Bluefield College-VCOM Campus

Annual Security Report

October 8, 2019

The Office of Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <http://www.bluefield.edu/about/campus-safety/campus-crime-information/>. You will also be able to connect to our site via the Bluefield College Homepage at www.bluefield.edu. This report is prepared in cooperation with the Virginia Tech Police Department that responds to the separate campus located at 1691 Innovation Drive, Blacksburg, VA classroom 1100 and the Main VCOM Administration Building located at 2265 Kraft Drive, Blacksburg, VA. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Each year, notification of and access to this report is given to all enrolled students, faculty, and staff by email which contains the exact URL for the report. Copies of this report may also be obtained at the Office of Campus Safety, the Office of Student Development, and the Office of Human Resources. A link to the URL containing this report will be shown on all employment applications and all prospective employees may obtain a copy at the Office of Human Resources.

**RAM Alert:**

**RamAlert**

**What is RamAlert?**

|  |  |
| --- | --- |
|   | [**SUBSCRIBE NOW**](http://www.bluefield.edu/templates/System/details.asp?id=30250&PID=746370#Subscribe) |
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|   | [http://www.bluefield.edu/clientimages/30250/publicrelations/ramalert.png](http://www.bluefield.edu/templates/System/details.asp?id=30250&PID=746370#Subscribe) |
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Bluefield College’s RamAlert is a wireless emergency notification system created in an effort to enhance communication to students, parents, faculty and staff during times of crisis on campus. Through RamAlert, trained and authorized Bluefield College administrators are able to warn the campus community of an impending emergency and provide timely information to minimize disruption and potentially prevent harm or protect lives. In the case of an emergency, RamAlert subscribers will receive a text and/or e-mail message with details of the crisis and any necessary action plan. All Bluefield College faculty, staff, and students are automatically placed into the system to receive the alerts and must opt out to be removed from the system. Messages, sent through a secure web portal, can be received via cell phone (text) or e-mail.

**How do I subscribe?**
To subscribe to RamAlert, visit MyBC ([bluefield.edu/mybc](http://www.bluefield.edu/mybc)), the intranet portal for Bluefield College students, faculty, staff and alumni. You must log in to MyBC with your username (Jenzabar ID) and password. Once in, follow the path below to find the RamAlert registration page:

     Students
     • Click the “Student Life” tab at the top of the main page for MyBC.
     • Next, under the “Student Life” header in the left column panel, find and click the “RamAlert” link.
     • Finally, use the sign-up form on this page to register for a RamAlert account.

     Faculty and Staff
     • Click the “Intranet” tab at the top of the main page for MyBC.
     • Next, under the “Intranet” header in the left column panel, find and click the “Employee Tools” link.
     • Under the “Employee Tools” header in the left column panel, find and click the “RamAlert” link.
     • Finally, use the sign-up form on this page to register for a RamAlert account.

During the registration process, you will need to provide your name, a username, a password, a mobile phone number, and an e-mail address. And, while RamAlert is designed for members of the campus community, accounts for parents of students or spouses of employees may be created simply by using your MyBC username and password and registering a different mobile phone number and separate e-mail address.
**\*Please note that you should be automatically enrolled if you are a member of our faculty, a staff member, or a current student.**

**When can students, faculty and staff sign up?**
Now. The RamAlert system is in place, and members of the BC family may subscribe through MyBC at any time.

**Can my parents sign up for RamAlert?**
Yes, but you must sign them up by using your MyBC username and password. While parents of students and spouses of employees are not allowed to sign up directly for RamAlert, because they do not have a MyBC username and password, students and employees are permitted to enter additional e-mail or mobile phone numbers for their parents and spouses. There is not a sign-up form available that can be accessed by the public (i.e. parents).

**What kind of messages will I receive?**
Via text message or e-mail (depending on your preference), subscribers will receive electronic notices regarding emergencies or crises on campus. The notices may include warnings, details of the crisis, emergency protective measures, and any other necessary action plans, along with post-incident information. Users will also receive important messages about class delays and/or cancellations, particularly during times of inclement weather.

**What constitutes an emergency or crisis?**
Emergencies may include, but are not limited to, an accident or serious injury to a student or employee, a facility emergency such as a fire or flood, loss of utilities, a public health issue, severe weather, a bomb threat, an intruder, a hazardous waste spill, evacuation, confinement, or a civil disturbance. And, while class delays and/or cancellations may not constitute an emergency, RamAlert is also used to notify students, faculty and staff about such occurrences.

**Will I get the alert messages even if I don't want them?**

The system is an opt-out system, which means individuals may choose to stop receiving alerts.

**Will RamAlert replace BC's other forms of communication during times of crisis?**
No. RamAlert is simply an additional method of crisis communication. While certainly offered as a method to enhance communication during times of emergency, it is not intended to replace, nor be the sole approach to crisis communication. Considering text messaging is dependent on the availability of a wireless signal, we encourage students, faculty and staff to also depend on e-mail and other BC forms of crisis communication.

**Are all offices associated with Bluefield College using the RamAlert system?**
The RamAlert system is designed for the BC family on the main campus in Bluefield, Virginia, and not for regional offices located in Roanoke and Richmond, Virginia.

**Will I automatically be deleted from RamAlert when I leave or graduate from BC?**
Our IT department frequently updates our list of faculty, staff, ad students to keep things current.

**How do I find out more information about RamAlert?**
If all of your questions have not been answered or you need more information about RamAlert, feel free to contact the BC Office of Public Relations at bcnews@bluefield.edu.

**How to report a criminal offense:**

Contact Virginia Tech Police Department 540-382-4343 (non-emergencies), 911 (emergencies). Any suspicious activity or person seen in the parking lots or loitering around vehicles, or inside buildings should be reported to the Virginia Tech Police Department. In addition, you should also report the crime to one of the following persons:

**Name Email Phone Number(s)**

**Calvin Price** [**cprice@vcom.edu**](cprice%40vcom.edu) **540-230-6729 Supervising Administrator Directing Facility Safety & Quality**

**Brian Hill** **bhill@bluefield.edu** **540-231-8687 Dean For Graduate Biomedical Education Program**

**Bill Price** **bprice@vcom.edu** **540-231-4025 Vice President For Operations**

**Gary Ruth** **gruth@bluefield.edu** **276-326-4313 Campus Safety Director**

**Dr. Emily Lambert** **elambert@bluefield.edu** **276-326-4292 Dean College Of Science**

If you are the victim of a crime and do not want to pursue action within the college or the criminal justice system, you may still want to consider making a confidential report. With your permission, one of the persons listed above can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

**Security and Access:**

During business hours, the VCOM main building where the library and study spaces are located will be open to students, parents, employees, contractors, guests, and invitees. Business hours for this building are Monday through Thursday 7:00 am to 12:00 am; Friday 7:00 am to 8:00 pm; closed Saturday and Sunday. The classroom building is accessible Monday through Thursday 7:00 am to 12:00 am; Friday 7:00 am to 8:00 pm; Saturday 10:00 am to 8:00 pm; and Sunday 12:00 pm to 12:00 am. In the case of periods of extended closing, the College will admit only those with prior approval to all facilities.

**Campus Safety:**

All requests for calls for assistance and at The Bluefield College-VCOM campus are responded to by The Virginia Tech Police Department. The Virginia Tech Police Department also randomly patrols these areas.

 **Counselors and Confidential Crime Reporting:**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

*Pastoral Counselor*

An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

*Professional Counselor*

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Bluefield College currently has no policy regarding Pastoral Counselors. One Professional Counselor is affiliated with Title IX and is currently covered by title IX policy.

**Security Awareness Programs for Students and Employees:**

Crime Prevention Programs on personal safety and Spatial Awareness are sponsored by various campus organizations throughout the year, and are open to students, faculty, and staff. Campus Safety facilitates programs for student, parents, faculty, and new employee orientations, student organizations, community organizations, in addition to programs for Resident Advisers and residents providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes. Title IX training for all students, faculty and staff has been ongoing since Fall, 2018.

**Criminal Activity Off-Campus:**

Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations of student organizations, is monitored and recorded. This information is provided to the Assistant Vice President of Student Development for any action or follow-up that may be required.

See Student Handbook on page 67 at: <https://mybc.bluefield.edu/ICS/icsfs/BCStudentHandbook1718.pdf?target=8485afdd-738d-4d92-a0ef-8c722f8dcab6>

**Possession, Use, and Sale of Alcoholic Beverages:**

It is a violation of the college’s expectations for a student to drink, possess, or be impaired by drinking alcoholic beverages…

See Student Handbook on page 70 at: <https://mybc.bluefield.edu/ICS/icsfs/BCStudentHandbook1718.pdf?target=8485afdd-738d-4d92-a0ef-8c722f8dcab6>

**Possession, use and sale of illegal drugs and enforcement of federal and state drug laws:**

It is a violation of the college’s expectations for a student to possess, use, or be under the influence of illegal drugs…Federal drug laws.

See student Handbook on page 71 at: <https://mybc.bluefield.edu/ICS/icsfs/BCStudentHandbook1718.pdf?target=8485afdd-738d-4d92-a0ef-8c722f8dcab6>

**Drug and Alcohol Abuse Education Programs (Training and Counseling Resources):**

The college makes continuous efforts to keep students, faculty, and staff aware of the on-campus and off-campus programs which provide information and professional services on matters related to the abuse of alcohol and drugs. Students are encouraged to contact the Office of Student Development for information and appropriate referral. See student Handbook on page 73 at: <https://mybc.bluefield.edu/ICS/icsfs/BCStudentHandbook1718.pdf?target=8485afdd-738d-4d92-a0ef-8c722f8dcab6>

 **Sex Offender Registration:**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne *Clery Act* and the Family Educational Rights and Privacy Act of 1974, the Bluefield College Campus Safety Department is providing a link to the Virginia State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Virginia, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police.:

**Searchable sex offender database:** <http://sex-offender.vsp.virginia.gov/sor/>

 **Crisis: Evacuation and Relocation:**

  **Recommended Actions:**

*Please note: Evacuation is appropriate when conditions require students, faculty and/or staff to evacuate their offices, classrooms, campus residence space, or other facilities on campus. Evacuation differs from a campus closure, which occurs because of a specific event that makes normal campus operations impossible or unsafe (e.g., weather closing). An evacuation occurs when it is essential to clear a building, multiple buildings, or the entire campus as quickly as possible. Evacuation may be for a short period of time or for an extended period of time, until conditions allow for return to the specific facilities or to campus. The type of emergency will dictate the response by first responders and College officials. A single type of evacuation is not appropriate for all emergencies and as a result, deviation from the established procedure may be necessary for the overall safety and wellbeing of the campus community. Any deviation or modification to evacuation procedures during an emergency will rest with the Virginia Tech Police Department.*

1. In any case of an emergency that might prove injurious to building occupants, occupants should evacuate the building immediately and call 9-911. If possible, evacuees should wear sturdy shoes and clothing (long pants, coats, hats, gloves, etc.). Occupants also should contact one of the following: Mr. Calvin Price, Mr. Brian Hill, Mr. Bill Price, Dr. Emily Lambert, or Campus Safety Director Gary Ruth to explain the nature of the situation.
2. In the case of building evacuation, elevators should not be used.
3. Evacuees should maintain an awareness of persons with disabilities involved in an evacuation, account for them as soon as possible, and provide assistance as requested or required by these individuals.
4. Evacuees should not return to an evacuated building unless told to do so by an authorized public safety or fire department official or by a member of the Crisis Management Team.
5. The Vice President for Operations, Dean for Graduate Biomedical Education Program, and Supervising Administrator Directing Facility Safety and Quality, will meet then, using the advice of local emergency authorities, determine how much of campus should be evacuated and will assess for how long the evacuation might be necessary.
6. Throughout the evacuation, relocation, and upon returning to campus, the President will determine which members/spokespersons of the Crisis Management Team should inform appropriate constituents and/or address inquiries from respective constituents (e.g., the President may inform trustees and donors, the Vice President for Academic Affairs may inform the faculty, the Director of Public Relations may inform media, public and staff, the Assistant Vice President of Student Development may inform current students and parents, the Director of Alumni Relations may inform alumni, and the Director of Admissions may inform prospective students).
7. The Supervising Administrator Directing Facility Safety and Quality should serve as the liaison between local emergency authorities and other members of the Crisis Management Team in the case of building or campus evacuation and relocation. The Vice President for Operations, Supervising Administrator Directing Facility Safety and Quality, and Dean for Graduate Biomedical Education Program will determine if an EOC (Emergency Operations Center) needs to be put in place and determine the location for the EOC. If the entire campus is evacuated, the Supervising Administrator Directing Facility Safety and Quality will work with local emergency authorities to establish an off-campus EOC.
8. The Supervising Administrator Directing Facility Safety and Quality should turn off electricity, gas, and water supplies to affected buildings or at main campus switches and valves and secure the buildings being evacuated by closing and locking all windows and doors, unless the emergency prevents such or emergency services workers direct otherwise.
9. Students and employees should remain away from the evacuation area or campus, listening to local media broadcasts and monitoring College email and the RAM Alert system, for updated information about the emergency and additional advice for the evacuation process, until local authorities indicate it is okay to return.
10. In the event of a power or other utility outage, an injury, death or other crisis, please refer to the appropriate section within the Crisis Management Plan for specific responses to those emergencies. See the Table of Contents for a list of potential crises.
11. The Vice President for Operations should file all related documentation and reports with appropriate college offices.
12. Ensure that ALL buildings have evacuation maps posted.
13. Ensure that all exits are clearly marked with appropriate, working exit signs.
14. Rather than the front parking lot, consider identifying specific evacuation sites among buildings on campus.

**Missing Student Notification**

### **Crisis: A Missing Student**

**Recommended Actions. The following protocol will be followed regardless of the 24-hour rule:**

1. The Vice President for Operations and Supervising Administrator Directing Facility Safety and Quality should contact family, friends, resident advisors, and roommates to gather any details on the whereabouts of the student and/or to confirm an actual crisis.

2. The Supervising Administrator Directing Facility Safety and Quality will contact the Virginia Tech Police Department, who can check hospital admissions and municipal records for possible police and emergency information that might relate to the missing student.

3. The Vice President for Operations and Dean for Graduate Biomedical Education Program should conduct an investigation with the student’s class list and respective professors to determine when the person was last seen in class and to provide any other relevant information.

4. Notify the Bluefield College President and Bluefield College Director of Public Relations.

5. Vice President for Operations or Dean for Graduate Biomedical Education Program will notify the student’s contact person or persons if the student is not satisfactorily located within a reasonable amount of time -- preferably no later than 24 hours after the first report of disappearance.

6. The Dean for Graduate Biomedical Education Program and Vice President for Operations should ensure that a missing persons report is filed with the proper authorities if the student has not been located within 24 hours. If there are suspicious or unusual circumstances involved in the disappearance, this notification needs to be done as soon as possible. 7. The Dean for Graduate Biomedical Education Program should develop a network to offer appropriate support to the student’s family and to students. The Dean for Graduate Biomedical Education Program should inform the student’s roommate(s) and close friends.

8. The Dean for Graduate Biomedical Education Program, Vice President for Operations, and Supervising Administrator Directing Facility Safety and Quality should inform all appropriate Bluefield College constituents and/or address all inquiries from respective constituents (i.e. President informs trustees and donors, Vice President for Academic Affairs informs the faculty, Director of Public Relations informs media, public and staff, Assistant Vice President of Student Development informs current students and parents, Director of Alumni Relations informs alumni, and the Director of Admissions informs prospective students).

9. The Bluefield College Director of Public Relations should address all media inquiries and coordinate the dissemination of all press releases and other public reports.

10. The Supervising Administrator Directing Facility Safety and Quality should continue to follow-up with the Virginia Tech Police Department on the progress of any investigations and communicate the details of findings to the Bluefield College Campus Safety Director and to the college community.

11. Documentation and reports should be filed with appropriate college offices by the Dean for Graduate Biomedical Education Program, Vice President for Operations, and Supervising Administrator Directing Facility Safety and Quality.

12. Should the student be found; Dean for Graduate Biomedical Education Program, Vice President for Operations, and Supervising Administrator Directing Facility Safety and Quality should inform all appropriate Bluefield College constituents.

\* See also “Emergency Response Procedures for Study Abroad” Crisis Management Plan Appendix A

**Crisis: Sexual Assault**

**Recommended Actions (student, employee, or visitor as victim):**

1. The appropriate secondary agent and the Dean for Graduate Biomedical of Education Program or Bluefield College Campus Safety Director (location dependent) should talk to the initial informant to obtain necessary information and facts about the alleged crime. Determine the identity and whereabouts of the victim(s) and alleged perpetrator(s).
2. The appropriate secondary agent and the Dean for Graduate Biomedical of Education Program or Bluefield College Campus Safety Director (location dependent) should provide immediate in-person support for the victim, and encourage the victim to see a sexual assault counselor. Advise the victim of the need for medical attention and the procedure to follow to preserve evidence.
3. The appropriate secondary agent should arrange for the victim to be transported to a local hospital emergency room and ensure that proper medical attention is received.
4. Notify the Bluefield College President and Bluefield College Director of Public Relations. The President will determine whether to convene the Crisis Management Team.
5. The appropriate secondary agent and the Dean for Graduate Biomedical Education Program or Bluefield College Campus Safety Director (location dependent) should encourage the victim to report the offense to the Virginia Tech Police. Reporting needs to be as soon as possible after the assault. If the victim is willing to report the alleged misconduct, then the Dean for Graduate Biomedical Education or Bluefield College Director of Campus Safety (location dependent) should notify the jurisdictional law enforcement authority
6. The appropriate secondary agent and Dean for Graduate Biomedical Education Program or Bluefield College Director of Campus Safety (location dependent) should continue the initial investigation, including interviewing witnesses, gathering facts, and identifying the persons involved. If a suspect is identified as a student or employee and accusations are substantiated, disciplinary action will be considered in accordance to established campus policy. The victim should be kept aware of the proceedings.
7. The Dean for Graduate Biomedical Education Program or Bluefield College Director of Campus Safety should continue to work with the jurisdictional law enforcement authority, to conduct investigations and provide any helpful details obtained from on-campus investigations.
8. The Bluefield College Director of Public Relations should prepare a statement, if needed, and address media inquiries.
9. Only if knowledge of the alleged crime is widespread, members/spokespersons of the Crisis Management Team should inform all appropriate constituents and/or address all inquiries from respective constituents (i.e. President informs trustees and donors, Vice President for Academic Affairs informs the faculty, Vice President for Finance & Administration informs the staff, Director of Public Relations informs media and public, Assistant Vice President of Student Development informs current students and parents, Director of Alumni Relations informs alumni, and the Director of Admissions informs prospective students). The statement from the Office of Public Relations should be used to address inquiries or to offer information to constituents.
10. The appropriate secondary agent should coordinate efforts with other Crisis Management Team members to arrange for any special changes or needs for the victim concerning his or her return to campus: change in residence status, providing escort services, or change in class scheduling.
11. Documentation and reports should be filed with appropriate college offices by the appropriate secondary agent and the Dean for Graduate Biomedical Education Program or Bluefield College Director of Campus Safety (location dependent).

\* See also “Bluefield College Programs to prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking.” Crisis Management Plan Appendix E

# **Bluefield College – VCOM Campus**

# **Criminal Offenses Table**

| Offense | Year | On-Campus Property | Public Property |
| --- | --- | --- | --- |
| Murder/ Non-Negligent Manslaughter | 2018 | 0 | 0 |
| Manslaughter by Negligence | 2018 | 0 | 0 |
| Rape | 2018 | 0 | 0 |
| Fondling | 2018 | 0 | 0 |
| Incest | 2018 | 0 | 0 |
| Statutory Rape | 2018 | 0 | 0 |
| Robbery | 2018 | 0 | 0 |
| Aggravated Assault | 2018 | 0 | 0 |
| Burglary | 2018 | 0 | 0 |
| Motor Vehicle Theft | 2018 | 0 | 0 |
| Arson | 2018 | 0 | 0 |
| Hate Crimes | 2018 | 0 | 0 |

**Bluefield College – VCOM Campus**

**VAWA Offenses Table**

| Offense | Year | On-Campus Property | Public Property |
| --- | --- | --- | --- |
| Domestic Violence | 2018 | 0 | 0 |
| Dating Violence | 2018 | 0 | 0 |
| Stalking | 2018 | 0 | 0 |

**Bluefield College – VCOM Campus**

**Arrests and Disciplinary Referrals Table**

| Offense | Year | On-Campus Property | Public Property |
| --- | --- | --- | --- |
| Arrests:Weapons: Carrying, Possessing, Etc.  | 2018 | 0 | 0 |
| Disciplinary Referrals:Weapons: Carrying, Possessing, Etc. | 2018 | 0 | 0 |
| Arrests:Drug Abuse Violations | 2018 | 0 | 0 |
| Arrests:Liquor Law Violations | 2018 | 0 | 0 |
| Disciplinary Referrals:Liquor Law Violations | 2018 | 0 | 0 |