

Annual Campus Security and Fire Safety Report

Clery Report 2011-2013

The University Police have the same law enforcement authority as deputy sheriffs on University property. WVU Tech police officers have the authority to make arrests on WVU owned, leased, or controlled property and on property immediately adjacent to WVU Tech facilities. Our Department is well-respected by all local, state, and federal law enforcement agencies and has developed very effective and cooperative working relations with these agencies. The department has entered into written Memoranda of Understanding with all local agencies. WVU Tech has established a Memorandum of Understanding with the Montgomery Police Department to provide assistance upon request. The University Police are charged with the responsibility for investigation, follow-up, apprehension, and resolution of any incident reported to us. For the department to achieve its mission, it is critical that all members of the community report crimes promptly and accurately.

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

The University Police believe in and practice Community-Based Policing. We believe that community involvement and support are critical to our success. We provide safety and security information to students and employees through Orientation Presentations and classroom instruction. We also have information in the Employee and Student Handbooks, brochures, and other publications.

Crime Prevention Programs

We have a wide variety of Crime Prevention Programs including orientation training, Operation I.D., "Personal Safety and Security" class and other classroom instruction each semester, in addition to written materials such as brochures and flyers and items submitted to the Collegian Newspaper. University Police officers also provide a variety classes to the campus community by invitation.

All of these programs are ongoing and are incorporated into our patrol activities with insecure Premises Reporting, Crime Prevention briefings with incident reporting, and individual instruction by patrol officers to members of the public.

For additional information about crime prevention and education programming, visit our department web page at: http://studentlife.wvutec.edu/campus-safety/safety_resources or telephone the duty officer at 304-442-3101 or 304-382-7155.

Security Awareness Programs

The mission of the University Police Department is to provide a safe and secure environment for everyone at WVU Tech. This publication is designed to provide you with information regarding the security awareness programs offered at this institution, and your responsibility to promote safety. The security awareness programs are designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

WVU Tech has taken prudent steps to promote a safe and secure environment that is compatible with the University community's academic and co-curricular pursuits. We solicit your support in

making our University community safe and secure by accepting responsibility for your actions and committing to participate in programs to assist others.

No institution can guarantee the total safety and security of all its members. Only through community support and involvement can we be successful in achieving our goal. We ask you to help us by not taking unnecessary risks, by locking your door and securing the facilities when you leave, and reporting any suspicious activity or crime immediately. Together, we can help make West Virginia University Institute of Technology a more safe and secure environment for the community.

Crime Reporting

At WVU Tech, we are members of the 911 Emergency Services Network. To report a crime in progress or an emergency, dial 9-911 from on campus or direct dial the duty officer at 304-442-3101 or 304-382-7155.

We strongly encourage you to report all crimes or suspicious activities that you may witness while on campus. Crimes should be reported to the University Police for the purpose of making timely warning reports to the community and for annual statistical disclosure, even if the victim elects not to prosecute or pursue the investigation.

Confidential Reporting

The University Police does not currently accept anonymous confidential voluntary reporting by victims or witnesses, nor do we encourage the confidential voluntary reporting by professional counselors or pastors.

WVU Tech Response to Incident Reports

The University Police Department will make every reasonable effort to promptly and professionally resolve any problem reported to the department. In response to a call, University Police will take the required action, either dispatching an officer or asking the victim to report to University Police Office to file an incident report. University Police incident reports involving violations of the law or the Code of Student Conduct are forwarded to the Dean of Students Office for potential action, as deemed appropriate. Individuals maybe arrested for violations of the law. If assistance is required from the Montgomery Police or Fire Department, the University Police will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including the University Police, will offer the victim a wide variety of services.

Annual Disclosure of Crime Statistics

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

Timely Warning Notices

The Chief of University Police, Police Sergeant, or a designee writes the Crime Notices. The University Police staff sends the notices to all students and employees, as well as to the Dean of Students and Residence Life office. They also distribute it to the local media. The timely warning notices are distributed to the WVU Tech community using blast email systems.

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

Emergency Planning, Response, and Evacuation

West Virginia University Institute of Technology has developed an emergency response plan that complies with the National Incident Management System and provides facility-specific planning assistance. We encourage all community members to become familiar with their building plans and campus plan. The WVU Institute of Technology Emergency Response Plan may be viewed at: <http://assets.slate.wvu.edu/resources/1591/1404130541.pdf>

If officials order evacuation of the campus, leave as soon as possible (preferably during daylight hours). Avoid flooded roads and watch for washed out bridges. Roads and bridges frequently become crowded and traffic moves slowly. Evacuation will probably take longer than expected, so give yourself plenty of time.

If a fire occurs in a WVU Tech building, community members should begin the evacuation process immediately and should call 911 as soon as it is safe to do so. Fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The Fire Marshal can levy fines and penalties to individuals who fail to evacuate a building promptly—but a more important reason for evacuating is for safety reasons!

When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus typically ring to the University Police directly.

Emergency Notification

TECH ALERT is one layer that sends mass communications to those subscribed. It is free and sign-up can be made from the University Police homepage or via this link:

<http://studentlife.wvutec.edu/campus-safety>

In the event of confirmation of a significant emergency or dangerous situation that poses an immediate threat to the health and safety of members of the WVU Tech community, the University will immediately notify the campus community. Various offices or personnel on campus could be in a position to confirm an emergency situation or incident that poses a threat to the health and safety of members of the WVU Tech community, including but not limited to: the University Police, Dean of Students Office at 304-442-3158 and the Residence Life Office at 304-442-3183.

The University employs a layered approach to emergency notification. WVU Tech has various systems in place, including: the Tech Alert System, which includes text messaging and email; phone trees, in person communication, local media outlets, fire alarm systems, and the WVU Tech website homepage.

The WVU Tech Alerts are written by the person who initiates the alert, and he/she determines the appropriate segment of the community to receive the alert in consultation with the Dean of Students Office. The alerts are typically initiated by the University Police Department, with approval of the Shift Supervisor or an administrator of the Police Department. The phone trees and in-person communication is typically initiated by the Police Department and/or Campus Administrators, Department Heads, or Building Supervisors. The fire alarm systems are used by the University Police Department to evacuate campus buildings when necessary, but the alarm system can also be activated by any building occupant, if necessary.

WVU Tech will, without delay and taking into account 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 the University Police, MPD, and MFD), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Follow-up information is typically posted on the WVU Tech website, and when emergency messages are sent to the community, community members are typically encouraged to go to this website for updates and additional information. Each student can sign up to two additional people in the WVU Alert system. One of those individuals can receive a text message, and the other can receive an email message. Parents, Montgomery residents, and other interested parties have access to the information provided by the local media outlets and the WVU website home page.

The University Police will send an email notice at the beginning of each semester to the campus community to remind them of the emergency plans and their need to be engaged in the process and prepared. The University performs full-scale exercises, table-top exercises, and/or functional exercises on an annual basis to evaluate the emergency response and evacuation plan and training needs.

Security, Access, and Facilities Maintenance

We strive to make our facilities available to students, faculty, and staff so they may pursue their educational goals and missions. This availability requires a balance with security needs. It is not our desire to lock down all our facilities, giving a military appearance to University facilities. For this reason, many of our academic and administrative buildings are accessible during all hours with

appropriate clearance.

Our University Police Department proactively patrols the campus 24-hours per day and they are easily contacted by calling 304-442-3101, 304-382-7155 or emergency 911.

The residence halls are staffed 24 hours a day, seven days a week, by trained professional and student staff who serve as resource persons for each resident. The residence halls are open during the day from 8:00 a.m. to 9:00 p.m. The Night Staff supervises security and safety in the residence halls from midnight to 8:00 a.m.; the outside entrances are locked and the buildings are monitored from 9:00 p.m. until staff unlocks them in the morning.

The University Police Department, Facilities Management and others are committed to maintaining a safe environment by evaluating lighting, shrubs and bushes and facility design. We encourage you to report any hazards or concerns to our office by dialing 304-442-3101 or contact the Physical Plant during normal business hours at 304-442-3104.

Policy on Off-Campus Criminal Activity

The University does have officially recognized student organizations that have housing facilities “off-campus”. The houses are not within the boundaries of the campus police’s jurisdiction. The campus does request that Montgomery Police Department (MPD) monitor criminal activity at off-campus locations controlled by student organizations, but if the Montgomery Police respond to those locations as the result of a complaint, they will typically notify University Police to respond with them, or they will notify University Police after they have responded to inform them of the situation. However, MPD does this out of courtesy, and is not “required” to notify or involve University Police when they respond to a call involving private property. WVU Tech provides training and prevention programs for these campus locations upon request.

Policy on Alcoholic Beverages

WVU Tech is primarily concerned with the health, safety, and well-being of all students with the respect to the intelligent use and non-use of alcohol. The University expects those who use alcohol to do so responsibly and within the bounds of the laws of the State of West Virginia and the City of Montgomery. The University Police enforces compliance with West Virginia laws regarding the possession, use, and sale of alcohol.

General State Laws

Possession, use, or consumption of alcoholic beverages, including beer, by anyone under the age of twenty-one is a violation of the West Virginia Alcohol Beverage Control Commission statute. It is also a violation of this same statute for anyone to buy for, give to, or sell to anyone under the age of twenty-one any alcoholic beverages, including beer or for anyone under the age of twenty-one to misrepresent his or her age, or who for such purpose presents or offers any written evidence of age which is false, fraudulent or not actually his or her own.

Policy on Drugs

The University Police enforces compliance with West Virginia laws and University policies regarding the possession, use, and sale of illegal drugs on campus.

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

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

Drug-Free Workplace Policy

West Virginia University has established awareness programs for students, faculty, and staff through the Student Assistance Program (SAP) and the Faculty and Staff Assistance Program (FSAP). Drug and alcohol education programs are established by SAP and FSAP for the purpose of educating employees and students regarding the nature and consequences of alcohol and drug abuse. These two programs provide appropriate information, education, consultation and referral, as well as addressing the dangers of alcohol and drug abuse in the workplace.

The University Police enforce State and Federal laws as they may apply to violations occurring on West Virginia University property. Enforcement is measured against the best interest of society and the individual, and where treatment may serve the larger need, then treatment is preferred.

Crime Reporting Statistics Collection and Reporting

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

Daily Crime Log

The University Police maintains a Daily Crime Log of all incidents reported to it. This includes all crimes that occur on campus, in areas patrolled by the University Police, in non-campus buildings or properties, on public property running through or immediately adjacent to the campuses.

The Daily Crime Log includes the incident type, date incident is reported, date and time of occurrence, and general location of each reported incident type, as well as the disposition of the incident, if this information is known. The University Police Department posts specific incidents in the Daily Crime Log within two (2) business days of receiving a report of an incident and reserves the right to exclude reports from a log in certain circumstances as permitted by law. The most current 60 days of information are available at the University Police Office located just west of COBE Hall at the west end of parking lot number 2 (or dial 304-442-3101 for directions).

Sexual Assault and Domestic/Dating Violence and Stalking

Sexual assault, domestic/dating violence, and stalking are prohibited and are taken very seriously by WVU Tech. The University encourages and offers educational programs to prevent such incidents and training to properly handle them should they occur.

Prevention Programming and Information

Sexual assault and domestic/dating violence and stalking can happen to anyone, no matter how prepared or cautious the person may be. Victims should not blame themselves or hesitate to report the incident. Whatever the circumstances, victims often fear being blamed, humiliated, or not believed. These feelings of fear, guilt, and helplessness can lead to depression, illness, and trouble with academics and relationships.

Remember, no one deserves or asks to be sexually assaulted or abused through domestic/dating violence and stalking. You are encouraged to report any incident to the University Police at (304) 442-3101 or 911. Victims of these crimes have the right to notify the MPD, and University Police personnel will assist the student in notifying these authorities, if the student requests our assistance. Individuals may also report the incident to the institution's Title IX coordinator. The Title IX Coordinator is responsible for coordinating the institution's compliance with Title IX and located at the Division of Diversity, Equity, and Inclusion, phone (304) 293-5600, 1085 Van Voorhis Road, Suite 250, West Virginia University, Morgantown, WV 26505. The institution's sexual misconduct policy, which includes sexual harassment and sexual assault, can be found in Board of Governors Policy 44 at: <http://bog.wvu.edu/policies>

A description of the grievance procedures for complaints against non-students can be found at the following address: <http://diversity.wvu.edu>

A description of the grievance procedures for complaints against students can be found at the following address: <http://studentlife.wvutec.edu/r/download/196634>

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

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

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

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

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

If you are being stalked:

- 1.Documentation is needed –write down the details.
- 2.Keep e-mail messages or social media posts, voicemails, texts, etc.
- 3.Report to the police.
- 4.Obtain restraining orders through the courts.
- 5.Monitor your behavior –don't act out against the stalker by committing an illegal act.

Victims of domestic/dating violence and stalking offenses are protected by law and should seek to report these incidents to the authorities, including the University Police. If you, your family, or a friend is in immediate danger, you should call 911 or go to your nearest police station as soon as possible. If you are suffering from a pattern of violence, you have the right to request a restraining order against the abuser. The police can assist you in this process. When the restraining order comes into effect, the offender will be legally prohibited from coming near you. If you live with the abuser, he or she will be required to move out of the dwelling. The abuser will also be required to stay away from your place of work or your child's/children's school, if you have children. Following this process will also introduce you to the networks that can help you recover and take control again. In addition, the resources below are available to victims to obtain a medical examination and take advantage of available support systems.

WVU Tech- Sexual Assault, Domestic Violence, Dating Violence, and Stalking Resources

Medical:

-Women and Children's Hospital, Charleston, WV (Within 72 hours of assault, Rape Evidence Collection) 304-388-2724

-Montgomery General Hospital 304-442-5151 (Examine for trauma, STDs, pregnancy)

Report:

On-Campus:

—**The University Police Department** 304-442-3101 or direct dial cell 304-382-7155 or 911

Off-Campus:

—**City of Montgomery Police Department** 304-442-4939 or 911

—**County/State Police** –911

Women's Resource Center, Beckley, WV (24 hour hotline) 304-255-2559

Support Services:

-WVU Tech Student Health Services, Montgomery General Hospital, 304-442-1244 or 442-3347

-ESCAPE (Shelter) –Fayetteville, WV 304-574-0500

-Fayette County Health Department –304-574-1617

-WV Foundation For Rape Information Services Website - <http://www.fris.org/home.html>

Victim's Rights

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

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

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

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

Possible Sanctions for Responsible Student

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

—Housing and Residence Life may issue letters of warning for deferred removal, or may immediately remove the student from campus housing and refer him or her to Student Life for further action.

—Student Life may take actions ranging from issuing a letter of probationary warning to expulsion of the student(s).

—The University Police may refer the incident to Student Life or Residence Life after conferring with the Prosecuting Attorney or may obtain arrest warrants and seek prosecution under state statutes.

Student Conduct Procedure

As required by law, in cases of alleged sexual assault, other sex offenses, and domestic/dating violence and stalking offenses handled through on-campus disciplinary hearings, the following apply:

—The accuser and accused are entitled to simultaneous written notice of the charge and the hearing related to these offenses.

—The accuser and accused are entitled to the same opportunities to have others present during the proceedings.

—The accuser and accused are entitled to simultaneous written notification of any change to the results of the proceedings that occur prior to the results becoming final.

Registered Sex Offender information

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

Missing Person Contact Registration and Missing Person Protocol

The University will request of all new students residing in on-campus housing each year that they provide, on a voluntary basis, missing person contact information, in addition to general emergency contact information. The missing person contact information will be registered confidentially, and the information will be accessible only to authorized campus officials and law enforcement in the furtherance of a missing person investigation.

You can fill in or update your Missing Persons Information by contacting University Police at 304-442-3101 or 304-382-7155.

If a West Virginia University student living in University-operated housing is suspected to be missing from campus, immediately report it to a residence hall staff member (i.e. residence hall coordinator, resident faculty leader, resident assistant) or the University Police Department. If a missing person is reported to a residence hall staff member, they are required to immediately report the missing person to the University Police Department.

If the student resides off-campus, contact the University Police for assistance at 304-442-3101 or 304-382-7155.

All reports of missing students made to the residence hall staff and/or the University Police will be investigated. If the investigation determines that the student has been missing over 24 hours then within the next 24 hours the University will:

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

WVU Tech Fire Safety Report 2012-2013 Campus Fire Safety Annual Compliance Report

Fire Safety Statistics Report–
Location:

Maclin Hall: No fires or fire related injuries 2013

Ratliff Hall: No fires or fire related injuries 2013

Overview:

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

General Statement:

WVU Tech is committed to providing a fire safe environment for its faculty, staff, students, and visitors and to protecting property through an effective fire prevention, protection and response program. All WVU Tech residence halls have approved fire alarm and fire safety systems.

Training:

WVU Tech Residence Hall Directors and staff receive fire safety training as part of orientation. This training includes emergency evacuation procedures for each dormitory. Emergency evacuation maps are posted on each floor to direct residents to approved exits. Additionally, Resident Assistants discuss fire safety with their residents in floor meetings.

Mandatory Fire Drills:

Fire drills are conducted twice per year, each academic semester, to familiarize students with our emergency system. This activity is initiated by the Resident Hall Director in each dormitory and coordinated with the Montgomery Fire Department, University Police, and Facilities Management personnel. The Resident Hall Director and the University Police maintain records of the dates and times of all fire drills.

Fire Prevention Policies:

It is the policy of WVU Tech to provide a fire safe environment. It is WVU Tech's goal to recognize hazardous conditions and take appropriate action to prevent a fire. Inspections for any fire safety

issues are coordinated with the Montgomery Fire Department and with the local Fire Marshal. To minimize the potential for fires, WVU Tech has specific policies and procedures that students are required to follow. Noncompliance with these measures will be considered a student conduct/disciplinary matter.

Procedures for Student Housing Evacuation in the Case of a Fire:

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system as they leave. Once safely outside the building, it is appropriate to contact 911 and the University Police at 304-442-3101 (or 911). Students and or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, all occupants must evacuate from the building. Training is not provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke. At no time should the closing of doors or the activation of the fire alarm delay the exit from the building. Treat every fire alarm as though it is real. Do not return to the building until the signal is given to reenter by the staff member in charge.

The following items are prohibited:

- Toasters
- Electric ovens
- Waffle irons
- Sandwich makers
- Crock pots
- Live trees—if bulb is not attached—are prohibited
- Flammable or combustible materials
- Portable heaters
- Electric grills
- Any appliance with an open flame
- Candles
- Incense
- Electric and kerosene heaters
- Extension cords or multi-receptacle outlets (UL listed power strips with surge protectors are permitted).
- Halogen lamps

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

- Use electrical decorations that are UL approved only
- Do not use lights on metallic trees
- Use decorations made from flame-retardant materials only
- Do not place decorations on light fixtures, sprinklers, smoke detectors etc.
- Do not use live pine, candles, or candle warmers
- Do not use live Christmas trees
- Do not hang items outside the windows

Room Safety:

Use or possession of open flame (i.e. burning candles, burning incense) or open element appliances such as hot plates is prohibited. Cooking in unauthorized areas is prohibited.

Smoking:

Smoking is not permitted in residence halls or on any campus property. WVU Tech is a "Tobacco-Free Campus."

Explosive Devices:

A student may not make, possess, or threaten to make or use a bomb, explosive incendiary device or fireworks.

Emergency Evacuation Maps:

Emergency evacuation maps are posted in each dormitory and in public areas of the Residence Halls directing people to approved exits. In addition, fire drills are conducted in each Residence Hall. Fire drills are coordinated with the Montgomery Fire Department, Residence Hall Directors, students and housing staff. Treat **every alarm** as though it is an emergency and evacuate accordingly. Students, employees, visitors, etc. are requested to dial 911 in the event of a fire or suspected fire. University Police may also be notified 24-hours per day by calling 304-442-3101 (or 911).

Fire Log:

The University Police Department maintains an incident fire log, including the date, nature, time, and general location of any fire in our residence halls. This log is available for public viewing at the University Police Department, 304-442-3101.

WVU Tech Residence Life-Description of Fire Safety Systems:**Maclin**

A new system was installed during the renovation of the building in 2007. The system includes sprinklers to all rooms, hard wired smoke detectors in all student rooms and common areas, manual pull stations in hallways and common areas, and a notification panel on the 1st floor. There are fire extinguishers located on each wing of every floor.

Ratliff

Ratliff has battery operated smoke detectors in all student rooms. Multiple manual pull stations are on each floor near each stairwell. There is a notification panel on the ground floor. There are fire extinguishers located on each wing of every floor. There are no sprinklers in Ratliff.

Hirise-(*Not being used as a residence hall*)

The system includes sprinklers to all rooms, hard wired smoke detectors in all student rooms and common areas, manual pull stations in hallways and common areas, and a new (2010) notification panel on the 2nd floor. There are fire extinguishers located on each wing of every floor.

Fire Drills:

2013

Hirise—not in use

Ratliff—Scheduled drill conducted November 20th 2013. All procedures followed effectively.

Maclin—Scheduled drill conducted November 20th 2013. All procedures followed effectively.

Policies about Fire Safety in Student Housing:

Electrical Equipment

The following regulations govern the use and possession of electrical equipment in the residence halls.

- Outside antennas may not be used with any equipment including TV dishes.
- All audio equipment must be used at a reasonable volume and may not be placed on the window ledges.
- Refrigerators are permitted in rooms provided they do not exceed 3.0 cubic feet and used no more than 180 watts of power, or 2.5amps. Microwave ovens cannot exceed 1.5 amps.
- You may not use any appliance with an exposed heating element, grills, sun lamps, air conditioners or spotlights, or any that are not UL approved.
- It is the prerogative of the Director of Residence Life to further restrict electrical equipment if problems arise.
- Standard household extension cords are not to be used in student rooms. Such cords, when detected, may be confiscated. Residents may use industrial sized extension cords or "power strips" with built in circuit breakers.

Tobacco Free Campus Policy:

Tobacco use (smoking or smokeless) is not permitted on campus property. This policy was implemented in January 2014 at WVU Tech.

Fire Emergency Policy:

Whenever you hear the fire alarm sound you are to vacate the building immediately -IT IS THE LAW. Failure to leave not only endangers your life but also could result in disciplinary and legal action being taken against you. Here are the procedures to follow when the alarm sounds:

1. Close the windows and turn off electrical appliances.
2. Turn off lights and leave draperies open.
3. Put on substantial shoes, not just slippers.
4. Carry a towel in case you encounter smoke.
5. Close and lock your room door.
6. Quickly exit building but do not run.
7. Stay at least 50 feet from the building and do not block street so fire equipment can get through.
8. Above all else -DON'T PANIC. When there is a fire alarm, the Resident Director may have the Resident Assistants check residents' rooms. No one may re-enter the building until given clearance by the Housing staff and/or the University Police.