



CAMPUS SECURITY REPORT

West Virginia Junior College prepares the Campus Security Report annually to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Procedures for students and others to report criminal actions or other emergencies occurring on campus:

It is the policy of this institution that should a crime occur on campus, the person knowledgeable of such crime should report the activity to the Director of the institution and to the local authorities. Should the Director of the institution be unavailable, report the incident to the Director of Student Services or other administrative personnel in the administrative offices. Local law enforcement can be reached by dialing 911. Further, it is the policy of the institution to assist any crime victims in reporting such incidence to the authorities and to assist in the receipt of first aid as needed.

If you are the victim of a crime or witnessed a crime, you may consider making a confidential report without revealing your identity (provided this is allowable under state law). The institution does not have pastoral and or professional counselors and therefore, does not have policies related to pastoral or professional counselors to inform persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Also, because the institution has no law enforcement agency or security personnel, the institution has no relationship with State and local police and has no agreements with those police agencies to investigate alleged crimes. If a crime occurs on campus or on property immediately adjacent to campus, all crime investigations will be conducted by State or local law enforcement. All crimes should be reported to campus officials, state, or local police in an accurate and timely manner.

Timely Warning:

In the event that a situation arises, either on campus or on property immediately adjacent to campus that in the judgment of the Director of the school constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. This warning will be issued through the college e-mail system to all enrolled students, faculty, and staff; through news media such as television and radio announcements; and other means suitable for the situation.

If you should have knowledge of any emergency or threat to the safety of any individual on campus, you should report the activity to the Director of the institution and to the local authorities. Should the Director be unavailable, report the incident to the Director of Student Services or other administrative personnel in the administrative offices. Local law enforcement can be reached by dialing 911.

The institution will assess the emergency or dangerous situation and determine the appropriate segment(s) of the campus community to be notified; determine the content of the notification; and initiate the appropriate notification system unless the issuing of the notification would compromise the efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

Preparing and reporting the annual disclosure of crime statistics:

The institution's Compliance Officer annually discloses campus crimes, arrests, and referral statistics as outlined in the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act for the past three calendar years. The report is prepared by contacting local law enforcement agencies for a request of statistics related to crimes that have occurred on campus or on public property immediately adjacent to campus. Any crimes reported to campus officials are also included in the report. The last three year's crime statistics are listed at the end of this report.

The Annual Security Report is posted on the institution's website. Prospective students, new students, and new employees will receive a notice of the exact URL of the website and where the report is located on the site. Every year prior to October 1, students and employees will receive annual notice by campus email about the availability of the Annual Security Report on the institution's website. They will be encouraged to adhere to the provisions contained herein and to assist any fellow student, staff, or faculty member who may be in need of assistance. The institution compiles this report on an annual basis after the close of the prior calendar year.

Weapon Possession:

The possession, carrying and use of weapons, ammunition, or explosives is prohibited on West Virginia Junior College owned or controlled property. The only exception is for authorized law-enforcement officers or other persons specifically authorized by the School. Failure to comply with the WVJC weapons policy will result in disciplinary action against violators.

Campus Security and Access:

The building facilities will be unlocked up to 30 to 60 minutes prior to the beginning of the first scheduled class and shall remain unlocked up to 30 to 60 minutes after the last scheduled class. It should be noted that the last scheduled class generally ends sometime between 9:00 p.m. and 10:00 p.m. in the evening. Only students, staff, faculty, and their guests will be allowed on the premises during these hours. No loitering will be tolerated. The institution does not have campus residences.

Campus Security Programs:

The institution will provide on an annual basis a program of campus security, crime prevention, and drug and alcohol abuse prevention. This program should include a portion specific to the prevention of rape and other sex offenses. The institution will attempt to get a local law enforcement officer to assist in this presentation. This program is 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. The institution does not maintain any off campus student organizations or facilities.

The possession, sale or furnishing of alcohol on campus is not permitted. Also, the possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to institutional disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal and will not be tolerated under any circumstances. The institution encourages students, staff, and faculty to refer to the Statement of Drug Free Workplace and Institution of Higher Education for all policies regarding the possession, use, or sale of alcoholic beverages, or illegal drugs.

Institution's Sex Offense Policy:

A sex offense is any sexual act directed against another person, forcibly and or against that person's will; or non-

forcibly or against the person's will where the victim is incapable of giving consent. West Virginia Junior College will not tolerate sexual assault or abuse, such as rape (including acquaintance rape) or other forms of nonconsensual sexual activity. These acts degrade the victims, our community and society in general.

Should a rape occur, the following steps should be taken:

Get to a safe place as soon as possible; Try to preserve all physical evidence; Contact the police. Rape is a crime: it is important to report it. If you so desire, the school will assist you in notifying authorities; Get medical attention as soon as possible; Contact a close friend who can be with you for support; 6) Consider talking to a counselor.

The institution offers on an annual basis, a sexual assault program that promotes the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses. This program will be conducted by a law enforcement official whenever possible.

If a sex offense should occur, it should be reported to the Director of the institution and to the local authorities. Should the Director of the institution be unavailable, report the incident to the Director of Student Services or other administrative personnel in the administrative offices. Local law enforcement can be reached by dialing 911. Further, it is the policy of the institution to assist any crime victims in reporting such incidence to the authorities and to assist in the receipt of first aid as needed. The institution does not have counseling, mental health or other student services for victims of sex offenses, however to the greatest extent possible appropriate counselors should be contacted to assist in the receipt of first aid as needed and to assist the victim with his/her emotional concerns. Additionally, campus officials will assist in contacting local police authorities immediately, if the student victim so chooses, to ensure the preservation of evidence for criminal charges.

Should a sex offense occur on campus and be subsequently reported to the police, the institution will, if reasonably possible, make adjustments to the student/victim's academic situation.

During any disciplinary proceedings, the accuser and the accused are entitled to the same opportunities to have others present during that proceeding and both the accuser and the accused will be informed of the outcome of those proceedings. A student found guilty of violating the institution's sex offense policy will be expelled from school and could be criminally prosecuted. Both accused and accuser may provide witnesses to the director prior to this decision. The accused and the accuser will both receive the director's decision, which is final.

Upon written request, the institution will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the institution will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Sex Offender Registration:

In accordance with the Campus Sex Crimes Prevention Act (CSCPA) of 2000 which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the institution is providing a link to the West Virginia State Police Sex Offender Registry where information about registered sex offenders can be obtained. This act requires institutions 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 in that State at which the person is employed, carries a vocation, or is a student. Follow the link to access West Virginia's State Police Sex Offender's Registry: <http://www.wvstatepolice.com/sexoff/>.

ANNUAL REPORT OF CRIME STATISTICS

NAME OF INSTITUTION		West Virginia Junior College			
ADDRESS		CITY	STATE	ZIP	
144 Willey Street		Morgantown	WV	26505	
NAME OF PERSON PREPARING REPORT		TITLE	PHONE NUMBER		
Patricia Callen		Executive Director	304-296-8282		
SIGNATURE		<i>Patricia Callen</i>	DATE	05/24/2011	

OFFENSE*		NUMBER OF OFFENSES REPORTED						
		ON CAMPUS			NON CAMPUS	PUBLIC PROPERTY**		
		YEAR 2008	YEAR 2009	YEAR 2010		YEAR 2008	YEAR 2009	YEAR 2010
1. Criminal Homicide:	A) Murder and Non-negligent manslaughter	0	0	0	N O T	0	0	0
	B) Negligent Manslaughter	0	0	0		0	0	0
2. Sex Offenses:	A) Forcible	0	0	0	A P P L I C A B L E	0	0	0
	B) Non-forcible	0	0	0		0	0	0
3. Robbery:		0	0	0		0	0	0
4. Aggravated Assault:		0	0	0		0	0	0
5. Burglary:		0	0	0		0	0	0
6. Motor Vehicle Theft:		0	0	0		0	0	0
7. Arson:		0	0	0		0	0	0
8. Liquor and Drug law violations, illegal weapons possession***		0	0	0		0	0	0
9. Hate Crimes	A) Any crime above That qualifies as a Hate crime.	A) <u> 0 </u>	<u> 0 </u>	<u> 0 </u>		A) <u> 0 </u>	<u> 0 </u>	<u> 0 </u>
	B) Larceny-theft	B) <u> 0 </u>	<u> 0 </u>	<u> 0 </u>		B) <u> 0 </u>	<u> 0 </u>	<u> 0 </u>
	C) Simple assault	C) <u> 0 </u>	<u> 0 </u>	<u> 0 </u>		C) <u> 0 </u>	<u> 0 </u>	<u> 0 </u>
	D) Intimidation	D) <u> 0 </u>	<u> 0 </u>	<u> 0 </u>		D) <u> 0 </u>	<u> 0 </u>	<u> 0 </u>
	E) Destruction, damage, Or vandalism of property	E) <u> 0 </u>	<u> 0 </u>	<u> 0 </u>		E) <u> 0 </u>	<u> 0 </u>	<u> 0 </u>

*Report crimes reported to campus security authorities or local police.

**Parking areas and walkways thereto.

***Anyone referred to the Director for campus disciplinary action must be included here.

Appendix C Disaster Plans

Building Emergency Evacuation Plan(BEEP) & Emergency

Call Plan 1A

West Virginia Junior College

148 Willey Street

Approved 6/23/08

In the event of fire, hazardous materials release, or other hazardous situations requiring emergency response ACTIVATE THE FIRE ALARM BY PULLING AN ALARM PULL STATION AND CALL EMERGENCY 911.

EMERGENCY PHONE NUMBERS

AMBULANCE, FIRE, LAW ENFORCEMENT	911
MORGANTOWN CITY POLICE	284-7522
MON CO. STATE POLICE	285-3200
MORGANTOWN FIRE DEPARTMENT	284-7480
MON. COUNTY SHERIFF	291-7260
MORGANTOWN AMBULANCE	285-2715
EMERGENCY SERVICES CENTER	599-6382
STATEWIDE CELLULAR STATE POLICE	*77
NATIONAL SUICIDE HOTLINE	1-800-784-2433
NATIONAL SUICIDE PREVENTION LIFELINE	1-800-273-8255
POISON CONTROL CENTER	1-800-222-1222

Building Emergency Evacuation Plan(BEEP) & Emergency

Call Plan 1A Continued

NON - EMERGENCY PHONE NUMBERS

AMERICAN RED CROSS	598-9500
BARTLETT HOUSE	292-0101
CHESTNUT RIDGE	293-4000
CHRISTIAN HELP	296-0221
CONNECTIVE LINK	296-3300
DOMESTIC VIOLENCE CENTER (RDVIC)	292-5100
MYLAN PUSKAR HEALTH RIGHT	292-8234
*QUIN CURTIS CENTER (NOT FOR PROFIT)	293-2001
VALLEY HEALTH CARE	296-1731
WEDGEWOOD FAMILY PRACTICE & PSYCHIATRY	599-9400
WEDGEWOOD FAMIL PRACTICE & AFTER HOURS	292-7316
WVU HOSPITAL EMERGENCY DEPT.	598-4171
WVU PHYSICIAN'S OFFICE CENTER	598-4800
UNITED WAY OF MON/PRESTON CO.	296-7525

**Building Emergency Evacuation Plan(BEEP) & Emergency
Call Plan 1A Continued**

Department Emergency Contacts

Executive Director	Patty Callen
Facility Manager	Robin Addis
Alternate Facility Manager	Dan Ellis
Academic Director	Leanne Cardoso
Medical Programs Coordinator	Barb Garner
Admissions Representative	Jessica Ewing
Career Services	Darlene Stevens
Information Technology Coordinator (IT)	Robin Addis
Librarian	Linn Monohan
Financial Aid	Michelle Clagg
Administrative Assistant	Diane Hevner

HOW TO REPORT AN EMERGENCY

CALL UP & Calmly State

- ◆ Your name
- ◆ The building and room location of the emergency
- ◆ The nature of the emergency – fire, chemical spill, etc.
- ◆ Whether injuries have occurred
- ◆ Hazards present which may affect responding emergency personnel
- ◆ A phone number near the scene where you can be reached.

Building Emergency Evacuation Plan(BEEP) & EmergencyCall Plan 1A Continued

BUILDING EVACUATION

Upon hearing the fire alarm or announcement begin evacuation procedures.

- ◆ Keep yourself and others calm
- ◆ Quickly proceed outside the building (to the announced “safe location”) using the planned evacuation route.
- ◆ Close windows and doors as you leave.
- ◆ Instructors take your **Attendance Book** with you for a correct head count
- ◆ Instructors, in every classroom there is an **Evacuation Box**, which contains(flashlight, clipboard, pen, incident reports, and minor first aid equipment
- ◆ **Take the Evacuation Box with you.**
- ◆ Report immediately to the designated “safe area” located in the 2hr paid parking lot on Chestnut Street near **The Back Door Bar & Pizza**. Check in with Leanne Cardoso or Barbara Garner who will be taking a head count from individual instructors.
- ◆ Wait for instructions from emergency response personnel. Do not re-enter the building until told it is safe to do so.

BUILDING SAFETY SYSTEMS

The building at 148 Willey Street Morgantown Campus has the following safety systems:

Locate the emergency equipment in your area and know how to use it.

Alarms – The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors or the activation of the sprinkler system. All alarms are immediately sent to the local fire department.

Evacuation is required anytime the fire alarm system sounds.

Smoke Detectors – This will immediately activate the fire alarm system. All three floors have smoke detectors.

Fire Extinguishers and Pull Stations – Location of Pull Stations and Extinguishers, as well as the types of extinguishers and location will be reviewed upon hiring of staff and yearly safety in services. Students will be educated at orientation.

Manual Alarm pull stations – Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to the local fire department. Never block or obstruct these with furniture or equipment.

First Aid Kit – For minor injuries not requiring medical attention. There are First Aid Kits on each floor. 1st Floor kit is located in the office supply room, 2nd Floor kit is located in the IT

Building Emergency Evacuation Plan(BEEP) & EmergencyCall Plan 1A Continued

Coordinators Office Room 203, and the 3rd Floor kit is located in the Medical Lab, Room 301. There is also a small first aid kit in the Evacuation Box located in every room.

Upon alarm activation, **Fire Doors**- Must be kept shut at all times to provide a safe means of egress in stairways and corridors, unless releasing devices close doors

EVACUATION PERSONNEL

EMERGENCY ANNOUNCER: Diane Hevner

Evacuation Warden: Leanne Cardoso

Alternate Warden: Barbara Garner

Searcher: Michelle Clagg 1st Floor

Searcher: Robin Addis 2nd Floor

Searcher: Vandalia Rep. 3rd Floor

Searcher: Default Office Rep. Basement

Stairwell Monitor: 1st Floor Stairwell Jessica Ewing

Stairwell Monitor: 2nd Floor Stairwell A: Linn Monohan

Stairwell Monitor: 2nd Floor Stairwell B: Dan Ellis

Stairwell Monitor: 3rd Floor Stairwell A Cathi Boegohold

Stairwell Monitor: 3rd Floor Stairwell B Vandalia Rep. (outside organization)

Stairwell Monitor: Basement Stairwell and Exit Default Rep. (outside organization)

Date of Last Evacuation Drill: _____

Evacuation Drills are to be held annually.

Building Emergency Evacuation Plan(BEEP) & Emergency Call Plan 1A ***Continued***

EVACUATION PERSONNEL DUTIES

Designated Evacuation Personnel Duties with Alternates per Area. If there are not enough personnel to fill all the roles, roles may be doubled where appropriate. No funds have been provided for vests or armband. A flashlight will be provided in case of a power failure. *Evacuation Personnel should never be placed in imminent danger.*

Evacuation Announcer Duties:

1. Announce any disaster to all areas
2. Use the **Bull Horn** that has been provided to make announcement
3. Report to the Evacuation Warden
- 4.

Evacuation Warden Duties:

1. Supervise assembly of Evacuation Personnel in the area.
2. All Searchers check in with the Evacuation Warden to report “all clear” or problems.
3. Report to the Command Center, if areas were unable to be searched due to lack of personnel.
4. Ensures all people from the area proceed to the designated meeting place to check in and wait for “all clear” to re-enter the building. “*All Clear*” will come from the Command Center.
5. Reports any and all problems to the Command Center. Command Center will be *Fire Department Vehicle*.

Alternate Evacuation Warden Duties:

1. Takes the place of the Evacuation Warden if the Evacuation Warden is not

present at the time of the event.

2. If the Evacuation Warden is present, the Alternate Evacuation Warden will assist the Evacuation Warden as needed.

Searcher(s) and Alternate Duties: Maybe more than one depending on the size of the area to be searched. *Area should be searchable in 3 minutes or less.*

1. Check all rooms including restrooms, conference rooms and remote areas, closing all doors behind them.
2. Advise if any remaining employees or other persons on the floor about the emergency and the requirement to evacuate.
3. Notify Stairwell Monitor that the floor is “*clear*” and proceed out of the building.

Building Evacuation Plan

Approved 6/23/08

Fire Emergencies 1-B

West Virginia Junior College

148 Willey Street

Approved 6/23/08

If you discover fire, or see smoke, do not panic. Call 911 or pull the nearest fire-pull box and proceed with the following:

RACE

Remove/Relocate individuals away from danger, if possible, without endangering your safety.

Activate Alarm: Pull fire alarm at pull-box, and/or call 911.

Confine/Contain fire and smoke by closing doors and windows.

Extinguish/Evacuate

- Extinguish fire only if trained and fire is small, using nearest fire extinguisher.
- Evacuate by nearest safe exit, never use elevators. Do not run, **Crawl** if overwhelmed by smoke.

If you hear the fire alarm, or are informed of a fire, **EVACUATE IMMEDIATELY!**

Follow instructions for the building evacuation plan.

- Check door with the back of your hand, to ensure it is cool before opening.
- Walk quickly – **Do Not Run** – follow your instructor out of the building to the designated safe area.
- Instructors lead your students to the designated safe area near “**Back Door Pizza**”.
- Instructors are to take their Attendance Book With them and the Emergency Box located in every room. An emergency flashlight is in each box to assist if visibility is poor.
- Instructors take attendance once at safe area and report to Evacuation Warden.

DO NOT RE-ENTER THE BUILDING UNTIL ALL – CLEAR IS ISSUED BY THE FIRE DEPARTMENT.

Fire Emergencies Plan

Approved 6/23/08

Severe Weather Plan 1-C
West Virginia Junior College
148 Willey Street
Approved 6/23/08

Severe Weather includes tornados, severe thunderstorms, violent snow storms and flooding.

Tornados/Severe Thunderstorms Watch:

If a tornado or a severe thunderstorm **WATCH** has been issued in an area that includes the campus.

Definition of a Watch: A severe thunderstorm or tornado watch is issued by the National Weather Service, when the weather conditions are such that a severe thunderstorm, a tornado, or both, are more likely to develop and you should be prepared to move to a designated area.

Monitor Local Emergency Alert Weather or the National Weather Service.

Faculty and staff should be alerted to close all windows, inform students of building's safe areas, and be ready to relocate to those areas in case the **WATCH** is upgraded to a **WARNING**.

Definition of a Warning: A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or a tornado has been sighted or indicated by weather radar. At this point the danger is very serious and you should move to a designated safe area.

Tornados/Severe Thunderstorms Warning:

If a tornado or a severe thunderstorm **WARNING** has been issued in an area which includes the campus:

- Move students and staff to safe areas **IMMEDIATELY**.
- Close classroom, laboratory, and/or office doors.
- Instructors move your students to designated safe areas and take attendance book with you.
- Remain in safe area until warning expires or until the all-clear has been issued.

Severe Weather Plan 1-C Continued
West Virginia Junior College
148 Willey Street
Approved 6/23/08

Designated Safe Areas

Floor #	Safe Areas
Basement	Student Lunch Room
First Floor	Bookroom Distribution Room, Hallway by bathrooms, Room102,103 & 104. Teachers' lounge and stairwell by Room 104.
Second Floor	Room 201, Library Book Room
Third Floor	Bathroom Hallway or move to Vandalia Rooms located on 3 rd . floor

Disaster Recovery Plan 1-D (DRP)

West Virginia Junior College

148 Willey Street

Approval Pending

Position Assigned to: IT Coordinator (Information Technology) Robin Addis
Position Reports to: President/CEO Mike Callen / Patty Callen
Mission/Responsibility: Implement, organize, and direct the disaster recovery operations.

Criticality Level	Job Actions
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Immediate (0-6 Hours)	
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- Review IT DRP
- Identify disaster recovery command center
- Notify disaster recovery team members
- Assemble team at the command center
- Assemble resources
- Provide team briefing
- Review tasks to be performed and assign personnel
- Notify other key leaders/workforce members as necessary
- Notify stakeholders/ emergency personnel
- Determine need for additional support teams
- Assign team leader
- Provide teams with status report forms
- Request team facilitators to track progress on status report
- Communicate key IT disaster recover information internally
- Contact external vendors and other business stakeholders

Disaster Recovery Plan (DRP) 1-D Continued
West Virginia Junior College
148 Willey Street
Approval Pending

Intermediate (6-12 Hours)	Assess continued staffing needs/staff relief
Ongoing	Damage assessment Assess recovery priorities Communicate IT disaster recovery status with CEO Assess resource needs for operations Approve expenses related to recovery process
Extended (> 12 Hours)	Assess need for staff relief/additional resources
Follow-Up (Following Disaster)	Facilitate “postmortem” evaluation of IT disaster and recovery processes Revise IT DRP and processes as necessary Train and educate staff on IT DRP revisions

Disaster Recovery Plan

Approval Pending

Accident/Incident/Report Form 1-E
West Virginia Junior College
148 Willey Street
Approval 6/23/08

This report involves a : ___ Student ___ Employee ___ Visitor

Complete this form for any accident resulting in personal injury, or incident that may have resulted in injury, that occurred on West Virginia Junior College property. The college staff person in charge of the department or event is responsible to assure that this form is completed and distributed as indicated. A copy of this report will be in every instructor's notebook. This report will also be in the Disaster Box placed in every teaching room in the school.

ACCIDENT / INCIDENT INFORMATION

NAME (Please Print)

First	Middle	Last
Address: _____		
Phone: ____/____/____		
DATE OF ACCIDENT / INCIDENT ____/____/____. TIME OF DAY: _____ am /pm		

DESCRIBE THE ACCIDENT / INJURY / INCIDENT: (By the Injured)

WHERE DID THE ACCIDENT / INCIDENT OCCUR:

Building _____ Floor _____ Room _____ Ground Area _____

DESCRIBE MEDICAL TREATMENT SOUGHT: _____

WITNESSED AND AGREED TO BY:

PRINT NAME _____ SIGNATURE _____

PRINT NAME _____ SIGNATURE _____

REPORT SUBMITTED BY _____ DATE ____/____/____

Incident Reporting Plan

Approved 6/23/08

Hostage Situation Disaster Plan Form 1-F
West Virginia Junior College
148 Willey Street
Approval Pending

If an intruder(s) enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, these guidelines should be followed:

Responsibilities

Executive Director/Designee

1. Immediately notify Police/Sheriff and appropriate law enforcement agencies (911).
2. Initiate *Action Secure Building*
 - a) Lock down building, and do not let any students that are not in class enter the building.
 - b) Alert all rooms of the event
 - c) Instructors lock your classroom doors and do not let students leave the classroom.
3. Notify the Executive Director
4. Monitor hostage situation the best you can without doing anything to exacerbate it.
5. Follow instructions of law enforcement officials who will take over when they arrive on site.

Staff

6. Remain calm. Talk with the individual(s) in a low-key, non-threatening manner. Do not argue with or antagonize the individual(s) in any way.
7. Keep your distance. Give the intruder(s) ample personal space.
8. Do not attempt to deceive or threaten the intruder(s).
9. Do not “buy into” the delusions of the intruder(s).
10. Suggest marching the students and/or staff quietly out the back door. Back off if this approach angers the intruder(s).
11. Be constantly alert and prepared for violence. Initial *Action, Duck, Cover and Hold* if the intruder(s) open fire.

Hostage Situation Disaster Plan Form 1-FContinued
West Virginia Junior College
148 Willey Street
Approval Pending

Note: If the school becomes involved in a hostage situation, the primary concern must be the safety of students, staff, and faculty. Individuals who take hostages are frequently emotionally disturbed, and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-joking manner, always remembering that it may take very little to cause such persons to become violent.

If an individual(s) begins firing a weapon(s) on campus, the following actions will be taken:

Executive Director/Designee

1. Inform staff supervising students in classrooms to initiate *Action Duck, Cover, and Hold*.
2. Immediately notify Police/Sheriff (911) and appropriate law enforcement agencies.
3. Notify the Executive Director.
4. Work in coordination with supervisors of law enforcement agencies until the situation is resolved.
5. Initiate pupil release procedures and/or evacuation procedures only if it becomes necessary.

Staff

6. In classrooms, maintain *Action Duck, Cover and Hold* until the situations is resolved.
7. In open areas, move students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate *Action Drop, Cover and Hold*; this should be done only when there is no chance for students to reach safer areas.

Hostage Situation Disaster Plan

Approval Pending