



**2023-2024 Annual Security and  
Fire Safety Reports**

**September 2023**

## **INTRODUCTION**

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At Salem University, our concern for the safety and well-being of our students, faculty, and staff is always our top priority. The primary responsibility for campus safety and security is achieved through the teamwork of the Department of Campus Security, Residence Life, and the Physical Plant. However, please be mindful that a truly safe campus can only be achieved through the efforts and cooperation of all students, faculty, and staff who accept responsibility for their own safety and security and the safety and security of others. This report is part of our ongoing efforts to ensure that this collective endeavor is effective. Please read it carefully and use the information to foster a safe environment for yourself and others in the University community.

The information within this report has been prepared by the Director of Campus Safety and Security. This report is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. This report also is in compliance with Higher Education Opportunity Act (P.L. 110-315). Copies of this report are distributed to students, employees, prospective students and prospective employees, according to the U.S Code of Federal Regulations and University Policy and Procedures. An electronic copy is provided on the University's website. Printed copies are available from the Campus Security Office, the Dean of Student Life, Human Resources, and from the Financial Aid Office upon request.

Any questions or comments regarding its content should be addressed to:

**PRESIDENT**

(304) 326-1234

**DIRECTOR OF CAMPUS SAFETY AND SECURITY**

(304) 326-1481

**IN AN  
EMERGENCY  
CALL  
911**

**TO REPORT AN  
INCIDENT**

**24 hours/day**

**7 days/week:**

**CALL**

**(304) 326-1302 or**

**(304) 203-4853**

**Or Call Extension 1302**

**from Any Campus Phone**

## DEFINITION OF PROPERTY

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### CAMPUS

- Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
- Property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

Salem University has provided a map that describes what is considered on-campus property which is noted in light green color on map.

### NON-CAMPUS BUILDING OR PROPERTY

- Any building or property owned or controlled by a student organization recognized by the institution; and
- Any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

Salem University ("Salem") Non-campus Property includes the following locations and the responsible monitoring parties while areas are in use:

- **FRANK LORIA FIELD, Nutter Fort, WV:** Monitored by Nutter Fort Police Department; Harrison County Sheriff's Office; West Virginia State Police
- **Hope Field, Salem, WV:** Monitored by Salem University Security Department and Salem Police Department
- **Catalano Stadium, Salem, WV:** Monitored by Salem University Security Department and Salem Police Department

Data is collected from the responsible monitoring parties only for times that the Non Campus Property is being used by Salem University students, faculty, and staff. Salem University has provided a map that describes what is considered non-campus property which is noted in dark green color on map.

### PUBLIC PROPERTY

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

Public property for Salem University includes portions of street and sidewalks of K.D Hurley Blvd., portions of street and sidewalk of Main St., portions of New York Ave., portions of West Virginia Ave., and portions of the North Bend Rails to Trails. These areas are noted in blue on the campus map and arrows to identify each.



## SALEM UNIVERSITY

CHS - Carlson Hall of Science  
 LRC - Benedum Learning Resource Center  
*Nursing Suite*  
*Library*

RCC - Randolph Campus Center  
*Admissions*      *Book Store*  
*Registrar*      *Student Help Center*  
*Financial Aid*      *Tigers Den*  
*Cafeteria*

TED - T. Edward Davis Building  
*Athletics Administration*  
*SIU Pool (Men's Water Polo)*  
*T. Edward Davis Gymnasium (Basketball/Volleyball)*

IPF - Indoor Practice Facility (Baseball/Softball)

1 - Montgomery Hall

2 - Hoffheimer Hall

3 - Brewster All-Faiths Chapel

4 - Maintenance Shop / Physical Plant

5 - Intramural Field

6 - Tennis Courts (M/W Tennis)

7 - Basketball Court

8 - Randolph House

9 - Erickson Alumni Center

10 - Catalano Stadium (M/W Soccer)

*Located 2 Miles West On Main Street*

11 - Hope Field (Softball)

*Located 2 Miles East On Main Street*

12 - Fitness Trail

13 - Ehret Outdoor Theater

14 - Crime Scene Investigation House

Not Listed:

Frank Loria Memorial Field (Baseball)

*Located In Clarksburg, WV*

## CAMPUS GEOGRAPHY

The boundary to the south of campus is marked by the North Bend Rails to Trails. The boundary to the north of campus is made by private woodland property that is not separated by any street or sidewalk. The boundary to the east of campus is marked by Fort New Salem and private property that is not separated by a street or sidewalk. The eastern boundary is also marked by parts of New York Avenue. The western boundary is marked by private woodland property and is not separated by a street or sidewalk. Private property is marked in light gray on the map.

## **LAW ENFORCEMENT**

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The Campus Security Department provides 24-hour patrol coverage of the campus. The Director of Campus Safety and Security and the Campus Security Officers provide coverage for residence halls, parking areas, and other facilities. Security personnel are on duty weekdays and weekends, including holidays.

Campus Security is a non-commissioned security force, not a police force. It is responsible for maintaining the physical security and safety of the University and its students, faculty, staff, visitors, and facilities; for enforcing University policies and regulations; for investigating and reporting incidents; for conducting safety inspections and drills; for collaborating with law enforcement agencies to enforce local, State, and Federal laws; and for completing other tasks of campus security as needed. Campus Security Officers do not have the authority to make arrests. The University does not have written agreements with local law enforcement agencies regarding the investigation of alleged criminal offenses, but the University cooperates with the City of Salem Police Department, the Harrison County Sheriff's Office, the West Virginia State Police, and other law enforcement agencies to ensure local, State, and Federal laws are enforced and the campus is secure and safe. It is the University's policy that all alleged crimes be reported to the appropriate law enforcement agencies accurately and promptly. On an annual basis, the Director of Campus Safety and Security will send a letter to local law enforcement agencies requesting crime statistics for Clery Act reportable crimes.

You may contact Security by calling extension 1302 or 1546 on any campus phone or by calling (304)326-1302 or (304)326-1546 from any off-campus phone. The Security Office is located in Montgomery Hall. The Department's current staffing consists of a Director and five security officers. The Director of Campus Safety and Security is located on the 3<sup>rd</sup> floor of the Randolph Campus Center. The office telephone number is extension 1481 on campus or (304)326-1481.

## **REPORTING CRIMES & INCIDENTS**

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Whether it happens to you or you're a witness, you have the responsibility to report crime. If a crime occurs on or around campus, report it immediately to the Campus Security Department or local police.

Crimes in progress and crimes that have just occurred should be reported by calling **911**. Whenever possible, the actual victim or witness of the crime should call directly. Firsthand information is always more accurate and complete. If someone merely gives you the information and leaves, please include the name and contact information of the source. Security may be contacted at (304) 326-1302 or (304) 326-1546.

The Harrison County **911** emergency communications center is staffed 24 hours per day by trained public safety dispatchers. The dispatchers receive calls from the **911** and business lines. They assign the appropriate police officers, firefighters or paramedics to handle the call. When calling to report a crime or incident, please be ready to give information such as: a brief

description of what occurred, where the incident occurred, when the incident occurred. Did the suspect have a weapon? Where and when was the suspect last seen? What did the suspect look like (e.g., gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos, or scars)? Timely and accurate reporting of crimes assists investigations and helps develop timely warnings for the campus.

While students and employees are encouraged to report crimes to Campus Security or police, reports may be made to the Dean of Student Life, Residence Hall staff, Coaching staff or any other administrators on campus. These individuals will provide assistance in reporting incidents.

Salem University policy requires that when a crime or student code of conduct violation occurs on campus it is to be reported as soon as possible, so that an accurate incident report can be filed promptly. Crimes may be reported to the following administrators and will ensure that the information will be used for processing timely warnings and preparing the annual statistical disclosure:

- Any Campus Security Officer on Duty, ext. 1302 or (304) 326-1302, or ext. 1546 or (304) 326-1546
- Director of Campus Safety Security, ext. 1481 or (304) 326-1481
- Dean of Student Life, ext. 482 or (304) 326-1482
- Any Residence Life Staff Member, including RAs or RDs
- Coaching Staff

The University does not provide pastoral care or counseling. If a victim or witness wishes to report a crime on a voluntary, confidential basis, the victim or witness may do so by contacting the Director of Campus Safety and Security or the Title IX coordinator. All efforts will be made to protect privacy and confidentiality. Crimes reported on a voluntary, confidential basis will be included in the annual crime statistics. Sexual assaults may be reported to anyone confidentially, allowing for posting of timely warnings and statistical data.

## **CRIME LOG**

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The Director of Campus Safety and Security maintains daily crime logs containing a chronological report of all valid complaints and reports of alleged crime, and includes the following information:

- Nature, date, time, and general location of each crime; and
- The disposition of the complaint, if known.

The public may review the crime log for the most recent 60-day period in the office of the Director of Campus Safety and Security located in the Randolph Campus Center. Entries to the Crime Log older than 60 days can be viewed within two business days of receiving a request.

## CRIME STATISTICS

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The University presents crime statistics for each calendar year by October 1 of the following year, as required by Federal regulations. These statistics are reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Uniform Crime Reporting procedures. A table is provided below that summarizes offenses that were reported to Campus Security or to other University offices during the prior calendar year. The table also lists data provided by the Salem Police Department, the Harrison County Sheriff's Department, and the West Virginia State Police. The summary table of crime statistics for the most recently completed full calendar year is attached at the end this report.

N.B. These statistics represent alleged criminal offenses reported to campus security, local police, or others. These statistics may involve individuals not associated with the institution. The data collected do not necessarily reflect prosecutions or convictions for crimes. Because some statistics may be provided by non-police authorities, these data may not be directly comparable to data from the FBI's Uniform Crime Reporting System, which collects data only from police.

## CLERY ACT CRIME DEFINITIONS

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The Clery Act requires institutions to report the following crimes.

### CRIMINAL OFFENSES

- **Negligent Manslaughter:** The killing of another person through gross negligence.
- **Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Robbery:** The taking or attempt to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary:** The unlawful entry of a structure to commit a felony or theft.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

### CRIMINAL OFFENSES- FORCIBLE SEX OFFENSES

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against a person's will where the victim is incapable of giving consent.

- **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcible or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.
- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

## **CRIMINAL OFFENSES- NON-FORCIBLE SEX OFFENSES**

Unlawful, non-forcible sexual intercourse

- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

## **ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION**

- **Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- **Drug Law Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, and codeine), marijuana, synthetic narcotics (Demerol, methadone) and dangerous nonnarcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations:** The violation of laws and ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train

or public conveyance; and all attempts to commit any of the aforementioned.  
(Drunkenness and driving under the influence are not included in this definition)

## **VIOLENCE AGAINST WOMEN ACT OFFENSES (VAWA)**

- **Dating Violence:** Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- **Domestic Violence:** Asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, and person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- **Stalking:** A course of conduct directed at a specific that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

## **HATE CRIMES**

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: **Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, and Disability.**

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias.

- Murder and Non-negligent Manslaughter
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

There were zero (0) hate crimes reported in 2019, 2020, and 2021.

## CRIME STATISTICS

Crime Statistics for Previous 3 Calendar Years					
	ON-CAMPUS PROPERTY	STUDENT HOUSING FACILITIES	PUBLIC PROPERTY	NON-CAMPUS PROPERTY	TOTAL
<b>CRIMINAL HOMICIDES</b>					
<b>MURDER/NON-NEGLIGENT MANSLAUGHTER</b>					
2020	0	0	0	0	0
2021	0	0	0	0	0
2022	0	0	0	0	0
<b>NEGLIGENT MANSLAUGHTER</b>					
2020	0	0	0	0	0
2021	0	0	0	0	0
2022	0	0	0	0	0
<b>SEXUAL OFFENSES</b>					
<b>RAPE- FORCIBLE</b>					
2020	0	0	0	0	0
2021	0	0	0	0	0
2022	0	0	0	0	0
<b>FONDLING- FORCIBLE</b>					
2020	0	0	0	0	0
2021	0	0	0	0	0
2022	2	2	0	0	2
<b>INCEST- NON FORCIBLE</b>					
2020	0	0	0	0	0
2021	0	0	0	0	0
2022	0	0	0	0	0
<b>STATUTORY RAPE- NON FORCIBLE</b>					
2020	0	0	0	0	0
2021	0	0	0	0	0
2022	0	0	0	0	0
<b>GENERAL OFFENSES</b>					
<b>ROBBERY</b>					
2020	0	0	0	0	0
2021	0	0	0	0	0
2022	0	0	0	0	0
<b>AGGRAVATED ASSAULT</b>					
2020	0	0	0	0	0
2021	0	0	0	0	0
2022	0	0	0	0	0
<b>BURGLARY</b>					
2020	0	0	0	0	0
2021	0	0	0	0	0
2022	0	0	0	0	0
<b>MOTOR VEHICLE THEFT</b>					
2020	0	0	0	0	0
2021	0	0	0	0	0
2022	0	0	0	0	0

<b>ARSON</b>					
2020	0	0	0	0	0
2021	0	0	0	0	0
2022	0	0	0	0	0
<b>VIOLENCE AGAINST WOMEN ACT (VAWA) VIOLATIONS</b>					
<b>DATING VIOLENCE</b>					
2020	1	1	0	0	1
2021	0	0	0	0	0
2022	0	0	0	0	0
<b>DOMESTIC VIOLENCE</b>					
2020	0	0	0	0	0
2021	0	0	0	0	0
2022	0	0	0	0	0
<b>STALKING</b>					
2020	0	0	0	0	0
2021	0	0	0	0	0
2022	0	0	0	0	0
<b>ARRESTS and DISCIPLINARY REFERRALS</b>					
<b>WEAPONS LAW VIOLATION ARRESTS</b>					
2020	0	0	0	0	0
2021	0	0	0	0	0
2022	0	0	0	0	0
<b>WEAPONS LAW VIOLATION DISCIPLINARY REFERRALS</b>					
2020	0	0	0	0	0
2021	0	0	0	0	0
2022	0	0	0	0	0
<b>LIQUOR LAW VIOLATION ARRESTS</b>					
2020	0	0	0	0	0
2021	0	0	0	0	0
2022	0	0	0	0	0
<b>LIQUOR LAW VIOLATION DISCIPLINARY REFERRALS</b>					
2020	4	0	0	0	4
2021	3	3	0	0	3
2022	7	7	0	0	7
<b>DRUG LAW VIOLATION ARRESTS</b>					
2020	0	0	0	0	0
2021	0	0	0	0	0
2022	0	0	0	0	0
<b>DRUG LAW VIOLATION DISCIPLINARY REFERRALS</b>					
2020	1	1	0	0	1
2021	1	1	0	0	1
2022	0	0	0	0	0

Salem University Campus Safety and Security does not have authority to "unfound" criminal complaints therefore all reported crimes are counted regardless of disposition.

## MISSING STUDENT

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All students living on campus have the option of listing a confidential contact person to be notified in the event that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. If the student chooses to list someone to notify in case of an emergency, that person would be notified in the event that the student is determined to be missing. If a student does not list an emergency contact person, the local law enforcement agency would still be notified if it is determined that the student is missing.

For a student who has not reached the age of 18 or who is not an emancipated minor, his/her parents or guardians will be notified as soon as it has been determined that he/she has been missing for 24 hours.

Campus Security must be notified immediately upon a determination that a student has been missing for 24 hours. The following procedures are to be followed as soon as a determination has been made that a student has been missing for 24 hours:

- Security will enter the student's room to ascertain if he or she is in their room.
- The student's emergency contact will be notified.
- The local police department will be notified.
- An investigation will be started immediately which includes questioning other students who may have knowledge of the missing student's whereabouts.

Students and staff are to report that a student has been missing for 24 hours to:

- Any Campus Security Officer or the Director
- Any Residence Life Staff Member (Resident Director or Resident Assistant)
- Any Member of the Executive Management Team, including but not limited to, the Chancellor, President, Executive Vice President, Vice President of Finance and CFO, and Provost and Chief Academic Officer.
- City of Salem Police, Harrison County Police, or West Virginia State Troopers
- Call 911

# **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

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## **EMERGENCY MANAGEMENT PLAN**

### **OVERVIEW**

The purpose of the Salem University (Salem) Emergency Management Plan is to establish policies, procedures, and an organizational structure for response to major significant emergency or dangerous situations. The plan identifies strategies and roles of the campus-based Emergency Response Team (ERT) during the initial response and throughout the emergency. The ERT consists of senior administrators as identified below. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan. The Salem plan and organization shall be subordinate to State and Federal plans during a disaster declared by those authorities.

### **EMERGENCY RESPONSE TEAM (ERT)**

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the Emergency Response Team (ERT) is responsible for assessment and implementation of emergency procedures, including but not limited to, evacuations, lockdowns, crowd control, access controls, and coordination with responding emergency services. The ERT will assemble to direct the handling of the crisis.

The University has identified an Emergency Response Team (ERT), consisting of:

- Director of Campus Safety and Security (Team Leader)      304-326-1481
- Executive Director of Campus Operations                      304-326-1482
- Coordinator of Physical Plant                                        304-326-1310
- Provost    304-326-1465
- President    304-326-1234

### **ORGANIZATIONAL STATEMENT, ROLES, AND RESPONSIBILITIES**

This Emergency Management Plan provides guidelines for the ERT during a major emergency or dangerous situation. The Director of Campus Safety and Security is considered the team leader.

The Team Leader or designee is responsible for the following actions:

- Identifying the nature of the emergency;
- Ensuring that timely notification is made to emergency responders (e.g., police and fire departments, emergency medical services, etc.);
- Coordinating with responding emergency services personnel;
- Ensuring that timely notification is made to the full ERT;
- Initiating the mass alert system if necessary;

- Ensuring that the primary command center, which is the Campus Security Office in the Randolph Campus Center (RCC), is operational with all necessary communication and emergency equipment, as appropriate; and
- Determining if a lock down or evacuation of any building is necessary and initiating that process, if warranted.

## **REPORTING AN EMERGENCY**

Reporting an emergency in an accurate and timely manner is crucial in minimizing the effect of a significant emergency or dangerous situation on the community. All alleged offenses and/or emergencies should be reported to Campus Security. If a criminal act and/or emergency are reported to someone other than Campus Security personnel, that person is instructed to contact Campus Security immediately. Campus Security personnel will relay information to the Director of Campus Safety and Security or his designee upon receiving the initial report and will act according to training and instructions given.

Contact numbers for emergency service units (Fire, Police, and Emergency Medical Services) along with government agencies (e.g., Office of Emergency Management; Board of Health; Poison Control Center; and the National Response Center for Chemical, Oil and Chemical/Biological Terrorism) are maintained at the Campus Security Department. Also listed are medical facilities, utility companies and on-call contractors are maintained along with emergency contact numbers for all current staff, faculty, and students. If you encounter an emergency or dangerous situation on campus, report it immediately to the Campus Security Department at 304-326-1302 or by calling 911. Be sure to give information that will assist in the response to the emergency. If 911 were contacted first, be sure to contact Campus Security so it can take appropriate actions.

## **NOTIFICATION PROCEDURES**

Upon receiving the initial report, the Director of Campus Safety and Security will make an immediate assessment identifying the nature of the emergency or dangerous situation and notify emergency services to discuss what actions should be taken next. A member of the ERT will then be notified, who will brief the other members. If a mass notification or limited notification is deemed necessary by local emergency services, the ERT will, without delay, and taking into account the safety of the community, determine the content of the notification, and decide the appropriate segment or segments of the campus community to receive the notification. The ERT will assist the Director of Campus Safety and Security in initiating the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Members of the ERT will notify their respective departments via phone, text messaging, or e-mail to ensure that all faculty and staff are aware of the situation. (Provost: Faculty, Library Services; Coordinator of Physical Plant: Maintenance and Custodial Staff; Associate Director of Campus Operations: Admissions, Athletics, Financial Aid, Business Office, Cafeteria; Director of Campus Safety and Security: Security Officers and Residence Life.)

## **MASS NOTIFICATION**

The University uses **e2Campus** as a mass notification provider. E2Campus delivers messages to On Campus students, faculty and staff via SMS messages, voice calls, email, desktop alerts, and social media. Students are automatically enrolled in the system when they are officially registered and are encouraged to remain enrolled in the system. There is no cost for this service. A student can opt out of the program at any-time by texting the word “stop” to the following number: **795-16** or by notifying the Director of Campus Safety and Security. On campus Students, Faculty and Staff can enroll in the system or manage their account by visiting the web link- [https://salemu.omnilert.net/subscriber.php?command=show\\_signup](https://salemu.omnilert.net/subscriber.php?command=show_signup) and follow the given instructions.

All students are assigned institutional email addresses that are used for formal correspondence, including emergency notification. A list of all students' email addresses is maintained by the IT Department. This list is used to send mass notifications via email, if needed. Students are advised to check their institutional email regularly. Email notifications will be sent by the Director of Campus Safety and Security or designee.

## **COMMUNICATION WITH THE CAMPUS COMMUNITY AND GENERAL PUBLIC**

The ERT will determine the need to give notice to individuals and organizations outside the campus, including the police or other local authorities as well as the campus community. The ERT will collaborate with local authorities in determining the need for and content of the notice. The notice will be provided to local emergency services as a first priority. Updated information will be provided if necessary.

In the event of an emergency or dangerous situation, the University's security phone number (304)326-1302 will be the main line for contacting security and providing information regarding individuals confirmed to be on campus. The backup numbers are (304)326-1546 and (304)326-1481.

## **ROLE OF COMMUNITY**

The community is encouraged to notify the Campus Security Department of a significant emergency or dangerous situation as soon as possible. All matters involving potential violence or circumstances that could harm students, faculty, or staff should be reported immediately to **911**.

## **ROLE OF STUDENTS**

Students should familiarize themselves with the emergency procedures and evacuation routes in buildings where they reside or use frequently. They should evacuate buildings in an orderly manner when an alarm sounds or when directed to do so by emergency personnel. They should evacuate to pre-designated Emergency Assembly Area (see below).

## **ROLE OF FACULTY AND STAFF**

Every member of the faculty and staff should familiarize themselves with the emergency procedures and evacuation routes. Faculty members who are teaching a class during an

emergency situation are expected to assist the students in taking appropriate actions. University security will provide communications and coordination with responders, under the direction of the ERT, as needed.

### **ROLE OF RESIDENCE LIFE STAFF**

Residence Life staff, including the Resident Director, Resident Assistants, and Front Desk security personnel, are expected to maintain residence hall security and to facilitate communication between students and emergency responders (including members of the ERT, security officers, police, fire, and other first responders). Residence Life staff will assist the ERT by directing people to the emergency assembly area.

### **EVACUATION GUIDELINES**

Notification to evacuate a building will be made by any feasible means, including email, fire alarms, public address systems, hand-held public address horns, telephones, and word of mouth as determined by the ERT.

In the event of a fire, employees, students, faculty, staff, and visitors are required to evacuate the building immediately. In non-fire emergencies, a decision to evacuate will be based on the facts and circumstances. Evacuation is likely necessary when the University receives a specific threat (e.g., bomb threat or hazardous material incident) and the recommendation of public safety officials who may be responders.

### **EVACUATION OF CAMPUS BUILDINGS**

When the order is given to evacuate a building for any reason, occupants are instructed to follow life safety survival skills, to not to use elevators, and to evacuate by way of the nearest safe stairway. Occupants are to exit their buildings and proceed to the Randolph Campus Center (RCC). If the RCC itself is the site of the emergency, the emergency assembly area shall be the T. Edward Davis (TED) gymnasium. If a decision is made not to evacuate, the ERT members will ensure this decision is conveyed throughout the building or the entire campus, as appropriate. Occupants with disabilities should proceed to the nearest stairway and wait for emergency personnel to assist them with evacuating.

- When the alarm sounds, assume there is an emergency and act accordingly.
- Proceed immediately to the nearest stairway and exit in a calm and orderly fashion.
- Do not take possessions with you or place any item in the stairwells.
- Close your doors as you leave your room. Do not lock your door!
- If the nearest stairway is blocked, proceed to another stairway that is close by.
- **NEVER** use an elevator in an emergency.
- Do not leave the designated assembly area unless directed to so by Security or a member of the ERT.
- Remain calm and orderly; listen for further directions.

- When a responder shuts off the alarm that is **NOT** a signal to re-enter the building.
- Wait until you are given specific “All Clear” instruction by Campus Security, a first responder or other campus authority.

### **RESIDENCE HALL EVACUATION PROCEDURES**

These procedures are intended to assist in protecting the health, safety, and welfare of students and registered guests in the residence halls. All students and guests are required to observe these procedures and to cooperate with staff and other personnel during the evacuation. Hosts are responsible for ensuring their guests follow the rules and do not create a situation that may endanger themselves or others.

- When the alarm sounds, assume there is an emergency and act accordingly.
- Proceed immediately to the nearest stairway and exit in a calm and orderly fashion.
- Do not take possessions with you or place any item in the stairwells.
- Close your doors as you leave your room. Do not lock your door!
- If the nearest stairway is blocked, proceed to another stairway.
- **NEVER** use an elevator in an emergency.
- When you exit the building, move away from it and proceed to the parking lot next to the tennis courts as your temporary assembly area. In inclement weather, proceed to RCC.
- Do not leave the assembly area unless directed to so by Security or a member of the ERT.
- Remain calm and orderly; listen for further directions.
- When a responder shuts off the alarm that is **NOT** a signal to re-enter the building
- Wait until you are given specific “All Clear” instruction by Security, a first responder, or other authority.

### **LOCK DOWN AND SHELTER-IN-PLACE PROCEDURES**

In the event of a lock down, occupants are to remain inside the building. If in a common area, occupants are to move into the nearest classroom or office. Security will lock the exterior doors.

During a lockdown, individuals should seek follow basic guidelines for “shelter-in-place.” These include:

- If you are inside, stay inside. If you are outdoors, proceed to the closest building or follow other instructions given by emergency personnel on the scene.
- Collect any emergency supplies and a cell phone.
- Locate a room to shelter inside. The room should be:
  - An interior room,
  - Above ground level, and
  - With no windows or the fewest windows possible.
- Shut and lock all windows and close doors.
- Turn off air conditioners, heaters, or fans.
- Close vents, if possible.

- Make a list of people with you and ask someone with a cell phone to call the Security office to tell them where you are sheltered.
- Depending on the technology available, turn on a radio or television, open a PC browser or personal digital device to access a web site or other emergency notification system.
- Remain calm; make yourself comfortable.

Shelter-in-place notification can come from multiple sources, including the ERT, Security, Residence Life, and Maintenance personnel. Such a notice does not override an evacuation notice.

### **BOMB THREAT OR HAZARDOUS MATERIAL THREAT**

Threats are always taken seriously. Most often a bomb threat is made by telephone, but threats may be conveyed by mail, email, or in person. Bomb threats must be reported immediately. Call security at (304) 326-1302. Security will call the authorities. However, if the threat seems imminent, call 911. Security will coordinate with police and fire departments. A decision to evacuate or to lockdown a building will be made with due consideration given the advice offered by first responders.

If searches are necessary, professionals from the police and fire departments will conduct them. Campus security personnel will not conduct searches for explosives or hazardous materials.

If you receive a bomb threat by telephone:

- Remain calm. Do not hang up, even if the caller hangs up: The call may still be traceable.
- Ask the caller to repeat what he/she said.
- Ask for more information:
  - What is your name?
  - Where is it?
  - What does it look like?
  - What will it do?
  - Why are you doing this?
  - How can we contact you?
  - Do you want to talk with someone?
- Take notes.
  - What was the exact time of the call?
  - Was the caller male or female?
  - Did the person sound old or young?
  - Did the person have an accent or pronounce words in a strange way?
  - What was the caller's tone of voice? Was he/she calm or excited?
  - Was there identifiable background noise?

## **SERIOUS INJURY OR ILLNESS**

Serious injury or illness can occur at any time. Residence Life and Security personnel are trained in basic first aid and CPR, but they are not medical professionals. In the event of a serious injury or severe illness:

- Do not move the ill or injured person.
- Call 911 or call Security. Security personnel will call 911.
- Security personnel will notify appropriate members of ERT.
- Trained personnel will give care until first responders arrive.
- Campus Security Officers will file a report of the incident. Campus Security, Student Life and/or Resident Life staff will follow up with the ill or injured person.

## **DRILLS AND TESTING**

The Campus Security Department is responsible for testing the University's emergency response and evacuation procedures at least once per year, including those related to fire safety, at a time when most of the students, faculty, and staff are expected to be present on campus. The tests may be announced or unannounced. The Director of Campus Safety and Security is responsible for overseeing all tests and maintaining documentation for each test that includes a description of the exercise, the date, the time and place of the exercise, and whether the drill was announced or unannounced. The Emergency Response and Evacuation Procedures will be distributed to the campus community in conjunction with drills and testing as required by Federal Law.

## **NON-EMERGENCY PROCEDURES**

For non-emergency assistance, please call the Campus Security Department at extension 1302 or 1546 on campus or (304)326-1302 or (304)326-1546 from any telephone. The Campus Security Department is located on campus on the third floor of the Randolph Campus Center (RCC) and may be contacted during regular business hours at (302)326-1481.

# **CAMPUS SECURITY MEASURES AND SAFETY INFORMATION**

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## **CAMPUS BUILDINGS AND GROUNDS**

The University is not considered a large campus. It is centrally located. During the school year, our daily population of students, staff, and faculty makes us a small town in itself with a small town's potential for crimes. The nature of the services provided at Salem requires that many of our buildings and facilities be open and accessible during extended periods of each day. Since the campus is open, some individuals may engage in criminal activity. Therefore, regardless of the time of day or night, no matter where you are on campus, you should be alert and aware of your surroundings and exercise common sense safety precautions. Call Security for an escort at any time by calling extension 302 or 546 from a campus phone by calling (304)326-1302 or (304)326-1546 from any phone. In an emergency: **Call 911.**

## **SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES**

The Maintenance Department is responsible for maintaining university buildings and grounds to ensure that all lighting, doors, sidewalks, parking lots, and other areas are kept in good working order. Campus Security Officers and Resident Life Staff assist by reporting unsafe or hazardous conditions to the Director of Campus Safety and Security or the Maintenance Director for remediation.

### **NON-RESIDENTIAL BUILDINGS**

Our campus has numerous buildings and valuable equipment. Most buildings are unlocked during business hours, 8 a.m. to 5 p.m. Monday through Friday. The Library, Randolph Campus Center (RCC), and the T. Edward Davis (TED) buildings are open later and have some weekend hours when events, services, and programs are scheduled. It is essential that staff, faculty, and students cooperate to keep all facilities secure. Never prop open exterior doors. Never open a door for an individual you do not know. Always keep your assigned keys safe and report any loss immediately. Always keep your University identification card with you. If you notice an unauthorized entry or other suspicious activity, call Campus Security immediately at (304)326-1302 or (304)326-1546. In an emergency: **Call 911.**

### **RESIDENTIAL BUILDINGS**

Salem University provides residential housing in two traditional residence halls: Montgomery and Hoffheimer. The Campus Safety and Security Department, Maintenance, and Residence Life staff work closely together to create a safe and comfortable living and learning environment. The security of residential areas involves on-duty residence life staff and security officers while maintenance staff ensures that the buildings and grounds are kept in good working order.

Both residence halls remain locked 24 hours a day, 7 days a week. Residents and authorized staff are issued entry control cards that allow access to the buildings. Residents must take an active role in maintaining their security by exercising common sense and by learning and following campus security procedures. Visitors to residence halls must be signed in and accompanied by a resident. Visitors are not permitted to roam the buildings or the campus on their own. (See the Quiet Hours and Visitation handout that is distributed to all students who live or attend classes on campus.)

Residents are integral to maintaining security of the residence hall. All residents are encouraged to follow these guidelines while living in the residence halls.

- **Never** lend your keys to anyone, even your best friend.
- **Never** prop open exterior doors.
- **Never** open a door for an individual you do not know.
- **Always** ask permission to enter a room that is not your own.
- **Always** keep your assigned keys safe and report any loss immediately.
- **Always** keep your University identification with you.

- **Always** keep your room locked. If you need access to your residence hall after hours or if you lock yourself out of your room, contact Security by calling extension 302 or 546 from a campus phone or by calling (304)326-1302 or (304)326-1546 from any phone.
- **Do not** ask Security personnel or Residence Life staff to let you into a friend's room. Security and Residence Life staff members are required to verify that you are assigned the room you want to enter. If you are not the tenant, then you will not be allowed to enter.
- **Do not** open fire doors except in an emergency. Do not tamper with fire safety equipment, including fire hoses, fire extinguishers, smoke detectors, and door locks. Tampering with safety equipment is a crime.
- **Do not** interfere with Security, Residence Life, or other personnel who are in the residence halls doing their jobs. If there is an emergency, do not interfere with first responders.

If you notice an unauthorized entry or other suspicious activity (for example, someone you don't know walking out of a room carrying a computer or game console), immediately call Security at extension 302 or 546 from a campus phone or by calling (304)326-1302 or (304)326-1546 from any phone. In an emergency: **Call 911.**

### **SUSPICIOUS ACTIVITIES YOU SHOULD REPORT**

Unusual sounds such as screams or shouts should be investigated cautiously and reported to Security. If these noises seem to be coming from outside the building, you should look outside to see if you can spot anything specific. Do not go outside to investigate. Stay inside and report what you observe. If your instinct tells you it could be a life threatening event **call 911.**

If you notice anyone checking doors to see if they are open or looking into windows or parked cars, call Security. If you see anyone being forced into a vehicle, **call 911.**

If you see property being taken from any building on campus by unknown persons, call Security. It could be a burglary in progress. Write down a description of the persons and their vehicle, including license plate number, to give to Security.

The University issues hang-tags for registered vehicles. An unregistered vehicle parked on campus or a slowly moving vehicle roaming the campus should be reported. Always give a description of the vehicle, including license plate, and of driver if possible.

### **TIMELY WARNING AND CAMPUS CRIME ALERTS**

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The Clery Act and associated regulations require that each campus provide a timely warning to the campus community concerning the occurrence of a Clery crime that the institution believes represents a continuing threat to the campus community. The determination that there is a continuing threat will be made by the Emergency Response Team on the basis of information presented by the Campus Security Director or local authorities. The Emergency Response Team

will decide on the content of the notice and how it will be disseminated. Security and Residence Life staff will ensure any notice is released promptly. Campus crime alerts are posted in public areas in the residence halls and around campus, and may be accompanied by emails, text messages, or notices delivered to students directly, as appropriate.

## **SAFETY INFORMATION**

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The Security Department and our campus community are dedicated to promoting and maintaining safety awareness and community outreach programs. In addition to patrol services, the Campus Security Department develops and coordinates a variety of activities to meet the safety needs of the entire campus community. Presentations and special workshops on personal safety and related safety topics are provided for all campus members and at student orientation. Informational news articles, flyers, and safety-related brochures are developed and distributed to students and employees describing incidents affecting campus security, as needed. The University encourages students and employees to take responsibility for their own safety by taking proactive steps to reduce the likelihood of crimes on campus or to themselves. Campus security procedures and practices are explained to students during orientation, Residence Life floor meetings, and activities are scheduled during Campus Safety Awareness Month in September. Crime prevention literature is available from the Security Department.

## **TITLE IX AND SEXUAL MISCONDUCT POLICY**

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### **Title IX Overview**

Title IX of the Educational Amendments states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Title IX, along with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Violence Against Women Act require institutions that receive federal financial aid to follow guidelines to address and help prevent acts of harassment, discrimination, and sexual misconduct.

### **Title IX Policy Statement**

Salem University is committed to maintaining a safe and productive educational and work environment in which no member of the University community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any University program or activity. Gender-based and sexual harassment, including sexual violence, domestic violence, dating violence, and stalking, are forms of sex discrimination in that they deny or limit an individual’s ability to participate in or benefit from University programs or activities. Salem University prohibits any form of discrimination, harassment, and/or sexual misconduct.

### **Scope of Title IX Policy**

Salem University prohibits sex discrimination, sexual harassment, and sexual violence and will investigate all complaints filed under this policy. This policy applies to all university employees, students, contractors, and anyone that participates in an educational program or activity. This policy includes athletic events, field trips, student life events, and clinical instruction settings.

### **Definition of Terms Related to Title IX**

**Sexual Misconduct-** Sexual Misconduct is a term that refers to sex discrimination, sexual harassment, sexual assault/violence, relationship violence (domestic/dating), and stalking/cyberstalking.

**Sex Discrimination-** Sex Discrimination is when people are excluded from or denied participation in a university sponsored program or activity based on their gender, sex, or identity.

**Sexual Harassment-** Sexual Harassment is defined as any unwelcome conduct that a reasonable person would find so severe, pervasive and objectively offensive that it denies a person equal educational access. , requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education status;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment. This includes any form of sexual violence or misconduct.

**Sexual Assault-** Sexual Offenses are defined in West Virginia Code § 61-8B-1, et. seq. as follows:

**WV Code 61-8B-3** Sexual assault in the first degree. (West Virginia Code (2013 Edition))

(a) A person is guilty of sexual assault in the first degree when:

(1) The person engages in sexual intercourse or sexual intrusion with another person and, in so doing:

(i) Inflicts serious bodily injury upon anyone; or

(ii) Employs a deadly weapon in the commission of the act; or

(2) The person, being fourteen years old or more, engages in sexual intercourse or sexual intrusion with another person who is younger than twelve years old and is not married to that person.

**WV Code 61-8B-4** Sexual assault in the second degree. (West Virginia Code (2013 Edition))

(a) A person is guilty of sexual assault in the second degree when:

(1) Such person engages in sexual intercourse or sexual intrusion with another person without the person's consent, and the lack of consent results from forcible compulsion; or

(2) Such person engages in sexual intercourse or sexual intrusion with another person who is physically helpless.

**WV Code 61-8B-5** Sexual assault in the third degree. (West Virginia Code (2013 Edition))

(a) A person is guilty of sexual assault in the third degree when:

(1) The person engages in sexual intercourse or sexual intrusion with another person who is mentally defective or mentally incapacitated; or

(2) The person, being sixteen years old or more, engages in sexual intercourse or sexual intrusion with another person who is less than sixteen years old and who is at least four years younger than the defendant and is not married to the defendant.

**WV Code 61-8B-7** Sexual abuse in the first degree. (West Virginia Code (2013 Edition))

(a) A person is guilty of sexual abuse in the first degree when:

(1) Such person subjects another person to sexual contact without their consent, and the lack of consent results from forcible compulsion; or

(2) Such person subjects another person to sexual contact who is physically helpless; or

(3) Such person, being fourteen years old or more, subjects another person to sexual contact who is younger than twelve years old.

**WV Code 61-8B-8** Sexual abuse in the second degree. (West Virginia Code (2013 Edition))

(a) A person is guilty of sexual abuse in the second degree when such person subjects another person to sexual contact who is mentally defective or mentally incapacitated.

**WV Code 61-8B-9** Sexual abuse in the third degree. (West Virginia Code (2013 Edition))

(a) A person is guilty of sexual abuse in the third degree when he subjects another person to sexual contact without the latter's consent, when such lack of consent is due to the victim's incapacity to consent by reason of being less than sixteen years old.

**Violence Against Women Act (VAWA) Definitions**

The Violence Against Women Act of 1994 is a US Federal Law under Title IV § 40001-40703 of the Violent Crime Control and Law Enforcement Act, HR 3355, signed by President Clinton on September 13, 1994.

**Domestic Violence:** The term “domestic violence” means

1) Felony or misdemeanor crimes of violence committed—

- (i) By a current or former spouse or intimate partner of the victim;
- (ii) By a person with whom the victim shares a child in common;

- (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- (v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic Violence is defined in **West Virginia Code §48-27-202** (2013) as follows:

"Domestic violence" or "abuse" means the occurrence of one or more of the following acts between family or household members, as that term is defined in section two hundred four of this article:

- 1) Attempting to cause or intentionally, knowingly or recklessly causing physical harm to another with or without dangerous or deadly weapons;
- 2) Placing another in reasonable apprehension of physical harm;
- 3) Creating fear of physical harm by harassment, stalking, and psychological abuse or threatening acts;
- 4) Committing either sexual assault or sexual abuse as those terms are defined in articles eight-b and eight-d, chapter sixty-one of this code; and
- 5) Holding, confining, detaining or abducting another person against that person's will.

**Dating Violence:** The term "dating violence" means violence committed by a person

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim and
- 2) The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition-

- (i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- (ii) Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

There is not a separate statute in West Virginia for "dating violence". Any crimes committed as part of a dating relationship would be prosecuted under the general criminal code based upon the specific allegations presented.

**Stalking:** The term "stalking" means

- 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - (i) Fear for the person’s safety or the safety of others; or
  - (ii) Suffer substantial emotional distress.
- 2) For the purposes of this definition
  - (i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
  - (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - (iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.
- 3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**West Virginia Code §61-2-9a** (2013) defines stalking as follows:

- a) Any person who repeatedly follows another knowing or having reason to know that the conduct causes the person followed to reasonably fear for his or her safety or suffer significant emotional distress,
- b) (b) Any person who repeatedly harasses or repeatedly makes credible threats against another
- c) For the purposes of this section:
  - (1) "Bodily injury" means substantial physical pain, illness or any impairment of physical condition;
  - (2) "Credible threat" means a threat of bodily injury made with the apparent ability to carry out the threat and with the result that a reasonable person would believe that the threat could be carried out;
  - (3) "Harasses" means willful conduct directed at a specific person or persons which would cause a reasonable person mental injury or emotional distress;
  - (4) "Immediate family" means a spouse, parent, stepparent, mother-in-law, father-in-law, child, stepchild, sibling, or any person who regularly resides in the household or within the prior six months regularly resided in the household; and
  - (5) "Repeatedly" means on two or more occasions

**Consent** is defined as “voluntary, positive agreement between participants to engage in specific sexual activity”

**Lack of Consent** is defined in **West Virginia Code § 61-8B-2** (2013) as follows:

- (a) Whether or not specifically stated, it is an element of every offense defined in this article that the sexual act was committed without the consent of the victim.

(b) Lack of consent results from:

(1) Forcible compulsion;

(2) Incapacity to consent; or

(3) If the offense charged is sexual abuse, any circumstances in addition to the forcible compulsion or incapacity to consent in which the victim does not expressly or impliedly acquiesce in the actor's conduct.

(c) A person is deemed incapable of consent when such person is:

(1) Less than sixteen years old;

(2) Mentally defective;

(3) Mentally incapacitated;

(4) Physically helpless; or

(5) Subject to confinement or supervision by a state or local government entity, when the actor is a person prohibited from having sexual intercourse, or causing sexual intrusion or sexual contact pursuant to subsections (a) and (b) of section ten of this article.

**Bystander Intervention** – A bystander is a person who is present but not involved: an onlooker or spectator. Bystander Interventions are in-the-moment interventions where those around an individual or group who are engaging in risky or dangerous behavior, intervene in an attempt to prevent harm. Steps to intervening include:

Notice the event or issue

Determine whether the issue is an emergency or problem

Take responsibility

Know what to do

Take action by directly assisting the victim, detouring the action, or reporting the activity to appropriate authorities

An incident may qualify as rape or sexual assault regardless of whether the victim knows the assailant; the degree of physical or verbal resistance offered by the victim; the presence or absence of physical injuries to the victim; or the presence or absence of the victim's previous voluntary association, sexual or otherwise, with the assailant.

Sexual assault includes any form of nonconsensual sexual intercourse committed by physical force, coercion, threat or intimidation, actual or attempted and includes (but is not limited to) any or all of the following behaviors: oral, vaginal, or anal intercourse; sexual touching, exhibitionism, sexual contact with someone who is incapable of consent; and sexual contact with someone who has resisted verbally or physically. Persons defined as incapable of consent to sexual activity include those whose judgment has been impaired due to the ingestion of drugs or alcohol, the mentally incapacitated, or someone who is unconscious.

## **Roles and Responsibilities**

Salem University has designated key members of its staff to serve as **caretakers** of Title IX related issues.

**Title IX Coordinator-** The Title IX Coordinator is responsible for the following:

- Ensures compliance with Title IX
- Training and distribution of educational material related to Title IX
- Receive complaints regarding Title IX offenses
- Oversee the complaint procedures

Salem University has designated Hilary Leon, JD, Faculty Member as the Title IX Coordinator.

**Contact Information for the Title IX Coordinator**

Hilary Leon, JD, Faculty Member

Phone (304) 629-9903

Email: Hilary.Leon@faculty.salemu.edu

**Title IX Investigator-** The Title IX Investigator is responsible for investigating complaints and/or referring the investigation to other entities. The investigator is also responsible for overseeing interim measures and/or protective orders and presenting the evidence collected to the Judicial Committee for review. Salem University has designated Joseph Shaver, Director of Campus Safety and Security as the Title IX Investigator.

**Contact Information for the Title IX Investigator**

Joseph Shaver, Director of Campus Safety and Security, Title IX Investigator

Phone: 304-326-1481

Email: JShaver@salemu.edu

**Level III Judicial Board-** The judicial board is responsible for hearing suspendable and expellable offenses, including Title IX incidents. The committee will determine whether a respondent is responsible or not responsible and sanction(s) if found responsible.

The Judicial Board is comprised of the Dean of Student Affairs, who acts as Chair and votes only to break ties, four professional or faculty members appointed by the President, and two designated Student Government Representatives. All appointed members of the Judicial Board will serve for one academic year and may be reappointed.

The Judicial Board for the 2023/2024 year includes:

- Dr. Camm Lounsbury (Chair)
- Dr. Stephen Scherrer
- Maria Kendall
- Dr. Javaid Syed
- SGA Representative #1
- SGA Representative #2
- Wesley McGee (Alternate)
- Stephanie Roberts (Alternate)

**Advocates-** Individuals bringing forward allegations (“Complainants”), and individuals responding to allegations (“Respondents”) who participate in a Title IX investigation process, have the right to have one individual of their choosing serve as their advocate throughout the investigation

process. The right to an advocate is extended so that the Complainant or Respondent can identify someone that they want to assist them with navigating and understanding the investigation process, including providing support during each portion of the investigation process and any meeting or interview that is associated with the investigation process. It is recommended that an advocate not be someone who is a witness in the same matter.

The advocates for the 2023/2024 school year include:

- Terra Creak
- Noel Shaver
- Jim Rogers
- Bridgette Barker
- Hope Gaines

**President of the University-** If either the complainant or respondent appeal the decision of the judicial board, the President will have the opportunity to hear the appeal and either overturn the decision(s), modify the decision(s), or uphold the decision(s).

## **Title IX Training Information**

In an effort to provide updated information regarding the recent Title IX changes, Salem University has developed a training for all Title IX Personnel. The Training topics include:

- Policies and Procedures
- Process for Title IX incidents
- Implicit and Unconscious Bias

The annual training session will be provided virtually to all Title IX personnel and documentation of the completion of training will be kept by the Title IX coordinator. Title IX Personnel will include:

- Title IX Coordinator
- Director of Campus Safety and Security
- Dean of Student Affairs
- Judicial Board
- Advocates

The materials used for the training can be found at <https://www.salemu.edu/student-life/campus-safety/>

## **Filing a Sex Discrimination/Harassment Complaint with the University**

Salem University encourages all individuals to report incidents of unlawful sex discrimination, sex harassment, or retaliation to the appropriate individuals via the following reporting options.

Reports can be filed by:

- Any currently enrolled student or candidate for admission, current employee, candidate for employment, or third party to the University who believes they experienced discrimination, harassment or retaliation in a program or activity sponsored by the university
- Any currently enrolled student or candidate for admission, current employee, candidate for employment, or third party to the University who has information that discrimination, harassment or retaliation may have been committed by a student, employee, third party or a participant in a University sponsored program or activity.

Below is a list of offices where complaints can be filed:

### **Title IX Coordinator**

Hilary Leon JD, Faculty Member

Phone: (304) 629-9903

Email: [Hilary.Leon@faculty.salemu.edu](mailto:Hilary.Leon@faculty.salemu.edu)

Address: 223 W. Main St. Salem WV, 26426

### **Director of Campus Safety and Security**

Mr. Joseph Shaver, Director of Campus Safety and Security  
Phone: (304)-326-1481  
Email: [JShaver@salem.edu](mailto:JShaver@salem.edu)  
Address: 223 W. Main St. Salem WV, 26426

### **Campus Operations**

Dr. Camm Lounsbury  
Phone: (304)-326-1482  
Email: [CLounsbury@salem.edu](mailto:CLounsbury@salem.edu)  
Address: 223 W. Main St. Salem WV, 26426

### **Human Resources Liaison**

Virginia Verble (HR responsible party in Indianapolis, IN)  
Phone: (317) 805-1783  
Email: [vverble@salem.edu](mailto:vverble@salem.edu)  
Address: 8500 Keystone Crossing, Suite 310 Indianapolis, IN 46240

Stephanie Roberts (HR responsible party in Salem, WV)  
Phone: (304) 326-1310  
Email: [stephanie.roberts@salem.edu](mailto:stephanie.roberts@salem.edu)  
223 W. Main Street, Salem, WV 26426

### **Complaints may be filed via any of the following ways:**

- Request an Incident Report be filed with Campus Security.
- Send an email to the Title IX Coordinator, Director of Campus Safety and Security, Human Resources Liaison, or the Dean of Student Affairs.
- Send letter via mail to Title IX Coordinator, Director of Campus Safety and Security, Human Resources Liaison, or the Dean of Student Affairs.
- Meet in-person with Title IX Coordinator, Director of Campus Safety and Security, Human Resources Liaison, or the Dean of Student Affairs.
- Submit a complaint to: [Complaints@salem.edu](mailto:Complaints@salem.edu)

## **SEXUAL ASSAULT; DOMESTIC VIOLENCE; DATING VIOLENCE; AND STALKING**

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### **REPORTING PROCEDURES**

A student who has been sexually assaulted has several options for reporting the incident and receiving information and support:

### **REPORT THE ASSAULT ON CAMPUS.**

A complaint can be made to any Campus Security Officer, Resident Assistant, a Residence Hall Director, or the Student Life Office. Campus Security Officers can be reached at any time by calling (304) 326-1302.

If you have been assaulted by a member of the University community or on campus by a non-community member, you may file a complaint by contacting one of the following people directly:

- Campus Security may be contacted at any time by calling extension 302 or 546 or 481
- Residence Life Staff: Resident Director or Resident Assistants.
- Off-campus emergency services can be reached calling **911**.

These resource personnel can inform you of your options and provide assistance in pursuing them. You may contact them in person or by telephone. You should be aware that University personnel may likely be required to inform the police of any sexual assaults of which they become aware.

### **REPORT THE ASSAULT TO THE POLICE.**

Regardless of where you have been assaulted or by whom, you may call the City of Salem Police Department at **911** or (304)782-1313. Or call Campus Security at (304)326-1302 or (304)326-1546, Student Life at (304)326-1243, or Hope Inc. (a 24-hour hotline) at (304)-367-1100 to help you file a police report. Filing a report is not the same as pressing charges and does not obligate you to press charges. However, if sufficient evidence exists, the Prosecutor's Office could decide to press charges and may require you to testify. The following provides information regarding your options within the criminal justice system:

#### **File a report.**

A uniformed, on-duty police officer will take your report. He or she probably will ask a number of questions regarding the incident to be certain that he or she has all the information needed.

#### **Press charges.**

There is no requirement that you press charges. If sufficient evidence exists, the Prosecutor's Office may decide to press charges and may require you to testify. If you press charges, you likely will be interviewed by the police again, perhaps by a detective.

After the authorities have gathered statements and evidence, they will turn them over to the Prosecuting Attorney of Harrison County. Based on a review of these materials, the Prosecutor will decide if the evidence is sufficient to warrant a preliminary hearing.

If there is a preliminary hearing, the Grand Jury will hear evidence from you and the accused and decide whether or not to send the case to trial.

If the case goes to trial, the accused may choose a hearing with a judge only or with a jury.

Choosing not to press charges immediately following an assault does not mean that you may not press charges later. However, you should be aware that your decision to delay making a report or pressing charges could make it harder for the prosecution.

The Director of Campus Safety and Security will assist you throughout this process if you chose.

### **CONFIDENTIALITY**

Confidentiality will be kept as much as possible although it may hinder the investigation process. Confidentiality may be withdrawn to prevent future incidents and/or to eliminate a threat to the community. The university is required to report sexual assaults, domestic/dating violence, and stalking allegations in the Annual Security Report and to the Department of Education. All personally identifying information is not included on in any public record keeping.

Personally identifying information is defined in Section 40002(a) of the Violence Against Women Act of 1994 as individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault or stalking, regardless of whether the information is encoded, encrypted, hashed or otherwise protected, including: a first and last name; a home or other physical address; contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number); a social security number, driver's license number, passport number or student identification number; and any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

### **PRESERVATION OF EVIDENCE**

The preservation of evidence will help in proving that a criminal offense did occur and may assist in obtaining a protective order. Reporting the incident immediately is a good way to help with this process. Campus Security and Residence Life staff will assist you.

Depending on what occurred during the incident, the DNA of your offender might be obtained from a variety of sources, from body hair, saliva, bite marks, semen or vaginal discharge, debris under your fingernails, etc.

To preserve evidence, it is best to go to the hospital in the clothing you were wearing at the time of the assault and refrain from bathing, brushing your teeth, washing your hands, and urinating/defecating. Educational resources are available to learn what steps you can take to preserve evidence.

### **GO TO A HOSPITAL.**

Victims of sexual assault, domestic/dating violence are encouraged to seek medical treatment and a forensic exam. The forensic exam can provide evidence that may be crucial, should you decide to prosecute or seek a protective order. Forensic nurses as well as most law enforcement officers are specially trained in collecting evidence. Being treated at the hospital does not mean you have to press charges.

### **SEEK COUNSELING.**

Sexual assault, domestic/dating violence, and stalking situations are traumatic and can take a toll on your mental health. A trained counselor can assist you during this time of need, advise you of

your options and provide you with support in pursuing them. For referral to a counselor, contact Campus Security or Residence Life.

### **LOCAL RESOURCES FOR MEDICAL TREATMENT, FORENSIC EXAMS, MENTAL HEALTH, AND LEGAL SERVICES**

The university does not currently offer on-campus medical or mental health services. The following resources are available to anyone seeking assistance:

#### **United Hospital Center (UHC)**

UHC is the closest full service hospital in the area. The hospital is located in Bridgeport WV and is capable of handling emergencies 24/7.

Emergency Department Contact- (681) 342-1100

#### **Ruby Memorial Hospital**

Ruby Memorial Hospital is a full service hospital that is located in Morgantown WV.

General Information Contact- 304-598-4000

#### **Hope Inc.**

HOPE, Inc. is a private non-profit agency which offers shelter and confidential supportive services to victims of sexual assault or domestic violence and their families. Offers assistance with legal issues as well.

24 hour Hotline- 304-367-1100

#### **The West Virginia Foundation for Rape Information and Services (WVFRIS)**

(WVFRIS) is West Virginia's state sexual assault coalition. It is comprised of the states 9 crisis centers and offers excellent resources.

Link to WVFRIS website- <http://fris.org/home.htm>

#### **Empathia**

Empathia is a web-based service that offers a wide variety of services including counselling, legal assistance, visa and immigration assistance, and financial planning. See the Dean of Student Affairs for more information on this program.

### **Investigation Procedures**

Once a complaint is filed with the Title IX Coordinator, all related information will be shared with the Investigator. The Investigator will review the information and commence a thorough investigation of the alleged incident.

The Title IX Investigator or designee will investigate the incident by:

- Interviewing the Complainant (the person making the initial report)
- Interviewing the alleged Victim (if different from the Complainant)
- Interviewing the alleged Perpetrator(s) who is(are) accused of the violation

- Interviewing any or all eyewitnesses
- Collecting signed statements, photographs, artifacts, etc. from all parties.

If it appears that a violation of law may have occurred, the victim will be advised that the university's procedure for processing violations of the Student Code of Conduct does not limit, encumber, or reduce the legal remedies that may be available to the victim.

The Title IX Investigator will assemble the incident report, interview notes, signed statements and may add other items to the report, as needed. Final copies of the report and any supporting evidence, statements, notes, or other items will be made available to both complainant and respondent prior to any judicial proceedings.

## **Resolution of Complaints**

### **Student Judicial Proceedings**

The Judicial Board is comprised of the Dean of Student Affairs, who acts as Chair and votes only to break ties, four professional or faculty members appointed by the President, and two designated Student Government Representatives. All appointed members of the Judicial Board will serve for one academic year and may be reappointed.

An advocate will be assigned to **both parties** to assist them in understanding and preparing for the hearing. Questions of procedures and what to expect will be explained. Either party involved may choose their own advocate if they wish to do so.

The complainant will be advised of the date, time, and location of the hearing. The complainant may attend the hearing to make his or her statement in person. The complainant also may submit a written statement or ask the assigned advocate to speak for them.

Both Complainant and Respondent will be given 24-hours' notice to appear unless there is an emergency or other extenuating circumstance. This notice will include a written description of the allegations, copies of the investigation file, information regarding the process, student rights, and advocate assignments.

Upon completion of the investigation, the Board will review the documentation and hear testimony. Each party involved will be given the opportunity to relay their account to the Board, submit evidence, and cross examine testimony via their advocate. Neither party will be permitted to directly question one another and will only communicate through their assigned advocates.

The Judicial Board will decide "Responsible" or "Not Responsible" using the "Preponderance of Evidence" as the burden of proof. If the Board finds the alleged perpetrator is "Not Responsible," the incident will be dismissed. The decision will be placed in the judicial files.

If the Judicial Board decides the alleged perpetrator is "Responsible," the Board will then determine sanctions. Sanctions include, but are not limited to: penalties listed in the Student Code of Conduct, monetary fines, remuneration or compensation to the victim, community service, behavioral contracts, and/or University No-Contact Orders. The decision will be placed in the judicial files and conveyed in writing to the affected parties simultaneously.

### **Appeals of Judicial Board Decisions**

Either party that disputes a decision by the Judicial Board may appeal the decision to the President or designee. The President or designee may choose whether to hear an appeal or not. The grounds for appeal include:

- Sanction is too severe given the level of severity of the violation.
- Complaint, witness statements, or other evidence presented is false or misleading.
- Finding of responsibility is not based on the facts presented.
- Procedures were not followed.

The President may discuss the incident with any or all of the affected parties, including Hearing and Judicial Board members, to make an informed decision to:

Confirm the decision of the Judicial Board.

- Increase or decrease the duration or severity of the sanction.
- Dismiss the case.

The President's decision is final. The written decision will be placed in judicial files and conveyed to the affected parties.

The universities judicial process is built to provide fair and impartial adjudication for incidents that occur within its jurisdiction. This process is separate from any criminal or civil proceedings that may follow. Salem University will cooperate with any external investigation or proceeding in accordance to university policy and State/Federal Law.

### **Resolution of Complaints**

For complaints involving those under the jurisdiction of the Student Code of Conduct (Student vs. Student), the University will follow the procedures for Judicial Proceedings.

For all other complaints:

The Title IX Coordinator and/or designee will convene a committee of appropriate individuals to review the complaint, hear evidence and testimony, and determine the resolution. The committee will be made up of university staff that have been trained on the applicable procedures as well as training designed to eliminate bias. Respondents are automatically presumed to be "not responsible" until it is proven otherwise using the university standard burden of proof. The university standard is a preponderance of evidence as the burden of proof for all major accusations. Individuals that have been found responsible can face disciplinary and corrective action, up to and including dismissal, dependent upon the circumstance.

Any person that wishes to file a complaint that constitutes a criminal act (Sexual Assault, Domestic Violence, Dating Violence, and Stalking) is encouraged to report the incident to law enforcement or Campus Security immediately. Assistance in this process is available by contacting the Title IX Coordinator or the Director of Campus Safety and Security.

### **Amnesty**

Individuals may be hesitant to report conduct which they have experienced or witnessed, to participate in an investigation and/or grievance proceeding, or to speak out because they fear disciplinary action due to their own infractions at the time of the incident. While the university does not condone violating the Student Code of Conduct in any way, we recognize the severity of sexual misconduct and may provide limited amnesty to victims, witnesses and those reporting incidents and/or assisting the victims of sexual offenses, provided that they are acting in good faith.

### **Preventive Measures**

The Security Department and our campus community are dedicated to promoting and maintaining safety awareness and community outreach programs. In addition to patrol services, the Campus Security Department develops and coordinates a variety of activities to meet the safety needs of the entire campus community. Presentations and special workshops on personal safety and related safety topics are provided for all campus members and at student orientation. Informational news articles, flyers, and safety-related brochures are developed and distributed to students and employees describing incidents affecting campus security, as needed. The University encourages students and employees to take responsibility for their own safety by taking proactive steps to reduce the likelihood of crimes on campus or to themselves. Campus security procedures and practices are explained to students during orientation. Residence Life floor meetings, and activities are scheduled during Campus Safety Awareness Month in September. Crime prevention literature is available from the Security Department.

### **Protective Orders, Equal Access, and Other Interim Measures**

The university is obligated to offer reasonable interim measures that are used to protect the safety and well-being of alleged victims of a crime and to provide equal access to all university offered programming, activities, and functions. The Director of Campus Safety and Security, along with the Dean of Student Affairs, will ensure students receive written notification of all their rights and options, regardless of whether a student chooses to report the incident Campus Security or to Law Enforcement Officers. This written notification will describe options for, available assistance in and how to request changes to academic, living, transportation and working situations or other protective measures. The university will make such accommodations or provide such protective measures if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the incident to Campus Security or local law enforcement.

The university does not have the authority to issue or enforce legally mandated protective orders but will assist the victim of sexual assault, domestic violence, dating violence, and/or stalking in applying for and obtaining such an order from the local court system. The university may also issue a "No-Contact Order". This order is enforceable as a violation of the Student Code of Conduct or University Policy. Campus Security Officers will remain vigilant and assist in reporting violations of protective orders. A victim may also request that the alleged respondent's campus privileges be temporarily suspended (temporary suspension) until the investigation and judicial process is complete. This request can be filed with the Director of Campus Safety and

Security and if reasonable, action will be taken promptly. Protective measures and accommodations will remain confidential to the fullest extent possible.

The Director of Campus Safety and Security is responsible for overseeing these measures and that they are applied appropriately to ensure the safety and well-being of the victim.

### **Retaliation**

Retaliation against any individual exercising a legal right, such as filing a complaint in good faith or providing information during an investigation, is also expressly prohibited, will not be tolerated and will result in disciplinary action, regardless of the disposition of the underlying complaint. Complaints of retaliation can be made in the same manner as above.

### **Virtual Hearings**

Title IX hearings now may be heard virtually. Either the complainant or respondents may request a virtual hearing. The advocate can walk them through the advantages to remote hearings, which may include:

Remote hearings ensure complete physical separation of the parties. This means the parties no longer need to request this approach and the school no longer has to scramble to accommodate it. The fact that students are physically distanced from each other can help reduce some of the tension and stress that comes with Title IX hearings.

The technology can be a help rather than a hindrance. Hearing Officers can keep individuals muted, and/or keep their video feeds off when they are not providing testimony. This allows the parties to have physical reactions – sighs, eye-rolls, and head shakes – without distracting the person providing testimony. If an advocate chooses not to follow admonitions to remain silent, the Judicial Board Chairperson can simply mute their microphone, allowing the advisor to hear all testimony without disrupting others.

Many students feel more comfortable and safe conducting hearings from the location of their choice. They no longer need to worry about where they might be housed for a campus live hearing, or if the location will cause them discomfort or anxiety.

The process will be very similar to the in person hearing, the hearing will simply occur virtually. Each participant will receive a virtual link for the scheduled time of the meeting. The hearing board will be in one room together to hear the incident. If any party needs a webcam or microphone, one will be provided by the Salem University IT department.

The chair of the hearing board will ensure everyone has a chance to speak and respond. Questions can be posed by the complainant, respondent, or members of the committee. Once the committee has heard from all of the relevant parties, the committee will close the collaborate meeting. The meeting will be recorded by the judicial board chairperson. After all decisions have been made, the judicial board chairperson will communicate with the complainant and respondent, individually.

## **VICTIM'S RIGHTS**

### **RIGHTS OF THE COMPLAINANT**

In our efforts to encourage reporting and ensure fairness in the campus judicial process, Salem University will take all reasonable measures to ensure that any person making a report of sexual assault will be given the following considerations:

- Upon reporting an incident of sexual assault, stalking, domestic/dating violence the victim will receive a written explanation of rights and options.
- Immediate and comprehensive information on all procedural aspects of the process.
- Be accompanied by a person or persons of his or her choice throughout the reporting and campus discipline processes.
- Prompt, fair, and impartial investigation of complaints.
- To be informed, in writing, of counseling and other support services that are available.
- Privacy and confidentiality wherever possible.
- Freedom from pressure to report or not to report an assault to the police.
- Requests for information will be answered in a way that protects privacy interests to the extent possible under the law.
- To the extent possible, be shielded from the presence or actions of the alleged assailant while on campus.
- The right to participate in campus judicial proceedings in accordance with university's policies and procedures.
- Have their past sexual or relationship history excluded from the campus discipline process to the extent possible under the law.
- The opportunity to describe the impact of the event and recommend an appropriate penalty if the accused is found responsible. (The complainant may do this by means of a taped statement, to be presented to the disciplinary body.)
- Learn the outcome of campus discipline proceedings in a timely fashion by simultaneous written notification sent to complainant and accused.
- The opportunity to appeal any decision made in campus discipline hearings as provided by the applicable policies and procedures.
- The option to change academic and living situations or other preventative measures after an alleged sexual assault incident, if so requested, and if such changes are reasonably necessary.

## **RIGHTS OF THE ACCUSED**

If you have been accused of sexual assault, contact the Security Office on the third floor of the RCC Building (or call extension 481) for referral information. In the pursuit of fairness to all parties involved in a complaint of sexual assault, the University will take all reasonable measures to ensure that any person so accused will be given the following considerations:

- Prompt notification that a complaint has been filed against him or her.
- The right to be accompanied by a person or persons of his or her choice throughout the campus judicial process.
- Prompt and thorough investigation of complaints.
- Privacy and confidentiality wherever possible.
- Requests for information will be answered in a way that protects privacy interests to the extent possible under the law.
- Learn the outcome of campus discipline proceedings in a timely fashion by simultaneous written notification sent to complainant and accused.
- The right to appeal any decision made in campus disciplinary hearings. All University procedures will be followed.

These rights will be presented, in writing, to both parties during the initial stages of the investigation.

## DISCIPLINARY PROCEEDINGS AND POSSIBLE SANCTIONS

Reports of sexual assaults, domestic violence, dating violence, and stalking are taken seriously by the university. Investigations and judicial proceedings are conducted in a prompt, fair, and impartial manner. Any student who is charged with rape, acquaintance rape, or other sex offense, forcible or non-forcible, may be subject to disciplinary action by the University in accordance with campus disciplinary procedures. Violations of this nature are considered especially heinous and are handled by the university's Judicial Board.

The Judicial Board comprises the Provost, who acts as Chair and votes only to break ties, two professional or faculty members appointed by the President, a professional or faculty member appointed by the Executive Vice President, and a designated Student Government Representative. All appointed members of the Judicial Board will serve for one academic year and may be reappointed.

The University's campus disciplinary procedures are separate and apart from criminal proceedings. Each process may impose sanctions independently. A student may be subject to suspension during the pendency of the investigation and disciplinary proceedings as deemed necessary and appropriate by the University. An advocate will be assigned to **both parties** to assist them in understanding and preparing for the hearing. Questions of procedures and what to expect will be explained.

The alleged perpetrator will be given 24-hours' notice to appear, unless there is an emergency or other extenuating circumstance. The hearing may be held in absentia if the alleged perpetrator(s) fail to appear.

The complainant will be advised of the date, time, and location of the hearing. The complainant may attend the hearing to make his or her statement in person and may bring a support person with them if they so choose. The complainant may also submit a written statement. All efforts will be made to protect confidentiality and the safety and well-being of the victim.

Salem University uses a burden of proof called 'preponderance of evidence'. Preponderance of evidence means that evidence of an incident shows that the perpetrator 'more than likely' committed the offense. The Judicial Board will review the documented evidence and may wish to hear testimony.

The Judicial Board will decide "Responsible" or "Not Responsible" and may assign sanctions. An individual found responsible for sexual assault may be subject to disciplinary sanctions including, but not limited to, loss of residence hall privileges, probation, suspension, expulsion, or dismissal. If the Board finds the alleged perpetrator is "Not Responsible," the incident will be dismissed. The decision will be placed in the judicial files.

The Chairperson of the Judicial Board, the Title IX coordinator, and the Director of Campus Safety and Security will receive training on an annual basis on how to officiate including investigation techniques and how to remain fair and impartial during the hearing. An organization or individual found to have aided or abetted a sexual assault may face the same sanctions. Non-students may be banned from campus. A person found responsible for bringing a false

accusation of sexual assault against another member of the campus community may be subject to disciplinary action including, but not limited to, loss of residence hall privileges, probation, suspension, expulsion, or dismissal.

## **DISCLOSURE OF RESULTS OF DISCIPLINARY PROCEEDINGS**

Consistent with the Student Code of Conduct and related documents regarding the handling of violations of same, the decisions reached by judicial boards related to an alleged crime will be conveyed in writing to the alleged perpetrator and to the victim or next of kin if the victim is deceased. If it appears that a violation of law may have occurred, the victim will be advised that the University's procedure for processing violations of the Student Code of Conduct does not limit, encumber, or reduce the legal remedies that may be available to the victim under the law. The results of any disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking require simultaneous notification, in writing, to both the accuser and the accused.

## **RETALIATION**

Retaliation against any individual exercising a legal right, such as filing a complaint in good faith or providing information during an investigation, is also expressly prohibited, will not be tolerated and will result in disciplinary action, regardless of the disposition of the underlying complaint.

## **REGISTERED SEX OFFENDER INFORMATION**

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The State of West Virginia requires sex offenders to register with the State Police. The State makes this information available to law enforcement agencies. This information is available to the public at the following website:

<https://apps.wv.gov/StatePolice/SexOffender/Disclaimer?continueToUrl=http%3A%2F%2Fapps.wv.gov%2FStatePolice%2FSexOffender>

## **STUDENT CODE OF CONDUCT**

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The University publishes a Student Code of Conduct that is distributed to all students who live or attend classes on campus. It explains the rights and responsibilities of students to help maintain a safe and secure community. Students are advised to study and to abide by this code of conduct.

Violations are handled by an internal disciplinary process that is separate and apart from any criminal proceedings that may arise. The University's disciplinary process and criminal proceedings may impose sanctions independently and without collaboration or consultation. A student may be subject to suspension during the pendency of the investigation and disciplinary proceedings as deemed necessary and appropriate by the University. An individual found responsible for a violation of the student code of conduct may be subject to disciplinary

sanctions including, but not limited to, fines, loss of residence hall privileges, probation, suspension, expulsion, or dismissal. An organization or individual, whether a student or not, that is found to have aided or abetted a violation may face the same sanctions as well as being banned from campus. A student found responsible for bringing a false accusation against a member of the campus community may be subject to the same disciplinary sanctions.

## **DRUG, ALCOHOL, AND SUBSTANCE ABUSE**

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In keeping with the mission of Salem and the requirements of state and federal laws, the university has adopted the following policy to ensure a drug-free campus and workplace, to prevent the use of controlled substances, and to prevent the abuse of alcohol. The use of illegal drugs and the abuse of alcohol on the SU campus or in facilities controlled by SU are prohibited.

### **CAMPUS DRUG POLICY**

The university complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

- The possession, use, manufacture, or distribution of any illegal drug is prohibited on property owned or controlled by the university.
- Reporting for work, attendance by a student at any class, or attendance by either a student or employee at any activity of the university under the influence of any controlled substance is prohibited.

Violation of any of the prohibitions may result in immediate dismissal and/or criminal charges according to state and federal law.

### **ENFORCING THE CAMPUS DRUG POLICY**

The Salem University Campus Safety and Security Department is not a police force and has no arrest authority. Campus Security Officers, Residence Life staff, and other campus security authorities are authorized to contact local law enforcement to report violations of law. Campus Security Officers, Residence Life staff, and other campus security authorities can also refer violations of Federal and State Law and university policy to the appropriate administrators for potential disciplinary action.

### **ALCOHOL POLICY**

Salem encourages safe, responsible behavior toward alcohol. All students are personally responsible for their behavior, and all students should, consider themselves responsible for the safety of themselves and all fellow students.

The following policies are in place to support healthy decisions and encourage responsible behavior:

- The possession, use, consumption, manufacture, sale, or distribution of alcohol by anyone under the age of 21 is strictly prohibited and could result in both criminal

charges in accordance to WV State Law and university judicial proceedings in accordance with the student code of conduct.

- Large containers of alcohol such as Kegs, Beer Balls, and punch mixes are not permitted on campus.
  - The possession of any apparatus, including but not limited to beer pong tables and beer funnels, used to facilitate 1) the rapid consumption of alcohol or 2) drinking games is prohibited on campus.
  - The possession, use, consumption, manufacture, sale, or distribution of alcohol at any university athletic event, on or off campus – including parking areas is prohibited.
  - “Hard alcohol” of any type and quantity is banned from all campus property. The term “hard alcohol” applies to all alcohol and alcohol-containing beverages except beer, wine coolers and pre-made alcoholic drinks not made from distilled spirits; the alcohol content of beverages not considered hard alcohol must be below 22 proof or 11% alcohol by volume.
  - In the residence halls, students and their invited guests who are twenty-one (21) years of age or older shall be allowed to possess and consume beer, wine coolers and pre-made alcoholic drinks not made from distilled spirits, only in their individual residence hall rooms.
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- If alcohol is being served or consumed, then the door to the resident’s room or suite must be closed at all times. It is the resident’s responsibility to ensure that no one under the age of twenty-one (21) consumes alcohol.
  - Any student or guest observed bringing alcohol into a residence hall or in possession of alcohol may be asked by a university official for a government-issued photo identification card to confirm the student or guest is of legal age. If an ID is not or cannot be provided or if the individual is under twenty-one (21) years old, the alcohol will be confiscated; the student(s) will be cited for violation of the Student Code of Conduct; and any guest will be directed to leave the campus immediately or face charges of trespassing.
  - Students may not use alcohol containers (full or empty) as decorating items for their residence hall room. Students under the age of 21 found with empty alcohol containers in their room will be considered in violation of the alcohol policy. Hosts of private gatherings are held responsible for the behavior of their guests and individuals who possess or consume alcohol in the host’s room.

Student events and activities sponsored by the university, by the Student Government Association, or by other recognized student organizations are meant to provide an opportunity for socializing, enjoyment and entertainment without the use of alcohol. All events are to be alcohol-free.

Traditionally, the university has allowed a few social events to be held BYOB. These events typically are the Homecoming Dance and the Spring Fling Dance. The decision to allow BYOB will be made by the university administration and announced in advance of the event. If BYOB is allowed, limitations to the amount of alcohol students may bring to the event and the minimum drinking age will be enforced.

Student organizations may not use organizational funds for the purchase of alcohol at any event on or off campus. The use of alcohol for any rushing or pledging activity is strictly prohibited.

## **ENFORCING THE ALCOHOL POLICY**

The Salem University Campus Safety and Security Department is not a police force and has no arrest authority. Campus Security Officers, Residence Life staff, and other campus security authorities are authorized to contact local law enforcement to report violations of law. Campus Security Officers, Residence Life staff, and other campus security authorities can also refer violations of Federal and State Law and university policy to the appropriate administrators for potential disciplinary action.

## **EFFECTS OF DRUGS AND ALCOHOL**

Although individuals often used drugs and alcohol to achieve a variety of effects on mind and body that are considered temporarily useful or pleasurable, drugs can be highly addictive and injurious. The use of drugs and alcohol can have negative consequences including, but not limited to:

- The risk of sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex while under the influence or by sharing needles to inject drugs.
- Drugs can be the trigger some individuals to become violent.
- Economic and legal problems often follow directly when one tries to support an expensive drug habit by resorting to crime.
- Dependence, illness, loss of job, and loss of family or friends can result from drug or alcohol use and abuse.
- Users often suffer impaired short term memory or comprehension and difficulty learning.
- Side-effects can include anxiety, delusions, and hallucinations, as well as loss of appetite resulting in general damage to the user's health in the long term.
- If an expectant mother uses drugs or alcohols, the unborn child may suffer significant damage including birth defects and long-term disability.
- Users expose themselves to the risk of premature death from overdose.

## **HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL**

### **SHORT-TERM RISKS**

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose
- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea
- Gastritis

### **LONG-TERM RISKS**

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach

- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis
- Pancreatitis
- Birth defects
- In males-testicular atrophy and breast enlargement
- In females – increased risk of breast cancer
- Prolonged, excessive drinking can shorten lifespan by ten to twelve years.

## **HEALTH RISKS ASSOCIATED WITH THE USE OF DRUGS**

### **AMPHETAMINES (SPEED, UPPERS)**

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

### **DELIRIANTS (AEROSOLS, LIGHTER FLUID, PAINT THINNER)**

- Permanent damage to lungs, brain, liver, and bone marrow
- Loss of coordination, confusion, and hallucinations
- Overdose causing convulsions, and death

### **DEPRESSANTS (BARBITURATES, TRANQUILIZERS, METHAQUALONE)**

- Confusion, depression, loss of coordination
- Dependence, physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

### **HALLUCINOGENS (LSD, PCP, DMT, STP, Mescaline)**

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents and injuries)
- Tolerance overdose leading to convulsions, coma, or death
- Possible birth defects in children of LSD users

### **INTRAVENOUS DRUG USE**

- Places one at risk for HIV infection (the virus causing AIDS) among other diseases, when needles are shared

### **MARIJUANA AND HASHISH**

- Chronic bronchitis
- Decreased vital capacity
- Increased risk of lung cancer
- In men, lower levels of testosterone and increase in abnormal sperm count

## **STIMULANTS (COCAINE)**

- Painful nosebleeds and nasal erosion
- Intense “downs” that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

## **NARCOTICS (HEROIN, MORPHINE, CODEINE, OPIUM)**

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, death

## **SYNTHETIC DRUGS (A.K.A. K2, SPICE, BATH SALTS, ETC.)**

- Agitation
- Extreme nervousness
- Nausea and vomiting
- Tachycardia (fast, racing heartbeat)
- Elevated blood pressure
- Tremors and seizures
- Hallucinations
- Extreme paranoia and violent behavior, users harming themselves and others

Synthetic marijuana (often known as “K2” or “Spice”) and bath salts products often are sold in legal retail outlets as “herbal incense” and “plant food,” respectively, and are labeled “not for human consumption” to mask their intended purpose and avoid FDA regulatory oversight of the manufacturing processes. Synthetic marijuana consists of plant material that has been laced with chemicals (synthetic cannabinoids) that users claim mimics  $\Delta^9$ -tetrahydrocannabinol (THC), the primary psychoactive active ingredient in marijuana, and are marketed toward young people as a “legal” high. Bath salts contain manmade chemicals related to amphetamines that often consist of methylenedioxypropylone (MDPV), mephedrone, and methylone, also known as substituted cathinones. Health warnings have been issued by numerous State and local public health authorities and poison control centers describing the adverse health effects associated with the use of synthetic cannabinoids, substituted cathinones, and their related products.

## **APPLICABLE FEDERAL AND STATE LAWS, AND SANCTIONS**

### **FEDERAL LAW**

Federal penalties and sanctions for illegal possession of a controlled substance include the following:

- First Conviction: up to one (1) year in prison, \$1,000–\$100,000 fine, or both.
- Second Conviction: at least fifteen (15) days and up to two (2) years imprisonment, \$5,000–\$250,000 fine, or both.

- After two drug convictions: at least ninety (90) days and up to three (3) years in prison, \$5,000–\$250,000 fine, or both.

Special federal sentencing provisions for possession of crack cocaine include a mandatory prison term of at least five (5) years and up to twenty (20) years, \$250,000 fine, or both. Mandatory sentencing applies for a first conviction if the amount of crack exceeds five (5) grams, for a second conviction if the amount exceeds three (3) grams, and for a third or subsequent conviction if the amount exceeds one (1) gram.

**U.S. Code Title 21 Sub-Section 841a:** No person shall knowingly or intentionally use, possess, or distribute a controlled substance.

**U.S. Code Title 21 Sub-Section 845a:** distribution on, in or near schools. Any person who violates Section 401 (a) (1) by distribution or possessing with intent to distribute a controlled substance in or on, or within one thousand feet of school property, is punishable by a term of imprisonment, or fine, or both of up to twice that authorized by Section 841 for a first offense.

Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including student loans, grant, and contracts and denial or revocation of certain federal licenses and benefits.

## STATE LAWS

Pursuant to Chapter 60A of the Code of West Virginia, West Virginia has adopted the Uniform Controlled Substance Act.

### W.Va Code 60A-4-401

- Restricts manufacture, delivery, or possession with intent to manufacture or deliver, of a controlled substance. Maximum penalties range, depending on class of substance, from one to fifteen years imprisonment and fines of \$5,000–\$25,000.
- Restricts creation, delivery, or possession with intent to deliver, of a counterfeit substance. Maximum penalties range depending on class of substance, from one to fifteen years imprisonment and fines of \$5,000–\$25,000.
- Restricts possession of a controlled substance unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a doctor. Maximum penalties six (6) months imprisonment and fines of \$1,000.
- Restricts creation, distribution, or delivery, or possession with intent to distribute or deliver an imitation controlled substance. Maximum penalties three (3) years imprisonment and fines of \$10,000.

### WV Code 60A-4-403a

- Restricts conducting, financing, supervising, or owning an illegal drug paraphernalia business. "Drug Device" means an object usable for smoking marijuana, for smoking controlled substances such as tetrahydrocannabinols, or for ingesting or inhaling cocaine, and includes, but is not limited to:
  - Metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with or without screens, permanent screens, hashish heads, or punctures metal bowls;
  - Water Pipes;

- iii. Carburetion tubes and devices;
- iv. Smoking and carburetion masks;
- v. Roach clips, meaning objects used to hold burning material, such as marijuana cigarette, that has become too small or too short to be held in the hand;
- vi. Chamber pipes;
- vii. Carburetor pipes;
- viii. Electric pipes;
- ix. Air-driven pipes;
- x. Chillums;
- xi. Bongs;
- xii. Ice pipes or chillers; and
- xiii. Miniature cocaine spoons, and cocaine vials.

Maximum penalties: twelve (12) months imprisonment and \$5,000 fine.

**WV Code 60A-4-406**

Denies parole for two (2) years to persons more than twenty-one (21) years old distributing to persons less than eighteen (18) years old.

**WV Code 60A-40**

Doubles penalties for second and subsequent offenses of Uniform Controlled Substances Act.

**WV Code 60A-4-409**

Restricts transportation into West Virginia of controlled substances. Maximum penalties range, depending on class substance, from one (1) to fifteen (15) years imprisonment and fines of \$5,000–\$25,000.

**STATE ALCOHOL LAWS**

**WV Code 60-3A-24**

- A. Restricts possession, purchase, or consumption of liquor by persons less than 21. Maximum penalties: seventy-two (72) hours imprisonment and fines of \$50.
- B. Criminalizes procurement or attempts to procure liquor through false pretenses by person less than 21. Maximum penalties: seventy-two (72) hours imprisonment and fines of \$50.
- C. Criminalizes distribution of liquor to any person under 21 not-related to distributor by blood or marriage. Maximum penalties ten (10) days imprisonment and fines of \$100.
- D. Criminalized consumption of liquor on premises of retail outlet. Maximum penalties: ten (10) days imprisonment and fines of \$100.

**WV Code 60-8-20**

- A. Restricts possession, purchase, or consumption of wine by person less than 21. Maximum penalties: seventy-two (72) hours imprisonment and fines of \$50.
- B. Criminalizes procurement or attempts to procure wine through false pretenses by persons less than 21. Maximum penalties: seventy-two (72) hours imprisonment and fines of \$50.
- C. Criminalizes distribution of wine to any person under 21 not-related to distributor by blood or marriage. Maximum penalties: ten (10) days imprisonment and fines of \$100.

**WV Code 11-16-19**

- A. Restricts possession, purchase, or consumption of beer by persons less than 21. Maximum penalties: seventy-two (72) hours imprisonment and fines of \$50.
- B. Criminalizes procurement or attempts to procure beer through false pretenses by person less than 21. Maximum penalties: seventy-two (72) hours imprisonment and fines of \$50.
- C. Criminalized distribution of beer to any person under 21 not-related to distributor by blood or marriage. Maximum penalties: ten (10) days imprisonment and fines of \$100.
- D. Restricts transport into West Virginia of more than 6.75 gallons of beer and limits any transportation of beer to personal use only.

**WV Code 60-6-9**

Restricts public intoxication, public consumption, and consumption in a motor vehicle in operation. Maximum penalties: sixty (60) days imprisonment and fines of \$100.

**WV Code 17C-5-2**

Criminalizes operation of vehicle under influence or with alcohol blood level above .08%. Maximum penalties depend on whether other offenses occur in conjunction with the driving under the influence (DUI): range from six (6) months to ten (10) years imprisonment and fines of \$500-\$3,000.

For additional information regarding federal and state laws please contact the Director of Campus Safety and Security or the Dean of Student Life

**DRUGS, ALCOHOL AND THE STUDENT CODE OF CONDUCT****VIOLATING THE CAMPUS DRUG POLICY**

Salem's Student Code of Conduct states that violating the Campus Drug Policy is a Level 3 violation. Upon being found responsible for violating this policy, students can face a multitude of sanctions including fines, work projects or community service, suspension, expulsion, and dismissal. See the Student Code of Conduct and the Processing Violations of the Student Code of Conduct section of the Student Handbook for more information.

## **VIOLATING THE CAMPUS ALCOHOL POLICY**

Salem's Student Code of Conduct states that violating the Campus Alcohol Policy is a Level 2 violation. Upon being found responsible for violating this policy, students can face a multitude of sanctions including fines, work projects or community service, suspension, or other offense specific sanctions. See the Student Code of Conduct and the Processing Violations of the Student Code of Conduct section of the Student Handbook for more information.

## **PREVENTING DRUG AND ALCOHOL ABUSE**

Preventing drug and alcohol abuse is a difficult task. A personal resolve to never begin using drugs is effective for some individuals. While "Just Say No" or simply being fearful of addiction and the associated problems are enough for some people, many factors are associated with an individual's risk for drug abuse, and protective factors can reduce this risk.

Drug and alcohol abuse can be prevented when protective factors are integrated into an individual's life. Being involved in extracurricular activities such as exercise, shopping, playing sports or music, or volunteering in community services organizations can provide a healthy direction for an individual's attention. Education is an effective defense by understanding the health risks. Knowledge of personal effects and legal consequences can reduce temptation.

The key to success is a matter of understanding your strengths and weakness. An individual who possesses a strong self-esteem, who had parental involvement with clean, consistent enforcement of limitations likely will have a strong balance of risk and protective factors. Surround yourself with a positive, like-minded circle of friends. Find activities that you enjoy and help you relax. Discover new interests, develop your talents, and learn positive coping mechanisms. These strategies will assist you in remaining drug- and alcohol-free.

## **DRUG AND ALCOHOL COUNSELING/ASSISTANCE PROGRAMS FOR STUDENTS AND FACULTY/STAFF**

- Have you ever used drugs or alcohol:
  - Before school?
  - To relieve stress?
  - To release anger?
  - To establish friendships?
  - By yourself?
- Have you lied to family or friends about drug and alcohol use?
- Have your grades at school dropped?
- Have you "blacked out" as a result of drinking or drug use?
- Has your life been taken over by alcohol or substance use?

If you have answered "Yes" to any of these questions, you should be aware that you may have a drug or alcohol problem. If you or someone you know needs help with drug or alcohol abuse, you are encouraged to seek help.

The following are drug/alcohol counseling, treatment, and rehabilitation facilities available in our area where you can seek advice and treatment.

**Clarksburg Treatment  
Center**

**United Summit Center**

**Valley Healthcare  
System**

706 Oakmound Road  
Clarksburg, WV 26301  
(877) 637-6237

6 Hospital Plaza  
Clarksburg, WV 26301  
(304) 623-5661

448 Leonard Ave.  
Fairmont, WV 26554  
(304) 366-7174

Students are also eligible for a program called EMPATHIA that offers a wide variety of services including counselling, legal assistance, and financial planning. See the Dean of Student Affairs for more information on this program.

**Disclaimer:** The above list is not exhaustive. It is meant to help identify some convenient agencies. SU cannot accept liability for any services, treatment, or counseling provided by these agencies or their employees for any acts of misfeasance, nonfeasance, or malfeasance. The student and his/her parents or guardians should conduct their own reviews of these facilities before accepting services.

## **FIRE SAFETY REPORT**

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The University endeavors to provide a safe environment for students, faculty, staff, and visitors. The objective of the campus fire safety program is to identify potentially hazardous conditions and to take appropriate action before a fire emergency occurs. This goal is met by:

- Conducting periodic review and revision of fire prevention policies;
- Conducting periodic fire drills in the residence halls;
- Conducting periodic health and safety inspections in the residence halls;
- Promoting fire safety awareness for students and employees;
- Inspecting, testing, and maintaining fire protection systems;
- Performing plan review, code consultation, and acceptance testing on construction, capital improvement, and renovation projects; and
- Mitigating fire hazards by utilizing the information provided by regularly scheduled fire safety inspections performed by the State or other fire safety authorities.

Salem will continue to provide a safe environment by making improvements to the Emergency Notification System to assist with quicker response and evacuation times.

### **FIRE ALARM SYSTEMS IN THE RESIDENCE HALLS**

The University houses students in two residence halls. Each hall has fire alarms, fire extinguishers, and fire hoses located on each floor. Smoke detectors are located in hallways, stairwells, and student rooms. Fire alarm pull switches, audible horns, and strobe lights are located on each floor. Each floor has fire emergency exits on each end that lead to exterior stairways and are connected to a fire annunciator panel on the first floor. Fire emergency exits on the first floor are connected to an audible warning system.

### **PROCEDURES AND REGULATIONS**

In the event of a fire, students are instructed to leave the building using the stairways only: Elevators should never be used. To ensure students know what to do, security and residence life staff conduct fire drills as well as health and safety inspections monthly. These may be announced or unannounced.

Tampering with fire alarms, fire extinguishers, fire hoses, and smoke detectors is prohibited and may be punished with fines and probation, suspension, expulsion, dismissal, or being banned from campus. Causing a false alarm is similarly punishable.

When students are assigned rooms, they are advised of the allowable electrical appliances. Any device with an open heating element is prohibited. Smoking and open flames, including candles, incense burners, and incense, are prohibited. All devices rated at more than 800 watts must be connected directly to a wall outlet or into an appropriately rated surge protector or power strip with integral circuit breaker. Students may not use lightweight extension cords or multiple-outlet plugs that lack surge protection. Open heating elements and electrical appliances that may pose

a fire hazard are prohibited, including hot plates and electric or contact grills. Combustion engines, acids, automotive batteries, gasoline, diesel fuel, kerosene, and other flammable liquids are prohibited.

If a fire were to occur that poses a threat, notification procedures will be activated for the building and surrounding areas, as necessary. Students and employees are instructed to remain outside the affected building until given an "All Clear" notice by an authorized first responder.

## **FIRE SAFETY EDUCATION AND TRAINING**

Faculty and Staff will receive fire safety training on an annual basis and be required to participate in all fire drills. Fire safety training will be provided by the Director of Campus Safety and Security and/or designee.

Each student that resides in the residence halls will be required to attend a safety meeting twice a year. Safety meetings will be conducted by the Director of Campus Safety and Security, Campus Security Officers, the Resident Director, and Resident Assistants. The students will learn the appropriate procedures for evacuating the buildings and what they can do to stay safe.

## **REPORTING AND FIRE LOG**

Salem University is required by law to annually disclose data on all fires that occur in on-campus student housing facilities. Please report fires that have already been extinguished, to the Director of Campus Safety and Security at (304) 326-1481. Please provide as much information as possible about the location, time, date, and cause.

The Campus Security Department, maintains daily fire logs that contain a chronological report of all incidents of fire for each on-campus student housing facility, and includes the following information:

- The nature of the fire.
- The date the fire occurred.
- The time of day the fire occurred.
- The general location of the fire.

The public may review the fire log in the office of the Director of Campus Safety and Security located in the Randolph Campus Center

Campus Fire Statistics			
	2020	2021	2022
Number of Fires	0	0	0
Fire Related Injuries	0	0	0
Number of Deaths	0	0	0
Value of Property Damage	0	0	0

On Campus Housing Fire Statistics			
	2019	2020	2021
Montgomery Hall	0	0	0
Hoffhiemer Hall	0	0	0

## ARSON

There were no arson incidents in calendar year 2022, which is the required reporting period.

## EMERGENCY PHONE NUMBERS

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**In an Emergency: Call 911**  
 Some Campus Phones, you must dial 9-911  
**Poison Control Center: 1-800-222-1222**  
**Emergency Alert System Radio: WFBY-FM 106.5**

### Campus Security

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Director of Campus Safety and Security	304-326-1481	*
Security Officer on Duty (radio link)	304-326-1302	
Security Officer on Duty (cell phone)	304-326-1546	

### Law Enforcement

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Domestic Violence Hotline	1-800-799-SAFE	
Federal Bureau of Investigation (FBI), Clarksburg	304-624-6200	*
Harrison County Sheriff's Department	304-623-6655	*
Salem Police Department	304-782-1313	*
U.S. Bureau of Alcohol, Tobacco, and Firearms (ATF)	1-800-800-3855	
U.S. Department of Homeland Security, Immigration & Customs Enforcement	1-866-347-2423	
U.S. Drug Enforcement Administration (DEA), Clarksburg	304-623-3700	*
U.S. Marshals Service, Clarksburg	304-623-0486	*
U.S. Secret Service, Charleston	304-347-5188	*
West Virginia State Police, Bridgeport	304-627-2300	
West Virginia State Police, Statewide	1-800-WVA-WVSP	
West Virginia State Police, Terrorism Notification & Response	1-866-WVWATCH	
West Virginia Division of Natural Resources (Law Enforcement)	304-558-2784	*

### Fire & Rescue

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Harrison County Bureau of Emergency Services	304-623-6559	
Salem Fire Department	304-782-3333	*
West Virginia Arson Hotline	1-800-233-FIRE	
West Virginia Office of the State Fire Marshal, Charleston, WV	304-554-2191	*

### Health

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Harrison-Clarksburg Health Department	304-623-9308	*
National Response Center (Chemical, Oil Spills & Chemical/Biological Terrorism)	1-800-424-8802	
National Suicide Crisis Hotline	1-800-SUICIDE	
National Suicide Prevention Lifeline	1-800-273-TALK	
United Hospital Center, Bridgeport	681-342-1000	
United Summit Center Crisis Hotline, Clarksburg (Mental Health Counseling)	1-800-786-6480	
Veterans Administration Hospital, Clarksburg	304-623-3461	
West Virginia Department of Health & Human Resources	1-877-716-1212	
West Virginia Emergency Spill Notification	1-800-642-3074	

### Other Important Numbers

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Allegheny Power	1-800-255-3443	
Dominion Hope Gas, Emergency Contact	1-800-934-3187	
Harrison County Animal Control Center	304-592-1876	*
Salem City Government	304-782-1318	*
West Virginia Safe Schools Helpline	1-866-723-3982	

### Non-Emergencies

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Harrison County Emergency Communications Center	304-623-6559	
Harrison County Bureau of Emergency Services	304-623-6558	

\* Phone is **not** manned 24 hours.