



Annual Security and Fire Safety Report 2022

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West Liberty University



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Jeanne Clery Disclosure of Campus Security Policy

In 1998, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) in memory of a student who was murdered in her residence hall room. The information contained in this document, is shared in compliance with the Clery Act and with a good faith effort to share relevant safety information, procedures, policies, resources, and statistics specific to West Liberty University. This information is intended to be available to and shared with current and prospective students, families, and employees. Questions can be directed to Marcella Snyder, Executive Director of Housing & Student Life at (304)336-8358 or msnyder@westliberty.edu.

Clery Act Geography Definitions

On-campus is defined as: (i) any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (ii) any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

On-campus student housing facility is defined as any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Non-campus building or property is defined as: (i) any building or property owned or controlled by a student organization officially recognized by the institution; or (ii) any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property is defined as: all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

Clery Act Crime Statistics Information

The statistics in this document are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting (UCR) Handbook and the relevant federal law (the Clery Act).

The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: murder/non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offenses, and aggravated assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: robbery, burglary, larceny, and arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of motor vehicle theft, this refers to cases where the vehicle itself is stolen, not that items inside the vehicle were stolen. Each vehicle stolen is counted as a statistic.

In cases involving liquor law, drug law, and illegal weapons violations, each person who is arrested (or cited by law enforcement) is indicated in the arrest statistics. The statistics captured under the "Referred for Disciplinary Action" section for liquor law, drug law, and illegal weapons violations indicates the number of people referred to the Student Conduct processes for disciplinary action for violations of those specific laws.

Hate crime statistics are reported by the crime, geographic area, and category of prejudice. Hate crimes are captured for all of the aforementioned categories if the perpetrator selected the victim based on his/her race, gender, religion, sexual orientation, gender identity, ethnicity/national original, and or disability. In addition to the previously named categories, the institution is required to report any hate crime involving intimidation, vandalism, larceny, simple assault, and other bodily injury, even though there is no requirement to report the crime classification in any other area of the compliance document. *Note:* A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense, which was motivated by the offender's bias. For example, if a subject assaults a victim, which is a crime, and the facts of the case indicate that the offender was motivated to commit the offense because of his/her/their bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate crime.

Clery Act Crime Statistics Definition

Statistics for "residential facilities" are also counted in the "on-campus" crime category. The law requires institutions to break out the number of "on-campus" crimes that occur in residential facilities.

Aggravated Assault is defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Arrest is defined as persons processed by arrest, citation, or summons from law enforcement.

Arson is defined as any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary is defined as the unlawful entry of a structure to commit a felony or a theft.

Category of Fire, for HEA purposes, has three categories of fire:

Unintentional fire: a fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.

Intentional fire: a fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be fire.

Undetermined fire: A fire in which the cause cannot be determined

Cause of Fire is defined as the factor(s) that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Disciplinary action/referred for disciplinary action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Destruction/Damage/Vandalism of Property is defined as the act to willfully or maliciously destroy, damage, deface, or otherwise injuring real or personal property without the consent of the owner or the person having custody or control of it.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; or by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Drug abuse violations are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire-related injury is defined as any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term "person" may include students, employees, visitors, firefighters, or any other individuals.

Fire-related death is defined as any instance in which a person - (i) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (ii) Dies within one year of injuries sustained as a result of the fire.

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

Hate crime is defined as a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of Clery, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

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

Intimidation is defined as the act of unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny-Theft is defined as the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

Liquor law violations are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

Murder/Non-negligent manslaughter is defined as the willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence is defined as the killing of another person through gross negligence.

Motor vehicle theft is defined as the theft or attempted theft of a motor vehicle.

Property damage is defined as the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Rape is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or n

Simple Assault is defined as an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Statutory Rape is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Unfounded Crime is defined as a reported crime that upon investigation by law enforcement authorities is found to be false or baseless. Only sworn or commissioned law enforcement personnel may unfound a crime. Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner.

Weapons violations are defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

Campus Safety Policies and Resources

West Liberty University is committed to prioritizing the safety of our campus community. As part of that commitment, there are several offices, committees, resources, and policies on campus intended to be proactive in preventing crimes and incidents of safety concern on campus. We also have resources in place to support members of the campus community should there be a concern. This section of our Annual Security Report is dedicated to those campus resources and policies aimed at safety for our students.

Campus Police

By virtue of West Virginia state law, University Police Officers have the same responsibilities and authority as that of any other law enforcement officers in the State, which includes having the authority to make arrests on property owned, leased, or controlled by West Liberty University. Uniformed officers provide 24-hour-a-day patrol protection to the campus, adjacent University-owned facilities, and parking lots.

University police officers must satisfactorily complete the mandatory basic police-training course and be certified as law enforcement officers in the state of West Virginia. All officers receive training in numerous public safety and law enforcement-related subjects and additional in-service and specialized training in firearms, criminal investigation, legal matters, patrol procedures, etc.

Officers are responsible for a full range of public safety and law enforcement related services, including the investigation of all crime reports, and traffic accidents; responding to medical and fire emergencies; enforcement of state laws; and responding to all other incidents requiring police assistance that occur within

our jurisdiction, which includes all University-owned or controlled properties, and/or all properties under the jurisdiction of the West Liberty University Board of Governors.

The West Liberty University Police Department (WLUPD) maintains a close working relationship with the Ohio County Sheriff's Office (OCSO), the town of West Liberty Police Department (WLPD), and WV State Police (WVSP). WLUPD prepares and submits a monthly report of incidents through a statewide system of crime reporting. These figures routinely become a part of the Annual Uniform Crime Report.

Members of the West Liberty University community are encouraged to report all emergencies and criminal actions to the West Liberty University Police Department immediately. Additionally, general concerns for campus safety can be reported directly to the West Liberty University Police Department by any person by calling (304)336-8021 from any off-campus phone, or by dialing 8021 from any on campus phone. In addition, there are emergency "blue light" phones located in parking lots on campus that dial directly to West Liberty University Police Department. Members of the campus community should report criminal incidents to the West Liberty University Police Department for the purpose of issuing timely warning notices to the campus community and for disclosure in the annual crime statistics for the University.

WLU does not have a process for allowing victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. If a crime is reported to a campus security authority, individuals which are listed based on types of positions later in this document, the statistic will be provided to the Executive Director of Housing & Student Life who coordinates all aspects of Clery compliance. Pastoral and professional counselors are exempt from reporting crime statistics to WLUPD or for Clery compliance, when acting in their capacity as a counselor. Information shared with them will not be included in the annual disclosure of crime statistics.

Officers are available with WLUPD 24 hours a day to answer your calls. In response to a call, WLUPD will take the required action, either dispatching an officer or asking the victim to report to WLUPD to file an incident report. WLUPD incident reports are forwarded to the Executive Director of Housing & Student Life for review and referral to the Student Conduct Processes for potential action, as appropriate. WLUPD Officers will investigate a report when it is deemed appropriate.

Additional information obtained via the investigation will also be forwarded to the Executive Director of Housing & Student Life. If assistance is required from the Ohio County Sheriff's Department, West Liberty Police, or West Liberty Fire Department, WLUPD will contact the appropriate unit. If a sexual assault or rape should occur, the Title IX Coordinator will be notified to begin a Title IX investigation and offer appropriate resources and services.

In addition to WLUPD Officers, the Ohio County Sheriff's Office maintains a satellite office for operations on the campus of West Liberty University. This office, located in the Annex Building, is utilized by OCSO to complete reports, investigations, interviews, and other necessary procedures conveniently in the northern portion of Ohio County, including the community of West Liberty.

Crime Prevention and Security Awareness Programs

The University presents crime prevention and security awareness programs and information to the members of the University community. During all new student orientation, students and parents are presented with

information on the University efforts to prevent crime through our various security and safety efforts, including, but not limited to, on campus camera system, secure access system in all residence halls and several academic areas, and employing a full-time campus police department.

Several educational programs are utilized in the first-year experience course, College 101. These presentations include a Title IX presentation on sexual misconduct and harassment, ALICE Training on active shooter response, mental health support and resources, general safety and personal safety information, and alcohol and drug awareness and education. The Office of Housing and Residence Life provides multiple programs each semester for students within residence hall programs on personal safety, alcohol and drug abuse, mental health support, and other areas of safety important for college students.

Access to and Maintenance of Campus Facilities

The Facilities and Maintenance Department maintains the University's buildings and the grounds with a concern for the safety and security of the University community. Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Personnel inspect campus facilities regularly and promptly make repairs affecting safety and security and respond quickly to reports of potential safety and security hazards, such as damaged doors, broken locks, and windows. The WLU Police Department assists them by reporting potential safety and security hazards. Residence Life staff also report any potential safety and security hazards found in or around residential facilities to maintenance for follow-up. Any other member of the University community may also call the Facilities and Maintenance Office at (304) 336-8009 to report any safety or security hazards.

A Safety Committee consisting of representatives from Campus Police, Housing & Residence Life, Student Government, Facilities Management, Human Resources, Title IX Coordinator, and Campus Safety meets monthly to review policies and procedures and address campus safety concerns. Students, administration, faculty, and staff representatives also periodically conduct walks of the entire campus to review lighting and other safety-related environmental concerns.

There are three outdoor, two-way voice communications, emergency/service telephones strategically located throughout the campus which are directly connected to the University Police. These units are blue in color and mounted in parking lots located by Beta Hall, on the walkway between Boyd Hall and Campbell Hall, and behind Blatnik Hall in the Myers Maintenance Building parking lot.

Except for Residence Halls, most University facilities are open to the public during the day and evening hours when classes are in session. Most facilities have individual hours, and the hours may vary at different times of the year. Access to some buildings and classrooms is also controlled by card access after normal business hours, and all these buildings have varied levels of access. Most academic and administrative buildings do not have a WLUPD officer assigned to them. However, WLUPD officers patrol the academic and administrative buildings on a regular basis. For information about the access protocol for a specific building, see the building coordinator or a department head. For information about access and security in the residence halls, see the On Campus Student Housing section below.

During the time that the University is officially closed, buildings are generally locked and only faculty, staff and students with proper authorization are admitted. At this time, no recognized campus organizations have official off-campus locations to be monitored.

Campus Investigations

Officers' assigned duties in this unit are responsible for the follow-up investigations of all reports involving criminal incidents and major violations of University regulations.

Members of the unit also interact with other area law enforcement agencies in matters of concern related to the safety and welfare of members of the University Community and surrounding area. WLUPD and the OCSO maintain a written mutual aid agreement.

When appropriate, the Executive Director of Housing & Student Life and/or Title IX Coordinator and/or his/her/their designee may work in conjunction or independently of WLUPD to complete appropriate investigations regarding student conduct or Title IX cases.

Emergency Response and Evacuation Procedures

West Liberty University maintains an extensive web page describing emergency procedures at <http://www.westliberty.edu/emergencies>, including tips for personal safety.

Emergency Response

The University's Emergency Response Plan includes information about the Critical Incident Response Team (CIRT); University operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually WLUPD, OCSO, WLPD, WVSP, and the West Liberty Fire Department (WLFD), and they typically respond and work together to manage the incident. Depending on the nature of the incident, other WLU departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for WLU is publicized each year as part of the institution's Clery Act compliance efforts, and that information is available on the WLU website. A public version of the Emergency Response Plan is available on the "emergencies website" within the WLU website.

Immediate Notifications

Various offices on campus could be able to confirm an emergency or incident that poses a threat to the health and safety of members of the West Liberty University community, including the WLUPD, Student Health Services, Office of Health and Safety, and Office of Housing & Residence Life, for example. If one of these departments confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the WLU community, (WLU, Office of Health and Safety, and Division of Student Services) will collaborate to determine the content of the message. The Vice President of Student Services, and/or his/her designee is responsible for activating the WLU Alert System and will use some or all the features described below to communicate the threat to the WLU community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.) WLUPD, Office of

Health and Safety, and Division of Student Services will, without delay and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to WLUPD, OCSO, WLPD, WVSP, and WLFD), will compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the WLU community, the University has various systems in place for communicating information quickly. Some or all these methods of communication may be activated in the event of an immediate threat to the WLU campus community. These methods of communication include the WLU Alert Emergency Notification System utilizing text and e-mail messages.

The University will post updates during a critical incident on the University web page. Members of the larger community who are interested in receiving information about emergencies on campus should use the WLU website for obtaining updates in the event of an emergency on campus.

WLU community members are encouraged to notify WLUPD of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. WLUPD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, WLUPD has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, Federal Law requires that the Institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

Timely Warnings

West Liberty University will make a “timely warning” to the campus community of crimes considered to be a threat to students and employees that are reported to campus security authorities or to local police agencies.

To provide timely notice to the WLU community, and in the event of a serious incident, which may pose an on-going threat to members of the WLU community, a Timely Warning Notice is sent via the WLU Alert System to all students and employees on campus. Typically, the University will use the email system to distribute a timely warning notice. The notices are written by either the Vice President of Student Services or Clery Compliance Coordinator, and/or his/her designee, and they are approved and distributed to the community. Updates to the WLU community about any case resulting in a Timely Warning Notice may be distributed via blast email, may be posted on the WLU web site, or may be posted through the electronic board system.

Timely Warning Notices are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by WLUPD. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other WLU community members and a Timely Warning Notice would not be distributed. The WLU Police, Clery Compliance Coordinator, and Vice President of Student Services or designee reviews all reports to determine if there is an on-going threat to the community

and if the distribution of a Timely Warning Notice is warranted. Timely Warning Notices may also be posted for other crime classifications, as deemed necessary.

A daily crime and fire log are available for review at the WLUPD at their office, located by the east wing of Main Hall currently, 7:00 a.m. – 3:00 p.m. Monday through Friday, excluding holidays. The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location, and disposition of each crime. The information about fires in on campus residential facilities includes the nature of the fire, date, time, and location.

Evacuation Procedures

An evacuation drill is coordinated by WLU Office of Health and Safety and Office of Housing & Residence Life, each semester for all residential facilities on campus, and by the Office of Health and Safety for academic and administrative buildings. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. WLU does not tell students in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, WLUPD and Residence Life staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At WLU, evacuation drills are used to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

Evacuation drills are monitored by WLU Office of Health and Safety to evaluate egress and behavioral patterns. Reports are prepared by participating departments that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and shelter-in-place procedures during their first-floor meetings and during other educational sessions that they can participate in throughout the year. The Office of Housing & Residence Life staff members are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

Missing Persons Notification Policy

Any student residing in a residence hall who is determined to be “missing” for more than 24 hours may be reported to the Area Coordinator or Hall Director of the student’s residence hall. Any student reported missing will be reported by the Area Coordinator or Hall Director to the West Liberty University Office of Housing & Residence Life, as well as WLU Police Department. Emergency Contact information is collected at the time residents move into the residence halls. The contact information will be kept confidential and will be disclosed only to authorized campus officials and law enforcement in furtherance of a missing person investigation or other appropriate purpose (e.g., injury, illness, etc.).

The confidential contact and the local police department will be notified within 24 hours if the student is determined missing by the institutional police department, unless the local law enforcement agency is the agency that determined the person to be missing. In addition to any additional contact person designated by the student, if a student is under 18 years of age and not emancipated, the University is required to notify a custodial parent or guardian within 24 hours when the student is determined to be missing.

Title IX

Sexual Assault Victims of any sexual offense occurring on University owned or controlled properties should immediately report the incident to the West Liberty University Police Department, (304) 336-8021. Individuals may also report a sex offense to the Title IX Coordinator. This office will coordinate with WLUPD to investigate and appropriately respond to the incident. The institution's sexual harassment policy, including a description of the grievance procedures, is described on the WLU website at <https://westliberty.edu/titleix/policies/bog-policy-32-interim-discriminationharassment-sexual-harassment-sexual-misconduct-domestic-misconduct-stalking-retaliation-andrelationships/>.

In cases of sexual assault, it is critically important that the victim:

- seek medical attention immediately
- do not bathe or douche
- preserve their clothing (do not use plastic bags)

These steps are essential in the preservation of evidence necessary to prove criminal sexual assault.

Students have the option to contact campus police directly. If a student contacts a member of the University faculty or staff, including para-professional student staff (such as resident assistants and assistant coaches), that faculty or staff member will be required to report the incident to the appropriate entity (Title IX Coordinator and/or Campus Police) as mandatory reporters of the University. Students do have the option to report confidentially through the campus counselor or pastoral counselor without involving police. If a student reports through a mandatory reporter, then campus police and the Title IX Coordinator will be notified, but it will be up to the student reporting as to their level of involvement with the police and Title IX investigations.

Students reporting incidents of domestic violence, dating violence, sexual assault, and stalking, are offered multiple resources to assist them after reporting, including but not limited to counseling services, police investigation, Title IX investigation, off campus support organizations and advocacy groups, and additional protective measures by the University. These protective measures may involve no contact orders issued by the University to the other parties involved, ban letters permanently removing any non-student from being present on the University premises, and assistance with the process of obtaining restraining orders or other lawful orders issued by a criminal or civil court.

For assistance and additional resources, please call:
West Liberty University Police Dept. (304) 336-8021
Office of Housing & Residence Life (304) 336-8345
Counseling Services (304) 336-8215
Title IX Coordinator (304) 336-8580

Violence Against Women Act (VAWA): Policies and Procedures

West Liberty University prohibits dating violence, domestic violence, sexual assault, and stalking as they are defined by the Clery Act. For the purposes of the Clery Act, the following definitions will be applied in this document:

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence is defined as a felony or misdemeanor crime of violence committed

By a current or former spouse or intimate partner of the victim.

By a person with whom the victim shares a child in common.

By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.

By a person similarly situated to the spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to

Fear for the person's safety or the safety of others; or

Suffer substantial emotional distress.

Sexual assault is defined as an offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI's UCR program and included in Appendix A of 34 CFR Part 66.

Sexual acts committed without the consent of the victim are prohibited by the University and local, state, and federal laws. Lack of consent results from forcible compulsion, incapacity to consent, or if the offense charged is sexual abuse, any circumstances in addition to the forcible compulsion or incapacity to consent in which the victim does not expressly or impliedly acquiesce to the actor's conduct. A person is deemed incapable of consent when such person is less than sixteen years old, mentally defective, or mentally incapacitated.

West Liberty University offers several educational opportunities and programs to promote awareness of dating violence, domestic violence, sexual assault, and stalking. During the fall semester, all first-year students are required to complete a seminar on these topics and bystander intervention, with additional focus on alcohol and the role it can play in these issues. Additional programs are held throughout the year through residence hall programming, and campus wide programming initiatives. These include programming to acknowledge and raise awareness during sexual assault awareness month and domestic violence awareness month.

Additionally, Campus Security Authorities are all trained on recognizing issues and reporting processes according to Clery standards. Title IX training is offered to the campus through online training modules for students, faculty, and staff. These online training options offered training on sexual assault and sexual harassment, as well as proper reporting procedures. Reporting information for students and staff who are victims of these crimes is offered, as well as reporting options for faculty, staff and students who see

concerning behavior. The Behavioral Intervention Team is in place to manage concerning behaviors that may be reported, to further investigate to analyze next steps if there is an issue, in addition to the campus student conduct or Title IX processes.

VAWA: Bystander Intervention and Risk Reduction

Bystander Intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence
- Overcoming barriers to intervening
- Identifying safe and effective intervention options
- Taking action to intervene

All faculty and staff at West Liberty University are designated as mandatory reporters, except for the counselor and pastoral counselor. As a result, a student can report concerns regarding dating violence, domestic violence, sexual assault or stalking to any faculty or staff member and the appropriate investigation and action will be taken to follow up on the concerns. Additionally, WLU employees an on campus full time police force that can respond to emergency or critical incidents at any time. If there is concern for immediate safety, students, faculty, and staff are encouraged to call Campus Police immediately. A Behavioral Intervention Team is available and chaired by the campus counselor should significantly signs of distress or changes in behavior cause concern by any member of the campus community. Additional off campus resources can be utilized to offer support through women's advocacy organizations. Additional off campus police support is also available because of a mutual aid agreement with the county sheriff's department and the town of West Liberty's police department.

- Risk reduction is defined as options designed to:
- Decrease perpetration and bystander inaction
- Increase empowerment for victims to promote safety
- Help individuals and communities address conditions that facilitate violence

West Liberty University offers educational programming to discuss risk reduction, while ensuring that there is no victim blaming, or the perception of victim blaming, as a result. These efforts share messages of empowerment for students who may find themselves in situations involving domestic violence, dating violence, stalking or sexual assault. Additionally, education is offered to show the correlation between drinking and drug activities in relation to the violations. The University encourages safe drink habits to prevent students from a variety of ill-effects and repercussions that arise when they are in a more vulnerable state because of over-consumption of alcohol or illegal drugs.

VAWA: Institutional Disciplinary Processes

Any report of domestic violence, dating violence, sexual assault, or stalking will be immediately directed to the Title IX Coordinator for investigation. The University will not release specific information about a reporting party, or any other individuals involved to any unnecessary entity. Confidential information may be shared

with campus police, student conduct staff, appropriate residence life staff and counseling services for the purpose of offering support and ensuring the safety of the parties involved.

Records of these incidents will be kept in confidential files in the office of the Title IX Coordinator. Public records will not include names or personally identifying information about the victim. Identifying information may include, but is not limited to name, home/physical address, telephone number, email address, postal address, social security number, driver's license number, passport number, or student identification number and any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

Any additional accommodations or protective measures provided by the victim will also be kept confidential, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. The University will provide written notification to victims/reporting party about options for available assistance in and how to request changes to academic, living, transportation and working situations or protective measures. The University must make such accommodations or provide such protective measures if the victim requests them and if they are available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Information and resources for counseling, mental health assistance, victim advocacy organization, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community will be provided to the reporting party by the Title IX Coordinator. This information will include specific names and contact numbers for all those parties that may help after reporting an incident.

All details on the options will be given, in written format, to all parties involved outlining proceedings and rights of the parties throughout the process. The University will refer all cases of domestic violence, dating violence, sexual assault and stalking to the Title IX Coordinator for investigation. The Title IX Coordinator will then either complete the investigation themselves or will assign the investigation to a specific Title IX Investigator. At the completion of the investigation, the investigator will make a recommendation to the Title IX Coordinator. The Title IX Coordinator will then decide on the outcome and any sanctions if the student, faculty, or staff member is found responsible for a violation. The Title IX Coordinator will have the process completed in 90 days unless circumstances arise that prolong the investigation process. In this case, the Title IX Coordinator and/or his/her designer will notify all parties in advance of the circumstances and will complete the investigation and process in as timely a manner as possible. All proceedings will be based on a preponderance of the evidence, which means the greater weight of the evidence required to decide in favor of one side or the other. This preponderance is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence.

In cases involving student conduct, the student has the right to appeal the decision of the Title IX Coordinator. The appeal will be heard by a Student Judicial Board through a hearing. This hearing will be scheduled within 30 days of the notification of the appeal. The student is entitled to five days notification of the hearing board date unless they choose to expedite the process and waive their right to appeal. The student will then be notified of the board's decision within one to three business days from the date of the board.

Sanctions may include one or more of the following:

- Warning – written notice of violation
- Probation – written reprimand with designated period of probation, any violation during the probation period would result in more severe sanctions
- Loss of Privileges – i.e., involvement in athletics, clubs/organizations, access to specific buildings, etc.)
- Full Restrictions – the student would be permitted to attend classes only and then would be required to leave campus.
- Fines/Restitution
- Discretionary/Educational Sanctions – i.e., community service, educational research, and paper, etc.
- Residence Hall Suspension or Expulsion – temporary or permanent removal from the residence halls
- University Suspension – temporary removal from the University
- University Expulsion – permanent removal from the University
- Revocation of Admission and/or Degree
- Withholding a Degree

The student may appeal the decision of the judicial board within five days of notice of the board's decision. The appeal would be heard by the Vice President of Student Services or his/her designee. If the Vice President upholds the appeal, it may be directed back to a new hearing. If the Vice President upholds the decision of the board, in most cases the decision is final. Cases involving suspension or expulsion can be appealed to the President of the University. After the same process is completed by the President, only cases of expulsion can be appealed further to the Board of Governors. Further information on the judicial process and appeal processes are available under specific circumstances as outlined in the student handbook online at www.westliberty.edu/residence-life/studenthandbook.

In all proceedings, all University staff involved in the investigation and disciplinary processes will be thoroughly trained in judicial processes and Title IX processes annually. The accuser and the accused students will have the same opportunities and rights throughout the proceedings to have advisors present for all meetings and hearings. The advisor will be their chosen advisor with no restrictions placed on the selection by the University. The University may restrict some behaviors of the advisor, such as addressing the accuser or accused or any witnesses but will set these standards for all parties and will clearly identify these standards in advance. Both the accuser and the accused will be notified simultaneously of the result of any institutional disciplinary proceedings, as well as any appeal opportunities and those processes for all parties. If the appeal changes any aspect of the case, all parties will again be notified, and when the decision is final all parties will be notified.

Sex Offender Registry

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

Alcoholic Beverages and Illegal Drugs

West Liberty University has established a policy and guidelines governing the sale, possession, and consumption of alcoholic beverages on the University campus that are consistent with West Virginia state law. State law prohibits the sale and consumption of all alcoholic beverages to persons under the age of 21. The University prohibits the use, possession, or consumption of alcoholic beverages at campus events and locations unless prior exception has been made by the University's administration.

The university prohibits the possession, use, or furnishing of any illegal drugs or drug paraphernalia (bongs, pipes, etc.) in the residence halls or on University-owned or supervised property. Any student found in violation of this policy may be immediately placed on interim suspension from the residence halls and/or the institution pending completion of the university's judicial process as outlined in the Student Code of Conduct. Any residential suspension predicated on a violation involving a felony-weight of drugs and/or possession with intent to deliver also shall result in imposition of "full restrictions." Written notification will be sent to student, parent(s) or guardian(s), faculty advisor, and where applicable, athletic coaches. In addition, any person found in violation of this policy may be subject to legal action. Note: Presence in an area where drugs are present may subject all persons present to discipline/legal action.

The University employs several methods of education on alcohol and drug use by students throughout the year. During the fall semester, all first-year students complete educational sessions through their College 101 course (required of all first-year students). Additionally, each residence hall has multiple educational programs each semester on alcohol and drugs provided to their residents. Finally, if a student is involved in a violation of campus policy involving drugs or alcohol, there are educational sanctions imposed to further educate the student on the dangers of alcohol and drug abuse.

The University works to educate students on the possible effects and results of alcohol and drug use, including but not limited to:

- Negative effects on academic performance
- Decreased ability to make quality decisions
- Negative effects on personal health
- Increased likelihood of binge drinking, alcohol poisoning or overdose.
- Negative effects on mood, including anxiety, increased stress, and depression
- Negative effects on familial relationships, romantic relationships, and friendships

Students who believe they, or someone they know, are experiencing problems with alcohol or drug abuse can contact the University's Counselor at (304)336-8215. Additional off-campus resources are available and contact information can be obtained through the University's Counseling Services Office.

On Campus Student Housing

There are seven residence halls, five apartment complexes and multiple student houses on campus. The main lobby of each residence hall is monitored by residence life staff each evening between 7pm and midnight. Each hall is administered by either an Area Coordinator or a Hall Director, with the assistance of Resident Assistants on each floor. West Liberty University Police Department, Housing Maintenance Department, and the Office of Housing & Residence Life are jointly responsible for the development of procedures and programs to promote the greatest possible safety and security of the residence halls.

Within each residence hall all exterior doors are kept locked and armed with alarms that alert residents and residence life staff of any attempted entry or unlocked or open doors. All residence halls have specific entrances that are accessible by the student's Topper Card. Only residents of the building will have access to the residence hall, and students are prohibited from giving their Topper Card to any other student or guest.

West Liberty University's visitation and guest policies are intended to provide security and protect the privacy of students living in the residence halls. Guests are required to be escorted within the building by their host or hostess. Overnight guests must be registered with the residence life staff on duty. Guests may not stay in the building if their host/hostess leaves the building, room, or floor. Students are encouraged to always lock doors and windows. Screens are provided for all windows with ground floor access. Room doors have conventional locks with the Best Lock key system to limit the possibility of tampering with locks or duplicating keys.

Educational programs emphasizing security and personal safety are provided by the Office of Housing & Residence Life Staff and other campus services, as appropriate to meet the needs of the residents and the goals of this policy.

We make every effort to ensure that all residence halls are free from uninvited visitors, but it is imperative that residents themselves take active roles in making sure that strangers are reported and that doors are not propped open. Crime reduction in large part is due to the willingness of the residents to accept responsibility for safeguarding themselves and their Residence Halls:

Residence Hall Staff are encouraged to challenge, and residents are encouraged to report the presence of strangers or uninvited guests in the Residence Halls.

In compliance with University policy, all guests must be properly signed in and always escorted by a resident. Residents are held accountable for their guest's actions.

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- Decreased ability to make quality decisions
- Negative effects on personal health
- Increased likelihood of binge drinking, alcohol poisoning or overdose.
- Negative effects on mood, including anxiety, increased stress, and depression
- Negative effects on familial relationships, romantic relationships, and friendships

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Crime Statistics

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: the WLU Police Department (WLUPD), non-police officials (as defined below), Title IX Coordinator, and Ohio County Sheriff's Office. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A written request for statistical information is made on an annual basis to all non-police officials who are defined as Campus Security Authorities (as defined by federal law). Statistical information is requested and provided to WLUPD.

All the statistics are gathered, compiled, and reported to the University community via the Annual Security Report, which is published by WLU. WLU submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

WLU distributes a blast email notice to all enrolled students and current employees on an annual basis. The notice includes a summary of the contents of the Campus Security Report. The email also includes the address where the Campus Security Report can be found on-line at www.westliberty.edu, and information about how to request a hard copy of the report.

On Campus Locations

Statistics are collected for on campus locations, and specifically for residential facilities. Campus locations include all buildings, parking areas, and common locations located within the campus geographical area that are owned and/or operated by the university.

| Type of Incident Reported | 2020 | | 2021 | | 2022 | |
|-----------------------------------|-----------|--------|-----------|--------|-----------|--------|
| | Res. Hall | Campus | Res. Hall | Campus | Res. Hall | Campus |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | |
|---|---|----|----|----|---|----|
| Manslaughter by Negligence | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 1 | 1 | 0 | 0 |
| Fondling | 5 | 5 | 2 | 2 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 1 | 1 |
| Motor Vehicle Theft | 0 | 0 | 0 | 1 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | |
| Liquor Law Arrests | 6 | 14 | 15 | 17 | 3 | 3 |
| Drug Law Arrests | 3 | 4 | 1 | 1 | 1 | 1 |
| Illegal Weapons Arrests | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Disciplinary Referrals | | 14 | | 17 | | 15 |
| Drug Law Disciplinary Referrals | | 9 | | 10 | | 2 |
| Illegal Weapons Disciplinary Referrals | | 0 | | 0 | | 0 |
| | | | | | | |
| Hate Crimes (Includes above categories and simple assaults) | | | | | | |
| Race | 0 | 0 | 0 | 0 | 0 | 0 |
| Gender | 0 | 0 | 0 | 0 | 0 | 0 |
| Religion | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Orientation | 0 | 0 | 0 | 0 | 0 | 0 |
| Ethnicity | 0 | 0 | 0 | 0 | 0 | 0 |
| Disability | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | |
| Stalking | 2 | 2 | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 2 | 0 | 3 | 4 | 3 | 4 |

Branch Campuses and Non-campus locations

West Liberty University offers classes at one location considered a “branch campus” and one location considered a “non-campus location.”

West Liberty University – Highlands Campus

The Highlands Campus of West Liberty University is located at 355 Wharton Circle, Suite 200, Triadelphia, WV 26059, just off interstate 70 at the Cabela Drive exit.

There is generally a contracted security officer on duty at this campus. The security officer regularly meets with the Highlands Campus Manager to ensure safety and security issues are addressed. If

students at the Highlands Campus need to report a crime, they should contact the security officer or the Campus Manager at the Highlands Campus during business hours or dial 911 outside of business hours or in case of an emergency. Normal business hours are posted at the campus. Students taking Highlands Campus classes will receive “timely warnings” of serious incidents via the normal timely warning process (see Timely Warning section above).

West Liberty University – Non-Campus Locations

The following statistics are received from the Ohio County Sheriff’s Department and include statistics for the Highlands Campus located in Triadelphia, Ohio County, WV. Statistics were requested but not received by the time of publication. Incidents reported through the University have been shown below:

| Type of Incident Reported | 2020 | 2021 | 2022 |
|--|------|------|------|
| Murder/Non-Negligent Manslaughter | * | * | * |
| Manslaughter by Negligence | * | * | * |
| Rape | * | * | * |
| Fondling | * | * | * |
| Incest | * | * | * |
| Statutory Rape | * | * | * |
| Robbery | * | * | * |
| Aggravated Assault | * | * | * |
| Burglary | * | * | * |
| Motor Vehicle Theft | * | * | * |
| Arson | * | * | * |
| | | | |
| Liquor Law Arrests | * | * | * |
| Drug Law Arrests | * | * | * |
| Illegal Weapons Arrests | * | * | * |
| Liquor Law Disciplinary Referrals | * | * | * |
| Drug Law Disciplinary Referrals | * | * | * |
| Illegal Weapons Disciplinary Referrals | * | * | * |
| | | | |
| Hate Crimes (Includes above categories and simple assaults) | | | |
| Race | * | * | * |
| Gender | * | * | * |
| Religion | * | * | * |
| Sexual Orientation | * | * | * |
| Ethnicity | * | * | * |
| Disability | * | * | * |
| | | | |
| Stalking ** | * | * | * |
| Domestic Violence ** | * | * | * |

| | | | |
|--------------------|---|---|---|
| Dating Violence ** | * | * | * |
|--------------------|---|---|---|

**Statistics were requested from the respective law enforcement agency but were not submitted from that agency. Some information was reported by students to our Title IX Coordinator, Campus Police, or Judicial Coordinator and are included.*

West Liberty and Ohio County – Public Property

The following statistics are received from the Ohio County Sheriff's Department, and include statistics for all of Ohio County, WV. Statistics were requested but not received by the time of publication. Incidents reported through the University have been shown below:

| Type of Incident Reported | 2020 | 2021 | 2019 |
|---|------|------|------|
| Murder/Non-Negligent Manslaughter | * | * | * |
| Manslaughter by Negligence | * | * | * |
| Rape | * | * | * |
| Fondling | *1 | * | * |
| Incest | * | * | * |
| Statutory Rape | * | * | * |
| Robbery | * | * | * |
| Aggravated Assault | * | * | * |
| Burglary | *3 | * | * |
| Motor Vehicle Theft | * | * | * |
| Arson | * | * | * |
| | | | |
| Liquor Law Arrests | * | * | * |
| Drug Law Arrests | * | * | * |
| Illegal Weapons Arrests | * | * | * |
| Liquor Law Disciplinary Referrals | * | * | * |
| Drug Law Disciplinary Referrals | * | * | * |
| Illegal Weapons Disciplinary Referrals | * | * | * |
| | | | |
| Hate Crimes (Includes above categories and simple assaults) | | | |
| Race | * | * | * |
| Gender | * | * | * |
| Religion | * | * | * |
| Sexual Orientation | * | * | * |
| Ethnicity | * | * | * |
| Disability | * | * | * |
| | | | |
| Stalking ** | * | * | * |
| Domestic Violence ** | * | * | * |
| Dating Violence ** | * | * | * |

**Statistics were requested from the respective law enforcement agency but were not submitted from that agency.*

Annual Fire Safety Report

Overview

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

On-Campus Housing Fire Safety Equipment

At West Liberty University, all residence halls are protected by fire detection and alarm systems. The buildings are also equipped with either emergency generators or lighting fixtures that incorporate backup batteries; upon loss of power, these systems automatically activate to assure adequate egress lighting in hallways and emergency exit stairwells. All fire safety systems and equipment are strictly maintained and tested in accordance with applicable national standards. Fire detection systems are required to be tested at least annually. All fire detection systems at West Liberty University are inspected and tested twice per year (once per semester).

Fire Safety Education, Training and Fire Drills

All residence life staff receive annual training in First Aid, CPR, AED, and Fire Safety. Each resident is required to review and comply with the requirements outlined on the Housing and Residence Life web site (available at: www.westliberty.edu/residence-life), which includes information on fire safety and what appropriate action to take during a fire alarm or fire emergency. There is an emergency evacuation map posted on each residence hall room door and resident assistants review building evacuation procedures during each semester's initial floor meeting. Fire drills are conducted in residence halls at a minimum of two times per year in coordination with West Liberty University's office of Health and Safety, Maintenance and Housing & Student Life.

If there is an actual fire emergency student are instructed to:

1. Sound the Alarm: If you discover or suspect a fire, sound the fire alarm. If there is no alarm in the complex, warn the other occupants by knocking on doors and shouting as you exit the building.
2. Exit the Building: Try to aid others, but only if you can do so safely. After leaving the building remain at least 100 feet away from it. Do not return to the building until university personnel have given an "all clear" signal.

Fire Reporting

Overall direction and authority for the Critical Incident Response Team of the University lies with the Executive Director of Housing & Student Life. The Critical Incident Response Team will delegate an Incident Commander to direct response actions to save lives and protect in coordination with first responders.

All emergencies including fires must be reported to West Liberty University Police Department (WLUPD), the Executive Director of Housing & Student Life and the Health and Safety Specialist.

Ronald Fox
Chief of Campus Police (WLUPD)
(304) 336-8021

Anthony Salatino
Health and Safety Specialist
(304) 336-8009

Marcella Snyder
Executive Director of Housing & Student Life
(304) 336-8345

Specific Fire Prevention Related Policies and Programs

- All faculty, staff and students must comply with university health and safety policies and programs, attend required training, report any identified safety or health hazard, and know their roles in an emergency. The State Fire Marshal's Office and the West Virginia Board of Risk and Insurance Management inspect all campus buildings and facilities.
- Each residence hall contains fire alarm systems, sprinkler systems and/or fire extinguishers throughout the building, and automatic dialers to notify 911 dispatch if an alarm is triggered. In all residential houses for students, smoke detectors are also provided.
- Smoking is prohibited in all university properties owned and operated by West Liberty University, including residence halls. Tobacco of any kind is not permitted to be used on the campus of West Liberty University.
- An application must be submitted for certain types of events on campus, and these events are subject to a review and approval process. The use of open flames and pyrotechnics, layout of assembly areas/events, and use of decorations are all evaluated during this review.
- All tents, stages and other temporary facilities must comply with West Virginia's Fire Code, including the prohibition on the use of open flames near or under any tent.
- All students, faculty, and staff must evacuate the building upon fire alarm activation.
- Resident Life staff members are trained to perform safety inspections of residential rooms, coordinate emergency evacuations and warning procedures, and facilitate the performance of fire drills.
- The West Liberty University Office of Housing & Student Life limits the types of electrical appliances allowed in residence halls, establishes expectations for compliance with drills and training, provides for monthly health and safety inspections of residence rooms, affirms limitations on materials that may be stored in resident rooms, prohibits open flames, limits the

use of combustible decorations/furnishings, and notifies the Judicial Coordinator if students violate University policies and programs.

- Specifically: the possession of extension cords, hot plates, toaster ovens, halogen lamps, microwave ovens, barbeque grills, or other heat-producing cooking utensils is NOT permitted. NO appliances with open or exposed heating elements or coils are permitted.
- Refrigerators rated at more than 10 amps are not permitted in student rooms.
- Coffee pots and popcorn poppers encased with heating units are the only cooking appliances permitted in the residence halls. Their use must be restricted to the purposes for which they are designed, i.e., heating liquids or making popcorn.
- Electrical extension cords are NOT permitted, nor are multi-outlet electrical plugs that are plugged into or attached to wall outlets.
- The use of power strips/surge protectors is permitted for computers, TV's, cell phone chargers and radios.
- All large electrical appliances (such as refrigerators, microwaves, etc.) must be plugged directly into a wall outlet. If you have any questions concerning safe usage of surge protectors, contact the Housing and Residence Life Office.

Plans for Future Improvement

West Liberty University maintains a prioritized list of projects to upgrade older fire systems, enhance the capabilities of existing systems, or install new fire safety systems in existing buildings.

2022 West Liberty University Fire Statistics On-campus Student Housing

| Facility | Number of Fires | Cause of Fires | Deaths Related to Fires | Injuries Related to Fire | Value of Property Damage | Number of Fire Drills |
|-------------------------|-----------------|----------------|-------------------------|--------------------------|--------------------------|-----------------------|
| Beta Hall | 0 | N/A | 0 | 0 | 0 | 2 |
| Bonar Hall | 0 | N/A | 0 | 0 | 0 | 2 |
| Boyd Hall | 0 | N/A | 0 | 0 | 0 | 2 |
| Commons Apt. | 0 | N/A | 0 | 0 | 0 | 2 |
| Curtis Hall | 0 | N/A | 0 | 0 | 0 | 2 |
| Hughes Hall | 0 | N/A | 0 | 0 | 0 | 2 |
| Krise Hall | 0 | N/A | 0 | 0 | 0 | 2 |
| Rogers Hall | 0 | N/A | 0 | 0 | 0 | 2 |
| Student Houses | 0 | N/A | 0 | 0 | 0 | 2 |
| University Place Apt. | 0 | N/A | 0 | 0 | 0 | 2 |
| University Place 2 Apt. | 0 | N/A | 0 | 0 | 0 | 2 |

| | | | | | | |
|-----------------------------------|---|-----|---|---|---|---|
| Topper Towers | 0 | N/A | 0 | 0 | 0 | 2 |
| Topper Village A, B, and C | 0 | N/A | 0 | 0 | 0 | 2 |