

# **Mountwest Community & Technical College**

## **Annual Security and Fire Safety Report**

2013-2014

# Annual Security Report



**Mountwest Community & Technical College**  
**Public Safety Department**  
**One Mountwest Way**  
**2205 5<sup>th</sup> Street Road**  
**Huntington, WV 25701**  
**304-710-3463**  
[www.mctc.edu](http://www.mctc.edu)

At Mountwest Community & Technical College (MCTC), our concern for the safety and well-being of our students, faculty and staff is always a top priority. With the support of personnel from other departments, we have many people involved in our goal of maintaining a safe and secure campus. However, please remember 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 security and the security of others. This publication is part of our on-going effort to ensure that this collective endeavor is effective. Please read it carefully and use the information to aid in fostering a safe environment for yourself and all others in the Community & Technical College community.

Norman E. (Buckey) Walters  
Director of Public Safety

## **Public Safety Services**

As previously stated, MCTC believes that public safety is our top priority. Our Public Safety responsibilities encompass a variety of related services to the MCTC community consisting of approximately 4,400 students, faculty and staff.

## **The College Public Safety Department**

For the period covering January 1, 2012 to July 31, 2012, MCTC and Marshall University maintained the same geographical facility, engaged the Marshall University Police Department for policing services, and

documented their statistics on the same Security and Fire Safety report. However, on July 31, 2012, MCTC and Marshall University were officially divided and became two separate entities. Immediately after the division, MCTC contracted with the Cabell County Sheriff's Department and a local private security company to provide public safety and security services for our college community. Marshall University maintains the address of 1805 5<sup>th</sup> Avenue, Huntington, West Virginia, while MCTC relocated to a new facility address of 2205 5<sup>th</sup> Street Road, Huntington, West Virginia. Because of this official separation, MCTC began to recruit and subsequently hired a new Director of Public Safety who started employment on September 16, 2012. As of that date, MCTC has been developing and organizing the new Department of Public Safety.

From January 1, 2012 to July 31, 2012, Marshall University Police Department provided law enforcement services to MCTC. Therefore, all statistical information during that period was collected and compiled by Marshall University Police Department. All statistical information for the period of August 1, 2012 to December 31, 2012 was collected and compiled by MCTC Department of Public Safety. The MU on-campus and residential statistics (Jan. 1 thru Jul. 31) were combined with MCTC on-campus statistics (Aug. 1 thru Dec. 31) during the preparation of the MCTC Annual Campus Security and Fire Safety Report. The MU prepared Non-Campus and public property statistics (Jan. 1 thru Dec. 31) were combined with the Cabell County Sheriff's Department statistics (Aug. 1 thru Dec. 31) prepared according to new geographic location of Mountwest CTC.

All MUPD procedures and narratives related to the services provided by Marshall University are disclosed in the MUPD Safety Procedures Appendix.

### **The MCTC Department of Public Safety**

By virtue of West Virginia state law, MCTC Public Safety Officers have the same responsibilities and authority as that of any other law enforcement officers in the State, which includes having the authority to make arrests on property owned, leased, or controlled by Mountwest CTC. Uniformed safety officers consisting of the MCTC Director of Public Safety, a full-time county deputy sheriff and several contracted security guards provide patrol protection to the campus, College-owned facilities and parking lots.

All officers receive training in numerous public safety and law enforcement-related subjects and additional in-service and specialized training in firearms, criminal investigation, legal matters, patrol procedures, etc.

Officers are responsible for a full range of public safety and law enforcement related services, including the investigation of all crime reports, and traffic accidents; responding to medical and fire emergencies; enforcement of state laws; and responding to all other incidents requiring police assistance that occur within our jurisdiction, which includes all University-owned or controlled properties, and/or all properties under the jurisdiction of the Mountwest CTC Board of Governors.

The Mountwest Department of Public Safety maintains a close working relationship with the Huntington Police Department (HPD) and Cabell County Sheriff's Department (CCSD), WV State Police (WVSP). Meetings are held between the leaders of these agencies on both a formal and informal basis.

### **Investigations**

Officers assigned duties in this unit are responsible for the follow-up investigations of all reports involving criminal incidents and major violations of College regulations.

Members of the unit also interact with other area law enforcement agencies in matters of concern related to the safety and welfare of members of the College Community and surrounding area.

Members of the Mountwest CTC community are encouraged to report all emergencies and criminal incidents to the Mountwest Department of Public Safety immediately. In addition, general requests for service and public safety concerns can be reported directly to the Mountwest Department of Public Safety by any person in the College community by dialing extension 3499 from any College phone or 304-710-3499 from any phone. Members of the community should report criminal incidents to the Mountwest Department of Public Safety for the purpose of issuing timely warning notices to the community and for disclosure in the annual crime statistics for the Institution.

Mountwest Department of Public Safety does not have a process for allowing victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. If a crime is reported to a campus security authority the statistic will be provided to the Mountwest Department of Public Safety for inclusion in the crime statistics. Pastoral and professional counselors are exempt from reporting crime statistics to Mountwest Department of Public Safety when acting in their capacity as a counselor and information shared with them will not be included in the annual disclosure of crime statistics.

A Security Guard is available during campus operating hours to answer your calls. In response to a call, Mountwest Department of Public Safety will take the required action, either dispatching an officer or asking the victim to report to the Mountwest Department of Public Safety to file an incident report. All Mountwest Department of Public Safety incident reports are forwarded to the Dean of Student Services for review and referral to Student Judicial Affairs for potential action, as appropriate. Mountwest Department of Public Safety will investigate a report when it is deemed appropriate.

Additional information obtained via the investigation will also be forwarded to the Dean of Student Services. If assistance is required from the Huntington Police Department, the Cabell County Sheriff's Department or Huntington Fire Department, Mountwest Department of Public Safety will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Student Services Counseling Center staff, will offer the victim a wide variety of services.

### **Crime Prevention and Security Awareness Programs**

The Mountwest Department of Public Safety presents crime prevention and security awareness programs to members of the College Community throughout the academic year. The security awareness and crime prevention programs are designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others. The Mountwest Department of Public Safety urges members of the College community to take advantage of these programs.

### **Access to and Maintenance of Campus Facilities**

The Mountwest Physical Plant Department maintains the College's academic/administrative buildings and the grounds with a concern for safety and security of the College community. Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Personnel inspect campus facilities regularly and promptly make repairs affecting safety and security, and respond quickly to reports of potential safety and security hazards, such as damaged doors, broken locks and windows. The Mountwest Department of Public Safety assists them by reporting potential safety and security hazards. Any other member of the College community may also call Physical Plant (710-3498) to report any safety or security hazards.

A Safety Committee consisting of representatives from Mountwest Department of Public Safety, Student Services; including Student Government, Human Resources and Employee Development, Faculty Council, Classified Staff Council and Physical Plant meets periodically to review policies and procedures and address campus safety concerns. Students, administration, faculty and staff representatives also periodically conduct walks of the entire campus to review lighting and other safety-related environmental concerns.

There numerous indoor and outdoor security cameras in place throughout the campus. All are monitored in real-time via a Central Security Station and available for real-time viewing via a web based application. Additionally, all activity is recorded and available for review as needed. Help “phones” are also available in each campus elevator. All units provide the dispatcher with an exact location of the caller and can be activated by pressing a single button.

Most College facilities are open to the public during the day and evening hours when classes are in session. Most facilities have individual hours, and the hours may vary at different times of the year. Access to College buildings are controlled by key access after normal business hours. All College buildings have a security officer assigned to them. Additionally, security officers patrol the buildings on a regular basis. For information about the access protocol see the Access to College Property Administrative Procedure, or contact Mountwest Department of Public Safety at 304-710-3499.

During the time that the College is officially closed, buildings are locked and only faculty, staff and students with proper authorization are admitted.

## **Emergency Response and Evacuation Procedures**

### **Emergency Response**

The University’s Emergency Management Plan includes information about Incident Teams; University operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The University conducts a minimum of one test per calendar which includes a drill and emergency response exercises, such as tabletop or field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the Institution. MU will publish a summary of its emergency response and evacuation procedures in conjunction with at least one test each calendar year.

Mountwest Department of Public Safety personnel have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually Mountwest Department of Public Safety, Cabell County Sheriff’s Department (CCSD), West Virginia State Police (WVSP), and the Green Valley Fire Department (GVFD), and Cabell County Emergency Medical Services (CEMS) Department, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other Mountwest departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for Mountwest are publicized each year as part of the Institution Clery Act compliance efforts, and that information is available on the Mountwest Public Safety website.

### **Notification to the Mountwest Community about an Immediate Threat**

Various offices on campus could be in a position to confirm an emergency situation or incident that poses a threat to the health and safety of members of the Mountwest community, including the Mountwest Department of Public Safety, Student Services, Human Resources and Employee Development, for example. If one of these departments confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Mountwest community, the College Emergency Management Team will collaborate to determine the content of the message. The College Chief Operating Officer is responsible for activating the Mountwest Emergency Alert Notification processes and will use some or all of the features described below to communicate the threat to the College community or to the appropriate segment of the community, if the threat is limited to a particular segment of the population. The Emergency Management Team will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders

(including, but not limited to Mountwest Department of Public Safety, CCSD, WVSP, GVFD, and CCEMS), will compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the College community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the College campus community. These methods of communication include the Mountwest Alert Emergency Notification System utilizing telephone, text web based announcements, and e-mail messages. Information on MCTC Alert Notification procedures is available online at [www.mctc.edu/safety](http://www.mctc.edu/safety).

The College will post updates during a critical incident on the College's main webpage as well as student centered sub webpages. Members of the larger community who are interested in receiving information about emergencies on campus may receive updates in the event of an emergency on campus.

Mountwest community members are encouraged to notify Mountwest Department of Public Safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. Mountwest Department of Public Safety has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, Mountwest Department of Public Safety has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, Federal Law requires that the College notify the campus community or the appropriate segments of the community that may be affected by the situation.

### **Timely Warnings**

Mountwest Community and Technical College will make a "timely warning" to the campus community of crimes considered to be a threat to students and employees that are reported to campus security authorities or to local police agencies.

In an effort to provide timely notice to the College community, and in the event of a serious incident which may pose an on-going threat to members of the College community, a Timely Warning Notice is sent via the MCTC Alert Notification system to all students and employees on campus. Typically, the College will use the email, website and phone system features to distribute a timely warning notice. The notices are generally written by the Chief Operating Officer, or a designee, in consultation with appropriate college administrators, and are distributed to the community by the Chief Operating Officer, or a designee(s). Updates to the College community about any particular case resulting in a Timely Warning Notice may be distributed via blast email, may be posted on the Mountwest web site or may be shared with local media (television and radio).

Timely Warning Notices are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by Mountwest Department of Public Safety. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Mountwest community members and a Timely Warning Notice would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Mountwest Department of Public Safety. The Mountwest Director of Public Safety or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning Notice is warranted. Timely Warning Notices may also be posted for other crime classifications, as deemed necessary.

A crime and fire log is available for review at the Mountwest Department of Public Safety at One Mountwest Way (2205 5<sup>th</sup> Street Road), from 8:00 a.m. – 4:30 p.m. Monday through Friday, excluding holidays. The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location, and disposition of each crime. The information about fires in on campus facilities includes the nature of the fire, date, time and location.

### **Sex Offender Registry**

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: [www.wvstatepolice.com/sexoff](http://www.wvstatepolice.com/sexoff).

### **Sexual Assault**

Victims of any sexual offense occurring on University owned or controlled properties should immediately report the incident to the Mountwest Department of Public Safety, 304-710-3499. In cases of sexual assault, it is critically important that victims:

- seek medical attention immediately
- do not bathe or douche
- preserve their clothing

These steps are essential in the preservation of evidence necessary to prove criminal sexual assault.

### **Title IX**

Individuals may also report a sex offense to the Institution's Title IX coordinator. This office is responsible for coordinating the institution's compliance with Title IX. The Title IX Coordinator is the Director of Human Resources and Employee Development, 304-710-3501 (Main Building 1 – Room G12). The college's sexual harassment policy is Policy H-4 at <http://www.mctc.edu/administration/board-of-governors/policies/>

### **Services for Sexual Assault Survivors**

Mountwest Student Services Counseling Center informs students of existing counseling, mental health or student services for victims of sexual offenses, both on and off campus. The Student Services Counseling Center also makes available to victims of a sexual offense such options as changing academic and living situations after an alleged sexual offense, should the student feel these actions are necessary and feasible.

For assistance, please call:

Mountwest Department of Public Safety (MB1 101D), 304-710-3499  
Human Resources and Employee Development (MB1 G12), 304-710-3501  
Counseling Center (MB1 101) 304-710-3361

### **Alcoholic Beverages**

Mountwest Community and Technical College has established a policy and guidelines governing the sale, possession and consumption of alcoholic beverages on the College campus that are consistent with West Virginia state law. State law prohibits the sale and consumption of all alcoholic beverages to persons under the age of 21. Accordingly, possession and/or consumption of alcoholic beverages by underage persons is not permitted on property owned or controlled by the College.

### **Illegal Drugs**

The College is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The possession, use, sale, manufacture or distribution of any illegal drug is prohibited on property owned or controlled by the College. MCTC safety officers enforce Federal and State

drug laws on campus. Members of the College community are responsible for knowing and complying with provisions of West Virginia and Federal law that prohibits the unlawful possession, sale, delivery, manufacture or use of those drugs known as “controlled substances.”

**Drug and Alcohol Abuse Educational Programs**

Descriptions of University drug and alcohol abuse education programs may be found at the link on the University’s disclosures web page at <http://www.mctc.edu/safety/disclosures/>.

Consistent with its educational mission, the College assists members of the community by providing referrals to appropriate counseling and substance abuse education programs. These services are made available on the campus through:

- Mountwest Department of Public Safety (MB1 101D), 304-710-3499
- Human Resources and Employee Development (MB1 G12), 304-710-3501
- Counseling Center (MB1 101) 304-710-3361

**Crime Statistics**

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: the Mountwest Department of Public Safety, the Cabell County Sheriff’s Department (CCSD) and non-police officials (as defined below). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Crime statistics are gathered for the core campus and other buildings owned, controlled and used for educational purposes from local police agencies and from campus security authorities, as defined by Federal law. Statistical information is requested and provided to Mountwest Department of Public Safety on an annual basis.

All of the statistics are gathered, compiled, and reported to the College community via the Annual Security and Fire Safety Report which is published by Mountwest Department of Public Safety and submitted to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

Mountwest distributes an email-based notice to all enrolled students and current employees on an annual basis. The notice includes a brief summary of the contents of the Annual Security and Fire Safety Report. The email also includes the address where the report can be found on-line at [www.mctc.edu/safety/crime-reports/](http://www.mctc.edu/safety/crime-reports/) and information about how to request a hard copy of the brochure.

**Number of Occurrences of Selected Crimes**

	2010	2011	2012
<b><u>Murder/Non Negligent Manslaughter</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Negligent Manslaughter</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Forcible Sex Offenses</u></b>			
On-Campus	2	4	0
Residential Facilities	2	4	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Non-Forcible Sex Offenses</u></b>			



On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b>Robbery</b>			
On-Campus	2	1	1
Residential Facilities	0	1	1
Public Property	0	1	0
Non-Campus Buildings or Property	0	1	0
<b>Aggravated Assault</b>			
On-Campus	0	1	0
Residential Facilities	0	1	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	1
<b>Burglary</b>			
On-Campus	2	1	1
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	1	0	2
<b>Motor Vehicle Theft</b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	1	0	0
Non-Campus Buildings or Property	2	0	1
<b>Arson</b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b>Larcenies</b>			
On-Campus	120	112	46
Residential Facilities	16	14	6
Public Property	1	2	2
Non-Campus Buildings or Property	5	12	1

**Number of Arrests for Selected Crimes**

	2010	2011	2012
<b><u>On Campus</u></b>			
Weapon Law Violations	2	2	0
Drug Abuse Violations	40	28	8
Liquor Law Violations	82	93	17
<b><u>On Campus - Residential Facilities</u></b>			
Weapon Law Violations	0	1	0
Drug Abuse Violations	24	19	6
Liquor Law Violations	64	77	14
<b><u>Non-Campus</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b><u>Public Property</u></b>			
Weapon Law Violations	7	1	0
Drug Abuse Violations	10	8	9
Liquor Law Violations	19	3	0

**Number of Disciplinary Referrals for Selected Crimes**

	2010	2011	2012
<b><u>On Campus</u></b>			
Weapon Law Violations	1	0	0
Drug Abuse Violations	8	14	13

Liquor Law Violations	18	38	13
<b>On Campus - Residential Facilities</b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	8	4	11
Liquor Law Violations	18	33	13
<b>Non-Campus</b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b>Public Property</b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	1	1
Liquor Law Violations	3	2	0

- There were no reported hate crimes for the years 2010, 2011, 2012.

### Branch Campuses and Non-campus locations

Marshall University offers classes at two locations considered “branch campuses” and one location considered a “non-campus location.”

#### *Marshall University – South Charleston*

The South Charleston campus of Marshall University is located at 100 Angus E. Peyton Drive, South Charleston, WV just off the Kanawha Turnpike.

There is normally a Marshall University police officer or a security officer on duty at this campus. The police officer regularly meets with the maintenance staff of the campus to ensure safety and security issues are addressed. If students at the South Charleston campus need to report a crime, they should contact the officer on campus at 304-746-8969 or 304-546-8788 during business hours or dial 911 outside of business hours or in the case of an emergency situation. Normal business hours are posted at the campus. Students taking South Charleston classes will receive “timely warnings” of serious incidents via the normal timely warning process (see Timely Warnings section above).

#### **Number of Occurrences of Selected Crimes-South Charleston Campus**

	2010	2011	2012
<b><u>Murder/Non Negligent Manslaughter</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Negligent Manslaughter</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Forcible Sex Offenses</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Non-Forcible Sex Offenses</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Robbery</u></b>			
On-Campus	0	0	0

Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b>Aggravated Assault</b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b>Burglary</b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b>Motor Vehicle Theft</b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b>Arson</b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b>Larcenies</b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0

**Number of Arrests for Selected Crimes-South Charleston Campus**

	2010	2011	2012
<b><u>On Campus</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b><u>On Campus - Residential Facilities</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b><u>Non-Campus</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b><u>Public Property</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

**Number of Disciplinary Referrals for Selected Crimes-South Charleston Campus**

	2010	2011	2012
<b><u>On Campus</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b><u>On Campus - Residential Facilities</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

<b><u>Non-Campus</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b><u>Public Property</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

- There were no reported hate crimes for the years 2010, 2011, 2012.

**Marshall University – Mid Ohio Valley Center**

The Mid-Ohio Valley Center of Marshall University is located at 1 John Marshall Way in Point Pleasant, WV near the Pleasant Valley Hospital.

There is NOT normally a Marshall University police officer or a security officer on duty at this campus. If students at the Mid-Ohio Valley Center need to report a crime, they should contact a campus administrator during business hours, (304/ 674-7201) or dial 911 outside of business hours or in the case of an emergency situation. Normal business hours are posted at the campus. Students taking MOVC classes will receive “timely warnings” of serious incidents via the normal timely warning process (see Timely Warnings section above).

**Number of Occurrences of Selected Crimes-Mid-Ohio Valley Center**

	2010	2011	2012
<b><u>Murder/Non Negligent Manslaughter</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Negligent Manslaughter</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Forcible Sex Offenses</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Non-Forcible Sex Offenses</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Robbery</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Aggravated Assault</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Burglary</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Motor Vehicle Theft</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Arson</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0

<b>Larcenies</b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0

**Number of Arrests for Selected Crimes-Mid-Ohio Valley Center**

	2010	2011	2012
<b><u>On Campus</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b><u>On Campus - Residential Facilities</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b><u>Non-Campus</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b><u>Public Property</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

**Number of Disciplinary Referrals for Selected Crimes-Mid-Ohio Valley Center**

	2010	2011	2012
<b><u>On Campus</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b><u>On Campus - Residential Facilities</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b><u>Non-Campus</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b><u>Public Property</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

- There were no reported hate crimes for the years 2010, 2011, 2012.

**Marshall University – Erma Byrd Public Higher Education Center**

The Erma Byrd Public Higher Education Center is located at 300 University Drive Beaver, WV. This is considered a “non-campus location” where courses are offered.

There is NOT normally a Marshall University police officer or a security officer on duty at this location. If students at the Erma Byrd Center need to report a crime, they should contact a campus administrator during business hours or dial 911 outside of business hours or in the case of an emergency situation. Normal business hours are posted at the campus. Marshall University students taking classes at this location will receive “timely warnings” of serious incidents via the normal timely warning process (see Timely Warnings section above).

**Number of Occurrences of Selected Crimes-Erma Byrd Public Higher Education Center**

	2010	2011	2012
<b><u>Murder/Non Negligent Manslaughter</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Negligent Manslaughter</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Forcible Sex Offenses</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Non-Forcible Sex Offenses</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Robbery</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Aggravated Assault</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Burglary</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Motor Vehicle Theft</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0
<b><u>Arson</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0

<b><u>Larcenies</u></b>			
On-Campus	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non-Campus Buildings or Property	0	0	0

**Number of Arrests for Selected Crimes- Erma Byrd Public Higher Education Center**

	2010	2011	2012
<b><u>On Campus</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b><u>On Campus - Residential Facilities</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b><u>Non-Campus</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b><u>Public Property</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

**Number of Disciplinary Referrals for Selected Crimes-Mid-Ohio Valley Center**

	2010	2011	2012
<b><u>On Campus</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b><u>On Campus - Residential Facilities</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b><u>Non-Campus</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b><u>Public Property</u></b>			
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

- There were no reported hate crimes for the years 2010, 2011, 2012.



# Crime Statistics Appendix

## Specific Information about Classifying Crime Statistics

The statistics in this brochure are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and the relevant federal law (the Clery Act).

The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic.

In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics. The statistics captured under the "Referred for Disciplinary Action" section for Liquor Law, Drug Law, and Illegal Weapons violations indicates the number of people referred to the Office of Judicial Affairs for disciplinary action for violations of those specific laws.

Hate Crime statistics are reported by the crime, geographic area, and category of prejudice. Hate crimes are captured for all of the above related crime categories, if the perpetrator selected the victim based on his/her race, gender, religion, sexual orientation, ethnicity/national origin, and/or disability. In addition, the institution is required to report any hate crime involving Intimidation, Vandalism, Larceny, Simple Assault or other bodily injury, even though there is no requirement to report the crime classification in any other area of the compliance document. Note: A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate crime.

### Specific Information about the Crime Statistics Reported by MU

Statistics for "Residential Facilities" are also counted in the "On-Campus" crime category. The law requires institutions to break out the number of "On-Campus" crimes that occur in residential facilities.

Crime statistics for the category of larceny are not required by law, but are still provided in the interest of informing the community about the most frequent crimes that occur at MU.

## Sex Offenses Definitions

(As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program)

### SEX OFFENSES—FORCIBLE

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

#### Forcible Rape

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly 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 or 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 or 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.

**SEX OFFENSES—NON-FORCIBLE**

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.

**Other Crime Definitions**

(As Per the Uniform Crime Reporting Handbook)

**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. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**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, personal property, etc.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

**Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**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; all attempts to commit any of the aforementioned.

**Drug Abuse 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, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

## **Offense Definitions relating to Hate/Bias Related Crime Statistics**

(As per the UCR Hate Crime Reporting Guidelines)

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

## **Geography definitions from the Clery Act**

**On-Campus-Defined as:** (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

**Non-Campus Building Or Property-Defined as:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property-Defined as:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

The MCTC/MU crime statistics do not include crimes that occur in privately owned homes, businesses or other private property within or adjacent to the campus boundaries.

# **MUPD Procedure Summary Appendix**

## **The Marshall University Police**

By virtue of West Virginia state law, University Police Officers have the same responsibilities and authority as that of any other law enforcement officers in the State, which includes having the authority to make arrests on property owned, leased, or controlled by Marshall University. Uniformed officers provide 24-hour-a-day patrol protection to the campus, adjacent University-owned facilities and parking lots.

University police officers must satisfactorily complete the thirteen (13) week mandatory basic police training course and be certified as law enforcement officers in the state of West Virginia. All officers receive training in numerous public safety and law enforcement-related subjects and additional in-service and specialized training in firearms, criminal investigation, legal matters, patrol procedures, etc.

Officers are responsible for a full range of public safety and law enforcement related services, including the investigation of all crime reports, and traffic accidents; responding to medical and fire emergencies; enforcement of state laws; and responding to all other incidents requiring police assistance that occur within our jurisdiction, which includes all University-owned or controlled properties, and/or all properties under the jurisdiction of the Marshall University Board of Governors.

The Marshall University Police Department (MUPD) maintains a close working relationship with the Huntington Police Department (HPD) and Cabell County Sheriff's Department (CCSD), WV State Police (WVSP). Meetings are held between the leaders of these agencies on both a formal and informal basis. The officers of MUPD and HPD/CCSD communicate regularly at the scene of incidents that occur in and around the campus area. MUPD prepares and submits a monthly report of incidents through a statewide system of crime reporting. These figures routinely become a part of the F.B.I.'s Annual Uniform Crime Report. As a means of better coordinating law enforcement efforts in the immediate area, MUPD shares information on arrests and all serious crimes with the Huntington Police Department and Cabell County Sheriff's Department. Serial numbers of vehicles, office equipment and other items of value stolen in our jurisdiction are reported through the National Crime Information Center (NCIC).

## **Investigations**

Officers assigned duties in this unit are responsible for the follow-up investigations of all reports involving criminal incidents and major violations of University regulations.

Members of the unit also interact with other area law enforcement agencies in matters of concern related to the safety and welfare of members of the University Community and surrounding area. MUPD and the Huntington Police Department maintain a written mutual aid agreement for support and investigative purposes.

Members of the Marshall University community are encouraged to report all emergencies and criminal incidents to the Marshall University Police Department immediately. In addition, general requests for service and public safety concerns can be reported directly to the Marshall University Police Department by any person in the University community by dialing 64357 (6HELP) from any University phone. Incidents can also be reported by using one of the emergency/service phones located throughout the campus, which will provide direct contact with the police dispatcher 24 hours a day. Members of the community should report criminal incidents to the Marshall University Police Department for the purpose of issuing timely warning notices to the community and for disclosure in the annual crime statistics for the Institution.

MUPD does not have a process for allowing victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. If a crime is reported to a campus security authority, such as a resident assistant or the dean of students, etc. the statistic will be provided to the MUPD for inclusion in the crime statistics. Pastoral and professional counselors are exempt from reporting crime

statistics to MUPD when acting in their capacity as a counselor and information shared with them will not be included in the annual disclosure of crime statistics.

Dispatchers are available at MUPD 24 hours a day to answer your calls. In response to a call, MUPD will take the required action, either dispatching an officer or asking the victim to report to MUPD to file an incident report. All MUPD incident reports are forwarded to the Dean of Students Office for review and referral to the Office of Student Judicial Affairs for potential action, as appropriate. MUPD Investigators will investigate a report when it is deemed appropriate.

Additional information obtained via the investigation will also be forwarded to the Office of Student Judicial Services. If assistance is required from the Huntington Police Department, the Cabell County Sheriff's Department or Huntington Fire Department, MUPD will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Sexual Assault Education Awareness (SAEA) program staff, will offer the victim a wide variety of services.

### **Crime Prevention and Security Awareness Programs**

The University Police Department presents crime prevention and security awareness programs to members of the University Community. Approximately 30 to 40 such programs are presented throughout the academic year. Some of the programs available through the department include: Sexual Assault Prevention, Burglary and Larceny Prevention, Alcohol and Drug Awareness, Operation I.D., Room Surveys, R.A.D. Rape Aggression Defense Classes, On-Line Property Registration/On-Line Silent Witness Program, On-Line Bicycle Registration, On-Line Crime Alert Page, and Office Security.

The Marshall University Police Department publishes pamphlets on various topics of crime prevention which are available to all students, faculty and staff members. Topics include: Public Safety Services, General Crime Prevention, Sexual Assault, Office Security and Safety Tips for Parents and Students. Security awareness and crime prevention information on safety and security is periodically provided to the University community through crime alert notices, on-line criminal incident updates, the student newspaper, local media, and University media outlets,. The security awareness and crime prevention programs are designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

An escort service is provided by University Police Officers for the safety of anyone walking alone on campus. By calling 64357 (6HELP) from any University phone or using any one of the distinctively marked emergency/service phones, an escort can be summoned to your location and can accompany you to any parking lot, residence hall or to an off campus dwelling located adjacent to campus. The Marshall University Police Department urges members of the University community to take advantage of this very significant crime prevention service.

### **Access to and Maintenance of Campus Facilities**

The Physical Plant Department maintains the University's academic/administrative buildings and the grounds with a concern for safety and security of the University community. Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Personnel inspect campus facilities regularly and promptly make repairs affecting safety and security, and respond quickly to reports of potential safety and security hazards, such as damaged doors, broken locks and windows. The Office of Public Safety assists them by reporting potential safety and security hazards. Any other member of the University community may also call Physical Plant (696-6680) to report any safety or security hazards.

A Security Task Force consisting of representatives from Marshall University Police Department, Residence Services, Student Affairs, Student Government and Physical Plant meets periodically to review policies and procedures and address campus safety concerns. Students, administration, faculty and staff representatives also periodically conduct walks of the entire campus to review lighting and other safety-related environmental concerns.

There are sixteen outdoor, two-way voice communications, emergency/service telephones strategically located throughout the campus which are directly connected to the University Police. Six of these units are blue in color and mounted on buildings. Ten are stand-alone units, green in color with a blue light attached, which activate when used. Seventeen blue, wall-mounted telephones are located throughout the 3rd Avenue Parking Garage. In addition, help phones are also available in each campus elevator. All units provide the police dispatcher with an exact location of the caller and can be activated by pressing a single button.

Except for Residence Halls, most University facilities are open to the public during the day and evening hours when classes are in session. Most facilities have individual hours, and the hours may vary at different times of the year. Access to some of these buildings is also controlled by card access after normal business hours, and all of these buildings have varied levels of access. Most academic and administrative buildings do not have a MUPD officer assigned to them. However, MUPD officers patrol the academic and administrative buildings on a regular basis. For information about the access protocol for a specific building, see the building manager, a department head, or contact MUPD at 304-696-4357 (HELP). For information about access and security in the residence halls, see the On Campus Student Housing section below.

During the time that the University is officially closed, buildings are generally locked and only faculty, staff and students with proper authorization are admitted.

### **Emergency Response and Evacuation Procedures**

Marshall University maintains an extensive web page describing emergency procedures at [www.marshall.edu/emergency](http://www.marshall.edu/emergency).

#### **Emergency Response**

The University's Emergency Management Plan includes information about Incident Teams; University operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The University conducts a minimum of one test per calendar which includes a drill and emergency response exercises, such as tabletop or field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the Institution. MU will publish a summary of its emergency response and evacuation procedures in conjunction with at least one test each calendar year.

MU police officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually MUPD, HPD, CCSD, WVSP, and the Huntington Fire Department (HFD), and Cabell County Emergency Medical Services (CCEMS) Department, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other MU departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for MU are publicized each year as part of the Institution Clery Act compliance efforts, and that information is available on the MUPD website. Detailed information and updates to the Emergency Management Plan, Contingency and Continuity Plans are available at [www.marshall.edu/emergency](http://www.marshall.edu/emergency).

#### **Notification to the MU Community about an Immediate Threat**

Various offices on campus could be in a position to confirm an emergency situation or incident that poses a threat to the health and safety of members of the Marshall University community, including the MUPD, Student Health, the Health and Safety, and Office of Radiation Safety for example. If one of these departments confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the MU community, (MUPD, Office of Health and Safety, and University Communications) will

collaborate to determine the content of the message. University Communications is responsible for activating the MU Alert System and will use some or all of the features described below to communicate the threat to the MU community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.) MUPD, Office of Health and Safety, and University Communications will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to MUPD, HPD, CCSD, WVSP, HFD, and CCEMS), will compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the MU community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the MU campus community. These methods of communication include the MU Alert Emergency Notification System utilizing telephone, text, and e-mail messages. Information on MU Alert is available online at [www.marshall.edu/emergency/mualert](http://www.marshall.edu/emergency/mualert).

The University will post updates during a critical incident on the University web page at “triangle” Emergency Information link. Members of the larger community who are interested in receiving information about emergencies on campus should use previously described link for obtaining updates in the event of an emergency on campus.

MU community members are encouraged to notify MUPD of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. MUPD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, MUPD has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, Federal Law requires that the Institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

### **Evacuation Procedures**

An evacuation drill is coordinated by MU Office of Health and Safety each semester for all residential facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. MU does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, MUPD and Residence Services staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At MU, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

Evacuation drills are monitored by MU Office of Health and Safety to evaluate egress and behavioral patterns. Reports are prepared by participating departments that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and shelter-in-place procedures during their first floor meetings and during other educational sessions that they can participate in throughout the year. The Residence Services staff members are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

### **Timely Warnings**

Marshall University will make a “timely warning” to the campus community of crimes considered to be a threat to students and employees that are reported to campus security authorities or to local police agencies.

In an effort to provide timely notice to the MU community, and in the event of a serious incident which may pose an on-going threat to members of the MU community, a Timely Warning Notice is sent via the MU Alert System to all students and employees on campus. Typically, the Institution will use the email and phone system features to distribute a timely warning notice. The notices are generally written by the Chief of Police or a designee, and they are approved and distributed to the community by University Communications. Updates to the MU community about any particular case resulting in a Timely Warning Notice may be distributed via blast email, may be posted on the MU web site or may be shared with *THE PARTHENON* for a follow-up story.

Timely Warning Notices are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by MUPD. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other MU community members and a Timely Warning Notice would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the MU Police Department. The MU Police Chief or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning Notice is warranted. Timely Warning Notices may also be posted for other crime classifications, as deemed necessary.

Representatives from *THE PARTHENON*, a student newspaper, are invited to meet with the MUPD Chief of Police or a designee on a weekly basis to discuss crime on campus, and they decide what information they want to report to the University community.

A daily crime and fire log is available for review at the MUPD at 1801 5<sup>th</sup> Avenue from 8:00 a.m. – 4:30 p.m. Monday through Friday, excluding holidays. The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location, and disposition of each crime. The information about fires in on campus residential facilities includes the nature of the fire, date, time and location.

### **Sex Offender Registry**

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: [www.wvstatepolice.com/sexoff](http://www.wvstatepolice.com/sexoff).

### **On Campus Student Housing**

There are ten residence halls on campus. The main desk/lobby area of each hall is monitored 24 hours a day by full-time Security Officers, Student Security Assistants or Desk Coordinators. Each hall is administered by a Resident Director with the assistance of Resident Advisors on each floor.

Marshall University Police Department and the Department of Residence Services are jointly responsible for the development of procedures and programs to promote the greatest possible safety and security of the Residence Halls.

To support the goals and objectives of residence life, and to promote a safe and secure atmosphere in which to live, the University employs full-time uniformed Security Officers who are assigned exclusively to the ten Residence Halls. Security Officers are in their assigned halls from midnight. to 8:00 a.m., seven days a week.



Within each residence hall all doors except the main entrance and specific entrances to accommodate disabled students are kept locked and armed with alarms that alert the desk staff of any exit, attempted entry, or unlocked or open doors. All entrances are locked at 11:00 p.m. on weeknights and 12:00 midnight on weekends. An ID and/or key must be shown to the desk personnel for entry after this hour.

Marshall University's visitation and guest policies are intended to provide security and protect the privacy of students living in the residence halls. Guests are required to be signed-in at the front desk and to be escorted within the building at all times by their host or hostess. Overnight guests must be registered at the front desk. Residents must obtain their roommate's agreement before allowing a guest to stay overnight. Guests may not stay in the building if their host/hostess leaves the building, room or floor.

Students are encouraged to lock doors and windows at all times. Screens are provided for all windows with ground floor access and all windows are equipped with locking devices. Room doors have conventional locks.

Educational programs emphasizing security and what residents can do to help protect themselves are provided by the Department of Residence Services, Marshall University Police Department and other campus services, as appropriate to meet the needs of the residents and the goals of this policy.

We make every effort to ensure that all residence halls are free from uninvited visitors, but it is imperative that residents themselves take an active role in making sure that strangers are reported and that doors are not propped open. Crime reduction in large part is due to the willingness of the residents to accept responsibility for safeguarding themselves and their Residence Halls:

- Residence Hall Staff are encouraged to challenge, and residents are encouraged to report the presence of strangers or uninvited guests in the Residence Halls.
- In compliance with University policy, all guests must be properly signed in and escorted by a resident at all times.
- Residents are held accountable for their guest's actions.

### **Missing Persons Notification Policy**

Any student residing in a residence hall who is determined to be "missing" for more than 24 hours may be reported to the Resident Director of the student's residence hall. Any student reported missing will be immediately reported by the Resident Director to the Marshall University Office of Public Safety. Missing Person contact information is collected at the time residents move into the residence halls. The contact information will be kept confidential and will be disclosed only to authorized campus officials and law enforcement in furtherance of a missing person investigation or other appropriate purpose (e.g. injury, illness, etc.).

The confidential contact and the local police department will be notified within 24 hours if the student is determined to be missing by the institutional police or security department, unless the local law enforcement agency is the agency that determined the person to be missing. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, MUPD will inform the local police department that the student is missing within 24 hours. In addition to any additional contact person designated by the student, if a student is under 18 years of age and not emancipated, the Institution is required to notify a custodial parent or guardian within 24 hours when the student is determined to be missing.

### **Sexual Assault**

Victims of any sexual offense occurring on University owned or controlled properties should immediately report the incident to the Marshall University Police Department, 304-696-4357. In cases of sexual assault, it is critically important that victims:

- seek medical attention immediately
- do not bathe or douche
- preserve their clothing

These steps are essential in the preservation of evidence necessary to prove criminal sexual assault.

### **Title IX**

Individuals may also report a sex offense to the Institution's Title IX coordinator. This office is responsible for coordinating the institution's compliance with Title IX. The Title IX Coordinator is the Director of Equity Programs, 304-696-2597 (Old Main Rm 207). The institution's sexual harassment policy, including a description of the grievance procedures, is Policy GA-1 at [www.marshall.edu/president/board/policies.html](http://www.marshall.edu/president/board/policies.html).

### **The Sexual Assault Education Awareness Program**

The Sexual Assault Education Awareness program (SAEA), a joint effort on the part of Women's Programs and Marshall University Police Department, performs services that include crisis intervention, educational programs for women and men, educational resources, support groups and court/hospital intervention. SAEA promotes awareness and educates the campus community regarding rape, acquaintance rape, sexual abuse and other sex offenses.

SAEA strives to ensure fairness in procedures established for on-campus disciplinary action in cases involving sexual offenses. One of its many functions is to guarantee that both the accuser and accused be entitled to the same opportunities, i.e., to have others present during a campus disciplinary proceeding, and to be informed of the outcome of any campus disciplinary proceeding alleging a sexual offense. Following the final determination of an on-campus disciplinary procedure regarding rape, acquaintance rape, or other sex offense, forcible or non-forcible, sanctions to be imposed may include a formal warning, probation, suspension or expulsion. In the event that criminal charges of a sexual offense are brought against the accused, SAEA will inform the student(s) concerned of their options: (a) to notify the proper law enforcement agency, including on campus and local police, and (b) to be assisted by campus agencies in notifying such authorities, if the student so chooses.

Marshall University will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

### **Services for Sexual Assault Survivors**

In addition, SAEA informs students of existing counseling, mental health or student services for victims of sexual offenses, both on and off campus. The program also makes available to victims of a sexual offense such options as changing academic and living situations after an alleged sexual offense, should the student feel these actions are necessary and feasible.

For assistance, please call:

Marshall University Police Dept. 304-696-HELP (4357)

Women's Center (PH 143) 304-696-3338

Women's Programs (PH 125) 304-696-3112

Counseling Services (PH) 304-696-3111

### **Alcoholic Beverages**

Marshall University has established a policy and guidelines governing the sale, possession and consumption of alcoholic beverages on the University campus that are consistent with West Virginia state law. State law prohibits the sale and consumption of all alcoholic beverages to persons under the age of 21. Accordingly, possession and/or consumption of alcoholic beverages by underage persons is not permitted on property owned or controlled by the University. The sale, possession and consumption of alcoholic beverages is limited to non-intoxicating beer and/or wine coolers and only at designated locations.

### **Illegal Drugs**

The University is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The possession, use, sale, manufacture or distribution of any illegal drug is prohibited on property owned or controlled by the University. MU Police officers enforce Federal and State drug laws on campus. Members of the University community are responsible for knowing and complying with provisions of West Virginia and Federal law that prohibits the unlawful possession, sale, delivery, manufacture or use of those drugs known as “controlled substances.”

### **Drug and Alcohol Abuse Educational Programs**

Descriptions of University drug and alcohol abuse education programs may be found at the link on the University’s disclosures web page at [www.marshall.edu/disclosures/drugfree](http://www.marshall.edu/disclosures/drugfree).

Consistent with its educational mission, the University assists members of the community by providing counseling and substance abuse education programs. These services and programs are made available on the campus through:

- **The Substance Abuse Education Program** - Phone: 304-696-3111, 145 Prichard Hall
- **Counseling Services** - Phone: 304-696-3111, Prichard Hall, South Lobby
- **Vocational Rehabilitation** - Phone: 304-696-2394, 153 Prichard Hall

### **Off-Campus Student Residences**

There are twelve privately owned residential sororities and fraternities located off campus. In addition, many students live in privately-owned housing located within two-tenths of one mile of the campus. Marshall University monitors and records criminal activity at such locations close to campus through a cooperative effort with the HPD.

Crime prevention programs emphasizing security measures and precautions are available to students who reside off campus from the Marshall University Police Department. The Marshall University Police Department, Huntington Police Department, Cabell County Sheriff’s Department and the Huntington detachment of the West Virginia State Police have a mutual working relationship, providing each other with assistance when necessary.

# Annual Fire Safety Report

## **Overview**

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

*Mountwest Community and Technical College no longer offers Residential Housing, as of August 2012. Until that time, MCTC students were provided Residential Housing in the Marshall University Residence Halls, if desired.*

## **On-Campus Housing Fire Safety Equipment**

At Marshall University, all ten residence halls are protected by fire detection and alarm systems which are centrally monitored 24 hours/day, seven days/week by the Marshall University Police Department. The buildings are also equipped with either emergency generators or lighting fixtures that incorporate backup batteries; upon loss of power, these systems automatically activate to assure adequate egress lighting in hallways and emergency exit stairwells. All residence halls are fully sprinkled. Carbon monoxide detectors have been installed in all residence hall mechanical rooms where products of combustion could occur. All fire safety systems and equipment are strictly maintained and tested in accordance with applicable national standards. Fire detection systems are required to be tested at least annually. All fire detection systems at Marshall University are inspected and tested twice per year (once per semester) by a licensed and qualified contractor. Fire suppression systems are also inspected and tested on a quarterly basis by a licensed and qualified contractor in accordance with applicable national standards.

## **Construction Overview**

ISO defines six construction classes for public buildings.

- Construction Class 1 — frame
- Construction Class 2 — joisted masonry
- Construction Class 3 — noncombustible
- Construction Class 4 — masonry noncombustible
- Construction Class 5 — modified fire resistive
- Construction Class 6 — fire resistive

## **Buskirk Hall**

This facility is a six-story, 69,396 square feet, ISO Construction Class 6 building constructed in 1963. The building is fully sprinkler protected and equipped with a Class I standpipe. The building is also protected by fire detection and alarm systems which are centrally monitored 24 hours/day, seven days/week by the Marshall University Police Department.

## **First Year Residence Halls North & South**

This complex consists of two (North & South) four-story buildings, ISO Construction Class 1 constructed in 2007. Each building is fully sprinkler protected and is also protected by fire detection and alarm systems which are centrally monitored 24 hours/day, seven days/week by the Marshall University Police Department.

## **Gibson Hall**

Located at the Marshall Commons Residence Hall Complex, this facility is a four story, 38,257 square feet, ISO Construction Class 4 building constructed in 2002. The building is fully sprinkler protected. The building is also protected by fire detection and alarm systems which are centrally monitored 24 hours/day, seven days/week by the Marshall University Police Department.

## **Haymaker Hall**

Located at the Marshall Commons Residence Hall Complex, this facility is a four-story, 38,257 square feet, ISO Construction Class 4 building constructed in 2002. The building is fully sprinkler protected. The building is also protected by fire detection and alarm systems which are centrally monitored 24 hours/day, seven days/week by the Marshall University Police Department.

#### **Holderby Hall**

This facility is a nine-story with basement, 103,378 square feet, ISO Construction Class 4 building constructed in 1963 with an addition in 1969. The building is fully sprinkler protected and equipped with a Class I standpipe. The building is also protected by fire detection and alarm systems which are centrally monitored 24 hours/day, seven days/week by the Marshall University Police Department.

#### **Twin Towers**

This complex consists of two (East and West) fifteen-story buildings connected by a single story dining hall, 254,167 square feet, ISO Construction Class 5 building constructed in 1968. The building is fully sprinkler protected. This building is also provided with a Class II standpipe. The building is also protected by fire detection and alarm systems which are centrally monitored 24 hours/day, seven days/week by the Marshall University Police Department.

#### **Wellman Hall**

Located at the Marshall Commons Residence Hall Complex, this facility is a four-story, 38,257 square feet, ISO Construction Class 4 building constructed in 2002. The building is fully sprinkler protected. The building is also protected by fire detection and alarm systems which are centrally monitored 24 hours/day, seven days/week by the Marshall University Police Department.

#### **Willis Hall**

Located at the Marshall Commons Residence Hall Complex, this facility is a four-story, 38,257 square feet, ISO Construction Class 4 building constructed in 2002. The building is fully sprinkler protected. The building is also protected by fire detection and alarm systems which are centrally monitored 24 hours/day, seven days/week by the Marshall University Police Department.

#### **Fire Safety Education, Training and Fire Drills**

All on-campus residents (including those with special needs) receive intensive and comprehensive fire safety training at the beginning of each semester. Training on fire and life safety is also provided to all Resident Directors, Resident Advisors, and all Housing and Residence Life employees. In addition, a quality control program that covers emergency and evacuation procedures is reviewed regularly with the occupants and staff of each respective residence hall. Each resident is required to review and comply with the requirements outlined on the Housing and Residence Life web site (available at: [www.marshall.edu/housing/default.asp](http://www.marshall.edu/housing/default.asp)) which includes information on fire safety and what appropriate action to take during a fire alarm or fire emergency. There is an emergency evacuation map posted on each floor to direct occupants to primary and secondary exits. Fire drills are conducted in residence halls at a minimum of four times per year in coordination with Marshall University's office of Health and Safety and Housing & Residence Life. There are no fraternity and sorority houses that are located on university property at this time. The City of Huntington Fire Department visits each residence hall once per semester to ensure that responding personnel are familiar with the building design and layout.

If there is an actual fire emergency students are instructed to:

1. Sound the Alarm: If you discover or suspect a fire, sound the fire alarm. If there is no alarm in the complex, warn the other occupants by knocking on doors and shouting as you exit the building.
2. Exit the Building: Try to aid others, but only if you can do so safely. After leaving the building remain at least 100 feet away from it. Do not return to the building until university personnel has given an "all clear" signal.

## **Fire Reporting**

### **Mountwest Community and Technical College (Aug1-Dec31, 2012)**

Overall direction and authority for the Emergency Management Team (EMT) of the College lies with the Chief Operating Officer. The Director of Public Safety will act as Incident Commander and Emergency Coordinator and will direct response actions to save lives and protect. All emergencies including fires must be reported to Director of Public Safety:

Norman "Buckey" Walters, Director of Public Safety  
**(304) 710-3499**

#### **Specific Fire Prevention Related Policies and Programs**

All faculty, staff and students must comply with college health and safety policies and programs, attend required training, report any identified safety or health hazard, and know their roles in an emergency. All campus buildings and facilities are inspected at least annually by the State Fire Marshal's Office and the West Virginia Board of Risk and Insurance Management.

Smoking is prohibited in all university properties owned and operated by Mountwest CTC.

An application must be submitted for certain types of events on campus, and these events are subject to a review and approval process. The use of open flames and pyrotechnics, layout of assembly areas/events, and use of decorations are all evaluated during this review.

All tents, stages and other temporary facilities must comply the West Virginia's Fire Code, including the prohibition on the use of open flames near or under any tent.

All students must evacuate the building upon fire alarm activation and floor supervisors have been assigned and trained in proper evacuation procedures and reentry into the building when authorized.

Staff and Faculty are trained to perform safety audits of offices and classrooms, coordinate emergency evacuations and warning procedures, and facilitate the performance of fire and other drills.

### **Marshall University (Jan1-Jul31, 2012)**

Overall direction and authority for the Emergency Management Team (EMT) of the University lies with the Director of Public Safety. The Director of Public Safety will act as Incident Commander and will direct response actions to save lives and protect. The Emergency Management Coordinator will be the Director of Health and Safety. All emergencies including fires must be reported to Director of Public Safety (MUPD) and the Director of Health and Safety.

James E. Terry, Director of Public Safety (MUPD)  
**(304) 696-4357 (6HELP)**

Brian Carrico, Director of Health and Safety  
**(304) 696-3432**

#### **Specific Fire Prevention Related Policies and Programs**

All faculty, staff and students must comply with university health and safety policies and programs, attend required training, report any identified safety or health hazard, and know their roles in an emergency. All campus buildings and facilities are inspected at least annually by the State Fire Marshal's Office and the West Virginia Board of Risk and Insurance Management.

Smoking is prohibited in all university properties owned and operated by Marshall University, including residence halls.

An application must be submitted for certain types of events on campus, and these events are subject to a review and approval process. The use of open flames and pyrotechnics, layout of assembly areas/events, and use of decorations are all evaluated during this review.

All tents, stages and other temporary facilities must comply the West Virginia’s Fire Code, including the prohibition on the use of open flames near or under any tent.

All students must evacuate the building upon fire alarm activation and building ambassadors have been assigned and trained in proper evacuation procedures and reentry into the building when authorized.

Resident Directors & Advisors are trained to perform safety audits of residence rooms, coordinate emergency evacuations and warning procedures, and facilitate the performance of fire and other drills.

The Marshall University Health & Safety Department limits the types of electrical appliances allowed in residence halls, establishes expectations for compliance with drills and training, provides for periodic health and safety inspections of residence rooms, affirms limitations on materials that may be stored in resident rooms, prohibits open flames without a permit, limits the use of combustible decorations/furnishings, and notifies the Department of Student Affairs if students violate university policies and programs. Specifically: The possession of extension cords, hot plates, toaster ovens, halogen lamps, microwave ovens, barbeque grills, or other heat-producing cooking utensils is NOT permitted. NO appliances with open or exposed heating coils are permitted. Refrigerators rated at more than 2.5 amps are not permitted in student rooms.

Coffee pots and popcorn poppers encased with heating units are the only cooking appliances permitted in the residence halls. Their use must be restricted to the purposes for which they are designed, i.e., heating liquids or making popcorn.

Electrical amplified musical instruments, including microphones, may not be used in student rooms. Electronic equipment capable of transmitting radio waves of any frequency is not permitted without special permission from the Director of Public Safety and the Housing and Residence Life Office Department. Outside radio and television antennae are not permitted.

All electrical appliances in operation cannot exceed 20 amps of power at one time. Appliance amperage is usually specified in the instrument manual, or on the equipment itself. Overloading the capacity of circuits can cause damage to your appliances as well as to the building’s electrical system. Although Marshall University cannot assume liability for any damage, the Department of Housing and Resident Life will advise you about safe electrical power usage and give you advice on your particular electrical equipment.

Electrical extension cords are NOT permitted, nor are multi-outlet electrical plugs that are plugged into or attached to wall outlets.

The use of power strips/surge protectors is permitted for computers, TV’s, cell phone chargers and radios. All electrical appliances (such as refrigerators, coffee makers, space heaters, etc.) must be plugged directly into a wall outlet. If you have any questions concerning safe usage of surge protectors, contact the Housing and Residence Life Office.

### **Statistical Report for Fire Response to Residence Halls**

<b>2012 Marshall University Fire Statistics On-campus Student Housing</b>						
<b>Facility</b>	<b>Number of Fires</b>	<b>Cause of Fire</b>	<b>Deaths Related to Fire</b>	<b>Injuries Related to Fire</b>	<b>Value of Property Damage</b>	<b>Number of Fire Drills</b>
Buskirk Hall	0	-	0	0	0	4
First Year North	0	-	0	0	0	4
First Year South	0	-	0	0	0	4
Gibson Hall	0	-	0	0	0	4
Haymaker Hall	0	-	0	0	0	4
Holderby Hall	0	-	0	0	0	4
Twin Towers East	0	-	0	0	0	4

Twin Towers West	0	-	0	0	0	4
Wellman Hall	0	-	0	0	0	4
Willis Hall	0	-	0	0	0	4

**Plans for Future Improvement**

Mountwest Community and Technical College maintains a prioritized list of projects to upgrade older fire systems, enhance the capabilities of existing systems, or install new fire safety systems in existing buildings.