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**Subject: University Safety and Security**

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1. Purpose .....	1
2. Policy .....	1
2.1 Authorities and Responsibilities .....	2
2.1.1 Committee Structure .....	2
2.1.2 Virginia Tech Departments and Offices with Safety and Security Responsibilities.....	3
2.1.3 Departmental and Individual Responsibilities .....	5
2.2 Federal and State Directives and University Policies .....	5
2.2.1 Federal Directives .....	5
2.2.2 State Directives and Policies.....	6
2.2.3 University Policies.....	6
2.2.4 Safety and Security Programs .....	7
2.2.5 Facilities Design Standards and Building Access Control.....	7
2.3 Use of University Facilities .....	7
2.4 Emergency Preparedness and Response .....	8
2.4.1 Emergency Management Plans.....	8
2.4.2 Emergency Communications .....	8
3. Procedures.....	9
4. Definitions .....	10
5. References.....	10
6. Approval and Revisions.....	11

## **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 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 Emergency Response Policy Group as defined in Virginia Tech's Emergency Response Plan. 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 committee is chaired by the Vice President for Administrative Services. 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 providing direction to the Campus and Workplace Violence Prevention Committee and the Threat Assessment Team on the development and implementation of violence prevention policies, 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 Threat Assessment Team, established by the President through President's Policy Memorandum #251 (Appointment of a University Threat Assessment Team) in accordance with Section 23-9.2:10 of the Code of Virginia, serves the entire university community, including visitors and guests. The team reports to the Safety and Security Policy Committee, which is chaired by the President, and is responsible for implementing assessment, intervention and action policies to assess individuals whose behaviors may present a campus threat.

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 committee is appointed by the Vice President for Administrative Services and reports to the Safety and Security Policy Committee. It is charged with education and prevention of violence on campus and is responsible for developing and implementing threat assessment, violence prevention, and education procedures, programs, and guidance. The committee has oversight responsibilities for university compliance with Policy 5616, Campus and Workplace Violence Prevention.

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 Administrative Services 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 Administrative Services, and reporting to the Safety and Security Policy Committee. It is responsible for oversight of emergency management and risk assessment activities, programs and initiatives. 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 Administrative Services provide related support functions and direct services. The Office of Research Compliance, reporting to the Vice President for Research, 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. The university, through its police department, monitors and records student off-campus criminal activity, including student organizations with off-campus housing, by communicating 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.

Offices of Housing & Dining Services and Residence Life: The Offices of Housing & Dining Services and Residence Life in Student Affairs allocate 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 the Office of Judicial Affairs.

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 Services (EHSS): EHSS develops policies, programs and training to support university compliance with federal and state laws, regulations and standards. EHSS 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. EHSS 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 EHSS 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 developing, testing, and maintaining the university's hazard mitigation, emergency preparedness, and continuity of operations plans. 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. OEM will work with Police, Environmental Health and Safety, Facilities, and other offices to coordinate risk, safety, and security assessments of campus facilities and programs and will provide reports and recommendations to management and the University Safety and Security Policy Committee.

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 Emergency Response and Continuity of Operations plans, departments are responsible for developing internal procedures to communicate with members of their departments. Departmental supervisors are responsible for implementing security and safety policies and programs in work areas under their supervision/control.

Individual responsibilities: Individuals are responsible for being aware of and complying with university policies and procedures, and applicable law. Employees and students also have an obligation to accurately and promptly report crimes, emergencies, potential threats, or risks to the appropriate university office(s). 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 Community Standards – Health, Safety, and Security" 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, "immediate notifications" will be provided to the community in the event that a situation arises, either on campus or off, that, in the judgment of the Chief of the VTPD, constitutes an ongoing or continuing threat. 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, VT alerts, the university email system, posters, university website, or phone mail systems. 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.

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 Judicial Affairs Office, Office of 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.

The Higher Education Act of 1965 as amended: University emergency management procedures comply with the provisions of this Act, including statements of campus policies for emergency response and publication of evacuation procedures; emergency communications and timely notifications in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus and testing of emergency evacuation procedures on an annual basis.

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 two years as well as other campus fire safety information. Statistics will be collected by EHSS 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 44 (2007) Establishing Preparedness Initiatives in State Government, 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, Background and Driving Record Investigation, addresses the use of criminal background and driving record checks during the employment process. Applicants for faculty and staff positions are required to answer questions regarding previous convictions. Criminal background and/or driving record checks are conducted on candidates selected for certain wage and salaried positions as a condition of employment. Determination of either a job-related conviction or falsified conviction information on the application may result in denial or forfeiture of university employment. Certain positions may be designated as safety-sensitive and may be subject to additional provisions. 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. Informational materials, adapted for student and employee audiences, are provided in presentations and print and electronic formats.

#### **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. The VTPD will evaluate the Offices of Housing & Dining Services 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) and Campus Watch Security 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 Services 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 University Unions and Student Activities 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 - the Department of Student Activities determines the conditions and criteria, including safety and security, under which major entertainment events may be sponsored at Virginia Tech.
- Policy 8220, Security Requirements for Events Sponsored by Student Organizations - requires advanced planning to ensure adequate security to protect students and guests during events sponsored by student organizations.

## 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, 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 Emergency Response Plan provide for:

- 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 staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency;
- Annually publicizing emergency response and evacuation procedures using methods appropriate to reach students and employees; and
- Annually testing emergency response and evacuation procedures.

### 2.4.1 Emergency Management Plans

In accordance with Executive Order 44(2007) Establishing Preparedness Initiatives in State Government 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.

- Hazard Mitigation Plan: The university's Hazard Mitigation Plan was approved by the Federal Emergency Management Agency (FEMA) in October of 2006. The plan includes an analysis of natural and man-made hazards and the development of policies, programs, and practices to assess and mitigate these risks.
- 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.
- Emergency Response Plan: The Emergency Response Plan (ERP) 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. The university's ERP must be updated annually. Every four years, the university must conduct a comprehensive review and revision of its emergency management plan, 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.

### 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; alert lines; classroom electronic message signs; posters; university website notices; and other methods. Depending on the particular circumstances, especially in all situations that could pose an immediate threat to the community and individuals, University Relations may utilize the “VT Alerts” automated notification system. 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.

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**

Individual employees and students have an obligation to accurately and promptly report crimes, emergencies, potential threats, or risks to the appropriate university office(s).

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 supporting campus safety and security.

**CRIMES:** Virginia Tech encourages the community to report all 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 [stopabuse.vt.edu](http://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.

**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. It should be noted that 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 non emergency 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.

INCIDENTS INVOLVING PROPERTY, AUTOMOBILES, OR POTENTIAL PUBLIC LIABILITY: All incidents involving university property, automobiles, or potential public liability should be reported to Risk Management as outlined on the Risk Management website. ( <http://www.controller.vt.edu/Risk/> )

WORKPLACE ACCIDENTS, INJURIES, OR ILLNESSES: 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 will need to 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 (see <http://www.hr.vt.edu/benefits/workerscomp/index.html> for procedures and contact information).

#### OTHER RESOURCES FOR REPORTING:

SafeWatch: online means for identifying and anonymously reporting violations of university policies and community expectations related to harassment, discrimination or similar behaviors. ( <http://www.safewatch.vt.edu/form.html> )

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.

## 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.

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

Commonwealth of Virginia's Policy 1.80 Workplace Violence  
Commonwealth of Virginia Policy 2.30 Workplace Harassment.  
Drug-Free Workplace Act of 1988

Code of Virginia, Sections 23-9.2:3 and 23-9.2:9-11  
Governor's Executive Order 44 (2007)  
Higher Education Act of 1965 as amended  
University Policies:

Health, Safety, Violence Prevention Policies

1005 Health and Safety Policy  
5616 Campus and Workplace Violence Prevention Policy  
Presidential Policy Memorandum 251: Appointment of University Threat Assessment Team

Individual Conduct (Or Prohibited Conduct)

1015 Alcohol Policy  
1020 Policy on a Drug-Free University  
1025 Anti-Discrimination and Harassment Prevention Policy  
1035 Student-Athlete Conduct  
1036 Student-Athlete Substance Abuse Policy  
8300 University Policies for Student Life  
Classified and University Staff Policies and Handbook  
Faculty Handbook and Special Research Faculty Handbook

Reporting and Investigation

4060 Background and Driving Record Investigation  
4061 Drug and Alcohol Guidelines for Commercial Drivers' License Holders  
4330 Guidelines for the Use of Volunteers  
5600 Response to Bomb Threats  
7035 Privacy Policy for Employees' Electronic Communications

Security Arrangements

5000 University Facilities Usage and Event Approval  
5010 Summer Conferences  
5403 Policy on Employee Housing  
5500 State Vehicle Management  
5605 Residence Hall Fire and Fire Alarm Procedures  
5620 Access Control: Key Control Policy  
5610 Policy on Animal Escape Notification  
8215 Major Entertainment Sponsorship  
8220 Security Requirements for Events Sponsored by Student Organizations

## **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.