Changed name of Personnel Services to Human Resources.

Changed name of Crime Prevention Division to Community Outreach.

Added section on reporting crimes confidentially and anonymously.

Approved September 19, 2007 by the Executive Vice President and Chief Operating Officer, James A. Hyatt.

- Revision 5

Major changes to provide a comprehensive and overarching campus safety and security policy including: section on responsibilities of authorities; establishment of a Safety and Security Policy Committee appointed by the President; an overview of related safety, security, and violence prevention policies, plans, and programs; and procedures for reporting. The policy also includes provisions that comply with various federal and state laws, regulations, and policies.

Approved February 27, 2009 by President Charles W. Steger.

Virginia Tech Safety and Security Policy Committee Structure ratified November 9, 2009 by the Virginia Tech Board of Visitors.

- Revision 6

Section 2.1.1 revised to clarify the authority of the Safety and Security Policy Committee for safety and security policies as approved by the Board of Visitors on March 22, 2010, and revised the descriptions of the Campus and Workplace Violence Prevention Committee and Threat Assessment Team. Section 2.4.2 describes the emergency notification system. Other revisions describe responsibilities of satellite campuses throughout the policy and requirements of the Higher Education Opportunity Act.

Approved September 23, 2010 by President Charles W. Steger.

- Revision 7

The role of the Office of Emergency Management in Section 2.1.2 was updated to reflect the department's responsibility for administering departmental emergency planning. The definition of the Threat Assessment Team in Section 2.1.1 was updated, as well as the section on "individual responsibilities" in Section 2.1.3. Section 3 was also revised to expand reporting procedures, including procedures for satellite campus and offices.

Approved December 3, 2010 by President Charles W. Steger.

- Revision 8

To comply with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), section 2.2.1 was updated to include the following language: "As required by the Act, "timely warnings" will be provided to the community in the event of a reported crime, either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. Virginia Tech will also "immediately" notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus".

Approved January 27, 2011 by President Charles W. Steger.

- Revision 9

Changed in department title of Environmental Health and Safety Services to Environmental Health and Safety

Section 2.1.2 was updated to include language clarifying that VTPD must approve any contract(s) relating to on-site private security services for all foundation-affiliated buildings and property that are in support of, or in relation to, the university's educational purpose and are under the control of the university. Similarly, Section 2.1.3 was updated to state that satellite campuses shall not contract with any security services without consulting with the VTPD. Finally, Section 2.2.5 was updated to clarify that facilities design reviews for all off-site locations, including institution-affiliated foundation buildings and property, must be reviewed by VTPD to the extent they are under the control of the university.

Approved August 21, 2011 by President Charles W. Steger.

- Revision 10

Included reference to President's Policy Memorandum #251 in description of Threat Assessment Team.

Technical corrections to document titles and references.

Approved October 31, 2012 by the Safety and Security Policy Committee.

Approved November 14, 2012 by the President, Charles W. Steger.

- Revision 11

Included order of succession for committee chair in the absence of the President.

Included stipulation that the chair of the committee must be physically present.

Approved January 17, 2012 by the Safety and Security Policy Committee.

Approved October 3, 2013, by the President, Charles W. Steger.

- Revision 12

Technical updates to reflect changes in hiring procedures related to Virginia Governor's Executive Order 41 (April, 2015) - "Ban the Box", as well as titles of personnel and departments.

Approved July 6, 2016 by Vice President for Administration, Sherwood G. Wilson.

- Revision 13

Removed reference to former Policy 5600, "Response to Bomb Threats," in References section. Policy 5600 was eliminated on January 4, 2017, and a procedure created to supplant the policy.

Approved February 1, 2017 by the Office of the President.