Virginia Polytechnic Institute and State University

University Safety and Security

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Policy Owner:
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Affected Parties:
Undergraduate
Graduate
Faculty
Staff
Other

1.0 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 for the university community and its assets in all buildings and grounds owned, leased and/or operated by Virginia Tech; and (2) promote safety through policies and programs.

The University Safety and Security Policy provides an overview of existing university safety and security policies and programs that demonstrate compliance with Section 23.1 Ch. 8 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.

2.0 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 the university community and its 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, employees, and visitors on university property.

2.1.1 Committee Structure

Incident Leadership Team
The Incident Leadership Team (ILT) serves as the university's executive leadership team on matters related to safety and security policy and provides oversight and direction for strategic decisions during the university's response to any incident that impacts the university's ability to perform Essential Functions (i.e., Public Safety , University Operations, Continuity of Research, Academic Continuity, and Outreach and Engagement).

The Incident Leadership Team is appointed by the President. During an incident, the Incident Leadership Team will be convened when a need is determined. The ILT can be activated by the President, Executive Vice President and Provost, Executive Vice President and Chief Operating Officer (EVPCOO) or the Associate Vice President for Public Safety. Additional subject matter/functional experts may be included depending on the specific nature of the incident. The ILT is chaired by the President. In the absence of the President, the order of succession for the chair is: Executive Vice President and Provost followed by the EVPCOO. The chair may convene the ILT in person or virtually. The Associate Vice President for Public Safety will provide incident management leadership for the ILT.

Additional responsibilities of the ILT include but are not limited to:

- Evaluate recommendations from the University Safety and Security Committee to maintain and improve the effectiveness of the overarching university safety, emergency management, and security program for all Virginia Tech facilities (owned and leased), including safety and security assessments, policies, plans, programs, education, and infrastructure, including changes that may affect the quality of the university's living, learning and working environment;

- Ensure 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;

- Guide the education and prevention of violence on campus in accordance with Section 23.1-805 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; and

- Advise the President on safety and security issues.

Incident Management Team

The Incident Management Team (IMT) serves to implement the tactical objectives for resolving an incident (to include recovery operations). The IMT comprises members from across the university representing core capabilities in response and recovery functions. The IMT may convene in person or virtually. Virginia Tech Emergency Management leads the IMT and maintains a current list of membership. During an incident additional subject matter experts may be added to the team.

University Safety and Security Committee

The University Safety and Security Committee is an advisory committee. The chair is appointed by the Executive Vice President and Chief Operating Officer (EVPCOO), in consultation with the President. Members of the committee are appointed by the EVPCOO. The committee provides an annual report to the EVPCOO. The committee includes student and employee representatives and serves as a coordinating body to bring forward concerns, review practices and make recommendations related to the continual improvement of safety infrastructure and practices of the community. The University Safety and Security Committee provides a forum for the Virginia Tech community to foster a positive safety culture. The Committee shall encourage comments from anyone in the university community concerning safety and security issues and advise the EVPCOO on potential solutions.

Specific Committee responsibilities include:

- Providing a forum for university-wide safety and security concerns to be heard;
- Reviewing university's hazards and risks related to the safety and security of campus;
- Reviewing university practices related to safety and security;
- Making recommendations to improve campus security policies and procedures and reviews issues that affect the overall safety and well-being of Virginia Tech's diverse community;
- Advising the EVPCOO on safety and security issues;
- Consulting with units responsible for public safety on the issues they have;
- Consulting with units responsible for public safety on security equipment and its use on campus;
- Taking up other safety and security matters referred to the Committee.

Threat Assessment Team

The Threat Assessment Team (TAT) is an operational committee created in accordance with 23.1-805 Code of Virginia (see President's Policy Memorandum #251). The President appoints the TAT and its chair; membership includes representatives from the VTPD, Student Affairs, Human Resources, and a mental health professional. Legal Counsel serves as an advisor to the TAT. The team provides an annual briefing to the EVPCOO and the ILT. 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 law enforcement and mental health providers 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 Campus and Workplace 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 23.1-805 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 Associate Vice President for Public Safety and provides an annual briefing to the EVPCOO and the ILT. In addition to the responsibilities outlined by the Code, the committee will be responsible for: (i) recommending and promoting employee and student awareness and training programs on campus and workplace violence prevention; (ii) reviewing periodic summary reports from Student Affairs, Campus Police, Human Resources, and other offices regarding violence prevention programs; and (iii) communicating internally with employees and students regarding 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 Associate Vice President for Public Safety and submits an annual report to the EVPCOO and the Senior Vice President for Research and Innovation.

Emergency Management Committee
The Emergency Management Committee is an operational committee, appointed by the Associate Vice President for Public Safety, and provides an annual report to the EVPCOO. The Emergency Management Committee is responsible for providing oversight, coordination, and leadership for improving emergency management 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. Departments with safety and security roles are described below.

Division of Public Safety

The Division of Public Safety comprises the operating units that play critical roles in supporting the safety, health, and overall well-being of the university community through their commitment to providing a safe and secure environment.

- 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 responds to and investigates alleged criminal offenses on property owned or leased by the university. Law enforcement services for extended (non-Blacksburg) campuses will be provided by the law enforcement jurisdiction where the property is located. VTPD acts as the primary liaison with outside law enforcement agencies. 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.

- Virginia Tech Emergency Management (VTEM)
  The mission of Virginia Tech Emergency Management is to instill a culture of preparedness by building, improving, and sustaining, individual preparedness, departmental readiness, and university resilience. Virginia Tech Emergency Management is responsible for the implementation and coordination of emergency management efforts for the university, including mitigation, preparedness, response, and

recovery. The department takes an all-hazards approach to continuously further the capability of the Virginia Tech community to plan for, mitigate against, respond to, and recover from an incident or emergency. VTEM maintains the university's emergency preparedness and continuity of operations plans and administers related departmental planning. Additional responsibilities of VTEM include: scheduling and coordinating tests of emergency response and evacuation procedures; 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 university department emergency management responsibilities. Virginia Tech Emergency Management has a leadership role, providing strategies and response actions to the president and senior administrators, regarding issues and events that impact or are a risk to the operations and reputation of Virginia Tech.

- Environmental Health and Safety (EHS)
  Environmental Health and Safety promotes a positive, integrated safety culture for the university community, advocates safe and healthy living, learning, and working environments, and helps departments comply with regulations and mandates. EHS works to help prevent accidents, illnesses, and injuries; increase safety awareness; meet requirements of environmental, occupational health, and safety laws and regulations; mitigate risk; and establish safety responsibilities for members of the university community and visitors to university-owned or occupied property. EHS develops programs, training, and guidelines that enable the university to achieve compliance with policies, and with state and federal safety, health, and environmental laws and regulations; performs audits and inspections to monitor the compliance status of departments; and issues reports to departmental and university executives (see university Policy 1005, Health and Safety). 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).

Housing and Residence Life
Within Student Affairs, the departments of Residential Experience and Housing Services allocate resources necessary to provide for the safety and security of campus residence halls. Student Leaders are part of the safety and security reporting structure.

The Office of Sexual Violence Prevention and Education
The Office of Sexual Violence Prevention and Education provides outreach and education to the campus community around gender-based violence issues including sexual assault, interpersonal relationship violence, bystander intervention and stalking.

Women's Center
Via the CARES (Campus Advocacy, Resources, and Education for Survivors) program, the Women's Center provides confidential crisis intervention, advocacy and support services to students, faculty and staff who have been impacted by experiences such as sexual assault, domestic violence, dating violence, and stalking/harassment and many other forms of violence.

Office for Civil Rights Compliance and Prevention Education (CRCPE)
The Office for Civil Rights Compliance and Prevention Education (CRCPE) is responsible for the university's Americans with Disability Act and section 504 compliance, affirmative action program and section 503 compliance, compliance related trainings

and conflict resolution program, and for prevention efforts as well as response to discrimination, harassment, and sexual misconduct. CRCPE oversees the university's Title IX (SAFE at VT) program, providing resources and information about sexual violence prevention, advocacy, and assistance, as well as reporting mechanisms and support resources for survivors.

Office of Risk Management
The Office of Risk Management 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.

Office of Audit, Risk and Compliance
The Chief Risk Officer has institutional responsibility for facilitating the university's enterprise risk management (ERM) program, coordinating the institutional compliance programs (ICP), and overseeing internal audits. The Office of Audit, Risk, and Compliance (OARC) performs comprehensive assurance services through independent internal audits, the university risk management process, and the institutional compliance program. Limited aspects of physical security and health and safety are reviewed as part of the risk-based audits and compliance reviews. Annual reports of internal audits are submitted to and reviewed by the Board of Visitors.

2.1.3 Global Travel Oversight Committee

The Global Travel Oversight Committee (GTOC) is a committee of faculty and administrative personnel from key units across the university, appointed by the Vice President for Outreach and International Affairs, which meets as necessary to consider proposals for travel to countries with an elevated, persistent, or transient health, safety, or security concern. The GTOC membership includes representatives from Outreach and International Affairs Global Education Office (GEO), Office of Risk Management, Legal Counsel, Virginia Tech Police Department, Emergency Management, Student Affairs, the Provost's office, VT Engage, the Office of Export and Secure Research Compliance, and academic departments. In cases of global emergency or crisis, the GTOC is responsible for making recommendations to the provost, who will make a decision on the university's course of action in consultation with appropriate university leadership; however, the President retains final authority to act prior to receiving a recommendation from the GTOC. GTOC, in coordination with the GEO, is responsible for coordinating global emergency and crisis responses using the information available in the Global Travel Registry.

2.1.4 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 facilities outside of Blacksburg are responsible for relaying information related to crimes and threats to the local law enforcement agency and to the VTPD. Facilities outside of Blacksburg shall not contract with any security services without consulting with 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 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 Student Code of Conduct. 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, Emergency Management, 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 public safety division, the university has implemented a number of measures that comply with federal and state directives to promote campus safety and security. "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, employees, and visitors on university property. On June 11, 2024, the Board of Visitors ratified the updated Safety and Security Committee Structure, as described below."

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 loudspeakers 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, Communications and Marketing 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 of the previous year) and make this annual report available to any prospective student or employee. Crime statistics are available for both the main campus in Blacksburg and off-site campus 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, Office for Civil Rights Compliance and Prevention Education, Student Conduct, Housing Services, Residential Well-being, 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.

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 university's Annual Security Report.

2.2.2 State Directives and Policies

University policies, programs, and procedures comply with Commonwealth of Virginia Executive Order 41 (as amended), state personnel policies including Policy 2.35 Civility in the Workplace, and Section 23.1-805 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 mitigating risk. 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 23.1-805 of the Code of Virginia and Commonwealth of Virginia Policy 2.35 Civility in the Workplace, 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 non-Blacksburg locations. Policy 4345, Employee Assistance Program, Student Code of Conduct, 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 for Employment, 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, College of Veterinary Medicine, and Virginia Tech Carilion School of 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; as well as any issuance of any protective orders issued against the applicant. (See Presidential Policy Memorandum #303.)

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 public safety and security policies and procedures, and with applicable law. Programs and training to inform students and employees about individual preparedness, emergency response and protective actions, 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 preparedness, crime prevention, safety and security is available through public safety division websites (www.police.vt.edu; www.emergency.vt.edu; www.ehs.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 Services 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. Student Leaders (SLs) 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., Virginia Tech Police Department, Virginia Tech Emergency Management, Risk Management and Insurance, 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 Risk Management and Insurance provides guidance on the planning, documentation, and training activities that demonstrate duty of care, as well as assistance with certificates of insurance for events. Virginia Tech Emergency Management provides event organizers guidance to develop Special Event Emergency Plans (SEEP), which identify potential emergency conditions that may impact an event and prescribe the procedures to be followed to minimize risk and prevent loss of life and property.

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, Residential Camps, Conferences and Workshops - provides guidelines for overnight, summer programs held on the Virginia Tech campus in residence and dining halls.

- Policy 8215, Major Entertainment Sponsorship by a Registered Student Organization 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 Virginia Tech 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 23.1-804D 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 Virginia Executive Order 41 (2019) Emergency Preparedness Responsibilities, 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 bythe Board of Visitors. It is the responsibility of Virginia Tech 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 Virginia Tech 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 facilities outside of Blacksburg have related but separate Emergency Action Plans (EAPs). Virginia Tech Emergency Management provides guidance and support in assisting facilities outside of Blacksburg 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 23.1-804B 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, the 2008 Higher Education Opportunity Act, and Section 23.1-803 of the Code of Virginia, the university has implemented a comprehensive enterprise-wide emergency notification system (VT Alerts) to provide prompt warning notifications and alerts of emergencies or threats to the campus community.

The VT Alerts emergency notification system is tested over 750 times annually. VT Alerts provides the capability to send actionable information (e.g., shelter-in-place, secure-in-place or evacuation) to subscribers across seven geographical regions of the Commonwealth of Virginia via 11 channels with inherent redundancy (including email, phone call, and SMS text messages).

Annually, the Offices of Communications and Marketing and Human Resources provide communications to the university community regarding university procedures for authorized closings and receiving emergency alerts. Specific VT Alert emergency notification protocols, including designated university officials who have been assigned the authority by the President to initiate emergency notifications are outlined in the Virginia Tech Crisis and Emergency Management Plan (Annex A: Emergency Notification System Protocols).

3.0 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 (540-382-4343) 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 cellular phone, campus phone or by activating the blue emergency phones located on campus. The caller should describe the nature of the emergency to the dispatcher and provide as much detailed location information as possible (Virginia Tech campus, building or parking lot name or address, room number, etc.). All non-emergency calls to the Virginia Tech Police should be directed to (540) 382-4343.

Virginia Tech personnel who work at sites outside Blacksburg 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, 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 (540) 382-4343 for non-emergencies. Certain crimes may be reported on-line at www.police.vt.edu. Voluntary confidential and/or anonymous reporting is available at https://safe.vt.edu/.

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) 382-4343.

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) 382-4343.

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 (https://www.hr.vt.edu/benefits/health-insurance/workers-compensation.html).

OTHER RESOURCES FOR REPORTING:

Virginia Tech Women's Center CARES Program: Individuals may contact the CARES Program for Survivors of Violence at the Virginia Tech's Women's Center (540-231-7806) regarding concerns about gender-based violence, including but not limited to sexual harassment or assault, relationship violence, stalking, and cyberstalking/online harassment. More information is available on the website (https://www.womenscenter.vt.edu/advocacy.html). 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.

SAFE at VT (https://safe.vt.edu): This program provides resources and information about how to report and prevent sexual violence and harassment, along with support and help for survivors.

Hokie Ready App: The university public safety app, Hokie Ready, includes information on individual preparedness and emergency actions, and mechanisms for reporting crimes, contacting the Virginia Tech Police Department, Threat Assessment Team, and other university support resources. Additional information is available on the website (https://emergency.vt.edu/programs/HokieReadyApp.html).

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) 382-4343
- 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 (Environmental Health and Safety) (540) 231-5985

4.0 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.

5.0 References

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
https://www.clerycenter.org/the-clery-act

Commonwealth of Virginia's Policy 2.35 Civility in the Workplace
https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policy-2-35-civility-in-the-workplace-policy.pdf

Drug-Free Workplace Act of 1988
https://www.gpo.gov/fdsys/pkg/USCODE-2009-title41/pdf/USCODE-2009-title41-chap10.pdf

Code of Virginia, Section 23.1 Ch. 8
http://law.lis.virginia.gov/vacode/title23.1/chapter8/

Governor's Executive Order 41 (as amended)

Higher Education Act of 1965 as amended
https://www.govinfo.gov/content/pkg/COMPS-765/pdf/COMPS-765.pdf

University Policies:

Health, Safety, Violence Prevention Policies

Health and Safety Policy, No. 1005
http://www.policies.vt.edu/1005.pdf

Campus and Workplace Violence Prevention Policy, No. 5616
http://www.policies.vt.edu/5616.pdf

Presidential Policy Memorandum 251: Appointment of University Threat Assessment Team
https://policies.vt.edu/assets/251-appointment-of-a-university-threat-assessment-team-.pdf

Presidential Policy Memorandum 303: Language for All Student Applications for Admissions
https://policies.vt.edu/assets/303-language-for-all-student-applications-for-admission-.pdf

Individual Conduct (or Prohibited Conduct)
Policy on Serving Alcohol, No. 1015
http://www.policies.vt.edu/1015.pdf

Policy on a Drug-Free University, No. 1020
http://www.policies.vt.edu/1020.pdf

Policy on Harassment, Discrimination, and Sexual Assault, No. 1025
http://www.policies.vt.edu/1025.pdf

Student-Athlete Conduct, No. 1035
http://www.policies.vt.edu/1035.pdf

Student-Athlete Monitoring and Assistance Program (SAMAP) - No. 1036
http://www.policies.vt.edu/1036.pdf

Student Code of Conduct, No. 8300
http://www.policies.vt.edu/8300.pdf

Classified and University Staff Policies
https://www.hr.vt.edu/onboarding/policies-handbooks.html

Global Travel Policy
https://policies.vt.edu/assets/1070.pdf

Faculty Handbook
http://www.provost.vt.edu/faculty_handbook/faculty_handbook.html

Reporting and Investigation
Conviction and Driving Record Investigation for Employment, No. 4060
http://www.policies.vt.edu/4060.pdf

Drug, Alcohol, and Medical Testing Guidelines for Commercial Drivers' License Holders and Other Identified Positions, No. 4061
http://www.policies.vt.edu/4061.pdf

Guidelines for the Use of Volunteers, No. 4330
http://www.policies.vt.edu/4330.pdf

Policy on Title IX Sexual Harassment and Responsible Employee Reporting
https://policies.vt.edu/assets/1026.pdf

Privacy Policy for Employees' Electronic Communications, No. 7035
http://www.policies.vt.edu/7035.pdf

Security Arrangements
University Facilities Usage and Events, No. 5000
http://www.policies.vt.edu/5000.pdf

Residential Camps, Conferences, and Workshops, No. 5010
http://www.policies.vt.edu/5010.pdf

Policy on Employee Housing, No. 5403
http://www.policies.vt.edu/5403.pdf

State Vehicle Management, No. 5500
http://www.policies.vt.edu/5500.pdf

Access Control: Key Control Policy, No. 5620
http://www.policies.vt.edu/5620.pdf

Minors at Virginia Tech, No. 4815
https://policies.vt.edu/assets/4815.pdf

Major Entertainment Sponsorship by a Registered Student Organization, No. 8215
http://www.policies.vt.edu/8215.pdf

6.0 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.

- Revision 14

  Technical updates to titles, references, and contact information. Clarified that the Office of Emergency Management is also authorized to send VT Alerts for satellite campuses.

  Approved August 21, 2017 by the Safety and Security Policy Committee. Approved August 21, 2017 by the President, Timothy D. Sands.

- Revision 15
    - Updates to Campus Workplace and Violence Prevention Committee charge and membership to ensure consistency with Code of Virginia and various campus department responsibilities.
    - Update to Safety and Security Policy Committee order of succession to reflect addition of Senior Vice President for Operations and Administration.
    - Update to applicant reporting requirements to include protective order reporting, per Safety and Security Policy Committee action.

    - Technical updates to department names and addition of Virginia Tech Carilion School of Medicine.

  Approved March 11, 2019 by the Safety and Security Policy Committee.
  Approved March 19, 2019 by the President, Timothy D. Sands.

- Revision 16
    - Section 2.1.2 clarifies that resident advisors are "trained [by Environmental, Health and Safety (EHS)] to conduct health and safety inspections of residence rooms, coordinate emergency evacuation and warning procedures, and facilitate the performance of fire and other drills". Also adds language that "EHS provides

guidance documents for specific programs to facilitate compliance with relevant environmental, health, and safety laws, regulations, policies, and adopted guidelines (see university Policy 1005, Health and Safety)".

- With these changes, Policy 5605, Residence Hall Fire and Fire Alarm Procedures, can be retired.

Approved August 30, 2019 by the Safety and Security Policy Committee. Approved August 30, 2019 by the President, Timothy D. Sands.

- Revision 17
  - Technical edits to titles and updates to Safety and Security Policy Committee order of succession, and appointing authority for related subcommittees to reflect organizational changes.
  - Technical updates to reflect replacement of McDonnell Executive Order 41 (2011) with Northam Executive Order 41 (2019).

Approved November 1, 2019 by the Safety and Security Policy Committee. Approved November 1, 2019 by the President, Timothy D. Sands.

- Revision 18
  - Technical edits to titles and updates to Safety and Security Policy Committee order of succession, and appointing authority for related subcommittees to reflect organizational changes.
  - Included Incident Leadership Team and Global Travel Oversight Committee, and updated the Virginia Tech Emergency Management, Environmental Health and Safety, and Women's Center.

Reviewed by Safety and Security Policy Committee, December 13, 2021. Approved March 8, 2022 by the President, Timothy D. Sands.

- Revision 19
  - Removal of the Safety and Security Policy Committee; replaced with the University Safety Committee
  - Updates to the Incident Leadership Team responsibilities
  - Addition of Office for Equity and Accessibility to section 2.1.2
  - Technical updates throughout for position, title, and responsible department changes
  - Technical updates to active links for documents in References section

Virginia Tech Safety and Security Committee Structure ratified June 11, 2024, by the Virginia Tech Board of Visitors: https://bov.vt.edu/assets/Minutes-June%2010-11,%202024-282.pdf

Approved July 24, 2024 by Executive Vice President & Chief Operating Officer, Amy Sebring.

- Revision 20
  Updated Section 2.1.2 with the addition of The Office of Sexual Violence Prevention and Education and the CARES program within the Women's Center.

Approved September 22, 2024 by Executive Vice President & Chief Operating Officer, Amy Sebring.

- Revision 21
  Technical revision to update organization titles in Sections 2.1.2 and 2.2.1.

Approved March 12, 2025 by Vice President for Policy and Governance, Kim O'Rourke.