

Bluefield College

Annual Security and Fire Safety Report

September 29, 2017

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](http://www.bluefield.edu). This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and The Office of Student Development. 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?**

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, subscribers to RamAlert will receive a text and/or e-mail message with details of the crisis and any necessary action plan. Participants must "opt in" to the system to receive the alerts. 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://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:

**SUBSCRIBE NOW**

---

**CURRENT ANNOUNCEMENT**

---



### 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.

### **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?**

While the college strongly encourages students, faculty and staff to subscribe to RamAlert because of the significant advantages it provides for crisis communication, the system is an opt-in system, which means individuals may or may not choose to enroll. In addition, since the system is "opt-in," users may also determine their preference in receiving the alerts -- via text message, e-mail or both.

**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?**

No. You determine your own “opt-out” date when creating your RamAlert account. When that date arrives, you will receive a notification to renew your account, if you so desire, and to set a new “opt-out” time.

**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](mailto:bcnews@bluefield.edu).

## **How to report a criminal offense:**

Contact Campus Safety at 304-887-1795 (non-emergencies), 911 (emergencies). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residential Halls should be reported to Campus Safety or the Bluefield Police Department. In addition, you may report a crime to the following persons:

### **Crisis Management Team**

<b>Name</b>	<b>Title</b>	<b>Office</b>	<b>Home</b>	<b>Cell</b>
Dr. David Olive	President	276-326-4466	276-322-2465	276-245-5222
Ruth Blankenship	VP for Finance/Administration	276-326-4556	276-988-0132	276-245-5452
Dr. Marshall Flowers	VP Academic Affairs	276-326-4355		304-888-9058
Mr. Michael White	VP Enrollment/Student Development	276-326-4471		612-987-3015
Chris Shoemaker	Director of Public Relations	276--326-4212	276-322-0113	276-245-5429
Dr. Kelly Walls	Safety/Security Consultant	276-326-4232		276-970-1651
Mr. Gary A. Ruth	Director of Campus Safety	304-887-1795		Same
Dr. Joe Saunders	Chemical Hygiene Officer	276-326-4221	304-384-3048	304-887-9594
Elizabeth Staton	Director of Maintenance (acting)	276-245-8284		276-806-1614
Evan Sherman	Director of Traditional Admissions	276-326-4602		717-919-7028
Maria Zalduondo	Director of Global Education	276-326-4271		225-803-1435
Mike White	Athletic Director	276-326-4316		276-219-7956
Steve Kessinger	Dir. of Adm. & Acad. Systems	276-326-4603	(none)	304-320-0495
Eric Wohlford	Manager of Network Services	276-326-4278	(none)	304-320-1392
Landry Mullins	Dir. of Residence Life & Summer Progs.	276-326-4256		304-887-8546
Dr. Kim Farmer	Title IX Coordinator	276-326-4224		304-910-9068
Dr. Henry Clary	Campus Pastor	276-326-4471		276-433-0500
Mr. Josh Grubb	Director of Alumni Relations	276-326-4208		757-903-9198

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, the Director of Campus Safety or his designee 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 College (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued, keycards, or by admittance via the Department of Campus Safety or Residence Life staff. In the case of periods of extended closing, the College will admit only those with prior approval to all facilities.

Residence halls are secured 24 hours a day. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Dome Gymnasium and the Library. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

**Campus Safety:**

Bluefield College employs Campus Safety Officers who do not have arrest authority. Minor offenses involving College rules and regulation violations by Bluefield College students will be referred to Student Development. Bluefield College Campus Safety has the authority to ask persons for identification and to determine whether individuals have lawful business at Bluefield College. Bluefield College Safety Officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Criminal incidents are referred to the local police who have jurisdiction on the campus.

Major offenses such as Sexual Assault (within Title IX Guidelines), murder, aggravated assault, robbery, and auto theft are reported to the local police and joint investigative efforts with Campus Safety and the police are deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at the jurisdictional Court.

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 Dean of Students for any action or follow-up that may be required.

Bluefield College Campus Safety maintains a close working relationship with the Bluefield Virginia Police Department, the Bluefield West Virginia Police Department, the Tazewell County Sheriff's Department, and the Virginia State Police. Campus Safety and these departments communicate regularly on an informal basis.

Bluefield College also has a "memorandum of understanding" (MOU) between the College and all law enforcement authorities within Tazewell County, Virginia, as well as the Commonwealth Attorney for Tazewell County, the Bluefield, West Virginia Police Department, and local hospitals for the investigation of sexual assault incidents.

Crimes should be reported to Campus Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

## **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, 2015.

## **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 Dean of Students for any action or follow-up that may be required.

See Student Handbook at <http://www.bluefield.edu/student-handbook/files/assets/basic-html/page-66.html>

#### 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 at <http://www.bluefield.edu/student-handbook/files/assets/basic-html/page-64.html>

#### **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 at <http://www.bluefield.edu/student-handbook/files/assets/basic-html/page-70.html>

#### 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 at <http://www.bluefield.edu/student-handbook/files/assets/basic-html/page-72.html>

#### 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 (From Crisis Management Plan- Revised 2015)**

### **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 Director of Campus Safety in consultation with the Crisis Management Team.*



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 the Dean of Students, the Director of Campus Safety, the Director of Maintenance, or the President's Office to explain the nature of the situation. If a residence hall is affected by the emergency, occupants also should contact the RA or RHD of that building.
2. If the specific emergency requiring evacuation is in a residence hall, evacuation routes are posted and should be followed.
3. If the specific emergency requiring evacuation is in a building other than a residence hall or if the occupant of a residence hall is not familiar with or able to locate the posted evacuation map, occupants should leave the building through the closest available exit and gather in the front (south) parking lot at the main entrance to campus.
4. In the case of building evacuation, elevators should not be used.
5. 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.
6. 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.
7. The President and the Director of Public Relations will convene the Crisis Management Team, who will 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.
8. 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 Dean of Students may inform current students and parents, the Director of Alumni Relations may inform alumni, and the Director of Admissions may inform prospective students).
9. The Director of Campus Safety 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. If Lansdell Hall is not affected by the evacuation emergency, the Board Room on the third floor of Lansdell Hall will serve as the Emergency Operations Center (EOC) for the situation. If Lansdell Hall is not available, another campus building will be designated as the EOC; other reasonable choices to serve as EOCs include Shott Hall, the Dome, or the Advancement House. If the entire campus is evacuated, the Director of Campus Safety will work with local emergency authorities to establish an off-campus EOC.
10. The Director of Maintenance 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.
11. If evacuation applies to two buildings or less and is anticipated to last for three hours or less, the Dean of Students will direct those evacuating their building(s) to relocate to temporary quarters elsewhere on campus—typically to Shott Hall and/or the Dome,

depending on the number of evacuees and whether either or both of these two buildings are being evacuated.

12. If evacuation applies to more than two buildings or is expected to last for more than three hours, the Dean of Students will coordinate efforts to transport evacuees to be relocated in off-campus facilities. In this case, students, faculty, and staff who have access to local facilities (their own homes, homes of friends, etc.) should go to those facilities unless directed otherwise. The Dean of Students and the Director of Public Relations should advise students and others who are evacuating to let college officials know where they are going and to notify their parents and/or other family members about their travel plans. College employees should assist students in evacuation procedures and then leave the facility or campus themselves.
13. The Dean of Students and the Director of Public Relations should also recommend to students and other evacuees to take with them, if time permits, the following disaster supplies: 1) a battery-powered radio and batteries, 2) a first aid kit, 3) a flashlight and batteries, 4) food and water, and 5) extra clothing.
14. 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.
15. In the event of a power or other utility outage, an injury, death or other crisis, please refer to the appropriate section within this Crisis Management Plan for specific responses to those emergencies. See the Table of Contents for a list of potential crises.
16. The Dean of Students should coordinate any needed follow-up measures when acute aspects of the situation have ended, such as the relocation of students and/or support or counseling for students, friends, roommates, etc.
17. The Dean of Students and the Director of Campus Safety should file all related documentation and reports with appropriate college offices.

#### PENDING ITEMS:

- a. Ensure that ALL buildings, not just residence halls, have evacuation maps posted.
- b. Ensure that all exits are clearly marked with appropriate, working exit signs.
- c. Contact local emergency authorities to determine community evacuation plans/routes. Post/communicate these routes for/to students, faculty, and staff (or include them as part of this crisis management plan).
- d. Rather than the front parking lot, consider identifying specific evacuation sites among buildings on campus—e.g., Easley Library may serve as the evacuation point for the Art Building, East River, Cruise, Lansdell, Shott, Harman Chapel, and the Maintenance Building; Harman Chapel may serve as the evacuation point for Rish, Alumni Hall, the Science Center, the Dome, the Advancement House, and Easley Library; etc.
- e. Consider providing an emergency stocked area where drinking water, first aid supplies, plastic, and tape are located (for sealing locations, if necessary).
- f. Research and add to “important phone numbers” a list of local Baptist Churches, local school board offices, local hotels/motels, local restaurants, and local grocery stores—or at least a subset thereof—perhaps after conversations with such establishments about the fact that we’d like to include them as possible points of contact in the case of building or campus

evacuation. These types of entities might be used for emergency and/or long-term shelter and/or the provision of food services.

g. Consider installing campus siren.

h. Testing

The Emergency Response and Evacuation Procedure will be tested at least one (1) time per calendar year (main campus). The Director of Campus Safety along with the Dean of Students, the Vice President for Academic Affairs, and the President of the College will determine the date and time for this test. This test will be documented by date and time and will either be announced or unannounced.

### **Missing Student Notification (From Crisis Management Plan- Revised 2015)**

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

**Recommended Actions (for both on-campus resident students and students who reside off-campus.) The following protocol will be followed regardless of the 24-hour rule:**

1. The Dean of Students and Director of Campus Safety 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 Director of Campus Safety will contact the Police Department of Bluefield, VA, who can check hospital admissions and municipal records for possible police and emergency information that might relate to the missing student.
3. The Dean of Students and the Vice President for Academic Affairs 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 President and Director of Public Relations. The President will determine whether to convene the Crisis Management Team.
5. The President or the Dean of Students 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 of Students and the Director of Campus Safety 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 of Students should develop a network to offer appropriate support to the student's family and to students. The Dean of Students should inform the student's roommate(s) and close friends.

8. 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, Director of Public Relations informs media, public and staff, Dean of Students informs current students and parents, Director of Alumni Relations informs alumni, and the Director of Admissions informs prospective students).
9. The Director of Public Relations should address all media inquiries and coordinate the dissemination of all press releases and other public reports.
10. The Director of Campus Safety should continue to follow-up with the Police Department of Bluefield, VA on the progress of any investigations and communicate the details of findings to the Crisis Management Team and to the college community.
11. Documentation and reports should be filed with appropriate college offices by the Dean of Students and the Director of Campus Safety.
12. Should the student be found, members/spokespersons of the Crisis Management Team should inform all appropriate constituents.

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

### **Crisis: Sexual Assault (From Crisis Management Plan- Revised 2015) \***

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

1. The appropriate secondary agent and the Director of Campus Safety 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 Director of Campus Safety 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 President and Director of Public Relations. The President will determine whether to convene the Crisis Management Team.
5. The appropriate secondary agent and the Director of Campus Safety should encourage the victim to report the offense to local law enforcement. Reporting needs to be as soon as possible after the assault. If the victim is willing to report the alleged misconduct, then the Director of Campus Safety should notify the jurisdictional law enforcement authority

6. The appropriate secondary agent and the Director of Campus Safety 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 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 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, Dean of Students 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 Director of Campus Safety.
- \* See also “Bluefield College Programs to prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking.” Crisis Management Plan Appendix E

**Fire Safety Systems** – All On-Campus Student Housing Facilities except Cottages utilize sprinkler systems. Cottages have smoke detectors.

**A. Fire drills (January 2016 – December, 2016):**

Alumni Hall – 0 (Closed)  
Cruise Hall – 2  
East River Hall – 5  
Rish Hall – 5  
Cottage #4 – 0  
Bluestone Commons - 4

B. The following guidelines have been set up to promote the safety of all students. These and other safety regulations will be strictly adhered to.

**Candles, Incense, and Open Flames** – Open flames and the use of candles and lighted incense are prohibited in residence halls. In addition, you may not use candles or incense burners as decorations in your room.

**Christmas Lights** – Christmas lights are not permitted in the Residence Halls.

**Electrical Appliances** – The following appliances are prohibited in the residence halls. Please note that this list is not exhaustive. Therefore, the College reserves the right to amend the list as deemed appropriate and prohibit the possession and use of any item that may present a fire or safety hazard.

- Ceiling Fans
- Space heaters with open coils
- Convection Ovens
- Toasters
- “George Forman Grills”
- Toaster Ovens
- Halogen lamps
- Window Air Conditioning Units
- Hot Plates

In addition, cooking in the residence halls is prohibited, except for microwave use.

**Firearms, Fireworks, and Weapons** – The possession of firearms, fireworks, and other weapons is prohibited on campus. This includes, but is not limited to, air pistols, air rifles, ammunition, BB guns, combustible materials, hunting bows and arrows, knives with blades longer than 4 inches, martial arts weapons, and pellet guns.

**Fire Equipment** – Fire alarms and fire extinguishers are placed throughout the college buildings for the security of the community. The college will discipline any student who makes unauthorized use of or interferes in any way with the efficient functioning of this equipment, the result of which could jeopardize the safety and lives of other students. The student may also be referred to local law enforcement agencies. Cases of arson or burning personal property are felonies and will be referred to local law enforcement agencies as well as to the appropriate college authority.

c. **Fire Evacuation and Drills** – When a fire alarm sounds, all persons must immediately exit the building. Each residence hall will hold fire drills on a periodic basis. Evacuation routes are posted in all. Please take the initiative to familiarize yourself with the evacuation plan posted in your room. Failure to respond to an evacuation alarm or interfering in any way with emergency operating procedures is prohibited. Occupant awareness and training will be conducted throughout the year.

**Reporting a fire** – Students or employees who suspect a fire is occurring should immediately contact 911, and follow the evacuation plan previously mentioned in this report.

d. **Fire Log** – due to the absence of any fires for the preceding reporting period, to date, no fire logs exist for either on-campus housing or off-campus buildings. Effectively immediately, fire logs will be placed in all buildings.

# 2017 Campus Safety and Security Survey

Institution: Main Campus

(231554001) User ID:

C2315541

## Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

### 1. Does your institution provide On-Campus Student Housing Facilities?

<input type="radio"/>	No.			
<input checked="" type="radio"/>	Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)			
			Last Year	
	Number of On-campus Student Housing Facilities:	6	6	

### 2. Does your institution have any noncampus buildings or properties?

<input checked="" type="radio"/>	Yes	<input type="radio"/>	No
----------------------------------	-----	-----------------------	----

### 3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

<input checked="" type="radio"/>	Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
<input type="radio"/>	No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
<input type="radio"/>	Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
<input type="radio"/>	Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.



## Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.			
Criminal offense	Total occurrences On campus		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	3	3
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Criminal Offenses - On-campus Student Housing Facilities

Of those criminal offenses reported to have occurred On Campus, enter the number that occurred in On-campus Student Housing Facilities.

Criminal offense	Total occurrences in On-Campus Student Housing Facilities		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	2	2
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Criminal Offenses - Noncampus

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.

Criminal offense	Total occurrences in or on Noncampus buildings or property		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

### Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

### Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



Criminal offense	Occurrences of Hate crimes									
	2014 Total	Category of Bias for crimes reported in 2014								
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format:  
 "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



Occurrences of Hate crimes										
Criminal offense	2014 Total	Category of Bias for crimes reported in 2014								
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin	
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Institution: Main Campus  
(231554001) User ID:  
C2315541

## Hate Crimes - Noncampus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in or on Noncampus buildings or property. Then break down each total by category of bias (e.g., race, religion).

[illegible][illegible]



Criminal offense	2014 Total	Occurrences of Hate crimes Category of Bias for crimes reported in 2014							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Institution: Main Campus  
(231554001) User ID:  
C2315541

## Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of **Hate Crimes** that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

[illegible][illegible]

Criminal offense	Occurrences of Hate crimes								
	2014 Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred <u>On Campus</u> .			
Crime	Total occurrences On Campus		
	2014	2015	2016
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - On-campus Student Housing Facilities

For each of the following crimes, enter the number reported to have occurred in <u>On-campus Student Housing Facilities</u> .			
Crime	Total occurrences in On-campus Student Housing Facilities		
	2014	2015	2016
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - Noncampus

For each of the following crimes, enter the number reported to have occurred in or on Noncampus buildings or property

Crime	Total occurrences in or on Noncampus buildings or property		
	2014	2015	2016
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2014	2015	2016
a. <u>Domestic violence</u>	0	0	1
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	1

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - On-campus Student Housing Facilities

Of those Arrests for crimes that occurred On Campus, enter the number of crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	1

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - Noncampus

Enter the number of Arrests for each of the following crimes that occurred in or on Noncampus buildings or property.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	2

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	1
b. <u>Drug abuse violations</u>	1	0	0
c. <u>Liquor law violations</u>	1	0	0

### Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - On-campus Student Housing Facilities

Enter the number of persons referred for disciplinary action for crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	1	0	0
c. <u>Liquor law violations</u>	1	0	0

### Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



## Disciplinary Actions - Noncampus

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

### Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

### Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2014	2015	2016
a. <u>Total unfounded crimes</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# **Campus Safety and Security Survey Completion Certificate**

The Campus Safety and Security data for

**Bluefield College**

**231554**

were completed and locked on September 28, 2017.