



West Virginia Wesleyan College  
Annual Security and Fire Safety Report  
2024

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## Welcome and Introduction

Dear West Virginia Wesleyan College Community,

As we present the Annual Security Report (ASR) for this year, we reflect not only on our commitment to safety and security but also on the values that define us as an institution. West Virginia Wesleyan College, grounded in the traditions of the United Methodist Church, strives to uphold the highest standards of study and conduct. We expect every member of our community—students, faculty, and staff—to contribute to this endeavor, embodying high ethical conduct and sharing the responsibility of maintaining it.

Our college operates on the principle that an informed and engaged community is key to a secure environment. The ASR serves as a comprehensive resource, detailing our safety policies, emergency procedures, crime statistics, and the many services available to support and protect you. This report is a collective effort, overseen by our dedicated Clery Committee, which ensures collaboration across various departments and showcases our campus's dedication to not just meeting but exceeding the expectations set forth by the Clery Act and the Violence Against Women Reauthorization Act Compliance (Campus SaVE Act) for transparency and safety.

In addition to the safety and security information, the ASR also includes detailed fire safety information for both our residential and non-residential facilities. This section outlines fire safety policies, procedures, and statistics, as well as the measures we have implemented to ensure the safety of all students, faculty, and staff within these facilities. We encourage all members of our community to review these fire safety protocols and actively participate in maintaining a fire-safe environment.

Consistent with the Clery Act, the report specifies the geographic boundaries of our campus to enhance transparency and safety. Our campus features 15 administrative and classroom buildings at the core of our educational and operational endeavors, along with eight residential halls that offer secure, convenient accommodations for our students. Our jurisdiction extends to nine outdoor athletic and recreational areas, essential for enriching campus life and student engagement. These areas, integral to the vibrant life at West Virginia Wesleyan College, are diligently monitored and included in our Clery reporting, reflecting our commitment to a secure and supportive environment for all.

In closing, we encourage every member of the West Virginia Wesleyan College community to engage with this report actively. By familiarizing yourself with our policies, resources, and safety measures, you contribute to our collective safety and uphold the standards of conduct that define us. Together, we will continue fostering an environment conducive to academic exploration, vibrant campus life, and meaningful dialogue.

Thank you for your dedication to maintaining a safe and supportive campus environment.

Warm regards,  
John Bohman  
Director of Campus Safety and Security

## Clery Act and Violence Against Women Act Reauthorization

West Virginia Wesleyan College is committed to providing a safe campus environment for our students, faculty, staff, and visiting community members. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092(f)) mandates that colleges and universities across the United States disclose information about crime on and around their campuses. Additionally, the Violence Against Women Act requires institutions to compile statistics and develop policies and procedures for incidents domestic violence, dating violence, sexual assault, and stalking.

The Clery Act requires that institutions annually publish and distribute the Annual Security Report by October 1st annually. This report must include required policy statements and Clery crime statistics from the most recent three years. West Virginia Wesleyan College's Annual Security Report is prepared by the Clery Coordinator, in consultation with the Clery Committee, local police department, and Office of Greek Life. The Clery Committee is made up of the Director of Campus Safety and Security, Dean of Students, Title IX Coordinator, Director of Counseling Services, and Vice President for Student Affairs. The committee meets monthly and regularly reviews policies, incidents, and prevention efforts. Policy statements in this report are taken from the Student Handbook, Policy and Procedure on Discrimination and Harassment, Critical Incident Response Plan, and other campus policy documents. The policies cited are those currently in effect for the 2024-2025 academic year.

The statistics for this report are obtained from the student conduct records of the Office of Campus Life, Office of Greek Life, reports from the Title IX Coordinator, and incident reports from the Office of Campus Safety and Security, with consultation and reports from the Buckhannon Police Department for the period of time, January 1 - December 31, 2023. All policies and procedures are updated annually over the summer, the last update was August 2023.

## West Virginia Wesleyan College Overview

West Virginia Wesleyan College (WVWC) is a private, four-year residential liberal arts and sciences college in Buckhannon, West Virginia. A tradition of excellence for more than 130 years, West Virginia Wesleyan is home to 14 Fulbright Scholars. The Princeton Review ranked Wesleyan as one of its 2023 Best Colleges in the Southeastern Region of the United States. U.S. News & World Report's 2022-2023 Best College Rankings designated Wesleyan seventh in Best Value – Regional Universities (South). WVWC offers students more than 50 majors and 40 minors; graduate programs in athletic training, business administration, creative writing, nursing and clinical mental health counseling; 20 NCAA Division II athletic programs; multiple performing arts groups; and more than 50 organizations. Founded in 1890, the College is closely affiliated with the United Methodist Church and abides by the Wesley doctrine that emphasizes service to others.

### **Mission<sup>1</sup>**

West Virginia Wesleyan College challenges its students to a life-long commitment to develop their intellectual, ethical, spiritual, and leadership potential and to set and uphold standards of excellence.

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<sup>1</sup> [Student Handbook](#)

Firmly rooted in the liberal arts tradition and closely related to The United Methodist Church, the College is a community of learning based on fundamental principles formed at the intersection of Christian faith and liberal education: intellectual rigor, self-discovery, human dignity, mutual support, social justice, self-discipline, mental and physical wellness, the appreciation of diversity and the natural world, and the judicious use of resources.

The College recognizes and affirms its interdependence with the external communities-local, regional, national, and global-and its covenant with the people of West Virginia to share its educational and cultural resources.

West Virginia Wesleyan College prepares its students through its curriculum of arts and sciences, pre-professional, professional, and graduate studies, and its rich campus life program. As a residential institution of higher education, the College aspires to graduate broadly educated individuals who:

Think critically and creatively,  
Communicate effectively,  
Act responsibly, and  
Demonstrate their local and world citizenship through service.

### **Community Expectations and Social Responsibility<sup>2</sup>**

West Virginia Wesleyan College is based in the traditions of the United Methodist Church. As a church-affiliated college, West Virginia Wesleyan strives to maintain the highest standards of study and conduct and anticipates that each student will assist in this endeavor.

The College expects high ethical conduct of all students, faculty, and staff members. All community members share the responsibility of maintaining this high level of behavior. When students are admitted to West Virginia Wesleyan College, it is assumed that they are aware of the established College policies and are endowed with a high level of responsibility for their personal behavior, as well as for the College. The West Virginia Wesleyan College Community is committed to fostering a campus environment that is conducive to academic inquiry, productive campus life, and thoughtful study and discourse. A community exists on the basis of shared values and principles. At West Virginia Wesleyan College, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. These standards are embodied within a set of core values that include integrity, fairness, respect, community and responsibility. When members of the community fail to exemplify these values, campus conduct proceedings are used to assert and uphold the Student Code of Conduct.

West Virginia Wesleyan College will not tolerate any form of harassment or intimidation including, but not limited to, sexual, racial, religious, handicap, or age discrimination. Using the telephone, mail, electronic mail or social media to intimidate or interfere with a person's basic rights is also a form of harassment. Attitudes of condescension, hostility, role-stereotyping, and sexual or racial innuendo weaken the health of the community and are considered harassment as well.

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<sup>2</sup> [Student Handbook](#)

Wesleyan will not tolerate acts of hazing or the exploitation of individuals or groups. At the same time, the College affirms the principle of academic freedom and prohibits discrimination against individuals or groups because they express different points of view. However, the College affirms that freedom of expression does not justify violating human dignity.

### **Non-Discrimination Statement<sup>3</sup>**

West Virginia Wesleyan College does not discriminate on the basis of race, sex, color, national or ethnic origin, creed, ancestry, marital/family status, veteran status, sexual orientation, gender, gender identity, gender expression, pregnancy, religion, age, disability or blindness, or any other characteristic protected by local, state or federal law, to include Title VI, Title IX, Section 504, and the Age Discrimination Act, in the administration of its admission policies, scholarship and loan programs, educational programs, employment, athletic programs, co-curricular activities, or other College administered programs. For inquiries about the application of these laws in Wesleyan's programs or to file a report, contact the Title IX Coordinator at 59 College Ave, Buckhannon WV, [titleix@wvwc.edu](mailto:titleix@wvwc.edu), or 304-621-1316.

### **LGBTQIA+ Statement<sup>4</sup>**

West Virginia Wesleyan College is committed to providing a safe, supportive and nondiscriminatory learning and living environment for students, faculty, staff and campus guests. WVWC strives to create and sustain a campus environment that supports and values all members of the campus community regardless of their sexual orientation or gender identity, as full participants in the campus community. To affirm these beliefs WVWC will:

- Foster an educational environment that is safe, welcoming and free from stigma and discrimination for all students, regardless of gender identity or expression.
- Ensure that the responsibility for determining individual gender identity rests solely with the individual.
- Provide WVWC campus community members and guests with the use of facilities that correspond with their gender identity, not their gender assignment at birth or on their birth certificate.
- Provide gender-inclusive housing that provides a safe and inclusive housing opportunity for students that identify as transgender or gender non-conforming. This housing option is available to all WVWC students with room assignments made based on availability and date of housing deposit.
- Provide safe, accessible and convenient bathroom/restroom/locker room facilities that correspond to a person's gender identity or facilities designated as gender-neutral or gender-inclusive.

### **Campus Geography**

The campus of West Virginia Wesleyan College is situated in the small town of Buckhannon, WV on 110 acres located along the Buckhannon River.

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<sup>3</sup> [Student Handbook](#)

<sup>4</sup> [Student Handbook](#)



### On-Campus Facilities

Facilities included in the On-Campus Clery Geography designation include all non-residential buildings and facilities on the campus proper. This includes Reemsnyder Research Center, Virginia Thomas Law Center for the Creative Arts, Wesley Chapel/Martin Religious Center, Annie Merner Pfeiffer Library, Benedum Campus Center/French See Dining Center, Lynch-Raine Administration Building, Haymond Hall, Loar Hall of Music, Christopher Hall of Science, Rockefeller Center, Middleton Hall, Ross Field, Hank Ellis Field, Culpepper Field, Culpepper Stadium, Erickson Alumni Center, English Annex, O’Roark Nordstrom Welcome Center, and the Tennis Courts.

Additionally, West Virginia Wesleyan College has eight residence halls, twelve campus-owned houses utilized for student housing, and one additional house utilized for graduate assistant student housing. The residence halls include Dunn Hall, Agnes Howard Hall, McCuskey Hall, Doney Hall, Fleming Hall, Jenkins Hall, Benedum Hall, and Holloway Hall.

### Public Property

The campus of West Virginia Wesleyan College has four public streets that border or intersect the campus proper. These streets are Camden Avenue, Meade Street, Lumber Street, and College Avenue. Additionally, a portion of campus directly borders the Buckhannon River.

## **Noncampus Buildings and Property**

West Virginia Wesleyan College recognizes five fraternity chapters that own and control a residential property. These organizations and building locations include:

- Alpha Sigma Phi: 83 S. Kanawha Street
- Theta Xi: 87 S. Kanawha Street
- Chi Phi: 91 S. Kanawha Street
- Theta Chi: 74 College Avenue
- Kappa Alpha: 90 College Avenue

## **Office of Campus Safety and Security**

West Virginia Wesleyan College's Campus Safety and Security program is dedicated to ensuring a secure and safe living environment for the college community and its visitors. It aims to educate students, faculty, and staff on maintaining safety on campus. The college has its own Campus Safety and Security force, comprising full and part-time professional security officers and trained student officers. Wesleyan Campus Safety and Security have enforcement jurisdiction for on-campus properties only.

Wesleyan security officers do not have police authority or the authority to make arrests and do not carry weapons. Wesleyan security officers do cooperate fully with local law enforcement agencies in response to on and off campus incidents.

The Campus Safety and Security Office operates 24/7 and can be reached at 304-473-8011. Calls made when the office is unattended are forwarded directly to the on-duty officer's walkie-talkie and the college's two primary emergency phones. For in-person assistance, the Security Office is located in the Administration Building's basement.

Security Officer Responsibilities Include:

- Monitoring and securing campus buildings, parking areas, and walkways.
- Deterrence of campus crime through regular patrols.
- Enforcement of college policies.
- Investigation and documentation of policy violations.
- Cooperation with residence life staff to ensure a secure environment.
- Traffic regulation and escort services upon request.
- Compilation of crime statistics from incident logs, residence hall reports, and police data for annual crime reporting.
- Partnership with local police for crime prevention, investigations, and safety education.
- Educating the college community—including students, faculty, and staff—on security practices and procedures is a priority. This education focuses on personal safety and the safety of others and is achieved through collaboration with residence life staff. Key methods include informative signage and campus-wide emails.



## Relationship with Local Law Enforcement

West Virginia Wesleyan College and the Office of Campus Safety and Security have a strong partnership with the Buckhannon Police Department and other partners. Through regular communication and collaboration, robust and nuanced response strategies that are tailored to our unique campus environment have been developed. As of September 1, 2024, no written agreement exists between the College and other law enforcement agencies.

The Buckhannon Police Department, Buckhannon Fire Department, and representatives from West Virginia Wesleyan College have participated together in table-top discussions and exercises, which have been instrumental in refining our emergency response plans and strengthening our relationships with local agencies. This has also allowed local agencies to become familiar with our campus layout and aligned on response protocols, thereby enhancing our collective ability to act swiftly and effectively in a crisis.

The Office of Campus Safety and Security cooperates fully with local and state law enforcement authorities for any related investigations, providing assistance where available. Law enforcement authorities routinely contact the Office of Campus Safety and Security prior to serving summons, requesting interviews, or conducting other police business with students. Additionally, authorities contact College officials to gain entry to residence halls, where they are escorted by Safety and Security or Residential Life staff. However, student conduct records are confidential and will only be released to a valid subpoena from the court.<sup>5</sup>

Off-campus conduct is subject to college judicial action. Police reports and written documentations are regularly cross-referenced for appropriate follow-up of off-campus behavior.

The Office of Campus Safety and Security makes every effort to collect crime statistics for all Clery Act crimes committed in applicable geographic locations from all law enforcement agencies with jurisdiction of the College. Crime statistics are requested annually, in writing, from the Buckhannon Police Department, Upshur County Sheriff's Office, and the West Virginia State Police for inclusion in the Annual Security Report. The Buckhannon Police Department consistently responds to these requests.

## Access to Campus and Buildings

Campus buildings adhere to a predetermined locking schedule to ensure security.

- Residence halls are locked at all times, with entry available to residents of their specific residence hall only, via door swipe cards.
- Most roof access points are locked and secured. Physical Plant and Security are the only entities with keys to access. The Residence Hall Accommodations and Policy Agreement<sup>6</sup> states that "students may not be present on any residence hall roof or porch located above the first floor. Presence on these areas will result in disciplinary action. Screens may not be removed from windows."

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<sup>5</sup> [Student Handbook](#)

<sup>6</sup> [Residence Hall Accommodations and Policy Agreement](#)

- Residence Life Staff conducts patrols of all residence halls from Sunday to Thursday until 11:00 pm and until 1:00 a.m. on Fridays and Saturdays.
- Visitors are required to be escorted in residence halls.
- Physical Plant staff are credentialed for building access and are supervised. Physical Plant staff utilize card swipes and keys issued to them by Physical Plant supervisors for access to buildings and rooms across campus. Physical Plant staff typically work in pairs when entering buildings or residence hall rooms. The Physical Plant staff radio to the main office when entering a student room, with main office staff documenting the entry.
- When required to enter residence hall buildings, IT staff utilize body cams to document their time in private space.
- Non-residential buildings are secured at 10:00 PM, except for scheduled events, and reopened at 6:00 AM. Locking schedules during the summer and vacation periods vary. Buildings and spaces with 24-hour access are secured utilizing swipe card access, which is limited to campus community members.
- Security personnel conduct rounds of high-traffic non-residential buildings multiple times a day to monitor the safety and security of those spaces. Additionally, every floor of non-residential buildings is walked prior to locking the building each evening.
- Video surveillance of public areas for security purposes is conducted in accordance with all existing college policies. The full video surveillance policy is available in the Student Handbook.

## Monitoring and Reporting of Criminal Activity

West Virginia Wesleyan College works closely with the Buckhannon Police Department and Office of Emergency Management to monitor crime and police reports that occur on campus and at noncampus locations. In the event that the 911 Communication Center is contacted and units are dispatched, regardless of reason (crime, fire, health emergency, general emergency, etc.), a small emergency response team on campus is also notified by text message of the emergency. These alerts contain the address of the emergency as well as basic information regarding the reason for unit dispatch. The campus officials that receive this communication include the Director of Campus Safety and Security, Vice President for Student Affairs, Dean of Students, and Vice President for Enrollment and Marketing. This process allows campus officials to be aware of emergencies and crimes that are reported on the campus of West Virginia Wesleyan College as well as our noncampus Greek Life house locations.

## Reporting a Crime

By reporting alleged crimes and other suspicious circumstances, the alleged crime or suspicious circumstances will be included in the Security Office's daily logs, the daily report of crimes or suspicious incidents and, if appropriate, in the Annual Security and Fire Safety Report. Additionally, if necessary, the College will be able to issue timely and appropriate warnings alerting the campus community to dangerous situations.

Campus Security Authorities (defined below) at the College have a duty to provide the College's Office of Security with information regarding certain crimes when they are reported to them. All personally identifiable information is kept confidential in daily crime logs and the Annual Security Report, but statistical information regarding Clery reportable crimes must be shared by Campus Security Authorities,

including the date and location of the incident and information about the reported crime to allow for proper classification. This report provides the College community with information about the extent and nature of crime on the College's campus and helps ensure greater community safety.

### **Accurate and Timely Reporting of Criminal Offenses**

All students, employees and guests should immediately and accurately report any criminal incident/activity and any other emergency to the Upshur County E-911 Center. This office will dispatch the proper authorities to the scene whether it be the police, medical personnel or fire department. After contacting 911, the West Virginia Wesleyan Security Office should also be notified, at 304-473-8011. When a potentially dangerous threat to the College community arises involving a serious crime as defined by the Clery Act, a timely warning may be issued by the College to the community.

### **Campus Security Authorities**

The Clery Act requires colleges and universities receiving federal funds to report statistics concerning the occurrence of certain criminal offenses reported to the Office of Security or any official of the institution who is defined as a Campus Security Authority (CSA).

All West Virginia Wesleyan employees that are responsible employees<sup>7</sup> (defined as those employees in a leadership or supervisory position or who have significant responsibility for the welfare of students or employees. Responsible Employees include faculty, staff, coaches, directors, resident assistants, and advisors) will also be designated as Campus Security Authorities.

These designated individuals have significant responsibility for student and campus activities, and as such are trained by West Virginia Wesleyan College to report crimes to the Office of Campus Security.

Exceptions to reporting crimes exist for licensed psychologists, members of the clergy and attorneys who serve the College in that capacity. West Virginia Wesleyan College does not have a specific policy or procedure regarding when these individuals should inform students they are serving of crime reporting procedures. Instead, this occurs when and if the counselor, attorney, or member of clergy deems appropriate.

For non-emergencies and incidents that are not criminal in nature, students, employees and guests should contact the Office of Campus Security at the above listed number. These non-emergency issues may also be reported in person to the Office of Campus Security located in the basement of the Administration building, and to the Office of Campus Life located in the Student Development Suite of the Benedum Center for Campus Life.

### **Assistance in Notifying Law Enforcement**

If a student, employee or guest should need help in reporting a criminal incident/activity to the appropriate authorities, they may seek the assistance of the Office of Campus Security. A member of the Security Department will relay the information provided to the Upshur County E-911 Center to dispatch

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<sup>7</sup> [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

the proper authorities to respond to the incident. The Office of Campus Security will report Title IX related offenses to the Title IX Coordinator.

### **Voluntary, Anonymous Reporting**

West Virginia Wesleyan College encourages anyone who is the victim of a crime or witnesses any crime to promptly report the incident to the police, Security, Title IX Coordinator, or a Campus Security Authority (CSA) (*see Mandatory Crime Reports Policy*).

Individuals, however, may anonymously report crimes and/or violations of the College's administrative policies, procedures or rules. Anonymous reports may be filed pursuant to one of the following methods:

- Call the Campus Conduct Hotline at 1-866-943-5787.
- Leave a private anonymous voice message for the Director of Security or a Campus Security Authority.
- Mail an anonymous letter to the Director of Security or any Campus Security Authority.  
59 College Avenue  
Buckhannon, WV 26201
- File an incident report online at <https://wwwc.guardianconduct.com/incident-reporting/new>.

This encouragement is done to maintain and enhance the safety and security of the entire West Virginia Wesleyan campus and the surrounding community. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. With the exception of reports made to College counselors and pastors, reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

**Anonymous Reporting to Law Enforcement:** Any member of the West Virginia Wesleyan College community who has experienced or witnessed an incident of Discrimination, Harassment, or Title IX Sexual Harassment can also decide to report the alleged incident anonymously to law enforcement. Law enforcement will record the date and time of the alleged assault, the mode of operation of the assailant, and any description of the assailant given. If the assailant's name is reported, it will be recorded. In addition, law enforcement stores the information in the event a pattern of crimes by the assailant is detected. The purpose of an anonymous confidential report is to comply with the Reported Victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the Reported Victim and others. Anonymous reports to law enforcement do not relieve Responsible Employees or Officials with Authority of their reporting duties under Title IX.

### **Mandatory Crime Reporters**

There are two federal laws that establish responsibilities for employees of colleges and universities to report certain types of crimes and incidents: the Clery Act and Title IX. Pursuant to these laws, certain employees at West Virginia Wesleyan College are required to report applicable criminal incidents to the Office of Security and/or the College Title IX Coordinator or Deputy Coordinator. In addition, College policy mandates that all employees, College volunteers and third-party vendors report incidents of child abuse and neglect to the Title IX Coordinator. Moreover, West Virginia law ([WV Code §49-2-803](#)) requires certain employees to report incidents of child abuse and neglect to West Virginia's Centralized Intake for

Abuse and Neglect in. The guidelines below identify which employees are obligated to make a mandatory report to the appropriate College authority (and law enforcement, if applicable) and what types of crimes or incidents must be reported.

### **Discrimination, Harassment, and Title IX Sexual Harassment Reporting**

Under Title IX, the College is required to take immediate and corrective action if a responsible employee knew or, in the exercise of reasonable care, should have known about sexual or gender-based harassment that creates a hostile environment.

College employees with supervisory and leadership responsibilities on campus are considered “responsible employees<sup>8</sup>.” This includes, but is not limited to, faculty, supervisors, academic staff, advisers, coaches, administrators, Resident Assistants and other employees with a responsibility for student welfare. The College requires that all responsible employees share a report of alleged sexual misconduct violations with the Title IX Coordinator so the College can respond appropriately to end the conduct, prevent its recurrence and remedy its effects.

Officials with Authority are also required to report all incidents of Discrimination, Harassment, and Title IX Sexual Harassment to the Title IX Coordinator. An Official with Authority is an official of West Virginia Wesleyan College with the authority to institute corrective action on behalf of West Virginia Wesleyan College and notice to whom causes WVWC to respond to Title IX Sexual Harassment. Officials with Authority include the following: Title IX Coordinator, Title IX Deputy Coordinators, President, Vice Presidents, Cabinet Members, Directors, and Dean of Students.

### **Child Abuse and Neglect**

As set forth in the College’s Policy on the Protection of Minors<sup>9</sup>, all employees at the College, as well as student employees over the age of 18, camp counselors and program leaders, and College volunteers and third-party vendors who witness or suspect an incident of child abuse are obligated to make a report utilizing the following procedures:

1. Under West Virginia Law (WV Code §49-2-803), certain persons are required to directly report incidents or suspicions of child abuse or neglect to the West Virginia’s Department of Health and Human Resources Centralized Intake for Abuse and Neglect (see contact information below) immediately and not more than 48 hours after suspecting the abuse or neglect. These persons include: any medical, dental or mental health professional, Christian Science practitioner, religious healer, school teacher or other school personnel, social service worker, child care or foster care worker, emergency medical services personnel, peace officer or law enforcement official, humane officer, member of the clergy, circuit court judge, family court judge, employee of the division of the Division of Juvenile Services, magistrate, youth camp administrator or counselor, employee, coach or volunteer to an entity that provides organized activities for children, or commercial film or photographic print processor.

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<sup>8</sup> [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

<sup>9</sup> [Policy on Protection of Minors](#)

2. In any case where an employee, student employees over the age of 18, camp counselors and program leaders, College volunteers or third-party vendors believes that a child has suffered serious physical abuse, sexual abuse or sexual assault, the individual must also immediately report (no more than 48 hours after suspecting the abuse or neglect) the incident to the State Police and City Police.
3. In addition to the above, individuals covered by this policy are also expected to immediately report an incident of child abuse or neglect to the Office of Campus Safety and Security immediately at 304-473-8011.

**West Virginia Department of Health and Human Resources Centralized Intake for Abuse and Neglect**  
1-800-352-6513

**Upshur County DHHR Office**

33 Southfork Plaza Drive  
Buckhannon, West Virginia 26241

Phone: 304-473-4714

Fax: 304-472-0630

Hours: 8:30 a.m. to 5:00 p.m. - Monday through Friday

## Immediate Assistance and Resources

It is the College's goal to empower individuals who believe they have experienced an incident of violence, which includes dating and domestic violence, sexual assault, and stalking to seek help and access the resources most helpful to them. Various campus and community advocates, counselors, and emergency first responders are available to offer assistance in this regard. Moreover, seeking assistance and advice promptly from one of these resources may also be important to ensure one's physical safety or to obtain medical care or other support. It may also be necessary to preserve evidence, which can assist the College and/or law enforcement in responding effectively. Assistance is available 24 hours a day, 7 days a week.

### **Get to a Safe Place**

First and foremost, an individual who is the victim of violence or Sexual Assault (non-consensual sexual contact or non-consensual sexual intercourse), Domestic Violence, Dating Violence, Stalking or other violent actions is urged to get to a safe place away from the perpetrator or from any other potential danger as soon as possible. Individuals on campus who are not in a safe place should contact Safety and Security at 304-473-8011, 24 hours a day, utilize an emergency phone, or Local Law Enforcement at 911 immediately (24 hours).

Individuals off campus should contact Local Law Enforcement at 911 immediately.

### **Emergency Phones**

Four emergency phones are strategically placed around campus and provide direct access to the Campus Safety and Security Office. If the office is unattended, calls are routed to the on-duty officer.

Emergency phones can be found in the following campus locations:

- Camden-Randolph Parking Lot
- Chapel Oval side of Holloway Hall
- College-Avenue side of the Annie Merner Pfeiffer Library
- Behind Doney Hall

### **Seek Medical Care**

Whether a member of the College community who has experienced an incident of violence, Sexual Assault (non-consensual sexual contact and non-consensual sexual intercourse), Domestic Violence, Dating Violence, or other violent actions elects to report the incident or not, it is important that medical attention be sought as soon as possible. This will allow the individual to get care for any injuries that may have resulted from the assault, receive medications in order to prevent sexually transmitted infections in the event of a Sexual Assault and to properly collect and preserve evidence, if the patient consents to do so. A medical examination within 96 hours is critical in preserving evidence of Sexual Assault and proving a criminal or civil case against a perpetrator.

During regular business hours, students or community members may visit the Community Care of West Virginia Health Clinic on the campus of West Virginia Wesleyan College for a SANE exam. Outside of regular business hours, individuals are directed to visit J.W. Ruby Memorial Hospital in Morgantown, WV.

### **Preserve Evidence**

Collecting evidence does not obligate an individual to any particular course of action but can assist law enforcement should criminal charges ultimately be pursued. For evidence collection purposes, it is important that, if possible, victims do not shower, bathe, wash, comb their hair, use the toilet, smoke, brush their teeth, eat or drink, or wash clothes, sheets, blankets or other items. Anything of evidentiary value should be placed in a paper bag (plastic bags are discouraged). In addition, victims are urged to photograph visible injuries. Pictures of injuries should be taken in both close-up and wide-angle. A credit card, coin or dollar bill should be used in the pictures for reference of size. Digital photographs, relevant text or electronic message communications should be saved to include a time stamp of the photograph or communication if possible.

## Emergency Reporting, Notification, Response, and Evacuation

### **Reporting an Emergency<sup>10</sup>**

#### *Minor Emergency*

Any incident, potential or actual, which will not seriously affect the overall function of the College. If these incidents occur, community members should contact Campus Safety and Security at 304-473-8011.

#### *Major Emergency*

Any incident, potential or actual, which affects an entire building or any event which seriously impairs the overall function of the College. In some cases, mass personnel casualties and severe property damage may occur. In cases of major emergencies, the first step is to contact 911, followed by notifying

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<sup>10</sup> [Critical Incident Response Plan](#)

the Campus Safety and Security department. Campus Safety and Security can be reached by calling (304) 473-8011 or activating any emergency phone on campus.

In the event of an emergency, the President, or designee, will declare an emergency, an Emergency Response Center will be activated, and the Critical Incident Response Team will be called in to activate appropriate steps to limit damages and coordinate with appropriate campus community members.

### **Emergency Notification<sup>11</sup>**

West Virginia Wesleyan College will use Omnilert, EMO, and email communications for swift notifications during emergencies. Our institution utilizes the Omnilert platform, a widely adopted emergency notification system among colleges and universities, to enable swift activation in response to critical incidents. This system does not require campus community members to sign up, facilitating widespread and immediate alert dissemination. In addition to Omnilert, additional communication can occur through EMO or our Wesleyan email system. These email systems do not require campus community members to sign up.

Authorities will issue these notifications promptly and without delay, taking into account the safety of the community, unless issuing a notification will compromise efforts to assist the victim or contain, mitigate, or respond to the emergency.

The Emergency Director (President or designee) and the Emergency Coordinator (Director of Campus Safety) are responsible for assessing and confirming emergencies, initiating notifications, and coordinating response efforts. An emergency is confirmed through communication with local emergency response agencies and Wesleyan Security staff. Any time 911 is called regarding an emergency of any kind occurring on the campus of West Virginia Wesleyan College, the 911 Communication Center notifies campus authorities immediately via text message. A security officer is then dispatched to the location. These two functions allow for confirmation of the emergency. Once an emergency has been confirmed, the Emergency Director or Emergency Coordinator initiates the sending of the emergency notification.

The Emergency Director (and all possible designees) and Emergency Coordinator are provided FirstNet cell phones, which provide cellular service in cases of extreme emergencies and cellular disruption. These phones are loaded with the Omnilert app, allowing for timely access to the emergency notification system.

The notifications are sent campus-wide and are not segmented to specific campus populations. The Communications Director will oversee and disseminate all information, with the exception of Omnilert emergency responses to active shooter and chemical threats, which necessitate immediate actions for safety and shelter-in-place procedures. Template messages for all major types of emergencies are pre-written and loaded into Omnilert to reduce the time needed to develop the content of the notification. The templates can be edited by the Communications Director or designee to include incident-specific information. These edits either occur directly in the Omnilert system or in a shared Google document, which is then uploaded into the Omnilert system.

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<sup>11</sup> [Critical Incident Response Plan](#)



## **Critical Incident Response Plan<sup>12</sup>**

### ***Critical Incident Response Team***

The Critical Incident Response Team (CIRT) is the group of individuals tasked with managing an emergency or disaster when an emergency reaches a level that cannot be controlled through normal operational procedures. The President or designee can declare an emergency and implement the Critical Incident Response team to restore normal operations. The members of the CIRT are as follows: The President or Designee may invite others as needed.

#### *Emergency Director*

Emergency operations shall be directed by the President or designee with the Emergency Coordinator. In the President's absence, the following line of succession will be enacted until the President can manage the incident.

1. President - James Moore
2. Vice President of Student Development – Alison Whitehair
3. Vice President of Academic Affairs – Lynn Linder

Due to travel and off campus responsibilities, the President will make announcements who will be the emergency director designee at the weekly cabinet meeting if 2 and 3 are not available.

#### Responsibilities:

- Direct comprehensive response to the emergency.
- Works with Campus Security and others in assessing the emergency and preparing the College's response.
- Notifies and conducts liaison activities with the administration and other public entities.
- Coordinates with the Vice President for Enrollment Management on all messaging to campus and the public.
- Declares and ends, when appropriate, a state of campus emergency.

#### *Emergency Coordinator*

The operational control of efforts on the ground to address an emergency or disaster shall be the responsibility of the Emergency Coordinator. The Coordinator will be in consultation with the President or person directing the overall response.

- The Director of Campus Safety - John Bohman
  - Coordinate major emergencies – Police, Fire, Natural disasters, etc.
- The Director of Physical Plant - Stan White
  - Coordinates for a response to gas outages, water leaks, no power, and other infrastructure failure
- The Director of Information Technology - Neil Roth
  - Coordinate all cyber threats in consultation with EIIA.

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<sup>12</sup> [Critical Incident Response Plan](#)

#### Responsibilities:

- Coordinates a comprehensive response to the emergency at the scene.
- Maintains Emergency Command Post in a state of constant readiness. (Director of Security)
- Initiates contact with the President and the CIRT team to begin assessment of the issue of concern.
- Notifies and utilizes police and, if necessary, uses various staff to maintain safety and order.
- Notifies the building coordinators and advises them of the nature of the emergency. (Director of Security)
- Notifies and conducts liaison activities with outside organizations such as fire, police, EMS, etc.
- Oversees the preparation of a report to the President summarizing the management of the emergency.
- Maintains MOU's and revisit reciprocal agreement with outside partners/stakeholders with President's approval.
- Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricade
- set-up, damage assessment, debris clearance, emergency repairs, and equipment protection. (Physical Plant)
- Provides vehicles, equipment, and operators for moving personnel and supplies. (Security and Physical Plant)
- Obtains the assistance of utility companies as needed. (Physical Plant)
- Furnishes emergency power and lighting systems. (Physical Plant)
- Surveys habitable space in case essential services must be relocated. (IT, Physical Plant, Security)
- Provides for storage of vital records at an alternate site; coordinates with building coordinators for support. (IT, Physical Plant, Security)

#### *Communications Coordinator*

Vice President for Enrollment Management & Marketing Officer or designee - John Waltz

- Coordinates messaging to faculty, staff, and students using text messaging, email, etc.
- Liaison with the news media for dissemination of information as directed by the President.
- Establishes liaison with local radio and TV services for public announcements.
- Advises the President or designee of all news reports concerning the extent of the emergency.
- Prepares news releases for approval and releases the same to the media.
- Communications best practices on page (6) to assist with messaging and dissemination of information.

#### *Campus Safety and Security*

Director, Assistant Director, Officer on Duty, or designee - John Bohman or James Brown

- Notifies Director of Campus Safety of emergencies.
- Monitors campus emergency warning and evacuation systems
- Takes steps necessary to protect life and property and to safeguard vital records
- Summoning external law enforcement, EMS, and fire protection personnel if needed.
- Obtains assistance from the city, county, and federal government for radio monitoring and first aid as required.
- Traffic and access control, perimeter and internal security patrols, and fire prevention services as

needed.

- Maintains liaison with the emergency coordinator or designee for telecommunications support.

#### *Student Development and Residence Life Operations*

Vice President of Student Development – Alison Whitehair or Dean of Students – Alisa Lively

- Maintains emergency operations for the residence halls.
- Coordinates efforts of Housing staff
- Maintains contact with Food Service and Custodial Services operations.
- Maintains contact with student support services (i.e., Health Service, Counseling, Chapel)
- Coordinates needed services with other Student Development personnel.
- Identifies need for external health services and Liaison for Community Care of WV.

#### *Evacuation Coordinator*

Dean of Students/Director of HR – Alisa Lively and Vickie Crowder

Certain disasters will require relocation whether it's temporary or for an extended time due to an incident for the protection of community members and to allow assigned responders to mitigate and prepare for a return to normal operations.

- Ready a list of alternate sights to relocate offices, dorm rooms, and multiply individuals based upon the type of Incident. Will make a recommendation to the emergency director of where to relocate individuals if needed.
- Work with the communications coordinator to send notification once the Emergency Director issues the
- evacuation order. (Applies to the more serious incidents - look at flow chart of each disaster)
- Assess and meet the basic needs of those at the evacuation areas.
- Building coordinators will have training and are able to assist the Evacuation Coordinators at the evacuation sights.

#### *Information Technology*

Director of Information Technology or IT staff designee - Neil Roth and/or Jonathon Andrews

- Conducts risk analysis on a regular basis to protect the colleges infrastructure
- Will be the emergency coordinator on all cyber-attacks and will advise the president of next steps
- Due to sensitive security issues most of the plan will live outside of this document to protect the integrity of our IT operations.

#### *Athletic Department*

Director of Athletics – Rae Emrick and Jackie Hinton

- Maintains emergency operations readiness for athletic events through the game administrator.
- Coordinates efforts of coaching and support staff of the athletic department throughout an emergency.
- Liaison between Wesleyan and the MEC conference

*\*CIRT members should have the capability to be in constant communication with each other and with the Emergency Command Post.*

### ***Support Roles to the Critical Incident Response Team***

*Scribe for the Emergency Operation Center:* - Leah Ripley

Purpose: To document all actions, decisions, communications, and events that occur during an emergency to ensure accurate and detailed records are maintained for post-incident analysis, legal purposes, and continuous improvement of emergency response protocols.

Responsibilities: The Scribe for the EOC is responsible for the accurate and timely documentation of all relevant information during an emergency. Specific responsibilities include:

- Documentation:
  - Project the google sheet document on the wall for all that are working in the Emergency Operations Center to see and review in real time. This will assist the leadership team with decision making as the emergency unfolds.
  - Record all actions, decisions, and communications made by the EOC staff.
  - Note the time and date of each recorded entry.
  - Ensure that all entries are clear, concise, and factual.
- Communication Logs:
  - Maintain a log of all incoming and outgoing communications, including phone calls, radio transmissions, emails, and other forms of communication.
  - Include the name of the person communicating, their role or affiliation, and the content of the communication.
- Incident Tracking:
  - Document the progression of the incident, including key events, changes in the situation, and updates on response efforts.
  - Track resources deployed, actions taken, and outcomes achieved.
- Coordination with EOC Staff:
  - Work closely with the EOC Manager and other staff to ensure that all critical information is captured.
  - Clarify any unclear information or instructions with the relevant personnel.
- Reports and Briefings:
  - Prepare summaries and reports for briefings and updates as required by the EOC Manager.
  - Assist in the preparation of after-action reports and other post-incident documentation.
  - Preserve all notes for an after-action review with the CIRT team and General Counsel of the college.

*Chemical and Bio Hygiene Coordinator:* Joanna Webb or Thomas Wood (fall 2024)

- Reports to the Vice President of Academic Affairs – Lynn Linder
- Maintains open communication with Damage Control regarding status of hazardous chemicals on campus.
- Responds to all fires on campus to assist the fire department with mitigation strategies to extinguish the fire
- Hygiene plan in the appendix of this document

### *Building Coordinators:*

The Vice President of Academic Affairs, Vice President for Student Development, and Director of Security Appoint a specific person as Building/Facility Coordinator for activities under their control. Such persons may have the following general responsibilities prior to and during any emergency:

- Emergency Preparedness for Building Coordinators
  - Building evacuation information may be distributed to all employees with follow-up discussions and explanation.
  - Time may be allowed for training employees in emergency techniques such as fire extinguisher usage, Stop the Bleed, Narcan, first aid, CPR, and building evacuation procedures.
- Emergency Situations
  - Inform all employees under their direction of the emergency condition.
  - Evaluate the impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
  - Maintain emergency communications with CIRT Team members from their own locations. Will directly communicate with the Director of HR of situational conditions at their location and receive updates of next steps under the emergency condition.

### *Faculty Chairs and Staff Supervisors:*

Each faculty member and staff supervisor may have the responsibility to:

- Inform students and/or employees concerning emergency procedures, e.g., evacuation procedures for their building and/or activity at the beginning of each semester.
- Survey and evaluate their assigned building facility or activity and determine the impact an emergency may have on their facility. Report all safety hazards to the Physical Plant and Campus Safety office.
- Important: Advise all students, staff, and faculty to follow building evacuation procedures, e.g., reporting to a designated campus assembly area outside the building where a head count can be taken.

### ***Emergency Operations Center***

West Virginia Wesleyan College has identified two on-campus Emergency Operations Centers (EOC). In the event that an EOC is activated, the center must be staffed 24/7 until the situation is resolved.

Both locations will be equipped with an emergency response kit that includes the following:

- Hand-held radios
- Floor plans for all buildings
- The scribe will provide the following information: (Multiple EOC members have access to the online google doc)  
[https://docs.google.com/spreadsheets/d/1NogF0AQ1kUuY8o0INYJrCoZTiBRPuSQRukQHZH\\_8HT4/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1NogF0AQ1kUuY8o0INYJrCoZTiBRPuSQRukQHZH_8HT4/edit?usp=sharing)
  - Critical Incident Response Team (CIRT) Members
  - Building Coordinators and Resident Directors
  - Local Emergency Services
- A campus master key (Already issued to Emergency Director and Designee)

*The Emergency Operation Center Location:* (Emergency Director will choose one of the following based upon safety concerns and the needs of managing the issue of concern to a return to normal operations.)

- In Person - The Security office of the Administration Building. This location has been chosen because it has immediate access to campus security cameras, identification photos, maps of the campus, and there is access to a telephone and computers.
- Virtual - As a second option, the President or Designee may decide to host the Emergency Operations Center on a Virtual platform to allow for maximum safety and the ability of team members to meet basic needs of the campus while in the field if deemed safe and necessary.
- The Secondary Location for the Emergency Response Center: is the Erickson Alumni Center. Depending on the circumstances surrounding the emergency, operations may need to be conducted in a more isolated location than in the heart of campus. If this location is the EOC, media will be directed to a secure location on campus that will be determined by the communication coordinator or designated appointee.

### ***Drills & Exercises, Publicizing, and Evacuation Procedures***<sup>13</sup>

West Virginia Wesleyan College conducts regular drills and exercises, both announced and unannounced, to ensure the preparedness of our community in the event of an emergency. Our approach includes the following procedures:

#### **1. Annual Scheduling of Drills and Exercises:**

- a. **Purpose:** To assess and evaluate the effectiveness of our emergency plans and capabilities.
- b. **Process:** Each year, we schedule a series of drills and exercises that simulate various emergency scenarios. These activities are planned to cover different types of emergencies as outlined in our Critical Incident Response Manual.
- c. **Community Collaboration:** We collaborate with our community partners, including local law enforcement, fire departments, and other emergency services, to assist in planning and debriefing these drills and exercises. This includes joint drills and table talk discussions to ensure a coordinated and comprehensive response. Notably, we conduct fire drills every July with the local fire department, gaining their professional feedback to enhance our readiness of all non-residential buildings, while we will conduct residential buildings once each semester.
- d. **Follow-through Activities:** After each drill or exercise, an assessment is conducted to evaluate our response and identify areas for improvement. These may include debriefing sessions with participants and reviewing feedback to enhance our emergency plans.
- e. **Overall Response Plan Review:** Our Critical Incident Response Team (CIRT) leadership reviews the overall response plans every June and December, or as needed following a debriefing session after a critical incident.

#### **2. Publicizing Emergency Response and Evacuation Procedures:**

- a. **Purpose:** To ensure that all members of the college community are informed about the emergency response and evacuation procedures.
- b. **Process:** Prior to conducting each drill or exercise, we publicize the emergency response and evacuation procedures through multiple channels, including emails and EMO campus bulletin

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<sup>13</sup> [Critical Incident Response Plan](#)

system. This ensures that everyone is aware of the procedures and knows what to expect during the test.

- c. **Documentation:** For every test conducted, we document the following details:
  - **Description of the Exercise:** A brief overview of the drill or exercise scenario.
  - **Date and Time:** The specific date and time when the drill or exercise took place.
  - **Announcement Status:** Indication of whether the exercise was announced or unannounced.

### 3. Evacuation Procedures:

- a. **Alarm Activation:** In the event of an emergency requiring evacuation, an alarm will sound.
- b. **Exit Routes:** Leave immediately by the nearest exit to leave the building quickly and safely.
- c. **Assist Others:** Help individuals with disabilities or those who need assistance evacuating.
- d. **Do Not Use Elevators:** Use stairways instead of elevators during an evacuation.
- e. **Designated Assembly Area:** Proceed in an orderly manner to the assembly area directed by officials and await further instructions from emergency personnel.
- f. **Remain outside and Calm:** Stay outside until the all-clear is given by the building coordinator or security. Follow the directions of emergency personnel and staff.

By adhering to these procedures, West Virginia Wesleyan College is committed to maintaining a safe and prepared campus environment. Regular drills, transparent communication, and collaboration with community partners are vital components of our emergency response strategy, ensuring that all community members are equipped to handle emergencies effectively.

### Environmental Security Inspections

Student Senate conducts an annual security walk with members of the administration, physical plant, and security personnel. This annual inspection allows for a review of campus lighting, sidewalk and walkway condition, and landscaping concerns, as well as testing of emergency phones.

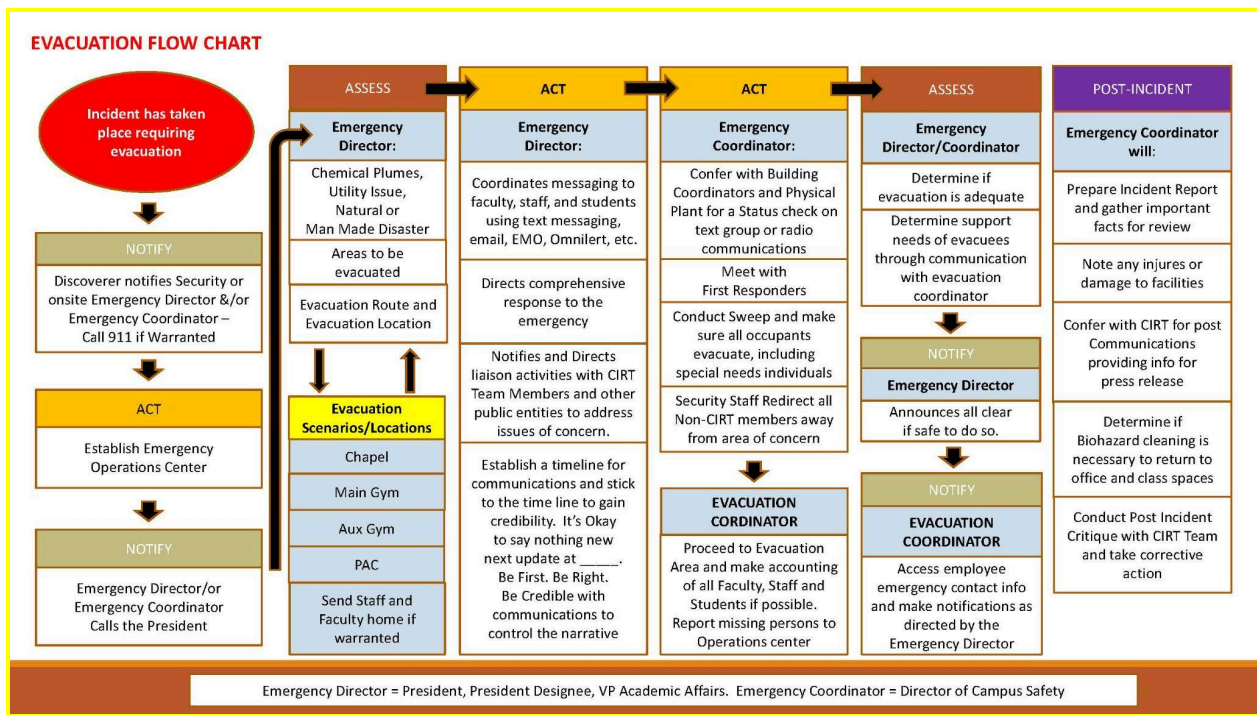
Security personnel also work regularly with physical plant staff to address environment safety concerns.

### Evacuation<sup>14</sup>

Certain disasters will require evacuation/relocation whether it's temporary or for an extended time due to an incident for the protection of community members and to allow assigned responders to mitigate and prepare for a return to normal operations.

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<sup>14</sup> [Critical Incident Response Plan](#)



### Evacuation/Relocation Rescue Plan for Persons with Disabilities<sup>15</sup>

Even though emergency personnel are usually available to assist with evacuation, this may not always be the case. People with disabilities that would make independent evacuation difficult are encouraged to make alternative plans and arrangements in advance which will increase the likelihood that individuals will be able to exit a building safely in the event of an emergency. Check to see if your building coordinator has a staff member serving in the role of Building Coordinator. Individuals are encouraged to discuss evacuation/rescue needs with the Building Coordinator if applicable. Every individual must quickly become familiar with their area by locating exits, stairwells, elevators, firefighting equipment, fire alarms, and possible areas of rescue.

- Possible areas of rescue can be in a stairwell/fire escape, areas adjacent to a stairwell or fire escape, a window facing the outside or a room within the structure. Individuals are encouraged to use protected stairwells for exiting if possible. Those who have difficulty speaking or those with hearing impairments who have difficulty judging volume are encouraged to carry a whistle or a similar device for the purpose of announcing your location to emergency services personnel conducting rescue searches and to carry personal cell phones to contact emergency services personnel. If assistance is needed, call Campus Safety by phoning 304-473-8011.
- When calling a college number from a cell phone you must press all seven digits. In case of an emergency, press 911. Be prepared to give your name, your building, floor and location, the reason why you are calling and your particular needs. Advise others (supervisors, building coordinators, instructors and colleagues) about any concerns that you may have related to emergency exiting and how they can assist you in the event of an emergency. This can include assistance in exiting a building, assistance to areas of rescue and alerting emergency services of your location.

<sup>15</sup> [Critical Incident Response Plan](#)



### *Assisting Those with Disabilities; Evacuation Guidelines*

It is recommended that each Department establish a “buddy” system in which volunteers and alternates are recruited and paired with persons who have known disabilities that would create special evacuation needs. Volunteers should become familiar with the special evacuation/relocation needs of their “buddies” and plan to alert and assist them if an evacuation/relocation is ordered. Volunteers should keep in mind that many people with disabilities can assist in their evacuation.

#### *People with Visual Disability*

In the event of an emergency, tell the person the nature of the emergency and offer to guide him/her. As you walk, tell the person where you are and advise of any obstacles. Do not grasp a visually impaired person’s arm. Offer your arm for guidance.

#### *People with Hearing Disability*

Persons with impaired hearing may not perceive emergency alarms and an alternative warning technique is required. Two methods of warning are:

- Writing a note telling what the emergency is and the nearest evacuation route/safe staging area.
- Tapping the person on the shoulder or turning the light switch on and off to gain attention, then indicating through gestures, or in writing, what is happening and what to do.

NOTE: Most modern fire alarm systems are equipped with flashing lights to alert people with hearing impairments.

#### *People Using Crutches, Canes, or Walkers*

If the person is having difficulty exiting quickly, treat him/her as if injured for evacuation purposes. Carrying options include using a two-person, lock-arm position, having the person sit in a sturdy chair, preferably with arms. For level travel, an office chair with wheels could be utilized.

#### *People using Motorized and Non-Motorized Wheelchairs or Other Ambulation Devices*

The needs and preferences of people will vary. Most will be able to exit safely without assistance if on the ground floor. Two volunteers are needed in carrying a person and one volunteer to carry the wheelchair, if necessary. It is advisable to arrange a two-person, lock arm carry to manage stairways. Please keep in mind that some people have minimal ability to move and lifting them may be painful and/or injurious. Additionally, some individuals may have respiratory complications and must be removed from smoke or fumes immediately.

Always consult the person as to his/her preference with regard to:

- Ways of being removed from the wheelchair.
- The number of people necessary for assistance.
- Whether to extend or move extremities when lifting because of pain, catheter bags, braces, etc. Whether a seat cushion or pad should be brought along if he/she is removed from the chair.
- Being carried forward or backward on a flight of stairs.
- After-care needs, if removed from a mobility device (wheelchair, scooter, etc.).

## Timely Warning<sup>16</sup>

When reported situations are considered to be a threat to students or staff, either due to the seriousness of the activity or immediacy, a Timely Warning will be communicated to all faculty, staff, and students via the Omnilert System with appropriate follow-up via email. Timely warnings are issued by one of the following: the Dean of Students, Director of Campus Safety and Security, Vice President for Student Affairs, or Vice President for Enrollment and Marketing. Timely Warnings are generally issued for the following crimes: arson; aggravated assault; criminal homicide; robbery; burglary; rape, fondling, incest, statutory rape; and hate crimes. The purpose of a timely warning is to notify the WVWC community of the incident and to provide information that may enable community members to better protect themselves from similar incidents. WVWC will issue a timely warning when the following criteria are met:

1. A Clery Act crime is reported to Campus Security Authorities or local police agencies.
2. The crime occurred in a Clery-reportable location.
3. There is a serious or ongoing threat to the WVWC community because of this crime. The decision to issue a timely warning shall be decided on a case-by-case basis considering the following criteria:
  - Was the suspect identified?
  - Was the suspect apprehended?
  - If known, does the suspect have prior arrests, reports or complaints or any other history of violent behavior?
  - If known, does the suspect have a history of failure to comply with a College No-Contact Directive, other protective measures or judicial protective order?
  - Did the incident involve physical violence?
  - Has the suspect threatened to commit physical violence?
  - Did the incident involve multiple victims?
  - Does it appear to be an isolated incident involving a specifically “targeted” victim?
  - Does the report reveal a pattern of behavior (e.g., by suspect, by a particular group or organization, around a particular recurring event or activity, or at a particular location)?
  - Did the suspect use “date-rape” or similar drugs or intoxicants?
  - Did the incident occur while the victim was unconscious, physically helpless or unaware that it was occurring?
  - Was the victim under 18 years of age?
  - Were there other aggravating circumstances or signs of predatory behavior that may constitute a serious or ongoing threat?

To make a timely warning consideration, all Campus Security Authorities (CSAs) and local law enforcement agencies are directed to immediately report Clery crimes to WVWC Campus Security. If the timely warning criteria are met, a notice will be drafted and issued as soon as pertinent information is available. The College may not use all distribution methods for every incident.

The following information is typically included in a timely warning, if available:

- A statement of the incident, including the nature and severity of the threat
- The persons or locations that might be affected

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<sup>16</sup> [Student Handbook](#)

- Any connection to a previous incident(s)
- Physical description and/or composite drawing of the suspect
- Date and time warning was released
- Other relevant and important information (e.g., gender of the victim, student/non-student, etc.)
- Appropriate safety tips

When issuing a timely warning, some specific information may be withheld if there is a possible risk of compromising law enforcement efforts to investigate and/or solve the crime. In certain circumstances, an incident may not meet the criteria of a Clery-reportable crime occurring in a Clery-reportable location, but may constitute a serious or ongoing threat to the WVWC community. For instances in which a timely warning is not required, the Director of Campus Life, Director of Campus Safety and Security, Vice President for Student Affairs, or Vice President for Enrollment and Marketing, may choose to issue a “community alert” notifying the College community of an issue of concern. The content of an alert may vary depending on the type of incident reported and the location in which it occurred.

### Missing Students<sup>17</sup>

If an employee or member of the Wesleyan community has reason to believe that a student is missing for 24 hours or more, by policy, they must immediately relay any information regarding the missing student to one of the following:

- Director of Campus Safety and Security: (304)-473-8011, (304) 940-1518 or (304) 940-1561
- Campus Life Pro Staff on Duty: (304) 406-4606, who will relay the information to Campus Safety and Security
- Reports made to any other department must be immediately relayed to Campus Safety and Security

Following notification, Campus Safety and Security will generate a missing person report and initiate an investigation.

Residential students are required to provide their emergency contact during fall/spring check-in. Additionally, students may record their emergency contact in their Self-Service account. A student’s confidential contact information will be accessible only by authorized campus officials and will not be disclosed except to further a missing person investigation.

In addition to registering a general emergency contact, students residing in on-campus housing are asked to identify, confidentially, an individual to be contacted by WVWC in the event the student is determined to be missing. If a student has identified such an individual, WVWC will notify that individual no later than 24 hours after the student is determined to be missing. Additionally, if a student is under the age of 18 (unless an emancipated minor), their custodial parent will be notified in the event that the student is missing within 24 hours of the determination that the student is missing.

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<sup>17</sup> [Student Handbook](#)

Residential students must provide emergency contacts but a secondary contact is required if the student is missing for more than 24 hours. Oftentimes the contacts provided are different from the general emergency contact.

Amber Alerts are issued by local authorities, with the cooperation of the College's Campus Safety and Security Office, in the event a student is underage. The Office of Campus Safety and Security will work closely with the local authorities to determine the location of the missing student and will keep the noted student's emergency contact informed throughout the process.

## Registered Sex Offenders<sup>18</sup>

In compliance with the Campus Sex Crimes Prevention Act, the sex offender registry for the state of West Virginia or for any county in the state can be found at West Virginia State Police website: [www.wvsp.gov](http://www.wvsp.gov). There you can find a list by county and photo of each person registered, with additional background information.

## General Prevention and Awareness Programs

West Virginia Wesleyan College provides ongoing prevention programs and educational initiatives to promote safety and security on campus. The Prevention Program Committee has oversight of general prevention and awareness programs. The committee has developed general programming guidelines and meets prior to each academic term to review the slated events for the following semester to ensure a robust programming slate is being provided to students, conduct assessment of programs, and identify gaps in programming. These programs may include training sessions, workshops, seminars, and awareness campaigns on topics such as sexual assault prevention, alcohol and drug abuse prevention, personal safety, and emergency preparedness.

### **Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

All new students are required to complete courses through Vector Solutions upon matriculation<sup>19</sup> that includes a statement that West Virginia Wesleyan College prohibits dating violence, domestic violence, sexual assault, and stalking, definitions of dating violence, domestic violence, sexual assault, and stalking, information about bystander intervention and risk reduction and information on procedures when a crime is reported and rights within those proceedings. Additionally, returning students complete refresher courses from Vector Solutions annually on consent and bystander intervention.

Employees are required annually to attend a campus-wide training, which provides an overview of VAWA offenses, includes a statement that West Virginia Wesleyan College prohibits dating violence, domestic violence, sexual assault, and stalking, definitions of dating violence, domestic violence, sexual assault, and stalking, information about bystander intervention and risk reduction and information on procedures when a crime is reported and rights within those proceedings. Additionally, all employees are assigned annual courses from Vector Solutions.

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<sup>18</sup> [Student Handbook](#)

<sup>19</sup> [Student Handbook](#)

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

All students and employees annually complete the Vector Solutions: Run, Hide, Fight course. Additionally, campus offices and units regularly provide programming and trainings for security awareness and crime prevention.

### **Safety Tips**

- Stay alert to your surroundings.
- If on campus after dark, use Campus Security escort services at 304-473-8011.
- IMMEDIATELY report suspicious activities, persons, and vehicles to 911 or Campus Security at 304-473-8011.
- Walk with friends or in a group.
- Use well-traveled, well-lit routes.
- Don't listen to music or text while walking.
- Walk confidently, with a purpose, and at a steady pace.
- If you do find yourself in trouble, attract attention to yourself in any way you can.
- Don't be predictable. This can prevent someone from learning your routines and using them against you.

## **Drug, Alcohol, and Substance Abuse<sup>20</sup>**

West Virginia Wesleyan College prohibits the unlawful manufacture, distribution, dispensation, sale, purchase, transfer, possession, or use of controlled substances and alcohol by Covered Individuals on campus and West Virginia Wesleyan College's property or at any West Virginia Wesleyan College sponsored or West Virginia Wesleyan College-related function, whether on or off-campus. It is a violation of our Drug-Free Workplace Policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, or intoxicants. However, this policy does not prohibit the lawful and non-excessive consumption of alcohol by persons of legal age at West Virginia Wesleyan College-sponsored social events or when acting as the West Virginia Wesleyan College's representative at a third-party event or personal consumption unrelated to West Virginia Wesleyan College.

### **Underage Use**

Furnishing alcohol to a person under the age of 21 is prohibited. Alcohol may not be consumed or present (even if unopened) in private rooms where any occupant (present or not) or guest is under the age of 21. Individuals under the age of 21 who are discovered in a room where alcohol is being consumed or present may be found in violation of the underage use policy. Individuals who are of legal drinking age may also be found in violation of the College's alcohol policy for furnishing alcohol to a person under the age of 21.

### **Drug and Alcohol Abuse Prevention Program**

The Drug-Free Schools and Campuses Regulations require institutions of higher education to develop prevention programs that address the use and abuse of alcohol and other drugs. West Virginia Wesleyan College must provide an annual notification to students and employees that contains standards of

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<sup>20</sup> [Student Handbook](#)

conduct, legal sanctions for violation of federal, state, and local laws, health risks of alcohol and other drugs, drug and alcohol treatment programs, and disciplinary sanctions for violation of West Virginia Wesleyan policy in relation to alcohol or other drug use.

As required by Drug-Free Schools and Campuses Regulations, West Virginia Wesleyan College conducts a Biennial Review of its drug and alcohol abuse program. This review is conducted in even-numbered calendar years.

A full overview of the Drug and Alcohol Prevention Program is available in the [2024 DAAPP Annual Notification](#).

## Collecting Crime Statistics

Each year the West Virginia Wesleyan College collects crime reports for the crimes listed below from campus security authorities within the institution, as well as from local law enforcement. The College then discloses these crime statistics annually to the United States Department of Education. In addition, the College publishes an Annual Security and Fire Safety report containing campus security policy disclosures and crime statistics for the previous three years. It is important to note that all crimes reported and documented include crimes that occur on campus including crimes that occur in residence halls.

West Virginia Wesleyan College will report to the Department of Education in its Annual Security and Fire Safety Report the statistics for the total number of crime reports that were “unfounded” and subsequently withheld from the crime statistics reported in the Annual Security and Fire Safety Report.

### **Unfounded Crimes**

An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. Therefore, as a private agency, West Virginia Wesleyan College does not disclose or report offenses that are unfounded, unless instructed to do so by a sworn agency. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

During the three previous calendar years, none of the previously reported crimes were unfounded.

### **Clery Crimes Definitions**

*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 of another, etc.

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

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

*Robbery:* The taking or attempt to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. *Aggravated Assault* An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

*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 felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

*Dating Violence:* Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type and frequency of interaction.

*Domestic Violence:* Asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

*Stalking:* A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others' safety, or to suffer substantial emotional distress.

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

*Weapon Law Violations:* The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

*Drug 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, Methadone) and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

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

*Hate Crimes:* Hate crimes include criminal offenses and incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property which were motivated by the offender's bias. The bias categories are: disability, ethnicity, gender, gender identity, national origin, race, religion, or sexual orientation.

*Sex Offenses:* Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

1. Rape: The penetration, no matter how slight, of the vagina or anus with any body part of object, or oral penetration by a sex organ of another person, without consent of the victim.
2. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
3. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

#### **West Virginia Wesleyan College Policy Definitions <sup>21</sup>**

*Sexual Assault:* any sexual act directed against another person, without the consent of the victim, including instances where the victim lacks the ability to Consent. Sexual assault can occur between individuals of the same or different sexes and/or genders. Sexual Assault includes the following:

*Non-Consensual Penetration:* Actual or attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the affirmative consent of the victim. This includes penetration forcibly and/or against the person's will in instances where the victim is incapable of giving affirmative consent because of their youth or because of their temporary or permanent mental or physical incapacity.

*Fondling:* the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity;

*Incest:* sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or

*Statutory Rape:* sexual intercourse with a person who is under the statutory age of consent.

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<sup>21</sup> [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)



*Sexual Exploitation:* is an act or a failure to act that involved a member of the West Virginia Wesleyan College community taking non-consensual, unjust, humiliating, or abusive sexual advantage of another, either for the individual's own advantage or to benefit anyone other than the person being exploited. Sexual advantage may include, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person; causing the prostitution of another person; recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts of another person; allowing third parties to observe private sexual acts; disclosing, causing to be disclosed or threatening to disclose, with the intent to harass, intimidate, threaten, humiliate, embarrass, or coerce, an image of another which shows the intimate parts of the depicted person or shows the depicted person engaged in sexually explicit conduct which was captured under circumstances where the person depicted had a reasonable expectation that the image would not be publicly disclosed; engaging in voyeurism, and intentionally exposing another to a sexually transmitted infection.

*Domestic Violence:* any felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the State of West Virginia and includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

- is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;
- is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; shares a child in common with the victim; or
- commits acts against a minor or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

*Dating violence:* an act of violence or threat of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship is determined based on a consideration of the (1) length of the relationship, (2) type of relationship, and (3) frequency of interaction between the persons involved in the relationship.

*Stalking:* Stalking means engaging in a Course of Conduct directed at a specific person that would cause a Reasonable Person to: fear for their safety or the safety of others; or suffer Substantial Emotional Distress.

- Course of Conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Substantial Emotional Distress for purposes of this definition, means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

*Retaliation*: an adverse action or other form of negative treatment, including but not limited to intimidation, threats, coercion, discrimination or harassment, carried out in response to a good-faith reporting of or opposition Title IX Sexual Harassment or other forms of Prohibited Conduct; an individual's or group's participation, including testifying or assisting in the West Virginia Wesleyan College Discrimination, Harassment, and Title IX Sexual Harassment Policy Procedures; an individual's or group's refusal to participate in the West Virginia Wesleyan College's Discrimination, Harassment, and Title IX Sexual Harassment Policy and Procedures; or other form of good faith opposition to what an individual reasonably believes to be Title IX Sexual Harassment or Prohibited Conduct under this Policy. Individuals are also protected from retaliation for making good faith requests for accommodations on the basis of religion, pregnancy, or disability.

To be a Policy violation, the challenged actions or treatment must be sufficiently serious to discourage a reasonable person from reporting, participation, or opposing.

Individuals who feel they are experiencing retaliation should report to the Title IX Coordinator immediately. This may be done online, in person, or by email to the Title IX Coordinator.

Charging an individual with a Policy violation for making a materially false statement in bad faith in the course of the resolution of a Title IX Sexual Harassment or other Prohibited Conduct complaint does not constitute Retaliation. The exercise of rights protected under the First Amendment also does not constitute Retaliation.

### **West Virginia State Code Definitions**

In compliance with Violence Against Women Reauthorization Act of 2013, the local definitions of the crimes of sexual assault, domestic violence and stalking, as well as the definition of consent, are set forth below. The decision to investigate and sanction an incident under the College's Policy does not constitute a determination that the incident is a criminal offense. The decision to criminally charge an incident as a "sexual assault" or "domestic violence" is determined by local law enforcement authorities.

### **Sexual Assault**

In the State of West Virginia, Sexual Assault is legally referred to as a Sexual Offense and law enforcement will utilize the legal definitions set forth below to determine whether criminal charges will be pursued. See W.V.S. §61-8B (Sexual Offenses). Below is a listing of Sexual Offenses crimes in the State of West Virginia.

#### ***§61-8B-3. Sexual assault in the first degree.***

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

- (1) The person engages in sexual intercourse or sexual intrusion with another person and, in so doing:
  - (i) Inflicts serious bodily injury upon anyone; or
  - (ii) Employs a deadly weapon in the commission of the act; or
- (2) The person, being fourteen years old or more, engages in sexual intercourse or sexual intrusion with another person who is younger than twelve years old and is not married to that person.

(b) Any person violating the provisions of this section is guilty of a felony and, upon conviction thereof, shall be imprisoned in a state correctional facility not less than fifteen nor more than thirty-five years, or fined not less than one thousand dollars nor more than ten thousand dollars and imprisoned in a state correctional facility not less than fifteen nor more than thirty-five years.

(c) Notwithstanding the provisions of subsection (b) of this section, the penalty for any person violating the provisions of subsection (a) of this section who is eighteen years of age or older and whose victim is younger than twelve years of age, shall be imprisonment in a state correctional facility for not less than twenty-five nor more than one hundred years and a fine of not less than five thousand dollars nor more than twenty-five thousand dollars.

**§61-8B-4. Sexual assault in the second degree.**

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

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

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

(b) Any person who violates the provisions of this section shall be guilty of a felony, and, upon conviction thereof, shall be imprisoned in the penitentiary not less than ten nor more than twenty-five years, or fined not less than one thousand dollars nor more than ten thousand dollars and imprisoned in the penitentiary not less than ten nor more than twenty-five years.

**§61-8B-5. Sexual assault in the third degree.**

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

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

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

(b) Any person violating the provisions of this section is guilty of a felony and, upon conviction thereof, shall be imprisoned in a state correctional facility not less than one year nor more than five years, or fined not more than ten thousand dollars and imprisoned in a state correctional facility not less than one year nor more than five years.

**§61-8B-7. Sexual abuse in the first degree.**

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

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

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

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

(b) Any person who violates the provisions of this section shall be guilty of a felony, and, upon conviction thereof, shall be imprisoned in a state correctional facility not less than one year nor more than five years, or fined not more than ten thousand dollars and imprisoned in a state correctional facility not less than one year nor more than five years.

(c) Notwithstanding the provisions of subsection (b) of this section, the penalty for any person violating the provisions of subsection (a) of this section who is eighteen years of age or older and whose victim is younger than twelve years of age, shall be imprisonment for not less than five nor more than twenty-five years and fined not less than one thousand dollars nor more than five thousand dollars.

**§61-8B-8. Sexual abuse in the second degree.**

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

(b) Any person who violates the provisions of this section shall be guilty of a misdemeanor, and, upon conviction thereof, shall be confined in the county jail not more than twelve months, or fined not more than five hundred dollars and confined in the county jail not more than twelve months.

**§61-8B-9. Sexual abuse in the third degree.**

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

(b) In any prosecution under this section it is a defense that:

(1) The defendant was less than sixteen years old; or

(2) The defendant was less than four years older than the victim.

(c) Any person who violates the provisions of this section shall be guilty of a misdemeanor, and, upon conviction thereof, shall be confined in the county jail not more than ninety days, or fined not more than five hundred dollars and confined in the county jail not more than ninety days.

**Consent**

**§61-8B-2.** Defines lack of consent as:

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

(b) Lack of consent results from:

(1) Forcible compulsion;

(2) Incapacity to consent; or

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

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

(1) Less than sixteen years old;

(2) Mentally defective;

(3) Mentally incapacitated;

(4) Physically helpless; or

(5) Subject to incarceration, confinement or supervision by a state, county, or local government entity, when the actor is a person prohibited from having sexual intercourse or causing sexual intrusion or sexual contact pursuant to §61-8B-10 of this code.

**Dating Violence**

The West Virginia State Code does not define Dating Violence.

## **Domestic Violence**

**§48-27-202 defines Domestic Violence** as: §48-27-202. "Domestic violence" or "abuse" means the occurrence of one or more of the following acts between family or household members, as that term is defined in section two hundred four of this article:

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

## **Stalking**

**§61-2-9a.** defines Stalking and Harassment as:

- (a) Stalking. — Any person who engages in a course of conduct directed at another person with the intent to cause the other person to fear for his or her personal safety, the safety of others, or suffer substantial emotional distress, or causes a third person to so act, is guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$1,000, confined in jail for not more than six months, or both fined and confined.
- (b) Harassment. — Any person who harasses, or repeatedly makes credible threats against another is guilty of a misdemeanor and, upon conviction thereof, shall be confined in jail for not more than six months, or fined not more than \$1,000, or both fined and confined.
  - (1) "Bodily injury" means substantial physical pain, illness, or any impairment of physical condition;
  - (2) "Course of conduct" means a pattern of conduct composed of two or more acts in which a defendant directly, indirectly, or through a third party by any action, method, device, or means:
    - (A) Follows, monitors, observes, surveils, or threatens a specific person or persons;
    - (B) Engages in other nonconsensual contact and/or communications, including contact through electronic communication, with a specific person or persons; or
    - (C) Interferes with or damages a person's property or pet;
  - (3) "Credible threat" means a threat of bodily injury made with the apparent ability to carry out the threat and with the result that a reasonable person would believe that the threat could be carried out;
  - (4) "Harasses" means a willful course of conduct directed at a specific person or persons which would cause a reasonable person mental injury or emotional distress and which serves no legitimate or lawful purpose;
  - (5) "Immediate family" means a spouse, parent, stepparent, mother-in-law, father-in-law, child, stepchild, sibling, or any person who regularly resides in the household or within the prior six months regularly resided in the household; and
  - (6) "Repeatedly" means on two or more occasions.
- (i) Any person convicted under the provisions of this section who is granted probation or for whom execution or imposition of a sentence or incarceration is suspended, shall have as a condition of

probation or suspension of sentence that he or she participate in counseling or medical treatment as directed by the court.

(j) Upon conviction, the court may issue an order restraining the defendant from any contact with the victim for a period not to exceed 10 years. The length of any restraining order shall be based upon the seriousness of the violation before the court, the probability of future violations, and the safety of the victim or his or her immediate family. The duration of the restraining order may be longer than five years only in cases when a longer duration is necessary to protect the safety of the victim or his or her immediate family.

(k) It is a condition of bond for any person accused of the offenses described in this section that the person is to have no contact, direct or indirect, verbal or physical, with the alleged victim.

(l) Nothing in this section may be construed to preclude a sentencing court from exercising its power to impose home confinement with electronic monitoring as an alternative sentence.

(m) The Governor's Committee on Crime, Delinquency, and Correction, after consultation with representatives of labor, licensed domestic violence programs, and rape crisis centers which meet the standards of the West Virginia Foundation for Rape Information and Services, is authorized to promulgate legislative rules and emergency rules pursuant to §29A-3-1 *et seq.* of this code, establishing appropriate standards for the enforcement of this section by state, county, and municipal law-enforcement officers and agencies.

## Crime Statistics

*Note: Crimes occurring on campus include crimes occurring in the student housing facilities*

	ON-CAMPUS	STUDENT HOUSING	PUBLIC PROPERTY	NON-CAMPUS	TOTAL
<b>MURDER/NON-NEGLIGENT MANSLAUGHTER</b>					
2021	0	0	0	0	0
2022	0	0	0	0	0
2023	0	0	0	0	0
<b>NEGLIGENT MANSLAUGHTER</b>					
2021	0	0	0	0	0
2022	0	0	0	0	0
2023	0	0	0	0	0
<b>RAPE</b>					
2021	0	0	0	0	0
2022	1	1	0	0	1
2023	1	1	0	1	2
<b>FONDLING</b>					
2021	0	0	0	0	0
2022	1	1	0	0	1
2023	0	0	0	0	0
<b>INCEST</b>					
2021	0	0	0	0	0
2022	0	0	0	0	0
2023	0	0	0	0	0
<b>STATUTORY RAPE</b>					
2021	0	0	0	0	0
2022	0	0	0	0	0
2023	0	0	0	0	0

	ON-CAMPUS	STUDENT HOUSING	PUBLIC PROPERTY	NON-CAMPUS	TOTAL
<b>ROBBERY</b>					
2021	0	0	0	0	0
2022	0	0	0	0	0
2023	0	0	0	0	0
<b>AGGRAVATED ASSAULT</b>					
2021	0	0	0	0	0
2022	0	0	0	0	0
2023	0	0	0	0	0
<b>BURGLARY</b>					
2021	0	0	0	0	0
2022	1	0	0	0	1
2023	0	0	0	0	0
<b>MOTOR-VEHICLE THEFT</b>					
2021	0	0	0	0	0
2022	0	0	0	0	0
2023	0	0	0	0	0
<b>ARSON</b>					
2021	0	0	0	0	0
2022	0	0	0	0	0
2023	0	0	0	0	0
<b>DOMESTIC VIOLENCE</b>					
2021	0	0	0	0	0
2022	0	0	0	0	0
2023	0	0	0	0	0



	ON-CAMPUS	STUDENT HOUSING	PUBLIC PROPERTY	NON-CAMPUS	TOTAL
<b>DATING VIOLENCE</b>					
2021	0	0	0	0	0
2022	0	0	0	0	0
2023	1	0	0	0	1
<b>STALKING</b>					
2021	0	0	0	0	0
2022	1	0	0	0	1
2023	1	0	0	0	1
<b>ARRESTS: LIQUOR LAWS</b>					
2021	0	0	0	0	0
2022	0	0	0	0	0
2023	0	0	0	0	0
<b>ARRESTS: DRUG LAWS</b>					
2021	0	0	0	0	0
2022	0	0	0	0	0
2023	0	0	0	0	0
<b>ARRESTS: ILLEGAL WEAPONS</b>					
2021	0	0	0	0	0
2022	0	0	0	0	0
2023	0	0	0	0	0
<b>DISCIPLINARY SANCTIONS/JUDICIAL REFERRALS: LIQUOR LAWS</b>					
2021	18*	14	0	0	18
2022	14	14	0	0	14
2023	6	6	0	0	6

	ON-CAMPUS	STUDENT HOUSING	PUBLIC PROPERTY	NON-CAMPUS	TOTAL
<b>DISCIPLINARY SANCTIONS/JUDICIAL REFERRALS: DRUG LAWS</b>					
2021	10*	7	0	0	10
2022	2	2	0	0	2
2023	8	7	0	0	8
<b>DISCIPLINARY SANCTIONS/JUDICIAL REFERRALS: ILLEGAL WEAPONS</b>					
2021	0	0	0	0	0
2022	0	0	0	0	0
2023	0	0	0	0	0

*\*NOTATION: This is a corrected statistic from 2021 due to an error identified in previous reporting where judicial referrals in on-campus student housing facilities were not also counted in the on-campus category.*

#### **Hate Crimes**

There were no reported hate crimes for the years 2021, 2022 or 2023.

#### **Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

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

#### **Discrimination, Harassment and Title IX Sexual Harassment Policy Statement<sup>22</sup>**

West Virginia Wesleyan College is committed to maintaining a healthy and safe learning, living and working environment that promotes responsibility and respect among all members and guests of the campus community and where no one is unlawfully excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity on the basis of gender, sex, sexual orientation, sexual identity, gender identity or gender expression.

Sexual and Gender-Based Misconduct comprises a broad range of behaviors focused on sex and/or gender that include Sexual Harassment, Hostile Environment caused by Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Sexual Exploitation, and Stalking. Sexual and Gender-Based Misconduct can occur between strangers or acquaintances, or people who know each other well,

<sup>22</sup> [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

including between people involved in an intimate or sexual relationship. Sexual and Gender-Based Misconduct can be committed by anyone regardless of gender identity, and it can occur between people of the same or different sexes or genders. The College will not tolerate any form of Sexual and Gender-Based Misconduct, and all Sexual and Gender-Based Misconduct is prohibited by policy. This conduct, and any Retaliation or Intimidation associated with the investigation and/or sanctioning of such conduct, is prohibited by the College and may also violate federal and state law.

West Virginia Wesleyan College's Title IX Coordinator is **Amy Kittle** and may be contacted by phone at **304-621-1316** or by email at [kittle.a@wwwc.edu](mailto:kittle.a@wwwc.edu) . She may also be visited in person at her office, which is located in Benedum Center for Campus Life, Student Development Suite.

West Virginia Wesleyan College's full policy and procedures regarding gender-based discrimination, harassment, dating and domestic violence, stalking and sexual misconduct is available in the Title IX Office (Benedum Center for Campus Life, Student Development Suite) or online at <https://www.wwwc.edu/title-ix/>. This policy provides, in part, that the reported victim and the accused will each be allowed to choose one person to accompany them throughout the reporting and investigatory process. Both parties will be informed of resources and support available to them, their rights, WVWC's Policies and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment, and the outcome of any institutional proceedings in writing.

West Virginia Wesleyan College encourages victims of sexual misconduct, dating and domestic violence, and stalking to talk to somebody about what happened so victims can get the support they need and so that WVWC can respond appropriately. West Virginia Wesleyan College recognizes that deciding how to respond to an incident of Sexual or Gender-Based Misconduct can be difficult and encourages all individuals to seek the immediate use and support of all available resources on and off campus, regardless of when or where the incident occurred. Confidential and non-confidential care and support resources, which are listed below, are available both on and off campus on an immediate and ongoing basis.

The College provides a prompt, fair and impartial process that is consistent with the College's policies and procedures which are provided to both the Complainant and the Respondent.

### **Privacy and Confidentiality**

West Virginia Wesleyan College recognizes that privacy is important. West Virginia Wesleyan College will attempt to protect parties' privacy to the extent reasonably possible. The Title IX Coordinator, investigators, advisors, facilitators of informal resolution, hearing officers, and any others participating in the process on behalf of West Virginia Wesleyan College shall keep the information obtained through the process private and, to the extent possible, confidential. All other participants in the process (including the Complainant, Respondent, and witnesses) are encouraged to respect the privacy of the parties and the confidentiality of the proceedings and circumstances giving rise to the dispute and to discuss the matter only with those persons who have a genuine need to know.

While West Virginia Wesleyan College is committed to respecting the confidentiality of all parties involved in the process, it cannot guarantee complete confidentiality. Examples of situations in which absolute confidentiality cannot be maintained include, but are not limited to, the following:

- When West Virginia Wesleyan College is required by law to disclose information (such as in response to a subpoena or court order).
- When disclosure of information is determined by the Title IX Coordinator to be necessary for conducting an effective resolution or investigation of the allegations.
- When confidentiality concerns are outweighed by West Virginia Wesleyan College interest in protecting the safety or rights of others.
- When a Formal Complaint is filed.

Advisors, whether West Virginia Wesleyan College appointed or not, are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by West Virginia Wesleyan College. Advisors will be asked to sign Non-Disclosure Agreements (NDAs). West Virginia Wesleyan College may restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by privacy expectations.

West Virginia Wesleyan College will maintain our daily crime logs and other possible publicly available record keeping in such a way that does not include personally identifying information about the victim.

### **Intakes of Reports Of Prohibited Conduct, Which Includes Sexual Assault, Dating And Domestic Violence, And Stalking**

Once a relevant report is received by the Title IX Coordinator, the Title IX Coordinator shall review the report to determine the appropriate next steps. After receiving a report of conduct that, if true, would constitute a violation of the College's Policy and Procedure on Discrimination, Harassment, and Title IX Sexual Harassment, the Title IX Coordinator will contact the Complainant and request to meet with Complainant. The Complainant will be provided resources, rights, and options available and provided a copy the College's VAWA brochure and of the College policy which does the following in writing:

- Explains the availability of Supportive Measure.
- Explains that Supportive Measures are available with or without filing a Formal Complaint with West Virginia Wesleyan College or law enforcement.
- Informs the Complainant that even if they decide not to file a Formal Complaint, the Title IX Coordinator may do so by signing a Formal Complaint.
- Explains that they have the option to seek Supportive Measures regardless of whether they choose to participate in a West Virginia Wesleyan College related proceeding or investigation.
- Explains the option to seek medical treatment and information on preserving potentially key forensic and other evidence.
- Explains the process for filing a Formal Complaint of Prohibited Conduct, including Title IX Sexual Harassment.
- Includes West Virginia Wesleyan College's procedural options for Formal and Informal Resolutions;
- Explains the Complainant's right to an advisor of their choosing.
- Explains the rights and options of the Complainant.

- Includes West Virginia Wesleyan College's prohibition of Retaliation against the Complainant, Respondent, the witnesses, reporting parties, and that West Virginia Wesleyan College will take prompt action when Retaliation is reported.

### **Supportive Measures**

Supportive Measures are non-disciplinary, nonpunitive individualized services, accommodations, and other assistance that West Virginia Wesleyan College offers and may put in place, without fee or charge, after receiving notice of Prohibited Conduct via a report to the Title IX Coordinator or an Official with Authority. Supportive Measures are designed to restore or preserve access to West Virginia Wesleyan College's Education Program and Activity, environment, or to protect the safety of all parties and West Virginia Wesleyan College's environment, or deter Prohibited Conduct, while not being punitive in nature or unreasonably burdening any party.

Supportive Measures are available regardless of whether the matter was reported to West Virginia Wesleyan College for the purpose of initiating any formal resolution process and before, after, and regardless of whether a Formal Complaint is filed or law enforcement is notified. A Complainant who requests Supportive Measures retains the right to file a Formal Complaint, either at the time the Supportive Measure is requested or at a later date. Any Complainant that requests Supportive Measures will be informed in writing of their right to simultaneously or subsequently file a Formal Complaint pursuant to the College's Policy.

The Title IX Coordinator will contact a Complainant after receiving a report of possible Prohibited Conduct (1) to discuss the availability of Supportive Measures and (2) to explain that Supportive Measures are available with or without the filing of a Formal Complaint of Title IX Sexual Harassment. The Title IX Coordinator will consider the Complainant's wishes with respect to implementation of Supportive Measures. Supportive Measures may also be requested by and made available to Respondents, witnesses, and other impacted members of the West Virginia Wesleyan College community.

The Title IX Coordinator will ultimately serve as the point of contact for any individual requesting Supportive Measures. To determine the appropriate Supportive Measure(s) to be implemented, West Virginia Wesleyan College will conduct an individualized assessment based on the unique facts and circumstances of a situation. The Title IX Coordinator may work with other administrators and offices when necessary to determine reasonable measures and accommodations. Whether a possible Supportive Measure would unreasonably burden the other party is a fact determination made by the West Virginia Wesleyan College in its discretion that takes into account the specific nature of the education programs, activities, opportunities and benefits in which an individual is participating.

Examples of Supportive Measures include, but are not limited to, the following:

- Academic support services and accommodations, including the ability to reschedule classes, exams and assignments, transfer course sections, or withdraw from courses without penalty;
- Academic schedule modifications (typically to separate Complainant and Respondent);

- Work schedule or job assignment modifications (for West Virginia Wesleyan College employment);
- Changes in work or housing location;
- An escort and/or transportation to ensure safe movement on campus;
- On-campus counseling services and/or assistance in connecting to community-based counseling services;
- Assistance in connecting to community-based medical services;
- No contact directives (to instruct individuals to stop all attempts at communication or other interactions with one another);
- Placing limitations on an individual's access to certain West Virginia Wesleyan College facilities or activities;
- Work schedule or job assignment modifications, including suspending employment with or without pay consistent with any applicable written procedures (for West Virginia Wesleyan College positions);
- Information about and/or assistance with obtaining personal protection orders;
- Leaves of absence;
- Increased monitoring and security of certain areas of the campus; or
- A combination of any of these measures.

West Virginia Wesleyan College will maintain Supportive Measures provided to the Complainant or Respondent as confidential to the extent that maintaining such confidentiality would not impair the College's ability to provide the Supportive Measures.

#### **Advisor of Choice**

Throughout the resolution process for Title IX Sexual Harassment or other forms of Prohibited Conduct as defined in the College's policy, the Complainant and a Respondent may each have an advisor of their choice to provide support and guidance. An advisor may accompany the Complainant/Respondent to any meeting with the Title IX Coordinator, the investigator, or to a hearing. An advisor of choice may be but is not required to be an attorney.

#### **Bias and Conflict Of Interest**

All Administrators participating in a resolution process must be impartial and free from bias or conflict of interest, including bias for or against a specific Complainant or Respondent or for or against complainants and respondents generally. If an acting Administrator has concerns that they cannot conduct a fair or unbiased process, they must report those concerns to the Title IX Coordinator.

A Complainant and/or Respondent may challenge the participation of a specific Title IX Administrator because of perceived conflict of interest, bias, or prejudice. Such challenge, including the rationale must be made in writing to the Title IX Coordinator as soon as possible or within 48 hours of notice of the name of the Title IX Administrator.

### **Preponderance of the Evidence Standard**

A standard of proof used by West Virginia Wesleyan College to determine whether or not the evidence provided indicates that a policy violation was more likely to have occurred than to not have occurred in order to find a respondent responsible for violating a policy.

### **Formal Complaints of Title IX Sexual Harassment**

Title IX Sexual Harassment means Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Retaliation as defined by WVWC's policies and procedures and that occur in the Title IX Jurisdiction.

After a report has been received by the Title IX Coordinator, a Complainant has the option to file a Formal Complaint against a Respondent alleging Title IX Sexual Harassment and requesting that West Virginia Wesleyan College investigate those allegations. In order to file a Formal Complaint, the Complainant should contact the Title IX Coordinator and sign West Virginia Wesleyan College's Complaint form. This may be done online, in person, or by email to the Title IX Coordinator.

When a Complainant does not wish to File a Formal Complaint on their own behalf, the Title IX Coordinator may, in their discretion, file a Formal Complaint by signing the Formal Complaint form.

When deciding to File a Formal Complaint, the Title IX Coordinator will consider the risk that the Respondent might commit additional acts of Prohibited Conduct; whether or not there have been additional reports against the same Respondent for the same or similar conduct; whether or not the Prohibited Conduct was committed by multiple Respondents; the seriousness of the alleged misconduct; and, whether or not the Complainant is a minor.

When the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a complainant or otherwise a party to the resolution process. While the Complainant may choose not to participate in the resolution process initiated by the Title IX Coordinator signing a Formal Complaint, the Complainant will still be treated as a party entitled to inspect and review evidence and to receive all notices, including the notice of allegations, the notice of hearing, and the notice of outcome.

For reports of Title IX Sexual Harassment, a Formal Complaint **must** be filed before West Virginia Wesleyan College can commence the investigation or the Informal Resolution process.

### **Mandatory Dismissal of Formal Complaints of Title IX Sexual Harassment**

When the Title IX Coordinator receives a Formal Complaint alleging conduct, which if true, would meet the definition of Title IX Sexual Harassment, the Title IX Coordinator will evaluate the allegations in the Formal Complaint to determine whether the allegations satisfy the following conditions:

- The Title IX Sexual Harassment conduct is alleged to have been perpetrated against a person in the United States;
- The Title IX Sexual Harassment conduct is alleged to have taken place within the College's programs and activities; and,
- At the time of the filing or signing of the Formal Complaint, the Complainant is participating in or attempting to participate in the West Virginia Wesleyan College's programs or activities.

If the Title IX Coordinator determines that **all** of the above conditions are satisfied, West Virginia Wesleyan College will address under these procedures for Formal Resolution of Reports of Title IX Sexual Harassment. If the Title IX Coordinator determines that the allegations in the Formal Complaint do not meet the definitions of Title IX Sexual Harassment or that not all of the conditions above are satisfied, the Title IX Coordinator will dismiss the Formal Complaint for Title IX purposes. However, if the Title IX Coordinator dismisses the Formal Complaint for Title IX purposes, it may resolve the Formal Complaint under this policy as Prohibited Conduct that is not Title IX Sexual Harassment or other West Virginia Wesleyan College policy and procedures as appropriate.

Additionally, if the Title IX Coordinator initiates the investigative process as a Title IX Sexual Harassment matter based on the allegations in the Formal Complaint, but, during the course of the investigation, the Title IX Coordinator determines that all of the above conditions are no longer satisfied, The Title IX Coordinator will dismiss the Formal Complaint for Title IX purposes and instead pursue the matter under this policy as Prohibited Conduct that is not Sexual Harassment, other West Virginia Wesleyan College policy and procedures as appropriate, or as appropriate and applicable, dismiss the Formal Complaint in its entirety.

If the Title IX Coordinator determines that Formal Complaint of Title IX Sexual Harassment will not be adjudicated under the Formal Resolution of Reports of Title IX Sexual Harassment for one or more of the reasons outlined above, either at the outset after reviewing the Formal Complaint or during the course of the investigation, the parties will receive written notice of the dismissal and the reasons for that dismissal. Complainants and Respondents may appeal the decision to dismiss a Formal Complaint as explained below in Section XX.

#### **Discretionary Dismissals of Formal Complaints of Title IX Sexual Harassment**

In addition, the reasons discussed above under Mandatory Dismissals, West Virginia Wesleyan College may, in its discretion, choose to dismiss a Formal Complaint or any allegations therein, if at any time during the Formal Resolution of Title IX Sexual Harassment Report, if:

- A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
- The Respondent is no longer enrolled or employed by West Virginia Wesleyan College; or
- Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

The Title IX Coordinator retains discretion on a case by case basis to determine if it will dismiss a Formal Complaint for Title IX purposes based on any of the above reasons. Just because one or all of the conditions above are satisfied, does not mean that the Title IX Coordinator will automatically dismiss the Formal Complaint; instead the Title IX Coordinator will determine is appropriate under the circumstances.

The parties will receive simultaneous written notice of the dismissal and the reasons for that dismissal. Complainants and Respondents may appeal the decision to dismiss a Formal Complaint as explained below in Sections XX.



### **Consolidation of Formal Complaints of Title IX Sexual Harassment**

In their discretion, the Title IX Coordinator may consolidate multiple Formal Complaints for resolution under this Policy. Consolidation might involve a single Complainant or multiple Complainants, a single Respondent or multiple Respondents, and allegations of conduct that is temporally or logically connected (even where some of that alleged conduct is not Title IX Sexual Harassment or where the above conditions are not met with respect to some of the alleged conduct). The decision to consolidate Formal Complaints is not subject to appeal.

### **Counterclaims**

West Virginia Wesleyan College is obligated to ensure that the grievance process is not abused for retaliatory purposes, thus counterclaims made with retaliatory intent will not be permitted. West Virginia Wesleyan College permits the filing of counterclaims but will assess to ensure that the allegations in the counterclaim are made in good faith.

Counterclaims may also be resolved through the same investigation as the underlying complaint or investigated separately, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

### **Notice of Allegations**

If a Complainant files, or the Title IX Coordinator signs, a Formal Complaint of Title IX Sexual Harassment within the scope of this Policy, the Title IX Coordinator will simultaneously send both parties a written Notice of Allegations that contains the following:

- Notice that the Informal and Formal Resolution processes comply with the requirements of Title IX;
- Notice of the allegations potentially constituting Title IX Sexual Harassment, providing sufficient detail for a response to be prepared before any initial interview, including (1) identities of the parties, if known; (2) the conduct allegedly constituting Title IX Sexual Harassment; and (3) the date and location of the alleged incident, if known;
- A statement that the Respondent is presumed not responsible for the alleged Title IX Sexual Harassment and a determination regarding responsibility is made at the conclusion of the grievance process;
- Notice that each party may have an advisor of their choice who may be, but is not required to be, an attorney and who may inspect and review evidence;
- Information regarding the availability of support and assistance through College resources and the opportunity to meet with the Title IX Coordinator in person to discuss resources, rights, and options;
- Notice of the College's prohibition of Retaliation of the Complainant, the Respondent, and witnesses; that the College will take prompt action when Retaliation is reported; and how to report acts of Retaliation; and
- Notice that the West Virginia Wesleyan College Policy Manual Volume VI: Student Life Policies 6.4.6 Code of Conduct prohibits knowingly making false statements and knowingly submitting false information during the grievance process.

If, during the course of an investigation, the Title IX Coordinator decides to investigate additional allegations about the Complainant or Respondent relating to the same facts or circumstances but not included in the earlier written notice, the Title IX Coordinator will provide an amended Notice of Allegations to the parties.

### **Investigation of Formal Complaints of Title IX Sexual Harassment**

Once a Formal Complaint has been signed, and there is no Informal Resolution, an investigation will be conducted. An investigation affords Complainants and Respondents an opportunity to submit information and other evidence and to identify witnesses. Although the parties have the option to submit evidence and suggest witnesses to be interviewed, the burden of gathering information in the investigation is with West Virginia Wesleyan College.

When the Formal Resolution process is initiated, the Title IX Coordinator will designate an investigator or an investigative team who will be responsible for gathering evidence directly related to the allegations raised in a Formal Complaint of Title IX Sexual Harassment.

### **A Notice of a Title IX Sexual Harassment Investigation**

If there is no Informal Resolution, a Notice of Investigation will be issued simultaneously to Complainants and Respondents. That correspondence will include the following:

- An overview of the Investigation/Formal Resolution process;
- A reminder that Informal Resolution process is available until which time a finding of responsibility is rendered;
- Information about Complainants and Respondents Rights, which includes a right to an Advisor;
- A reminder that the burden of proof and burden of evidence gathering sufficient to reach a determination regarding responsibility rests on West Virginia Wesleyan College and not on the parties;
- That West Virginia Wesleyan College cannot access, consider, disclose, or otherwise use a Complainant's or Respondent's records that are made or maintained under legal privilege without voluntary written consent from the person who is protected by that privilege;
- That Complainants and Respondents will have equal opportunity to present witnesses, including fact and expert witnesses, and other evidence;
- Notice that while parties are expected to respect the private and serious nature of the Resolution Process and to refrain from engaging in behavior that could be seen as Retaliation, neither Complainants or Respondents are restricted from discussing the allegations or gathering or presenting evidence; and,
- The Investigator (s) name and contact information.

Notice of Allegations and Notice of Investigation may be combined as appropriate at the discretion of the Title IX Coordinator.

### **Investigation Timeframe for Formal Complaints of Title IX Sexual Harassment**

The investigation of a Formal Complaint will be usually concluded within 90 days of the filing of the Formal Complaint. The parties will be provided with updates on the progress of the investigation, as needed, and will be alerted if the process will go beyond the 90-day timeframe.

### **Interviews and Gathering Evidence in a Title IX Sexual Harassment Investigation**

**Interviews.** The Investigator(s) will interview the parties and relevant witnesses in order to review the disciplinary process and to hear an overview of each party's account of the incident. Before any interview, the individual being interviewed will be informed in writing of the date, time, location, participants, and purpose of the interview. Such notice will be provided with sufficient time for the individual to prepare for the interview. The Respondent will be informed in writing if, during the investigation, additional information is disclosed that may constitute additional Title IX Sexual Harassment under the Policy. Following the interview, each party will be provided with a draft summary of their statement so that they have the opportunity to comment on the summary and ensure its accuracy and completeness. The parties' feedback may be attached or otherwise incorporated into the final investigative report to the extent deemed relevant by the Investigator(s).

**Evidence.** During the interview, and while gathering evidence, Complainants and Respondents will be given the opportunity to identify witnesses and to provide other information, such as documents, communications, photographs, and other evidence. Although West Virginia Wesleyan College has the burden of gathering evidence sufficient to reach a determination regarding responsibility, all parties are expected to share any relevant information and/or any information that is requested by the Investigator(s). Such information shared by the parties with the Investigator(s) may include both inculpatory and exculpatory evidence.

The Investigator(s) will review all information identified or provided by the parties, as well as any other evidence they obtain. Evidence obtained as part of the investigation that is directly related to the allegations in the Formal Complaint will be shared with the parties for their review and comment, as described more fully below.

All evidence must be provided to the investigator during the scope of the investigation.

### **Draft Investigation Report and Opportunity to Inspect and Review Evidence of Title IX Sexual Harassment**

Both parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence upon which West Virginia Wesleyan College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained through a party or another source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

After all the evidence is gathered, and the Investigator has completed witness interviews, the Investigator will prepare a draft investigative report. The Investigator(s) will send each party, and the party's advisor, if any, the draft investigative report.

The Investigator(s) will also provide the parties, and their advisors, if any, with copies of all evidence directly related to the allegations of the Formal Complaint that was gathered during the investigation. Before doing so, the Investigator(s) may redact information in the evidence that is not directly related to

the allegations of the Formal Complaint; information prohibited from disclosure pursuant to a recognized legal privilege; and/or a party's medical or mental health information/records unless the party consents in writing to the disclosure. The evidence may be provided in either an electronic format or a hard copy. Parties and their advisors may not disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX grievance process. Disseminating evidence in such a way could be considered Retaliation under this policy.

The parties will have ten (10) days to review the draft investigative report and evidence and to submit a written response. The parties' written responses must include any comments, feedback, additional documents, evidence, requests for additional investigation, names of additional witnesses, or any other information they deem relevant to the investigation. Any party providing new evidence in their written response should identify whether that evidence was previously available to them, and if so, why it was not previously provided. The parties' feedback will be attached to the final investigation report.

Generally, only information that is provided to, or otherwise obtained by, the Investigator(s) during the course of the investigation will be considered in the determination of whether a Policy violation occurred. Any and all information for consideration by the Hearing Panel must be provided to the Investigator(s) prior to the final investigation report and will not be allowed during the hearing unless it can be clearly demonstrated that such information was not reasonably available to the parties at the time of the investigation or that the evidence has significant relevance to a material fact at issue in the investigation. If, after the final investigation report is issued, a party provides or identifies evidence that they did not previously provide or identify despite that evidence being reasonably available to them during the investigation process, the Hearing Officer may, at their discretion, draw a negative inference from the party's delay in providing or identifying the evidence. At the Title IX Coordinator's discretion, new evidence submitted after the Draft Investigation Report is issued, may result in additional investigation.

The Investigator(s) will review the feedback to the report, interview additional relevant witnesses (as deemed appropriate).

### **Final Investigation Report**

After the time has run for both parties to provide any written response to the draft investigative report and evidence, and after the Investigator(s) complete(s) any additional investigation, the Investigator(s) will complete a final investigative report. The Investigator(s) will submit the final investigative report of relevant information to the Title IX Coordinator. The Title IX Coordinator will review the report for completeness and relevance, and direct further investigation as necessary before the report is provided to the Complainant and Respondent.

The Investigator(s) and/or Title IX Coordinator, as appropriate, may exclude and/or redact information or evidence from the final investigative report as follows:

- Information that is not relevant to the allegations raised in the Formal Complaint;
- Information about a Complainant's prior or subsequent sexual activity, unless such information about the Complainant's prior sexual behavior is offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and

evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent; and

- Medical or mental health information, treatment and/or diagnosis, unless the party voluntarily consents.

After the Title IX Coordinator reviews the report and any further investigation, if necessary, is completed, the final report will be shared with the Complainant, Respondent, and their advisors. The parties will have ten (10) business days to respond in writing to the final investigative report. The Complainant and Respondent must also submit in writing by that time the names of any witnesses the Complainant/Respondent wishes to testify and a summary of information each witness would provide through their testimony. Names of witnesses provided by the Complainant/Respondent will be shared with the other party.

After the ten-business-day deadline, the Complainant and Respondent may not provide any additional written information for the hearing, unless that information was not reasonably available prior to the closing of the ten-business-day window. The Hearing Officer determines whether to grant exceptions to this ten-business-day deadline.

The Title IX Coordinator will determine what, if any, final changes or additions are made to the final investigative report based upon its review of the report and feedback as described above from the Complainant and Respondent. The matter will then be referred to a Hearing Officer

### **Hearing on Title IX Sexual Harassment**

Hearings that occur for the purpose of formally resolving Formal Complaints of Title IX Sexual Harassment will be live and occur in real time. Complainants, Respondents, and Witnesses will answer questions posed by the Hearing Officer and Advisors in front of the Hearing Panel. Questions regarding Prohibited Conduct that does not constitute Title IX Sexual Harassment but is also being heard by the Hearing during the same hearing will be handled at the discretion of the Hearing Officer.

### **Hearing Panel**

The Hearing Officer Panel will be formed by the Title IX Deputy Coordinators minus the Deputy Coordinator who is designated as the Appeal Officer. See Section XX on Appeals for more information.

The Title IX Deputy Coordinators at West Virginia Wesleyan College are:

Alisa Lively

Deputy Title IX Coordinator

Dean of Students

Student Development Office: Benedum Center for Campus Life

304-473-8443

Lively\_a@wwvc.edu

Lynn Linder  
Deputy Title IX Coordinator  
Provost  
Academic Affairs Office: 1<sup>st</sup> Floor, Administration Building  
304-472-8042  
linder\_l@wwvc.edu

Vickie Crowder  
Deputy Title IX Coordinator  
Director of Human Resources  
Human Resources Office: 1<sup>st</sup> Floor, Administration Building  
304-473-8032  
Crowder\_v@wwvc.edu

Jackie Hinton  
Deputy Title IX Coordinator  
Director of Compliance and Academic Advising  
Room 115: Rockefeller Center  
304-473-8507  
Hinton.j@wwvc.edu

The Chair will be determined by the following:

- If the Respondent is a student: The Chair will be the Vice President for Student Affairs.
- If the Respondent is an employee: The Chair will be the Director of Human Resources.
- If the Respondent is a member of Faculty: The Chair will be the Provost & Vice President for Academic Affairs.

The Deputy Coordinator that will serve the designated appellate decision-maker will not participate in the hearing.

#### **Notice of Title IX Sexual Harassment Hearing**

Both the Complainant and the Respondent will be notified in writing of the date and time of the hearing and the name of the Hearing Officer at least five business days in advance of the hearing, with the hearing to occur no fewer than ten days after the parties are provided with the final investigative report.

#### **Pre-hearing Procedures and Ground Rules for Title IX Sexual Harassment Hearing**

The Hearing Officer and/or the Title IX Coordinator may establish pre-hearing procedures relating to issues such as scheduling, hearing structure and process, witness and advisor participation and identification, and advance determination of the relevance of certain topics. The Hearing Officer will communicate with the parties prior to the hearing with respect to these issues and establish reasonable, equitable deadlines for party participation/input.

The Hearing Officer also has wide discretion over matters of decorum at the hearing, including the authority to excuse from the hearing process participants who are unwilling to observe rules of decorum

### **Participation of Advisors in a Title IX Sexual Harassment Hearing**

Both parties must be accompanied by an advisor to the hearing. If a party does not have an advisor for the hearing, the West Virginia Wesleyan College will provide an advisor of West Virginia Wesleyan College's choice for that party. Each party's advisor must conduct any cross-examination of the other party and any witnesses. Apart from conducting cross-examination, the parties' advisors do not have a speaking role at the hearing; an advisors' participation is limited to conferring with the party at intervals set by the Hearing Officer.

### **Participation of Parties and Witnesses in a Title IX Sexual Harassment Hearing**

A party or witness who elects to participate in the process is expected, although not compelled, to participate in all aspects of the process (e.g., a witness who chooses to participate in the investigation is expected to make themselves available for a hearing if requested to do so).

If a party does not appear for the hearing, their advisor may still appear for the purpose of asking questions of the other party and witnesses. If a non-participating party's advisor also does not appear for the hearing, West Virginia Wesleyan College will appoint an advisor to participate in the hearing for the purpose of asking questions of the other party on behalf of the nonparticipating party.

Parties are reminded that, consistent with the prohibition on Retaliation, intimidation, threats of violence, and other conduct intended to cause a party or witness to not appear for a hearing are expressly prohibited.

The Hearing Officer may, at their discretion, exclude witnesses or witness testimony the Hearing Officer considers irrelevant or duplicative. The Hearing Officer will explain any decision to exclude a witness or testimony as not relevant.

### **Recording the Title IX Sexual Harassment Hearing**

A Respondent, Complainant, advisor, and/or witness may not bring electronic devices that capture or facilitate communication (e.g., computer, cell phone, audio/video recorder, etc.) into a hearing room, unless authorized by the Hearing Officer.

The Title IX Coordinator will arrange for there to be an audio recording, or audiovisual recording, or transcript (or combination) of the hearing, which will be made available to the parties for review and kept on file by West Virginia Wesleyan College for seven years.

Reasonable care will be taken to create a quality recording or transcript and if making recording minimize technical problems, however, technical problems that result in no recording or an inaudible recording are not a valid basis for appeal.

### **Hearing Location and Use of Technology in a Title IX Sexual Harassment Hearing**

The hearing will be live, with all questioning conducted in real time. Upon request, the parties may be located in separate rooms (or at separate locations) with technology enabling the Hearing Officer and the parties to simultaneously see and hear the party or witness answering questions. A hearing may be

conducted entirely virtually through the use of remote technology so long as the parties and Hearing Officer are able to hear and see one another in real time.

### **Title IX Sexual Harassment Hearing Structure**

The Hearing Officer has general authority and wide discretion over the conduct of the hearing. Although the Hearing Officer has discretion to modify the hearing structure, the general course of procedure for a hearing is as follows:

- Introductions;
- Respondent's statement accepting or denying responsibility;
- Opening Statement from the Complainant (optional);
- Opening Statement from the Respondent (optional);
- Questioning of the Complainant by the Hearing Officer;
- Cross-examination of the Complainant by the Respondent's advisor;
- Questioning of the Respondent by the Hearing Officer;
- Cross-examination of the Respondent by the Complainant's advisor;
- Hearing Officer questioning of other witnesses (if applicable);
- Cross-examination of other witnesses by the parties' advisors;
- Additional question of the Complainant and Respondent by the Hearing Officer at their discretion;
- Closing comments from the Complainant (optional); and,
- Closing comments from the Respondent (optional).

A Complainant or Respondent may not question each other or other witnesses directly; they must conduct the cross-examination through their advisors. Before a party or witness answers a cross-examination or other question, the Hearing Officer will first determine whether the question is relevant. The Hearing Officer may exclude irrelevant information and/or questions. The Hearing Officer will explain any decision to exclude a question or information as not relevant.

The evidence collected as part of the investigative process will be made available at the hearing to give each party an equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove someone other than the respondent committed the alleged conduct, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege are not admissible, unless the person holding the privilege has waived the privilege.



### **Determination Following a Title IX Sexual Harassment Hearing**

Following the Hearing, the Hearing Panel, by way of a majority vote will consider all relevant evidence and make a determination, by Preponderance of Evidence standard, whether the Respondent has violated the Policy. While the Title IX Coordinator will be present, they are not a decision-maker.

### **Written Notice Regarding an Outcome of a Title IX Sexual Harassment Hearing**

After a determination regarding responsibility and, if applicable, a determination regarding appropriate remedies and/or sanction has been made, Complainants and Respondents will receive a simultaneous written notification including the decision regarding responsibility and, as applicable, remedies and sanctions. The written notification will include the following:

- Identification of the allegations potentially constituting Title IX Sexual Harassment;
- A description of the procedural steps taken from the receipt of the Formal Complaint of Title IX Sexual Harassment, with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings supporting the determination using a preponderance of the evidence standard;
- Conclusions regarding the application of West Virginia Wesleyan College code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions West Virginia Wesleyan College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the College's Education Program or Activity will be provided by West Virginia Wesleyan College to the Complainant; and
- West Virginia Wesleyan College's permissible basis for the Complainants and Respondents to appeal, and instructions on how to do so. The written notification of outcome becomes final seven days after it is sent to the Parties, unless an appeal is filed on or before that day.

### **Formal Resolution of Reports of Prohibited Conduct that is not Title IX Sexual Harassment, To Include Reports of Dating and Domestic Violence, Sexual Assault, Stalking, and Retaliation**

Once a report of Prohibited Conduct has been received by the Title IX Coordinator, a Complainant has the option to file a Formal Complaint against a Respondent alleging Prohibited Conduct and requesting that West Virginia Wesleyan College resolve those allegations through an investigation. To file a Formal Complaint, the Complainant may do so online, in person, or by email to the Title IX Coordinator. If the Complainant does not wish to File a Formal Complaint on their own behalf, the Title IX Coordinator may, in their discretion, file a Formal Complaint by signing the Formal Complaint Form.

When deciding to File a Formal Complaint, the Title IX Coordinator will consider the risk that the Respondent might commit additional acts of Prohibited Conduct; whether or not there have been additional reports against the same Respondent for the same or similar conduct; whether or not the Prohibited Conduct was committed by multiple Respondents; the seriousness of the alleged misconduct; and, whether or not the Complainant is a minor.

When the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party to the resolution process. When the Complainant may choose not to participate in the resolution initiated by the Title IX Coordinator, the Complainant will still be treated as a party entitled to inspect and review evidence and to receive all notices, including the notice of allegations, the notice of

hearing, and the notice of outcome. At no time, will West Virginia Wesleyan College retaliate against a Complainant to participate in the grievance process.

### **Dismissal**

If a complainant files a Formal Complaint, West Virginia Wesleyan College may, in its discretion, choose to dismiss a Formal Complainant of Prohibited Conduct or any allegations therein, if at anytime during the Resolution Process:

- A Complainant notifies the Title IX Coordinator in writing that they Complainant would like to withdraw the Formal Complaint;
- The Respondent is no longer enrolled or employed by West Virginia Wesleyan College; or,
- Specific circumstances prevent the recipient from gathering the evidence sufficient to reach a determination as the Formal Complainant.

### **Consolidation of Formal Complaints of Prohibited Conduct**

In their discretion, the Title IX Coordinator may consolidate multiple Formal Complaints for resolution under this Policy. Consolidation might involve a single Complainant or multiple Complainants, a single Respondent or multiple Respondents, and allegations of conduct that is temporally or logically connected (even where some of that alleged conduct is not Prohibited Conduct). The decision to consolidate Formal Complaints is not subject to appeal.

### **Counterclaims of Prohibited Conduct**

West Virginia Wesleyan College is obligated to ensure that the grievance process is not abused for retaliatory purposes, thus counterclaims made with retaliatory intent will not be permitted. West Virginia Wesleyan College permits the filing of counterclaims but will assess to ensure that the allegations in the counterclaim are made in good faith.

Counterclaims may also be resolved through the same investigation as the underlying complaint or investigated separately, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

### **Notice of Allegations of Prohibited Conduct**

If a Complainant files, or the Title IX Coordinator signs, a Formal Complaint of Prohibited Conduct within the scope of this Policy, the Title IX Coordinator will simultaneously send both parties a written Notice of Allegations that contains the following:

- Notice of the allegations potentially constituting Prohibited Conduct providing sufficient detail for a response to be prepared before any initial interview, including (1) identities of the parties, if known; (2) the conduct allegedly constituting Prohibited Conduct; and (3) the date and location of the alleged incident, if known;
- A statement that the Respondent is presumed not responsible for the alleged Prohibited Conduct and a determination regarding responsibility is made at the conclusion of the grievance process;
- Notice that each party may have an advisor of their choice who may be, but is not required to be, an attorney and who may review and inspect evidence;

- Information regarding the availability of support and assistance through West Virginia Wesleyan College resources and the opportunity to meet with the Title IX Coordinator in person to discuss resources, rights, and options; and,
- Notice of West Virginia Wesleyan College's prohibition of Retaliation of the Complainant, the Respondent, and witnesses; that West Virginia Wesleyan College will take prompt action when Retaliation is reported; and how to report acts of Retaliation.

If, during the course of an investigation, the Title IX Coordinator decides to investigate additional allegations about the Complainant or Respondent relating to the same facts or circumstances but not included in the earlier written notice, the Title IX Coordinator will provide an amended Notice of Allegations to the parties.

### **Investigation of Prohibited Conduct**

Once a Formal Complaint has been signed, and there is no Informal Resolution, an investigation will be conducted. An investigation affords Complainants and Respondents an opportunity to submit information and other evidence and to identify witnesses. Although the parties have the option to submit evidence and suggest witnesses to be interviewed, the burden of gathering information in the investigation is with West Virginia Wesleyan College.

When the Formal Resolution process is initiated, the Title IX Coordinator will designate an Investigator or an investigative team who will be responsible for gathering evidence directly related to the allegations raised in a Formal Complaint of Prohibited Conduct.

### **Investigation Timeframe**

The investigation of a Formal Complaint will be usually concluded within 90 days of the filing of the Formal Complaint. The parties will be provided with updates on the progress of the investigation, as needed, and will be alerted if the process will go beyond the 90-day timeframe.

### **Interviews and Gathering Evidence**

**Interviews.** The Investigator(s) will interview the parties and relevant witnesses in order to review the disciplinary process and to hear an overview of each party's account of the incident. Before any interview, the individual being interviewed will be informed in writing of the date, time, location, participants, and purpose of the interview. Such notice will be provided with sufficient time for the individual to prepare for the interview. The Respondent will be informed in writing if, during the investigation, additional information is disclosed that may constitute additional Title IX Sexual Harassment under the Policy. Following the interview, each party will be provided with a draft summary of their statement so that they have the opportunity to comment on the summary and ensure its accuracy and completeness. The parties' feedback may be attached or otherwise incorporated into the final investigative report to the extent deemed relevant by the Investigator(s).

**Evidence.** During the interview, and while gathering evidence, parties will be given the opportunity to identify witnesses and to provide other information, such as documents, communications, photographs, and other evidence. Although West Virginia Wesleyan College has the burden of gathering evidence sufficient to reach a determination regarding responsibility, all parties are expected to share any relevant

information and/or any information that is requested by the Investigator(s). Such information shared by the parties with the Investigator(s) may include both inculpatory and exculpatory evidence.

The Investigator(s) will review all information identified or provided by the parties, as well as any other evidence they obtain. Evidence obtained as part of the investigation that is directly related to the allegations in the Formal Complaint will be shared with the parties for their review and comment, as described below.

All evidence must be provided to the investigator during the scope of the investigation.

#### **Draft Investigation Report and Opportunity to Inspect and Review Evidence**

After all the evidence is gathered, and the investigator has completed witness interviews, the investigator will prepare a draft investigative report. The Investigator(s) will send each party, and the party's advisor, if any, the draft investigative report.

The Investigator(s) will also provide the parties, and their advisors, if any, with copies or descriptions of all evidence directly related to the allegations of the Formal Complaint that was gathered during the investigation. Before doing so, the Investigator(s) may redact information in the evidence that is not directly related to the allegations of the Formal Complaint; information prohibited from disclosure pursuant to a recognized legal privilege; and/or a party's medical or mental health information/records unless the party consents in writing to the disclosure. The evidence may be provided in either an electronic format or a hard copy. Complainants, Respondents, and their advisors may not disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the formal resolution process as described in this policy. Disseminating evidence in such a way could be considered Retaliation under this policy.

The parties will have ten (10) days to review the draft investigative report and evidence and to submit a written response. The parties' written responses must include any comments, feedback, additional documents, evidence, requests for additional investigation, names of additional witnesses, or any other information they deem relevant to the investigation. Any party providing new evidence in their written response should identify whether that evidence was previously available to them, and if so, why it was not previously provided. The parties' feedback will be attached to the final investigation report.

After the ten (10) day window has closed and all feedback is received, the investigator will prepare a final investigation report.

Generally, only information that is provided to, or otherwise obtained by, the Investigator(s) during the course of the investigation will be considered in the determination of whether a Policy violation occurred. Any and all information for consideration by the Hearing Panel must be provided to the Investigator(s) prior to the final investigation report and will not be allowed during the hearing unless it can be clearly demonstrated that such information was not reasonably available to the parties at the time of the investigation or that the evidence has significant relevance to a material fact at issue in the investigation.

At the Title IX Coordinator's discretion, new evidence submitted after the Draft Investigation Report is issued, may result in additional investigation.

### **Administrative Hearing of Prohibited Conduct**

After the time has run for both parties to provide any written response to the draft investigative report and evidence, and after the Investigator(s) complete(s) any additional investigation, the Investigator(s) will complete a final investigative report. The Investigator(s) will submit the final investigative report of relevant information to the Title IX Coordinator. The Title IX Coordinator will review the report for completeness and relevance, and direct further investigation as necessary before the report is provided to the Administrative Hearing Panel.

After the Title IX Coordinator reviews the report and any further investigation, if necessary, is completed, the final report will be provided to the Administrative Hearing Panel which is comprised of the Deputy Coordinators (minus the Deputy Coordinator who will serve as the Appeal Officer). The lead investigator will present the report to the Title IX Coordinator and Hearing Panel. While Complainants and Respondents will be notified in advance of the Administrative Hearing, they will not be present.

The Hearing Panel, by way of a majority vote will consider all relevant evidence and make a determination, by preponderance of evidence standard, whether the Respondent has violated the Policy. The Title IX Coordinator is not a decision-maker in the Administrative Hearing.

If it is determined that the preponderance of evidence standard cannot be met or that there is no reasonable cause to determine a Policy violation, the matter will be closed subject to a final appeal.

### **Written Notice Regarding an Outcome of Prohibited Conduct**

After a determination regarding responsibility and, if applicable, a determination regarding appropriate remedies and/or sanction has been made, Complainants and Respondents will receive a simultaneous written notification including the decision regarding responsibility and, as applicable, remedies and sanctions. The written notification will include the following:

- Identification of the allegations potentially constituting Prohibited Conduct;
- A description of the procedural steps taken from the receipt of the Formal Complaint of Prohibited Conduct, with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings supporting the determination using a preponderance of the evidence standard;
- Conclusions regarding the application of this Policy to the evidence;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions West Virginia Wesleyan College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to West Virginia Wesleyan College's Education Program or Activity will be provided by West Virginia Wesleyan College to the Complainant; and
- West Virginia Wesleyan College's procedures and permissible bases for the Complainants and Respondents to appeal. The written notification of outcome becomes final five days after it is sent to the Complainants and Respondents, unless an appeal is filed on or before that day.

## **Sanctions and Remedies**

In the event the Hearing Panel finds the Respondent responsible for a violation of West Virginia Wesleyan College's policies, appropriate remedies and sanctions will be determined by the Deputy Title IX Coordinator as listed below in conjunction with the Title IX Coordinator. Remedies are designed to restore or preserve equal access to the College's Education Program or Activity and may be disciplinary or punitive.

Should a respondent accept responsibility for a Policy violation, or if it is determined that the preponderance of evidence establishes that it is more likely than not that the respondent violated the Policy, the Title IX Coordinator will determine an appropriate sanction in conjunction with the Deputy Title IX Coordinator as indicated below.

- If the Respondent is a student: The sanction will be administered by the Dean of Students.
- If the Respondent is an employee: The sanction will be administered by the Director of Human Resources.
- If the Respondent is a member of Faculty: The sanction will be administered by the Provost & Vice President for Academic Affairs.

Upon a finding of responsibility, the Complainant will be provided with remedies designed to restore access to the College's educational and employment programs and activities.

Sanctions for a finding of responsibility for Student Respondents include, but are not limited to, any of the sanctions outlined in the West Virginia Wesleyan College Policy Manual Volume VI: Student Life Policies, education, growth plans, community service, referral to counseling, warnings, probation, suspension, suspension from participation in activities or privileges, suspension from the College or the residence halls, or expulsion. In determining (a) sanction(s), the designated Deputy Coordinator will consider whether the nature of the conduct at issue warrants removal from the College, either permanent (expulsion) or temporary (suspension).

Sanctions for findings of responsibility for Employee and Faculty Respondents include, but are not limited to, education, referral to counseling, and disciplinary actions such as warnings, reprimands, withholding of a promotion or pay increase, reassignment, restriction in activities or privileges, temporary suspension without pay, compensation adjustments, or termination. Other factors pertinent to the determination of what sanction applies include, but are not limited to, the nature of the conduct at issue, prior disciplinary history of the Respondent, previous West Virginia Wesleyan College response to similar conduct, and West Virginia Wesleyan College interests (e.g., in providing a safe environment for all).

Third parties, such as visitors, contractors, consultants, vendors providing services to West Virginia Wesleyan College may be subject to appropriate corrective action, including, but not limited to, issuance of a no trespass order or cancellation of relationship with the West Virginia Wesleyan College.

## **Appeals**

A Complainant and Respondent both have the right to appeal (1) The Title IX Coordinator's decision to dismiss a Formal Complaint of Title IX Sexual Harassment; and (2) decisions regarding responsibility for

policy violation or outcome for Title IX Sexual Harassment and other forms of Prohibited Conduct that may include sexual assault, dating and domestic violence, and stalking.

Appeals may only be made by Complainants and Respondents and not advisors or other third-parties. A party wishing to appeal the Title IX Coordinator's decision to dismiss a Formal Complaint of Title IX Sexual Harassment or other forms of Prohibited Conduct must file a written appeal statement within five business days of the date the decision to dismiss is communicated to the parties.

A party wishing to appeal a decision regarding responsibility or outcome must file a written appeal statement within five business days of the date the written decision is sent to the parties.

The written appeal statement must identify the ground(s) upon which the appeal is being made. The only grounds for appeal are:

- New information not reasonably available at the time of the decision that could affect the outcome of the matter;
- The Title IX Coordinator or other Title IX Administrator had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent specifically that affected the outcome of the matter; and/or
- Procedural error(s) that affected the outcome of the matter. An appeal is not a re-hearing of the case.

West Virginia Wesleyan College may summarily deny an appeal if it is not based on one of the enumerated grounds for appeal.

#### **Appellate Officer**

- If the Respondent is a student: The written appeal shall be submitted to the Provost & Vice President for Academic Affairs.
- If the Respondent is an employee: The written appeal shall be submitted to the Vice President for Student Affairs.
- If the Respondent is a faculty member: The written appeal shall be submitted to the Director of Human Resources.

The Appeal Officer's role is limited to reviewing the underlying record of the investigation and hearing, the appealing party's ("Appellant") written appeal statement, any response to that statement by the other party ("Appellee")

#### **Response to Appeal**

The Appeal Officer will provide written notice to the Appellee that an appeal has been submitted and will give the Appellee an opportunity to review the appeal statement. The Appellee may submit a written response to the appeal ("response"). The response is due two business days from the date West Virginia Wesleyan College provides written notice of the appeal to the Appellee. West Virginia Wesleyan College will provide the Appellant an opportunity to review non-Appealing Party's the response but no further submissions are permitted.

## **Written Decision**

The Appeal Officer will provide written notification of the final decision to the Appellant and Appellee simultaneously. The Appeal Officer will typically notify the parties of its decision regarding an appeal in writing within five business days from receipt of the appeal statement. If the decision will take longer, the parties will be informed. The decision of the Appeal Officer will be final, and no subsequent appeals are permitted

## **Annual Training Of Title IX Administrators**

All Title IX Administrators will be trained on definitions of Title IX Sexual Harassment and other forms of Prohibited Conduct which includes acts of sexual assault, dating and domestic violence, and stalking, that occur within Title IX Jurisdiction and that impact West Virginia Wesleyan College's Education Program and Activities and, the investigation process; Hearing process and procedures, Appeals, Informal Resolution; and how to serve impartially to avoid Bias and Conflicts of Interest. Additionally, Title IX Administrators will receive training on issues related dating and domestic violence, sexual assault, stalking, and how to conduct a resolution process (to include hearings and investigations) that protect the safety of the victim and promotes accountability.

All Hearing Officers receive annual training on the following: how to conduct a hearing; issues of relevance, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant; how to serve impartially by, among other things, avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and other relevant issues. Hearing Officers will also be trained on any technology that might be used during a hearing. Investigator(s) will be trained annually on (1) issues of relevance; (2) the definitions in the Policy; (3) the scope of the College's Education Program or Activity; (4) how to conduct an investigation; and (4) how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

## **Annual Fire Safety Report**

At West Virginia Wesleyan College, the safety and security of our campus community are of utmost importance. This Annual Fire Safety Report provides a comprehensive overview of the measures in place to protect students, faculty, staff, and visitors from fire-related emergencies. Through regular education, training, fire drills, and ongoing facility maintenance, we strive to create a secure environment conducive to learning and living.

The College's proactive approach to fire safety includes detailed emergency evacuation procedures, scheduled fire drills across all campus buildings, and hands-on training for residence life staff and emergency responders. Our commitment extends to continuous fire safety education and ensuring that fire protection systems and safety equipment are maintained at the highest standards. This report also highlights the essential role that community cooperation plays in enhancing campus safety, along with steps to follow in the event of a fire emergency.

We encourage all members of the West Virginia Wesleyan community to familiarize themselves with the fire safety information provided in this report to ensure their safety and the safety of others.



### **Emergency Evacuation Procedures**

In the event that smoke or fire is detected, it is imperative to remain calm and exit the building via the closest exit. Should the building's alarm system fail to activate, take the initiative to pull the fire alarm while exiting. It is important to note that all residence hall rooms are equipped with an exit diagram prominently displayed on the inside of the door.

The Evacuation Coordinators (HR director and Dean of Students) will be stationed at the relocation area to assist with the transporting of community members to safety due to being threatened by or displaced by an incident of concern. A temporary shelter or facility will be designated by the Emergency Director in consultation with the VP for Academic Affairs. The Evacuation Coordinators will assess the need for certain equipment and supplies as needed to comfort our students and employees until the "All clear" is given.<sup>23</sup>

In residence halls, it is verified each August that emergency evacuation plans are posted on each room's door.

### **Fire Safety Education and Training**

The WVWC Fire Safety Program aims to safeguard lives and property through education on fire safety and emergency response procedures. This encompasses hands-on training with fire extinguishers and comprehensive training sessions for resident advisors and directors, focusing on emergency situation management, including fire, natural disasters, and other crises.

Residence Life staff discuss fire safety protocol at their beginning of the semester floor meetings, noting locations of the evacuation procedures and routes to exit the residence halls. Every residence hall room has an evacuation plan on the inside of the door that must remain there at all times. Likewise, hallways have evacuation routes noted as well.

### **Fire Incident Reporting**

IN EMERGENCIES, DIAL 911.

For non-emergency incidents, please contact the below offices regarding the fire incident as soon as possible/safe to do so. This notification will also allow for proper inclusion of incidents in fire safety statistics.

- Campus Safety and Security: 304-473-8011
- Office of Campus Life: 304-473-8431
- WVWC Physical Plant: 304-473-8367

### **Fire Incident Record Keeping**

West Virginia Wesleyan College Security Staff is responsible for maintaining detailed records of all fire alarms, fire incidents, and visits from the local fire department.

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<sup>23</sup> [Critical Incident Response Plan](#)

## Fire Procedures<sup>24</sup>

In all cases of fire, the Buckhannon Fire Department must be notified immediately: Dial 9 – 911

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
2. Always call 911 or 9-911 (from the office phone) to alert the fire department. In case of a minor fire that appears controllable, discharge the fire extinguisher toward the base of the flames. In large fires that do not appear controllable, contact the fire department and Campus Safety and Security. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen. Do not lock doors!
3. If necessary, activate the building alarm. Caution: If the building alarm does not operate, make sure you have alerted Campus Safety and Security.
4. In large fires that do not appear controllable, contact the fire department and Campus Safety and Security. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen. Do not lock doors!
5. When the building evacuation alarm is sounded, or when you are told to leave by law enforcement or similar authority, walk quickly to the nearest marked exit and ask others to do the same.
6. Assist people with disabilities in exiting the building! Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
7. Once outside, move to your designated assembly area. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
8. When the fire department arrives on campus to respond to a residence hall fire, Campus Safety and Security shall grant them access to the building and the RA control room where all the keys are kept. The police and the lead officer from the fire department shall assign keys as needed and log who has the keys. When the call is completed, the same two officers shall check all the keys back in and sign the log sheet. This will allow the fire department all access necessary while limiting and documenting the distribution of keys.
9. If requested, assist emergency crews.
10. An Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have emergency response duties.

Do not return to an evacuated building unless told to do so by the local Fire Marshall. He/she will have the final authority to determine if the college will be able to return safely.

Note: if you become trapped in a building during a fire and a window is available, wave an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Do not panic!

Important: After evacuation, report to your designated assembly area. Stay there until an accurate headcount is taken. A Building/Facility Coordinator will take attendance and assist in accounting for all building occupants.

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<sup>24</sup> [Critical Incident Response Plan](#)

## **Prohibited Items<sup>25</sup>**

The following items are not permitted to be used or stored in the residence halls. This is not an exhaustive list, and the Office of Campus Life reserves the right to confiscate items it deems to be unsafe for community living. The Office of Campus Life also reserves the right to determine if a student should or should not be fined for an item confiscated that is not specifically stated on this list.

- Illegal substances including, but not limited to: alcohol (if under 21), drugs and other controlled substances, and alcohol and drug paraphernalia. See the Alcohol and Drug policies for specific policies on prohibited items.
- Weapons including, but not limited to: firearms, BB guns, paintball guns, knives larger than a pocket knife, pellet and air guns, pepper spray, mace, tasers, stun guns, or any type of weapon or ammunition. Any student found to be in possession of a weapon will also be referred to the College student conduct system.
- Heat-producing appliances including, but not limited to: hot plates, heating/immersion coils, electric fry pans or grills, air fryers, toaster ovens, toasters, electric heaters, halogen lamps, and fog machines. Additionally, the following items are only permitted if they have an automatic shut-off feature: coffeemakers, irons, and hot water pots/rice cookers.
- Other fire/safety hazards, including but not limited to: decorative lights that are not LED classified, non-surge protected extension cords and non-UL approved electrical products, fireworks or explosives of any kind, propane, gasoline, kerosene, gas grills, acid, other hazardous chemicals, motorcycles, mopeds, and other gas-powered vehicles. Additionally, candles, wax warming burners, and incense, even if unlit and used decoratively, are prohibited.
- Large appliances, including but not limited to: smokers, chest freezers, and refrigerators larger than 3.2 cubic feet; additionally, air conditioners, including portable air conditioning units and humidifiers acting as a cooling unit, are prohibited unless approved by the Office of Campus Life as a special accommodation.
- Other miscellaneous items including, but not limited to: bullhorns, hoverboards, megaphones, hookahs, waterbeds, hot tubs, dart boards/darts, traffic signs, ceiling fans, and wireless routers.

All prohibited items will be confiscated and held by members of the residence life staff. Confiscated items will be returned to the student when they leave for the next break or closing, except in cases where it is illegal for the student to have the item. Confiscated items that are not collected by the student before end-of-year closing will be treated as abandoned property (see Cancellation Policy after Occupancy).

In addition to confiscation, students who possess prohibited items may also receive fines and others sanctions for violating the Prohibited Item policy. See the Housing and Residence Life Fees, Fines, and Other Sanctions list for information.

## **Smoking Policy<sup>26</sup>**

West Virginia Wesleyan College campus and property shall be a tobacco free and smoke free

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<sup>25</sup> [Residence Hall Accommodations and Policy Agreement](#)

<sup>26</sup> [Student Handbook](#)

environment. This affects all buildings including residence halls, the grounds, exterior open spaces, parking lots, on-campus sidewalks, streets, driveways, athletic facilities, recreational spaces, practice facilities, and in all WVWC-owned or leased vehicles.

Tobacco use includes but is not limited to the personal use of any tobacco product whether intended to be lit or not, including smoking tobacco, nicotine, or other substances that are lit and smoked, as well as the use of electronic cigarettes, pipes, hookahs, or any other device intended to simulate smoking or vaporizing, and the use of smokeless tobacco, including snuff, chewing tobacco, smokeless pouches, any form of loose leaf, smokeless tobacco, and the use of unlit cigarettes, cigars, and pipe tobacco.

### **Future Fire Safety**

In an effort to ensure fire safety, a concerted effort to conduct fire drills in all non-residential buildings is underway. Fire drills in non-residential buildings were held in the Summer of 2024. Future drills will be held when faculty, staff, and students are present on campus and will occur two times per year.

Fire Systems & Drills: Student Housing Facilities			
Residence Hall	Type of Fire Safety System	Fire Extinguishers	Fire Drills in 2023
Agnes Howard Hall 60 Meade St	Hard wired smoke detectors in sleeping rooms that are not tied into the building alarms	Yes	2
Benedum Hall 70 Meade St.	Hard wired smoke detectors in sleeping rooms that are not tied into the building alarms	Yes	2
Doney Hall 68 Cebe Ross Drive	Hard wired smoke detectors in sleeping rooms that are not tied into the building alarms	Yes	2
Dunn Hall 76 Camden Ave.	Hard wired central system with smoke detectors, pull stations and sprinklers	Yes	2
Fleming Hall 92 Cebe Ross Drive	Hard wired central system with smoke detectors, pull stations and sprinklers	Yes	2
Holloway Hall 76 Meade St.	Hard wired smoke detectors in sleeping rooms that are not tied into the building	Yes	2
Jenkins Hall 62 Meade St.	Hard wired smoke detectors in sleeping rooms that are not tied into the building alarms	Yes	2
McCuskey Hall 34 Cebe Ross Drive	Hard wired smoke detectors in sleeping rooms that are not tied into the building alarms	Yes	2
Student House 52 Randolph St.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	2
Student House 60 Randolph	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	2
Student House 72 Braxton St.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	2
Student House 48 Meade St.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	2
Student House 57 Meade St.	Wet pipe sprinkler system/ self-contained water tanks with pumps, fire alarm/carbon monoxide system/detection – notification	Yes	2
Student House 59 Meade St.	Wet pipe sprinkler system/ self-contained water tanks with pumps, fire alarm/carbon monoxide system/detection – notification	Yes	2
Student House 75 Meade St.	Wet pipe sprinkler system/ self-contained water tanks with pumps, fire alarm/carbon monoxide system/detection – notification	Yes	2
Student House 82 Barbour St.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	2
Student House 84 Barbour St.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	2
Student House 51 College Ave.	Wet pipe sprinkler system/ self-contained water tanks with pumps, fire alarm/carbon monoxide system/detection – notification	Yes	2
Student House 53 College Ave.	Wet pipe sprinkler system/ self-contained water tanks with pumps, fire alarm/carbon monoxide system/detection – notification	Yes	2
Student House 18 Baxter St. *	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	2

### Fire Systems & Drills: Student Housing Facilities Continued

Residence Hall	Type of Fire Safety System	Fire Extinguishers	Fire Drills in 2023
Student House 63 Wood St.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	2
Student House 44 Sedgwick	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	2

*\*This property was sold on July 1, 2024 and is no longer owned or utilized by West Virginia Wesleyan College*

### Fire Systems & Drills: Non-Residential Facilities

Facility	Type of Fire Safety System	Fire Extinguishers	Fire Drills in 2023*
Wesley Chapel 65 Wesley Drive	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	0
Haymond Hall 118 Cebe Ross Dr.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	0
Rockefeller - Gym 151 Cebe Ross Dr.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	0
Christopher Hall 187 Cebe Ross Dr.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	0
Reemsnyder 186 Cebe Ross Dr.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	0
Library 198 Cebe Ross Dr.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	0
Performing Arts Center 58 College Ave.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	0
English Annex 61 College Ave.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	0
Administration Building 59 College Ave.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	0
Welcome Center 52 College Ave.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	0
Campus Center 67 Camden Ave.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	0
French See - Dinning 69 Camden Ave.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	0
Middleton 66 Camden Ave.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	0
Loar Hall 66 Meade St.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	0
Erickson Alumni Center 55 Meade St.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	0

*\* Fire Drills conducted for non-residential buildings in July of 2024. Will conduct March and September moving forward*

## Fire Evacuation Locations: Student Housing Facilities

*NOTE: Always use the stairs when evacuating the building. Never use the elevator.*

Housing Name & Address	Evacuation location	Relocate Location in case of no re-entry
Agnes Howard Hall 60 Meade St	Residents need to evacuate to the Erickson Alumni parking lot	Chapel
Benedum Hall 70 Meade St.	Residents need to evacuate to the Chapel oval	Chapel
Doney Hall 68 Cebe Ross Drive	Residents need to evacuate to the Lily Garden area	Gym- Green Room
Dunn Hall 76 Camden Ave.	Residents need to evacuate to the fountain area	Chapel
Fleming Hall 92 Cebe Ross Drive	Residents need to evacuate to the Lily Garden area	Gym - Green Room
Holloway Hall 76 Meade St.	Residents need to evacuate to the Chapel oval	Chapel
Jenkins Hall 62 Meade St.	Residents need to evacuate to the Chapel oval	Chapel
McCuskey Hall 34 Cebe Ross Drive	Residents need to evacuate to the Lily Garden area	Gym- Green Room
Student House 52 Randolph	Residents need to evacuate to the Camden parking lot	Gym - Green Room
Student House 60 Randolph	Residents need to evacuate to the Camden parking lot	Dunn Hall lobby
Student House 72 Braxton	Residents need to evacuate to the lawn of Holloway Hall	Holloway Hall lobby
Student House 48 Meade	Residents need to evacuate to the lawn of Agnes Howard Hall	Agnes Howard Lobby
Student House 57 Meade	Residents need to evacuate to the lawn of Agnes Howard Hall	Agnes Howard Lobby
Student House 59 Meade	Residents need to evacuate to the lawn of Agnes Howard Hall	Agnes Howard Lobby
Student House 75 Meade	Residents need to evacuate to the lawn of Holloway Hall	Agnes Howard Lobby
Student House 82 Barbour	Residents need to evacuate to the lawn of Agnes Howard Hall	Holloway Lobby
Student House 84 Barbour	Residents need to evacuate to the lawn of Agnes Howard Hall	Agnes Howard Lobby
Student House 51 College	Residents need to evacuate to Agnes Howard Hall	Agnes Howard Lobby
Student House 53 College	Residents need to evacuate to Agnes Howard Hall	Agnes Howard Lobby
Student House 63 Wood	Residents need to evacuate to the Camden parking lot	Dunn Hall lobby
Student House 44 Sedgwick	Residents need to evacuate to the library lawn	Library lobby

## Fire Evacuation Locations: Non-Residential Facilities

*NOTE: Always use the stairs when evacuating the building. Never use the elevator.*

Facility Name & Address	Evacuation location	Relocate Location in case of no re-entry
Wesley Chapel 65 Wesley Drive	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	PAC or Social Hall
Haymond Hall 118 Cebe Ross Dr.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	Chapel or PAC
Rockefeller - Gym 151 Cebe Ross Dr.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	Chapel or PAC
Christopher Hall 187 Cebe Ross Dr.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	Chapel or PAC
Reemsnyder 186 Cebe Ross Dr.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	Chapel or PAC
Library 198 Cebe Ross Dr.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	Chapel or PAC
Performing Arts Center 58 College Ave.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	Social Hall or Chapel
English Annex 61 College Ave.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	PAC or Social Hall
Administration Building 59 College Ave.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	PAC or Social Hall
Welcome Center 52 College Ave.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	PAC or Chapel
Campus Center 67 Camden Ave.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	PAC or Chapel
French See - Dining 69 Camden Ave.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	Chapel or PAC
Middleton 66 Camden Ave.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	Social Hall or Chapel
Loar Hall 66 Meade St.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	PAC or Chapel
Erickson Alumni Center 55 Meade St.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	PAC or Chapel



Fire Statistics: Student Housing Facilities												
Housing Name & Address	2021				2022				2023			
	Fires	Injuries	Deaths	Value of Damage	Fires	Injuries	Deaths	Value of Damage	Fires	Injuries	Deaths	Value of Damage
Agnes Howard Hall 60 Meade St	0	0	0	0	0	0	0	0	0	0	0	0
Benedum Hall 70 Meade St.	0	0	0	0	0	0	0	0	0	0	0	0
Doney Hall 68 Cebe Ross Drive	0	0	0	0	0	0	0	0	0	0	0	0
Dunn Hall 76 Camden Ave.	0	0	0	0	0	0	0	0	0	0	0	0
McCuskey Hall 34 Cebe Ross Drive	0	0	0	0	0	0	0	0	0	0	0	0
Fleming Hall 92 Cebe Ross Drive	0	0	0	0	0	0	0	0	0	0	0	0
Holloway Hall 76 Meade St.	0	0	0	0	0	0	0	0	0	0	0	0
Jenkins Hall 62 Meade St.	0	0	0	0	0	0	0	0	0	0	0	0
Student House 52 Randolph	0	0	0	0	0	0	0	0	0	0	0	0
Student House 60 Randolph	0	0	0	0	0	0	0	0	0	0	0	0
Student House 72 Braxton	0	0	0	0	0	0	0	0	0	0	0	0
Student House 48 Meade	0	0	0	0	0	0	0	0	0	0	0	0
Student House 57 Meade	0	0	0	0	0	0	0	0	0	0	0	0
Student House 59 Meade	0	0	0	0	0	0	0	0	0	0	0	0
Student House 75 Meade	0	0	0	0	0	0	0	0	0	0	0	0
Student House 82 Barbour	0	0	0	0	0	0	0	0	0	0	0	0
Student House 84 Barbour	0	0	0	0	0	0	0	0	0	0	0	0
Student House 51 College	0	0	0	0	0	0	0	0	0	0	0	0
Student House 53 College	0	0	0	0	0	0	0	0	0	0	0	0
Student House 18 Baxter*	0	0	0	0	0	0	0	0	0	0	0	0
Student House 63 Wood	0	0	0	0	0	0	0	0	0	0	0	0
Student House 44 Sedgwick	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*This property was sold on July 1, 2024 and is no longer owned or utilized by West Virginia Wesleyan College

Fire Statistics: Non-Residential Facilities												
Facility Name & Address	2021				2022				2023			
	Fires	Injuries	Deaths	Value of Damage	Fires	Injuries	Deaths	Value of Damage	Fires	Injuries	Deaths	Value of Damage
Wesley Chapel 65 Wesley Drive	0	0	0	0	0	0	0	0	0	0	0	0
Haymond Hall 118 Cebe Ross Dr.	0	0	0	0	0	0	0	0	0	0	0	0
Rockefeller - Gym 151 Cebe Ross Dr.	0	0	0	0	0	0	0	0	0	0	0	0
Christopher Hall 187 Cebe Ross Dr.	0	0	0	0	0	0	0	0	0	0	0	0
Reemsnyder 186 Cebe Ross Dr.	0	0	0	0	0	0	0	0	0	0	0	0
Library 198 Cebe Ross Dr.	0	0	0	0	0	0	0	0	0	0	0	0
Performing Arts Center 58 College Ave.	0	0	0	0	0	0	0	0	0	0	0	0
English Annex 61 College Ave.	0	0	0	0	0	0	0	0	0	0	0	0
Administration Building 59 College Ave.	0	0	0	0	0	0	0	0	0	0	0	0
Welcome Center 52 College Ave.	0	0	0	0	0	0	0	0	0	0	0	0
Campus Center 67 Camden Ave.	0	0	0	0	0	0	0	0	0	0	0	0
French See - Dinning 69 Camden Ave.	0	0	0	0	0	0	0	0	0	0	0	0
Middleton 66 Camden Ave.	0	0	0	0	0	0	0	0	0	0	0	0
Loar Hall 66 Meade St.	0	0	0	0	0	0	0	0	0	0	0	0
Erickson Alumni Center 55 Meade St.	0	0	0	0	0	0	0	0	0	0	0	0