



# Security Infrastructure Working Group Report

**Presidential Working Paper**

August 17, 2007



# SECURITY INFRASTRUCTURE GROUP

## Executive Summary

In response to the tragic events on the Virginia Tech campus on Monday, April 16, 2007, the President established the Security Infrastructure Working Group. The group was charged with examining the university's existing security systems and recommending changes that would enhance the university's ability to respond quickly and effectively in situations where the safety of the campus community is jeopardized. The group was also directed to identify strategies that might decrease the probability of such situations occurring. The group was asked to not only consider technological aspects of the issue, but also the behavior of individuals with regard to campus security.

James A. Hyatt, Executive Vice President and Chief Operating Officer, was appointed as Chairman of the Group. Core members appointed to the Group by Mr. Hyatt include:

- Earving L. Blythe, Vice President for Information Technology
- Wendell R. Flinchum, Director of Campus Security and Chief of Police
- Kay K. Heidbreder, University Counsel (advisor to Group)
- Lawrence G. Hincker, Associate Vice President for University Relations
- James V. McCoy, Capital Project Manager

Staff from several campus units provided support and served as resources to the Group, including representatives from Hokie Passport and Residential Programs. The Group was ably staffed by Heidi McCoy, Director of Administrative Operations and Assistant to the Executive Vice President and Chief Operating Officer. The Group also retained external experts to review current campus security policies and procedures. In addition, the workgroup and its advisors conducted site visits to two major research universities and the campuses of two private sector corporations to benchmark the university's security infrastructure with other national leaders.

While the commissions established by President Bush and Governor Kaine were formed to consider security issues from a State and National policy perspective, this Group's focus was to examine security issues from the perspective of a large research university. The Group evaluated the strengths and weaknesses of the university's existing security systems and related infrastructure, and developed recommendations for how existing systems/infrastructure can be improved and enhanced. The group also looked at how to address emergency situations that might arise in the future.

Note: In order to meet the August 17, 2007 report deadline to the President, the group focused its analysis on the main Blacksburg campus. Therefore, it is

recommended that a follow-up study be conducted of security issues at the university's other campus sites, including Abingdon, Hampton Roads, Northern Virginia, Richmond, and Roanoke, as well as at all Agricultural Research and Experiment Stations (ARECs) and 4-H offices.

Identified strengths associated with the university's current security processes and procedures are as follows:

- Mutual aid agreements with local, regional and state law enforcement agencies and rescue squads that enables prompt and coordinated responses to emergency situations.
- Ongoing joint training exercises with other law enforcement and emergency units to prepare for possible emergencies.
- Mass emergency communication systems including e-mail, an emergency website, audible sirens, and telephone trees. A new mass communication system, VT Alerts, was recently implemented that in the case of an emergency provides instant and text messaging to individual cell phones.
- A robust communication infrastructure that in the event of an emergency allows for pre-established call centers and the ability to respond to increased cell phone and other telecommunication demands.
- Electronic Card Key access to all student residential facilities and some academic buildings. (Note: All residence halls are now on card key access on a 7 day and 24 hour basis.)
- A nationally accredited campus police department.
- A documented campus emergency preparedness response plan that includes a process for establishing an incident commander, emergency response coordinator and emergency response team to coordinate and deploy appropriate resources and support services.
- Engagement of the president and key campus administrators in addressing campus emergencies (e.g. Policy Committee).
- In the event of an emergency, strong support from faculty, staff and students and the surrounding community.

Areas targeted for enhancement or improvements include:

#### Physical Infrastructure

- Remove and replace the hardware on all perimeter doors to mitigate the risk of doors being chained.
- Install interior locks on all general assignment classrooms and evaluate installation of locks on non-general assignment classrooms.
- Explore the installation of a centrally controlled electronic card key access system for all key academic and administrative facilities. This system will be used to secure buildings during nonworking hours. In the event of an emergency such a system would allow individual and groups of buildings to be locked remotely by the police department.

- Improve security or “hardening” of select campus offices through the installation of electronic card key access controls on interior doors, and monitoring of these offices by a closed circuit television system.
- Construct a state of the art Public Safety Building that will enhance Virginia Tech Police and Virginia Tech Rescue Squad services by physically consolidating these units in a single facility.
- Explore the feasibility of deploying a centrally monitored closed circuit television (CCTV) system using video surveillance cameras at key locations on the campus.

#### Communication

- Provide mass notification in classrooms and other environments where other systems may not provide adequate notification. It is recommended that a simple electronic banner textual displays with audible alarms be installed in all classrooms where practicable.
- Explore the installation of LCD message boards within the entrances to key campus buildings, as well as outdoor illuminated message boards at major campus entrances. These displays would alert the campus to emergency situations and provide instructions on the appropriate actions to be taken.
- Create an electronic “people locator system” that members of the campus population could log on to after an emergency to post their status so that concerned relatives, friends and colleagues could receive updated information.
- Develop pre-written “templates” to help communicators craft emergency messages more expeditiously.

#### Emergency Preparedness

- Update the campus emergency preparedness response plan.
- To prepare for potential emergencies increase the use of annual “table top” or simulation exercises by key campus units (e.g. police, rescue squad, physical plant, building coordinators, etc.). Where appropriate these exercises should involve faculty, students and staff as well as law enforcement and public safety units from surrounding jurisdictions.
- Implement a building coordinator program whereby a person in each building is identified as the responsible party in the event of an emergency. All coordinators will be trained in appropriate emergency response and security processes and procedures. Central coordination and training will be the responsibility of the campus police department.
- Formally identify backups to key Policy Committee members who are unable to physically respond to campus emergencies. Also enhance communications with key Policy Committee members who are off campus when an emergency occurs.

## Protocols

- Enhance security protocols that will explicitly highlight what to do in the event of an emergency. This will include posted signs in all classrooms and student services facilities, as well as inclusion of such material as part of new employee and student orientations.
- Create a security master plan for the campus and establish a campus security planning committee.

In order to implement the recommendations outlined in this report the university should immediately initiate a program to fully cost and identify the funding sources necessary to implement the program. Possible fund sources could include increased state support, as well as a mandatory life/safety fee.

## **Site Visits**

The Security Infrastructure Group made onsite visits to four institutions with highly regarded security programs, including (1) Genentech Corporation, (2) Oracle Corporation, (3) the University of Maryland at College Park, and (4) the University of California at Berkeley. Brief descriptions and highlights for each institution visited follows below.

### Genentech Corporation

Genentech Inc. is a leading biotechnology corporation founded in 1976 by Robert A. Swanson, a venture capitalist, and biochemist Dr. Hubert W. Boyer. As of 2006, Genentech employed more than 10,000 people and had over \$ 9.2 Billion in revenue. The site visit was conducted at Genentech's corporate headquarters in South San Francisco, California.

Genentech operates multiple campuses in northern California. In addition to its own in-house security group, the company contracts for security services. As a private sector company, however, they rely on local municipalities for fire and police services. The company contracts with the Siemens Corporation for technology upgrades and training. From a security stand point, all perimeter doors are card key accessible. They make extensive use of video cameras at their South San Francisco campus, two thirds of the cameras are exterior mounted cameras. Both the card key access system and cameras are monitored centrally.

In terms of command and control, the security officer for the corporation has the authority to act in case of an emergency. They are currently studying how the corporation's leadership group is integrated into the security response process.

### Oracle Corporation

Oracle Corporation is one of the major companies developing database management systems (DBMS), tools for database development, middle-tier software, enterprise resource planning software (ERP), customer relationship management software (CRM) and supply chain management (SCM) software. Oracle was founded in 1977, and has offices in more than 145 countries around the world. As of 2005, Oracle employed more than 50,000 people worldwide. Corporate revenues exceeded \$ 17.9 billion.

The site visit was made to Oracle corporate headquarters located in the Redwood Shores area of Redwood City, California. In terms of physical security infrastructure, card readers are installed at both exterior and key interior entry points. On the exterior of buildings, bollards have imbedded card readers and back up telephones connected to corporate security offices. Interior entry points to elevators and offices are staffed by security personnel and card readers. Iris

scanners are used for access to highly sensitive areas. The card reader system is Lenel with access software by Software House. Oracle is also moving to non-proprietary security system that would allow them to buy the software but not the "box".

The Oracle Redwood shores campus has a number of video cameras. The cameras are monitored 24/7 by the Oracle security group at a centralized location within the campus. Oracle security is looking at moving to large LCD monitors whose screens can be subdivided into individual camera views. Cameras are by Pelco.

One unique characteristic of security at Oracle is a corporate-wide security policy that is mandatory irrespective of location. They also rely on a regional crisis management structure that can be escalated up through the executive management structure of the company. Security protocol is driven by three factors: people out; facility out; and technology out. Escalation of the threat would depend on the nature of the threat and whether it is best handled locally.

#### University of Maryland at College Park

The University of Maryland at College Park, is the University System of Maryland's flagship institution, and is the state's premier center of research and graduate education. The university is ranked among the nation's top 20 public research universities by U.S. News & World. The university has 4,000 total acres, 262 buildings, with the central campus resting on approximately 1,200 acres. The University of Maryland at College Park is one of the State Council for Higher Education for Virginia's (SCHEV) approved peers for the university.

The site visit included an overview of the University of Maryland's physical security and access control, security operations center, emergency mass notification system and other critical incident management tools. Most notable was a visit to the university's Security Operations Center which monitors the university's 220 closed circuit television cameras twenty four hours a day. The Center is so advanced that it is often visited by other police departments, as well as government agencies including the FBI. The university began utilizing surveillance cameras in the mid-nineties in response to a series of armed robberies on and near the campus. Twenty five of the original cameras were exterior cameras placed on code blue phone poles. Cameras are not located inside residence halls, but cameras are located on the exteriors of residence halls. A special program is used so that surveillance cameras near or on residence halls do not record any activity inside the building to ensure privacy. The surveillance system captures photographs of all vehicles and occupants entering the campus. In 2001, the university established the physical Security Operations Center, which is where the cameras are monitored today. Although the cameras do not record all activity on campus, a significant amount of activity is captured. Workers in the Security Operations Center are able to hear police

dispatch, and redirect the cameras accordingly. The ability to redirect cameras has enhanced police patrols on campus, and provided critical documentation for the Police Department in court proceedings.

The university has approximately 100 non-sworn student police aids who hold both static posts and perform patrols. The police aid program is an auxiliary unit, and is not associated with the academic criminal justice program.

The university uses the Lenel card access system with two operating systems. One operating system is controlled by the Department of Public Safety within the Police Department, and the other is managed by Residential Facilities. There are approximately 350 card readers on campus.

### University of California at Berkeley

The University of California at Berkeley is the oldest of the University California System campuses and is consistently ranked as the number one public university by US News and World Reports. The university occupies 1,232 total acres, has 344 buildings, with the central campus resting on approximately 178 acres. UC Berkeley is also considered a university peer by the State Council of Higher Education for Virginia (SCHEV).

Unlike the University of Maryland, UC Berkeley makes limited use of security cameras. All camera installations must be approved by the Police Department, but there is currently not a standard policy on camera installation at the university. The majority of cameras are interior cameras used to guard against theft and/or acts of vandalism or potential political activists. There are three exterior cameras positioned on pedestrian paths for security.

Students, faculty and staff have been trained to “Seek shelter, shut doors and listen” when the university’s mass notification system is activated. A handout was developed to communicate the siren protocol to the university community. Advertisements have also been disseminated to the local community instructing how to respond when the siren is activated. The system is tested monthly.

Like Virginia Tech, 911 calls made from wireless devices do not go to the university dispatch. To counter this problem, the Police Department encourages students, faculty and staff to program the UC Berkeley dispatch number into their cell phones so they have direct access to the Police Department in an emergency.

In terms of emergency preparedness, staff appointed to the emergency operations group remains part of the group even when they change positions within the university. The group’s training is coordinated by the Director of Emergency Management. There is a depth of four people per each position on the emergency operations group, and a depth of six people per position for the

planning roles. Members of the group receive special identification cards that denote emergency personnel status, which allows them access to the campus as necessary during an emergency.

### Summary of Site Visit Findings

Key observations of the site visits to the four institutions include:

- all campuses visited have:
  - the ability to electronically lockdown residential facilities and key academic buildings from a central access control system; the system is under the control of campus police or, in the case of the private sector companies, a central security office
  - developed a clear message of how to respond when the siren system is activated
  - designated building coordinators
  - an organizational structure where emergency management/preparedness personnel report to the Police Department
  - exterior siren systems used for mass notification
  - a layered all-hazards approach to emergency planning
- emergency planning is supported at the most senior executive level
- a number of the campuses visited are working to expand card access at exterior doors campus-wide

### **Virginia Tech Security Infrastructure: Current Status and Recommendations**

The current campus security infrastructure consists of physical infrastructure components, a communication plan, and security protocols. The following will discuss the security infrastructure in place prior to April 16, 2007, as well as security and infrastructure improvements completed since April 16, 2007. Based upon the Group's evaluation of the university's current security infrastructure and systems, several areas for improvement have been identified. The following discusses areas for improvement and provides recommendations for enhancement of the university's security infrastructure. The Group took into consideration security protocols at the site visit institutions, as well as advice from the security experts that evaluated the university's security infrastructure. The report submitted by the independent experts is attached as Appendix A. Finally, funding sources for the security infrastructure enhancements will be discussed.

Physical Infrastructure

*Virginia Tech Key Control Office*

The Virginia Tech Key Control Office provides lock repair, lock changes, lockout services (file cabinet, desk, office) and issuing of keys (except residence halls) to authorized members of the university community. The campus maintains a standard of *Best* locking hardware for all doors on campus. The maintenance, repair, keying and key control of these devices are all functions of the Office under Physical Plant. The employee providing oversight of the Virginia Tech Key Control Office holds a Certified Protection Professional (CPP) credential.

**Recommendations for Improvement and Enhancements**

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security of the physical office be upgraded  
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*Locking and Door Hardware*

With a few exceptions, perimeter access to academic, administrative and support facilities is controlled by institutional locks and keys. These buildings are typically unlocked between the hours of 5:30 a.m. and 6:00 p.m. each weekday morning by custodial personnel, and remain unlocked and fully accessible throughout the day. Based on a locking schedule that begins at 5:00 p.m. and continues through 11:00 p.m. to accommodate evening classes, a university security crew locks the exterior doors of these buildings. Most buildings remain locked throughout the weekend. Building occupants, who may need to access the building during such times that the exterior doors are locked, may be issued exterior door keys from the Key Control Office within the Physical Plant Department.

Depending on the function of the space, interior doors may or may not be lockable. Many classrooms and public areas have doors that can be locked, but only from the public/corridor side using an appropriate key. Typically, these doors remain unlocked because of the constant use of these types of spaces. Classrooms, for example, also serve as meeting rooms for a multitude of student organizations during “off” hours. Continuous use by multiple parties for a variety of functions makes controlling access by locking and unlocking classrooms impractical. Private offices, building support spaces (mechanical/electrical rooms, telecommunication rooms, etc.) and laboratory spaces are also lockable. Conventional locks and keys are typically used to secure and access these spaces. In some buildings, such as XXXXXXXXXXXXXXXXXXXXXXX, certain interior spaces are secured with electronic card readers and biometric devices.

These particular spaces have a heightened level of security which reflects the need to control access more tightly.

### ***Recommendations for Improvement and Enhancements***

Although installing interior locks on classroom doors was initially considered to be impractical, the university has decided to install interior locks on all general assignment classroom doors and is evaluating installing locks on non-general assignment classroom doors. Law enforcement officials, such as the Virginia Association of Campus Law Enforcement Administrators (ACLEA), advise that the practice known as “lock-down” is not feasible on college campuses. Instead, ACLEA suggests target hardening of campus buildings. Furthermore, they indicate this can be done by the use of card access where practical, the installation of locks on classrooms and labs that can be locked from the inside, and by making our communities aware of secure areas that already exist such as lockable residence hall rooms, offices and office areas. Based on the work of the Security Infrastructure Working Group, the university has decided to install interior locks on all 157 general assignment classroom doors. Work has already commenced to complete this initiative. It is estimated that the project will be substantially complete by the beginning of the Fall 2007 semester. Further consideration is being given to installing locks on non-general assignment classrooms were practicable.

Additionally, in order to prevent the chaining, cabling, or tying together of doors as occurred during the April 16 tragedy, all door hardware in academic buildings that allows doors to be chained, cabled or tied together will be removed and/or replaced with more up-to-date hardware. Immediately following the tragedy, fifty six custom size doors and hardware sets in Norris Hall were replaced. Drop bar devices in Norris Hall were also replaced with flat rails. In June, the university completed a door hardware inventory of all academic buildings on campus and identified hardware for removal and replacement. Of the 64 buildings surveyed, 50 needed some corrective action to accomplish this goal. In certain instances, vintage hardware is being preserved where there is an adjacent single door opening that is unencumbered. Work will be completed in a phased approach so that buildings with the highest traffic are completed first. In many cases, an exterior door handle and an interior drop bars will be removed. Additionally, the university has modified its design guidelines and standards to ensure that there will be no future possibility of allowing any door hardware or openings that can be chained shut.

### *Access Control*

The Hokie Passport Office provides the official identification card that permits authorized access to university services, manages student meal accounts in dining halls, and maintains individual debit accounts for use at various vendor locations on and off campus, as well as electronic access to residential areas and a number of university facilities. The Hokie Passport Office utilizes

CBORD's CS Gold system that provides on-line, real time transactions on a 24-hour basis for building access in residence halls and other campus locations. There are over 265 doors utilizing electronic access. There are approximately 200 card readers in residence halls, and an additional 66 in non-residential buildings. Each year the card is utilized to validate 400,000 admissions to Recreational Sports functions, 250,000 trips to the Math Emporium, 70,000 visits to Health Services and in various other ways. The ID is requested as proof of identity and entitlement for classroom testing, at the Registrar's Office, Bursar's Office, Athletics, Student Telecommunications, Parking Services, Blacksburg Transit, etc.

Access control deployments for residential facilities vary slightly based on the parameters of the buildings. In most cases, the electronic access control is limited to the perimeter doors and mail rooms. Generally students only have access to their assigned residence hall; however, if a student has a mail box in another building, they may also gain access to that building's perimeter during a restricted time frame. In some of the newer residence halls, buildings have lobby entries with a door on the external perimeter leading into the lobby and another locked door to gain access to the residential space.

During the Security and Infrastructure Group's visits to the other institutions, members were able to view several electronic access systems. Instead of automatically deciding to expand the Hokie Passport/CBORD system campus-wide for electronic access, the Group recommends that consideration be provided to multiple card access vendors. Therefore, a group has been formed to write a Request for Proposals to solicit proposals from firms. The bid process will allow the university to evaluate a number of card access systems, as well as the expandability of the Hokie Passport/CBORD system.

Most of the access control readers on campus are magnetic swipe technology. A multi-layered security system, including state-of-the art security appliances, has been implemented for the Hokie Passport CS Gold system. The production servers are located in a secured facility within the office. The backup server, stationed in the university's primary machine room, runs Oracle Data Guard software, which maintains synchronized copies of the production database. A full tape backup of the entire database is completed nightly. Backup tapes are rotated daily and stored in fireproof vaults in the office and in Burruss Hall.

### ***Recommendations for Improvement and Enhancements***

In addition to installing the interior locks on classroom doors, the Security Group recommends that the university consider installing electronic door access on all key academic and research buildings. Once an electronic access system for the university is identified, the Group recommends that a university policy be developed requiring compliance with a standard electronic access system. It is further recommended that control and management of all access control on

campus be placed under the Police Department. All card reader doors and alarm points on campus should be routed to the 911 dispatch center for monitoring and control. Finally, it is recommended that all future buildings be wired for electronic door access. As part of the capital building project costs, at a minimum all main doors should be prepped for electronic access. Ideally, all exterior doors should be prepped for electronic access as well. This protocol should be made part of design standards in all new capital projects and renovations. Finally, campus Police should review and approve security specifications for all capital projects.

*Alarm Systems and Fire Detection, Suppression and Notification*

Depending upon which building they are in, building occupants may receive an emergency message through the building's fire alarm system. There are currently over one hundred buildings on the Virginia Tech campus, including all student housing facilities, that are equipped with a fire alarm system. The systems serving forty-one of these buildings also provide voice alarm capabilities if delivered from the building's fire alarm panel. While enhancements will be made to centralize this function to make it a more viable alternative for mass notifications, much of the infrastructure is already in place to notify a significant portion of the university community in the event of an emergency. Currently, most exterior residence hall doors, regardless of the presence of a card reader, are alarmed to sound if propped or held open, as are interior doors with a card reader.

Like many institutions of higher education, Virginia Tech does not have its own fire department. The university provides funding to the Town of Blacksburg for trucks and equipment, and relies on the Town of Blacksburg Fire Department in the event of a fire. Historically, fire response time from the Blacksburg Fire Department has been appropriate and timely.

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***Recommendations for Improvement and Enhancements***

All of the existing fire alarms on campus report to a central point by use of a counter rotating token ring network transmitting over leased telephone grade copper lines. It is recommended that the university's fire systems be upgraded to communicate over a more robust communications topology such as fiber optic cable. It is further recommended that existing fire panels be upgraded to allow active voice commands from the dispatch center operator stations to be broadcast in the buildings.

### *Student Police Aides*

The Virginia Tech Police Department utilizes supplemental security resources throughout campus. Three of the areas that supplement law enforcement are: Safe Ride (safety escorts), Building Security, and Campus Watch.

Safe Ride provides safety escorts on campus from dusk to dawn during the academic year. Safe Ride consists of approximately 10 part time employees during the school year. The majority of these employees are students. The employees patrol the student parking lots when they are not performing safety escorts. One employee is stationed in the guard shack at the entrance to student lot "I" and answers telephone requests for escorts. The building also provides a place for students to wait on "safe ride". These employees have radio contact with the Police Department dispatch center. The Police Department pays the safe ride employee wages from departmental funds. When school is not in session, police officers provide the safe ride service. Information about this program appears on the Police Department website where students are advised to call 231-SAFE to access the program.

Building guards are located in the Andrews Information Services Building, Veterinary Medicine, Squires Student Center, Graduate Life Center, Virginia Tech Inn and Skelton Conference Center, and the Math Emporium. These guards work evening and night hours year-round. These employees have radio contact with the Police Department dispatch center and they can hear and talk on the Police Department main radio channel. There are approximately 12 part-time employees used to staff these locations, several of which are students. These employees are paid from funds provided by the department requesting the guard.

Campus Watch provides security around the residence halls, checking the exterior of the buildings, and providing walking escorts for students. There are 3 full-time employees funded by Residential and Dining Programs. These positions are supplemented by approximately 6 part-time employees, with about half being students. This group also has radio contact with the Police Department dispatch center and has the ability to monitor/talk on the Police Department main radio channel.

Resident Advisors collaborate with the Virginia Tech Police to support the "Gotcha Program" where officers patrol residence halls for unlocked doors and other safety issues. When a door is found unlocked, a note is left for the resident warning them that their belongings or personal safety could have been in jeopardy had the officer been a criminal. Also, Resident Advisors working evening shifts make schedule rounds throughout their residence hall checking for safety or health concerns. Reports are made to resident directors and police as needed.

While the Police Department utilizes students in the above positions, the number employed at any given time depends greatly on the availability and interest of the students. Many of the four or five days a week positions cannot be worked by full-time students because of the hours required. The total number of these part-time employees varies and is lower when school is not in session.

### *Securing Student Mail Rooms*

There are forty-four student housing facilities on campus which house 9,000 students. For these facilities, perimeter building access is controlled by electronic card readers which are managed and maintained by the Hokie Passport Office. Prior to April 16, student housing facilities were typically locked between the hours of 10:00 p.m. and 10:00 a.m. daily. During all other times, the buildings were unlocked and fully accessible. Post April 16, residence halls are locked twenty four hours a day, seven days a week. In most cases, students only have access to their assigned residence hall, but if a student has a mailbox located in another building they can gain access to that building's perimeter as well.

### ***Recommendations for Improvement and Enhancements***

To limit access to the building envelope in buildings students do not reside, the door access system throughout residence halls has been enhanced. Through building and system modifications, including wall and door additions, students' access in residence halls in which they do not reside is now limited to public spaces only. It is recommended that all mail rooms eventually be removed from the residence halls and a centralized campus mail facility for all persons who reside on campus be constructed or identified.

Residence Life is developing a plan of education about new building security and related procedures so students are aware of the changing nature of common area spaces. Currently, most exterior residence hall doors, regardless of the presence of a card reader, are alarmed to sound if propped or held open, as are interior doors with a card reader.

### *Public Safety Building*

Under the 2006 Management Agreement between the Commonwealth of Virginia and the University, the Board of Visitors has the authority to approve the budget, size, scope, and funding of nongeneral fund capital outlay projects. At the August 2007 Board meeting, the university will submit a request for a \$1.6 million planning authorization to move forward with design of a proposed Public Safety Building. This facility will allow for an expanded dispatch center and co-location of the Police Department and the Virginia Tech Rescue Squad. The proposed project is envisioned as a 35,000 gross square foot, two-story building with necessary accommodations for personnel, storage, training, vehicles, and a command center.



Consideration should be given to evaluating the benefits of hardening critical areas on campus such as heavily trafficked administrative and student services offices and deans offices.

*Panic Buttons*

Currently, the university has approximately 50 panic buttons and/or intrusion systems installed on campus. The panic buttons and instruction systems are located in offices such as laboratories and academic buildings. When activated, the Virginia Tech Police Department dispatch center receives an audible alarm and the location of the activation is displayed. Three contact names are also displayed, and dispatch contacts the first person to determine if it is a true emergency. Regardless, police are dispatched to the scene to respond. Systems are reset by the Police Department. There are several types of panic buttons on campus; however, the university has moved to using recessed panic buttons to prevent the accidental activation of the emergency system.

*Closed Circuit Television and Video Analytics*

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**Recommendations for Improvement and Enhancements**

It is recommended that the university consider implementing a CCTV system (1) in common areas of student life facilities, (2) perimeter access points of critical buildings, (3) access points to research facilities, (4) access points to hazardous areas, (5) access points to administration and classroom buildings and (6) in line with code blue phones. It is recommended that the university deploy a standardized CCTV system on campus utilizing network recording and storage devices with intelligent video analytics leveraging the existing IP network on campus, and that a compliance policy be developed. All security cameras should be routed to the 911 dispatch center for monitoring, analysis and alarming and integrated into the campus command and control solution. The Virginia Tech Police Department should have the ability to enable video transmission to police vehicles and hand held devices to enhance tactical response. Storage of CCTV data should also be centralized as much as possible.

The type of cameras employed in CCTV systems has evolved over several years. Analog video cameras were initially connected to a video recording device (e.g. VCR). In recent years this technology has been replaced by analog

cameras connected to digital video recorders (DVR). These systems provide both increased storage capacity and digital capabilities but because of limitations it is difficult for the DVRs to handle inputs from too many cameras. As a consequence, a number of campuses and private sector companies are investigating the deployment of IP network cameras. IP cameras are connected directly to a campus data network.

According to industry sources IP decentralized recording can decrease the number of DVRs required by up to 10 times. It is estimated that 25% of security users use IP cameras, while 45% plan to upgrade from analog to IP cameras. This should be considered if the university implements a CCTV system. Further, the electronic access control system should provide for the scalability to include a CCTV system.

### *Biometrics*

Biometrics is the use of technology to grant electronic entry to certain high security facilities either through the use finger print recognition or iris scanners. These systems generally provide a second or backup form of access control. The university deploys some biometric devices in a limited number of specialized university facilities such as research labs.

### ***Recommendations for Improvement and Enhancements***

The university must determine what type of biometrics is most applicable. It is also recommended that the card activated electronic access control system that is purchased be robust enough to support biometrics.

### Communications

#### *Emergency Communication Infrastructure*

The Police Department currently uses a non-private 2 way radio. In the event that officers need to communicate sensitive or private information, they do so via cellular telephones.

### ***Recommendations for Improvement and Enhancements***

The existing emergency communication infrastructure needs a technology upgrade. For example, cell phones used by emergency personnel are susceptible to availability outages during a crisis situation. Additionally, there is no expandability for radio communication to integrate outside agencies in the event of a large scale response. It is recommended that a full and complete communications audit be performed.

The Police Department is exploring a communications upgrade for police vehicles. Additionally, foot patrols on campus have been increased.

In addition to 911 response, Virginia Tech provides a police dispatcher on call 24 hours a day, seven days a week, by contacting (540) 231-6411. Additionally, through a partnership with the Division of Student Affairs, a Crime Hotline is available where anyone can anonymously report a crime.

### *Mass Notification Systems*

There were four systems on campus which provided for mass notification on April 16. The Emergency Alert System consists of pole and roof mounted speakers at six locations throughout the campus. This system allows for an audible message, either voice or tone, to be broadcast from the controller which is located in the Virginia Tech Police Department. When activated, this system allows for emergency messages to be conveyed to individuals who are on campus, but not within a building. On April 16, four of the locations were operable and two other locations were in the process of being installed. Since April 16, sirens have been installed at the two additional locations. It is recommended that staff, including Police Department dispatch personnel, receive additional training on the system so that it can be more effectively used during an emergency. It is also critical that the system be accessible from both Policy Group meeting locations, and that members of the Policy Group be trained in its operation. A limitation of the system is that it is inaudible inside many of the buildings on campus. The university's layered communications approach and the new VT Alerts system will counter this restriction. As discussed previously, depending upon which building they are in, building occupants may receive an emergency message through the buildings fire alarm system. The upgrade and central linking of fire detection systems campus wide will provide an additional method to communicate during an emergency addressing the concern that the sirens cannot be heard inside buildings.

The second and third emergency notification systems available on April 1 were campus email and the university website. The fourth system was the telephone tree system that when utilized could deliver voice messages to all campus land lines. On April 16, phone trees were used in the Office of the President and the Office of the Executive Vice President and Chief Operating Officer. Additionally, student life has a resident advisor network that was also utilized. These mass notification methods were significantly improved with the university's purchase of an upgraded emergency notification system post April 16<sup>th</sup>; this system has officially been branded "VT Alerts".

### ***Recommendations for Improvement and Enhancements***

In an effort to reach the mobile university population, last fall Virginia Tech began exploring options to expand and enhance its already robust campus communications program. In June, Virginia Tech reached an agreement with 3n (National Notification Network) to expand the university's ability to send critical news and information to the university community during campus emergencies. VT Alerts was launched on July 2, 2007. The addition of VT Alerts will give

members of the Virginia Tech community more choices as to how they would like to receive important notifications or weather-closing information. The system is comprised of a variety of methods by which the university can contact students, faculty, and staff, including via text message (SMS) to mobile devices, instant messages, calls to non-Virginia Tech numbers and e-mails to non-Virginia Tech addresses. The system consists of a subscriber-only feature that requires a person to subscribe in order to receive messages. VT Alerts allows a person to list up to three contact methods, which can be ranked in order of preference. During an urgent situation, the VT Alerts system will send an alert using the first contact method; unless the nature of the event requires that the university deliver messages in a different order. When the message is received, if the individual does not confirm receipt when prompted, VT Alerts will send the alert to the next contact preference. In the case of a widespread emergency impacting a large segment of the university with long term implications, the Police Department will now have the physical capability to send alerts from the new system.

As of August 9, 2007, over 10,922 students, faculty and staff have subscribed to the new system. Seventy-eight percent of the subscribers are students, 21% percent are staff, and 14% percent are faculty (Note: some faculty/staff are also students). As students return for the fall semester, the university fully expects that between 80 and 95% of students will opt-in to the new system. The opt-in experience at other schools has been 20-30%.

University Relations' staff are also exploring how to create an electronic "people locator system" that members of the campus population could log on after an emergency to post their status so that concerned relatives, friends and colleagues could receive updated information. Such a system is currently in place at the University of California, Berkeley.

To save time in crafting emergency messages (on the web, via text messages, etc), it is recommended that the university develop prewritten "templates" to help communicators craft emergency messages more expeditiously. These templates should include phone numbers, contacts, or other directions that would likely be used in a variety of crisis situations. By having these message templates in hand, valuable time can be saved in having to look up information for each instance. These template messages should be written and maintained by University Relations in cooperation with other university offices, such as Virginia Tech Police, Environmental Health and Safety, and the Division of Student Affairs.

The university is also considering the possible advantages of installing interior electronic message boards in high-traffic areas on campus. Interior message boards could be linked to the VT Alerts system to communicate with students, faculty and staff who do not hear the mass notification system or receive a message from the VT Alerts system because they do not have immediate access to telephone, email or text messaging. The boards would provide an additional

method of alerting the campus of an emergency. The Executive Vice President has established a group to write an RFP to evaluate available interior message board systems.

Finally, the university is exploring the installation of exterior electronic message boards at selected campus entrances. A primary function of the message boards would be to visually alert and communicate to university commuters specific text messages in coordination with other university notification systems. This could be a critical tool to communicate with the commuter population and visitors to campus. The Office of the University Architect has developed a proposal (Appendix B) that provides recommendations for specific types of electronic message boards, and generally identifies locations for message boards at primary campus vehicular entrances. A recommendation will be that Police Department personnel within the 911 dispatch center have access to control messages on both interior and exterior message boards.

### *Classroom Alert Systems*

In a classroom environment, access to some VT Alerts notification methods may be limited or unavailable, for instance when an instructor requests that students turn off their cell phones while in class. Additionally, in-room notification systems that are subtle and or unobtrusive may go unnoticed for some time when the instructor and students are focused on the material being presented. An effective notification system for the classroom environment must be capable of attracting the attention of the instructor and or students even during the most intense and captivating classroom activities.

### ***Recommendations for Improvement and Enhancements***

To provide mass notification in classroom and other environments where other mass notification systems may not provide adequate notification it is recommended that a simple electronic banner textual displays with audible alarms be installed in all classrooms where practicable. When a VT Alerts notification is required, this system would sound an audible alarm and deliver a short text message notifying people to seek out additional information from a campus information source (i.e. the campus TV information channel or the Virginia Tech web site). This system could be integrated with other campus alert systems such as the VT Alerts Automated Notification System, and/or updated by/from any authorized source.

The campus Information Technology division will use remote network management tools to monitor the network connection of every banner display. We strongly recommend that Virginia Tech develop operational procedures to ensure that the display and audible alarm are tested in each classroom where practicable on a regular basis.

Since the system would be idle most of the time, Information Technology recommends that the electronic banners display a simple message such as the date and time when not in use to convey VT Alerts information. This will also reassure persons in the classroom that the banner is functioning properly.

Steps to expedite deployment:

- Select a banner system from amongst those that have been investigated.
- Procure the selected banner system.
- Leverage the extensive and flexible campus data network for rapid deployment.
- Utilize power over ethernet (PoE) to power the banner displays over the data network.
- Engage all appropriate university resources required to rapidly deploy the banner displays with minimum disruption to scheduled classes.
- Select and pre-wire mounting locations prior to the receipt of the banner devices.
- Work with Campus Network Services (CNS) to determine mounting locations that can be wired without extensive, time consuming, work.

### *911 Dispatch Center*

Currently, the 911 dispatch center is housed within existing space at the university police facility. There is no back-up location. Two dispatchers are on duty at all times to handle normal operational needs associated with dispatch requirements of the Virginia Tech Police Department, as well as emergencies that might arise. As mentioned previously, the proposed new public safety building would provide a more adequately sized dispatch center.

All land line calls originating from the campus ring directly to the university 911 dispatch center. Emergency calls originating from a wireless device on campus are received at call centers located off campus. The cell phone call is picked up by the nearest cell tower, so the locality that receives the 911 call depends on the location of the caller. Calls to 911 made using a wireless device on campus could potentially be routed to the Town of Blacksburg or Montgomery County. Elevators on campus also have emergency phones. Calls from elevator phones go directly to the Virginia Tech Police Department dispatch.

The university will have a total of 59 emergency blue light phones once the three news phones approved for FY 2008 are installed. All blue light phones are monitored by Virginia Tech Police Department dispatch, and stations are tested once every 30 days. Locations of the emergency blue light phones are illustrated in Appendix C.

## Security Protocols

The university's security protocols provide direction for the necessary actions to be taken in an emergency and are briefly described below.

### *Emergency Plan*

Virginia Tech's Emergency Response Plan outlines procedures for managing major emergencies that may threaten the health and safety of the campus community or disrupt business operations on the local campus. The 'local campus' is defined as the Blacksburg main campus and all Virginia Tech facilities located within Montgomery County; facilities located outside of this area must develop and implement an emergency response plan that addresses the specifics of that facility and the response capabilities within their locale. The current plan, which has been in place since May 2002, provides a set of protocols for dealing with campus emergencies of varying degrees. The priorities of the plan are: (1) protect life safety, (2) secure critical infrastructure and facilities, and (3) resume teaching and research programs. The plan provides the framework by which university officials mitigate, respond and recover from emergencies.

At the crux of the plan are the actions and interactions of the two pre-established functional groups: the Policy Group and the Emergency Response Resource Group. Once activated, the plan encompasses many activities, including the timely dissemination of accurate information. As it becomes available, information about an event is gathered by the appropriate plan participants and channeled back to a command center where the Policy Group establishes a plan of action based on the information being provided. At the appropriate time or times, other plan participants communicate applicable information about the event to the campus community and beyond. As prescribed by the Plan, these communications can take many forms including broadcast email, instant messages, text messages, broadcast voicemail to campus phones and updates to the university homepage. Where appropriate, communications through the Emergency Alert System and available building fire alarm systems may also be enacted. There are numerous attachments and appendices to the Plan that communicate the need to record the flow of events during an incident. Checklists are also provided to assist in the collection and reporting of data during any emergency.

### ***Recommendations for Improvement and Enhancements***

Although the university's Emergency Plan is mature in the scope of emergencies that it covers, the Plan is in need of revision. It is recommended that a schedule for reviewing and updating the Plan be established with a minimum annual review cycle. Since confidential information is contained within the Plan, distribution should be controlled. This can be accomplished by marking the Plan as "FOIA PROPRIETARY" and distributing copies through a numbered system. If this is not feasible, the sections containing confidential and proprietary information should be controlled. It is further recommended that the plan be

revised to reflect all categories of emergencies, rather than those focused primarily on weather-related or hazards material-related events.

### *Command Structure*

As provided for in the university's Emergency Response Plan, an advisory committee called the Policy Group is convened in a secure location in the event of an emergency. The role of the Policy Group will be discussed in more depth in the next section. In addition to the Policy Group, the Emergency Plan provides for two additional functional groups: (1) the Emergency Response Resource Group and (2) Satellite Operations Centers.

The Director of Campus Security and Chief of Police, as well as the on-scene commander for the emergency, take direction from the Policy Group during an emergency, except during a fire emergency. Prior to April 16, the Director of Campus Security and Chief of Police reported to the Vice President for Administrative Services who reports to the Executive Vice President. The Virginia Association of Campus Law Enforcement Administrators (ACLEA), recommend that police and security departments report in the leadership hierarchy no lower than one level from the president of the institution. Therefore, to ensure a direct line of communication between the Director of Campus Security and Chief of Police and executive administration, an organizational reassignment was made so that the position now reports directly to the Executive Vice President. The Police Department is a full service, fully accredited, law enforcement agency with 41 sworn officers who are assisted by security guards, communication officers and administrative staff. The Executive Vice President is allocating an additional 11 FTE to the Police Department, as well as supporting operating and equipment funds for the additional personnel. New personnel will include a Deputy Chief, Administrative Sergeant, two officers for community outreach, an officer for investigations, four officers for patrol and two additional administrative employees. The total allocation for improvement to the Police Department is \$487,400.

On April 16, the university was in the process of a search to hire a Director of Emergency Management. In light of the tragedy, an Interim Director of Emergency Management reporting directly to the Executive Vice President was appointed. The position is the focal point for emergency operation and training at Virginia Tech. The position will allow the university to appropriately prepare for and respond to campus emergencies. Under the supervision of the Executive Vice President, the director is responsible for the coordination and management of all emergency response activities, including development, implementation, and review of emergency action plans, procedures and training. This new position will work closely with the Director of Campus Security and Chief of Police to coordinate safety policies for the university.

It is also important to note that for large scale emergencies, all Virginia Tech managers (Senior Administrative Officers, Deans, Chairs, Directors, Laboratory and Facility Managers) are considered “essential personnel”.

### *Policy Group*

The Policy Group convenes in the event of an emergency in a secure location, currently the president’s suite of Burruss Hall. The Group is chaired by the President and in his absence by the Executive Vice President. The Policy Group is composed of lead administrators including the President, Executive Vice President, Associate Vice President for University Relations, University Provost and Vice President for Academic Affairs, Vice Provost for Academic Affairs, Vice President for Administrative Services, Vice President for Information Technology, Vice President for Student Affairs, Legal Counsel and administrative/clerical support staff as necessary. In the absence of both the President and the Executive Vice President, the University Provost and Vice President for Academic Affairs leads the Group. The role of the Policy Group is to coordinate policy and procedural issues specific to response and recovery activities necessitated by the nature of the event. Members of the Policy Group serve in an advisory role to the incident commander in-charge (the university President) and provide centralized direction and control in the evaluation of the institutional effects of the emergency, frame emergency-specific policies as needed, and assure that functions critical to the continuity of university business operations are maintained and prioritize business resumption priorities.

### ***Recommendations for Improvement and Enhancements***

Given the critical role of the Policy Committee, it is recommended that the Policy Group establish a succession hierarchy where after a reasonable period of time the role of absent members is ceded to the next highest ranking individual present. It is further recommended that a plan be developed to keep members that are not present informed of the event. Finally, a crisis kit has been created for the Policy Group that includes such things as a laptop and emergency contact list for use by executives during an emergency situation.

### *Mutual aid agreements with local police and rescue units*

The university has a number of mutual aid agreements with local police and rescue units, including concurrent jurisdiction in Montgomery County through a court order (Appendix D). Section 23-234, Code of Virginia, as amended, authorizes the Circuit Court to grant “concurrent jurisdiction in designated areas with the police officers of the county, city or town in which the institution... (is) located. Section 23-234, Code of Virginia, as amended, restricts mutual aid agreements to those jurisdictions that are contiguous to university property. The university’s current written mutual aid agreements for police aid include agreements with:

- The Town of Blacksburg (Appendix E)
- Montgomery County (Appendix F)
- City of Radford (Appendix G)

The university also has a mutual aid agreement with Radford University's Police Department (Appendix H). Written agreements for mutual aid with local rescue units include:

- Blacksburg Volunteer Rescue Squad (Appendix I)
- Christiansburg Volunteer Rescue Squad (Appendix J)
- Shawsville Volunteer Rescue Squad (Appendix K)

Although not in writing, the university has close working relationships with all of the law enforcement agencies and rescue organizations in surrounding locales, as evident from the tremendous support received during the tragedies on April 16. In response to the events of April 16, over 30 police and law enforcement agencies and 20 rescue units responded. Appendix L provides a listing of all police and emergency response agencies that responded on April 16. The Police Department will continue to participate in joint training exercises with the Blacksburg Police Department and Montgomery County. The university will also continue to foster relationships with other police departments in the local area.

Chief Flinchum has also implemented the use of common language for radio transmissions in the Police Department effective July 1, 2007. The Police Department worked with the Virginia Tech Rescue Squad and they began using common language the same time as the Police Department. The use of common language instead of codes allows different agencies to better communicate during emergencies and large scale events. It also brings the university in compliance with National Incident Management System (NIMS) requirements. The Virginia State Police use common language along with many other agencies across the state. Locally, the Virginia Tech Police Department is the only police agency using common language; however, most of the emergency management providers are using it.

*Security Policies and Procedures for Students, Faculty and Staff*

As per Section V.W. (Weapons) of the University Policies for Student Life, the unauthorized possession, storage, or control of firearms and weapons on university property is prohibited, including storing weapons in vehicles on campus as well as in the residence halls. Firearms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, or shots (including paint balls), regardless of the propellant used. Other weapons are defined as any instrument of combat or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Exceptions to possessing weapons may be made in the case of university functions or activities and for educational exhibitions or displays. Such exceptions are subject to

authorization by the Chief of the Virginia Tech Police Department. This policy does not prohibit the possession of firearms by persons, such as law enforcement officers, who are authorized by law to do so in the performance of their duties. A weapons storage program is also available. In response to the events of April 16, Police Department staff reviewed all internal Police Department gun storage procedures. As a result of the internal review, the “Student Weapons Storage Form”, attached as Appendix M was modified. Additions to the request form are highlighted in yellow. The additions require requesters to report if they have ever been convicted of a felony and to indicate whether or not they have a concealed weapons permit. Further, the form now requires that the student attest that they are the lawful owner of the firearm being stored and are in compliance with applicable Federal and State law concerning the possession and ownership of the weapon. Finally, the form now clearly states that the detection of alcohol on the breath of the person wishing to check their gun out would prohibit the weapon from being released to them.

The university also has several security related policies, including university policy 5616 *Campus and Workplace Violence Prevention Policy* and policy 5600 *Response to Bomb Threats*. These policies are attached as Appendix N and Appendix O respectively.

Faculty and staff handbooks address security in terms of authorized closings, general workplace health and safety, and information technology security practices. The next section will discuss recommended enhancements to orientation programs, so that students, faculty and staff are more effectively made aware of campus safety and security protocols.

### ***Recommendations for Improvement and Enhancements***

It is recommended that guidelines for security protocols and procedures, as well as where to find security and emergency materials, be included in all student, faculty and staff handbooks. This information should also be made accessible on the web.

#### *Student, Faculty and Staff Orientation Programs and Protocols on Security*

During student orientation, representatives from the Police Department participate in sessions with parents and students to discuss safety and security measures on campus. Environmental Health and Safety also provides a brief presentation on residence hall safety and distributes various handouts, such as fire evacuation materials. During staff orientations, Environmental Health and Safety also provide a brief presentation on health and safety.

### ***Recommendations for Improvement and Enhancements***

It is recommended that a new employee and student orientation program on security be developed. It is further recommended that the safety program be made available in a format that can be viewed electronically by all students,

faculty and staff on an annual basis. A succinct, online interactive safety program that can be viewed in 15 minutes or less will provide an effective way to update the university community on important safety protocols annually. Consideration should be given to requiring annual viewing of the program to be mandatory.

So that students, faculty and staff know how to respond during an emergency, emergency notification posters (Attachment P) will be placed in all academic buildings on campus. These posters are in the process of being produced and will be in all general assignment classrooms by the beginning of classes. Emergency Management personnel are also evaluating hanging the posters in other high-traffic areas on campus. Residential Programs is in the process of customizing the emergency notification poster for placement in all residence halls with protocols unique to residence life.

Although the emergency notification system allows for an audible message, a protocol for how to respond when the siren is activated was not in place prior to April 16. Staff are working to develop a standard protocol for response, such as "Shelter: Shut: Listen", when the siren system is activated. Once a protocol is established, publications will be developed to communicate with the campus community. The protocol for response will also be included in new student and staff orientation programs.

#### *Letters to Parents*

To assure parents and students that safety and security on campus is one of the university's top priorities, a letter was sent out to parents and students from the President in June prior to orientation. The letter included a list of safety and security features at Virginia Tech, such as blue light safety phones, 24 hour lockdown of residence halls and contact information for the Police Department, as well as brief information on Police Department safety programs. The letter is attached as Appendix Q.

#### *Table Top Exercises*

Current plans call for executive level administrators and college deans to receive incident command training during the Fall of 2007, and actively participate in tabletop exercises that will be scheduled. These exercises will include the university President. This training will be extended to additional faculty and staff as deemed necessary and will facilitate the emergency drills. It is anticipated that the initial drills relating to the Emergency Plan will be held during 2008. Additionally, the university plans to prepare for a Mass Causality Incident Drill in late spring or early summer 2008 that would involve faculty, staff, and students at Virginia Tech, as well as emergency responders within the Blacksburg community.

### ***Recommendations for Improvement and Enhancements***

The university community should be required to participate in annual tabletop and practical testing events so that the essence of the Plan is diligently exercised. The drill and exercise plan should include a layered approach with varying sizes of drills and exercises to respond to a variety of emergency scenarios such as a shooter on campus, hazardous spill or a tornado. It is recommended that the new Office of Emergency Management make emergency training a priority and develop a schedule that ensures training for the campus occurs frequently and in an effective manner.

#### *Hostile Intruder's Emergency Action Plan*

The Virginia Tech Police Department has trained in active shooter response for many years. This training was based on a model developed by the Los Angeles Police Department in response to the Columbine shootings. Officers receive this training from internal instructors and from the regional police academy. The Virginia Tech Police department has conducted joint training exercises with the Blacksburg Police department and Montgomery County Sheriff's Office concerning active shooter response.

#### *Security Master Plan and Security Planning Committee*

There is currently no security master planning methodology in place for the campus. Without the use of a measured and standardized methodology, new implemented security measures and recommendations from this report will be employed in an ad hoc fashion. This unbalanced approach could lead to further inequity and confusion in the context of campus security.

### ***Recommendations for Improvement and Enhancements***

It is recommended that the university identify and agree upon the usage of a security planning methodology. The security master plan should also address security issues at all of the university's campus sites, including Abingdon, Hampton Roads, Northern Virginia, Richmond, and Roanoke, as well as at all Agricultural Research and Experiment Stations (ARECs) and 4-H offices.

### **Next Steps**

In order to implement the recommendations outlined in this report the university should immediately initiate a program to fully cost and identify the funding sources necessary to implement the program. Possible fund sources could include a combination of state support and a mandatory life safety fee. Possible funding sources are discussed below. Effective implementation of the recommendations may also require organizational changes as well. Opportunities for organizational changes are also discussed below.

## Funding Sources for Implementing Security Measures

### *State Support*

Because of the nature of the proposed security enhancements and strategies, state General Fund support is an appropriate vehicle for providing the needed financial resources to support these efforts. In an overall funding strategy for these costs, General Fund support would cover its proportionate share of costs in the instructional program; costs assigned to auxiliary operations would be covered by auxiliary revenues and fees.

The University has the opportunity to request General Fund support through the 2008-2010 biennial budget process. Such requests would normally process through a specific budget decision package submitted to the Executive Branch during the fall of 2007, for consideration in the Governor's Executive Budget. If the proposal is included in the Executive Budget, the funding would subsequently be considered by the General Assembly during its 2008 Session. If the funding is not included in the Executive Budget, the University would retain the option of obtaining support for submission of a legislative amendment for consideration during the 2008 General Assembly Session. In most cases, any funding ultimately included through the General Assembly Session will be provided to the University effective July 1, 2008. However, special treatment can sometimes be enacted to have funding received during the latter stage of the 2007-08 fiscal year through a Caboose Bill.

A major reason for the provision of General Fund support for these security costs is that it properly matches the normal state funding sources, including both taxpayer funds and tuition and educational and general (E&G) fees, with the University's instructional budget costs. In addition, the receipt of General Fund support would reduce the need for charges to students, which would, in turn, allow the University to better manage and control the overall cost of education to its students.

### *Life/Safety Fee*

However, the receipt of General Fund support for a given cost or initiative is always uncertain, and it will be so for the 2008-10 biennial budget. An alternative strategy, which provides the advantage of ensuring timely implementation of the security recommendations, is to establish a new life and safety student fee. By providing a predictable and stable revenue stream when needed, a life and safety fee would ensure that management is able to act on the desired health and safety enhancements in as timely a manner as possible.

New activities and corresponding costs need to be aligned with the benefiting program. Accordingly costs would be spread across all programs, e.g., E&G and auxiliary, consistent with the purpose of the activity. E&G costs would likely

increase administrative support costs in Institutional Support and Operation and Maintenance of Plant. The revenue from a life and safety fee would follow the allocation of these costs among program categories.

Because the security enhancements would benefit all students, the University would implement a standard dollar increase per student, per semester, effective with the fall semester 2008. Consistent with the treatment of most other such costs, the fee would apply to on-campus students. Off-campus students and on-line students would not be assessed the fee unless the security enhancements provided benefits to those student groups.

A life and safety fee would be assessed in addition to the regular increase in tuition and fees to ensure that the costs of enhancements do not negatively impact the University's delivery of core programs and the pursuit of its strategic plan. It should be noted that to the extent that this new fee results in E&G revenue, this nongeneral fund source will be recognized by the Commonwealth as a funding source that helps meet the University's overall Base Budget Adequacy need.

The amount of the fee would be determined in a manner consistent with the other fees, through an examination of the budget costs and the timing of expenditures. The fee amount could also be impacted by type of cost – the fee could be designed to handle both ongoing and one-time costs. In addition, the fee development process would take into consideration the provision of student financial aid for the costs, as needed and available. The resulting fee proposal could be submitted for approval to the Board of Visitors at its March 2008 meeting, along with all other elements of the proposed 2008-09 the tuition and fee package.

Organizational Changes

It is recommended that the role of the Police Department be expanded to include oversight of all applications of physical access control. A campus-wide electronic access system should be controlled by the Police Department. Finally, if a CCTV system is identified, it should also be managed and controlled by the Police Department.

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XXXXXXXXXX.

Consideration should also be given to realigning the Rescue Squad under the Police Department. The university should also formalize a fuller, more complete and documented integration of the student lead Rescue Squad with university security operations. In the event of an emergency, this will result in a valuable level of formality and interoperability.

## Summary

The implementation of the abovementioned recommendations and enhancements will require university administration to prioritize university security needs in conjunction with a comprehensive financial plan. A summary of the areas targeted for enhancement or improvements include:

### Physical Infrastructure

- Remove and replace the hardware on all perimeter doors to remove the risk of these doors being chained and the installation of interior locks on all classrooms.
- Install a card key centrally controlled electronic access system for all key academic and administrative facilities. This system will be used to secure buildings during non working hours. In the event of an emergency such a system would allow individual and groups of buildings to be locked remotely by the police department.
- Modify design standards to require that at a minimum all main doors be prepped for electronic access.
- XXX  
XXXXXXX.
- Improve security or “hardening” of critical campus offices through improved electronic card key access control and central monitoring by a system of video cameras.
- Physically consolidate and enhance police and rescue squad operations through the construction of a state of the art Public Safety Building. This facility will house an expanded and enhanced 911 dispatch center and centralized access and surveillance system.
- Explore the feasibility of deploying a closed circuit television (CCTV) system using video surveillance cameras at key locations on the campus. These cameras should be controlled and monitored by the central 911 dispatch center located at the police department. The system should also be integrated with all campus electronic card key access and alarm systems.
- Upgrade the university’s fire systems to communicate over a more robust communications topology such as fiber optic cable.
- Upgrade existing fire panels to allow active voice commands from the dispatch center.
- Remove all mail rooms from residence halls and construct or identify a centralized campus mail facility.
- Determine what types of biometrics are most applicable for the university, and require that the new electronic access system be robust enough to support biometrics.

## Communication

- To provide mass notification in classroom and other environments where other mass notification systems may not provide adequate notification it is recommended that a simple electronic banner textual displays with audible alarms be installed in all classrooms where practicable.
- Explore the installation of LCD message boards within the entrances to key campus buildings, such as the Squires Student Center, and outdoor illuminated message boards at major campus entrances or vehicle roadways on the campus. These displays would alert the campus to emergency situations and provide instructions on the appropriate actions to be taken.
- Create an electronic "people locator system" that members of the campus population could log on after an emergency to post their status so that concerned relatives, friends and colleagues could receive updated information. Such a system is currently in place at the University of California, Berkeley.
- Perform a full and complete communications audit of existing security systems.
- Develop prewritten emergency message templates to expedite the process of sending out a message during an emergency.

## Emergency Preparedness

- Update the campus emergency preparedness response plan.
- Increase the use of annual "table top" or simulation exercises by key campus units (e.g. police, rescue squad, physical plant, building coordinators, etc) to prepare for potential emergencies. Where appropriate these exercises should involve faculty, students and staff and law enforcement and public safety units from surrounding jurisdictions.
- Implement a building coordinator program whereby a person in each building is identified as the responsible party in the event of an emergency. All coordinators will be trained in appropriate emergency response and security processes and procedures. Central coordination and training will be the responsibility of the campus police department.
- Formally identify backups to key Policy Committee members who are unable to physically respond to campus emergencies. Also enhance communications with key Policy Committee members who are off campus when an emergency occurs.

## Protocols

- Enhance security protocols that will explicitly highlight what to do in the event of an emergency. This will include posted signs in all classrooms and student services facilities as well as inclusion of such material as part of new employee and student orientations.
- Develop a new employee and student orientation program that can be viewed electronically; consider making review mandatory on an annual basis.

- Create a security master plan for the campus and establish a campus security planning committee.

#### Organizational

- Expand the role of the Police Department to include oversight of all applications of physical access control.
- XX.
- Realign the Rescue Squad either under the new Emergency Management Department or under the Police Department. Formalize a fuller, more complete and documented integration of the student lead Rescue Squad with university security operations.

## APPENDICES

- A External Security Consultant Report (Non-Disclosure Agreement Protected)
- B Exterior Message Boards Proposal
- C Emergency Blue Light Telephone Map
- D Court Order for Concurrent Jurisdiction in Montgomery County, Virginia
- E Police Mutual Aid Agreement – Town of Blacksburg, Virginia
- F Police Mutual Aid Agreement – Montgomery County, Virginia
- G Police Mutual Aid Agreement – City of Radford, Virginia
- H Police Mutual Aid Agreement – Radford University
- I Rescue Mutual Aid Agreement – Blacksburg, Virginia Volunteer Rescue Squad
- J Rescue Mutual Aid Agreement – Christiansburg, Virginia Volunteer Rescue Squad
- K Rescue Mutual Aid Agreement – Shawsville, Virginia Volunteer Rescue Squad
- L Listing of Agencies Assisting Virginia Tech on April 16, 2007
- M Virginia Tech Police Department Student Weapons Storage Form
- N Policy 5616: Campus and Workplace Violence Prevention Policy
- O Policy 5600: Response to Bomb Threats
- P Emergency Notification Poster
- Q Letter from President Charles W. Steger and Vice President for Student Affairs Zenobia L. Hikes dated June 20, 2007

# ELECTRONIC MESSAGE BOARDS

OFFICE OF THE UNIVERSITY ARCHITECT

June 22, 2007

*draft*

## PURPOSE AND CONCEPT

The university is exploring the installation of electronic message boards at selected campus entrances. This proposal makes recommendations for specific types of electronic message boards based on desired display function and appearance, and generally identifies locations for message boards at primary campus vehicular entrances.

A primary function of the message boards is to visually alert and communicate to the community specific text messages in coordination with other university notification systems. Additionally, it is anticipated that these boards will provide text message information highlighting event activities and other general campus information when alert messaging is not in use.



**Highway Entry  
Message Board-Type (A)**

## COMPONENTS/ INSTALLATION TYPES

Two differing campus entry conditions were identified, and a message board design type was selected for each condition. The first type (A) is to serve higher-speed vehicular entries, such as at Southgate Drive and Price's Fork Road. For best visibility, a pylon-mounted sign with 9-inch high illuminated characters and up to five lines of text is proposed. It is suggested that this sign type be mounted onto a Hokie stone base, and that an approximately four foot tall by eight foot wide message board be positioned about ten feet above the ground. The second type (B) is for street entries with lower vehicular speeds. It is suggested that an approximately four foot tall by eight foot message board be mounted on a Hokie stone base with 6-inch high illuminated characters and up to eight lines of text. The Hokie stone entrance sign at the Duck Pond Drive entry to the Alumni Center is of similar size to the proposed sign.



**Street Entry Message  
Board- Type (B)**

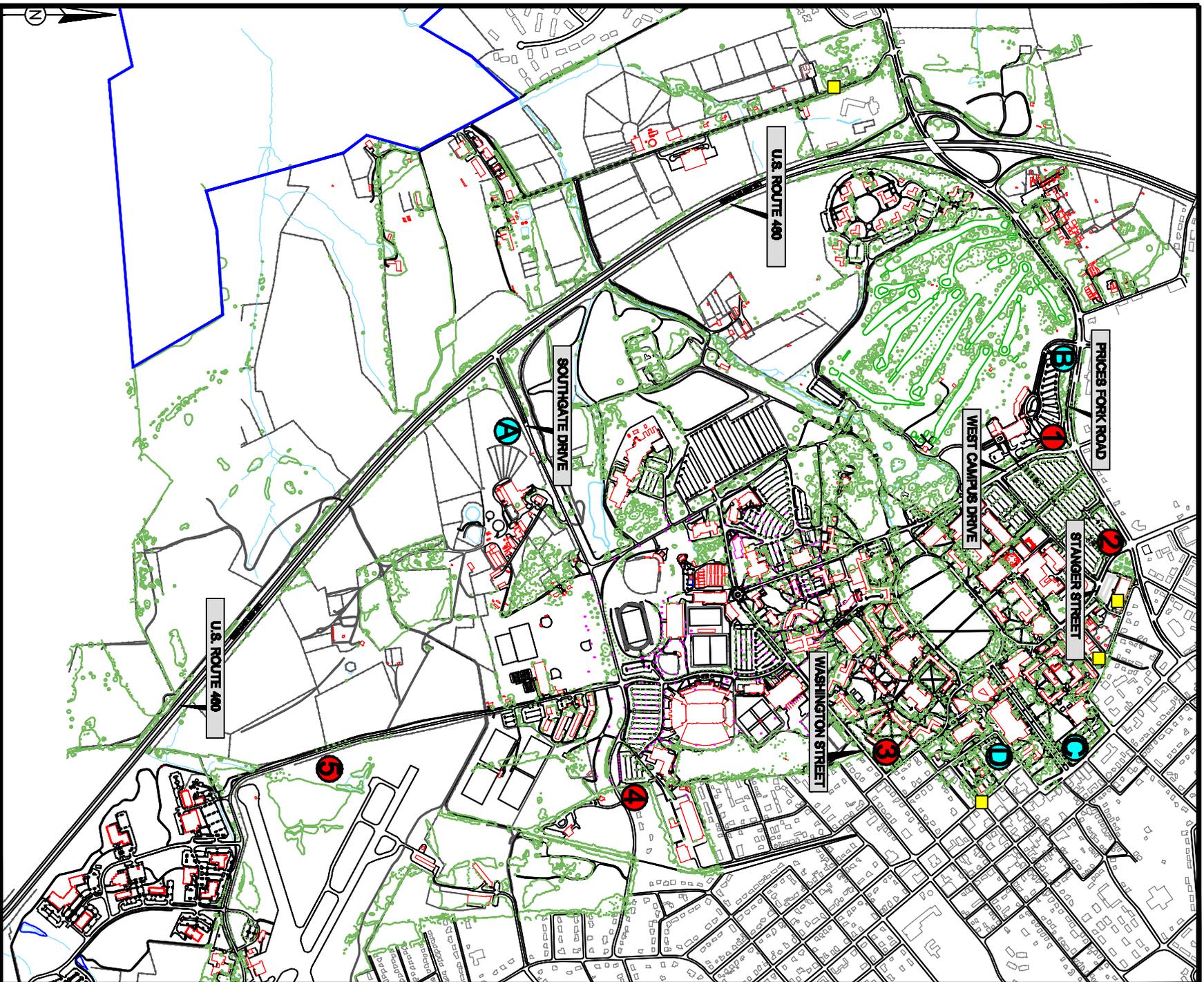
Although not included in this proposal, the university may also wish to explore the development of joint-use message boards with VDOT on Route 460.

The attached campus map shows approximate locations for the proposed message boards and identifies secondary campus entry points not covered in this proposal.

(These examples only represent general type of proposed message boards. Development of final design concepts will require more detailed inquiry.)

## BALLPARK COSTS

LOCATION		TYPE	BALLPARK COST
1	West Campus Drive Map	B	\$36,000
2	Stanger Street Entry	B	36,000
3	East Washington Street Entry	B	36,000
4	East Southgate Drive Entry	B	36,000
5	Tech Center Drive @ Airport	B	36,000
A	West Southgate/ Athletics	A	45,000
B	Prices Fork Rd. by Inn at VT/ Skelton Conf. Center	A	45,000
C	Alumni Mall/Fine Arts Center (for future consideration)	A or B	Future
D	College Avenue/Squires Student Center	B	36,000
N/A	Computer Hardware/Software	N/A	6,000
TOTAL			\$312,000



**KEY TO PROPOSED MESSAGE BOARD LOCATIONS**

- HIGHWAY ENTRY
- STREET ENTRY
- SECONDARY ENTRY (NO MESSAGE BOARD PROPOSED)



---

# **VIRGINIA:**

## **IN THE CIRCUIT COURT OF THE COUNTY OF MONTGOMERY**

---

**COMES NOW** the Virginia Tech Police Department, the Montgomery County Sheriff's Office, the Christiansburg Police Department and the Blacksburg Police Department, petitioning this Honorable Court for Concurrent Jurisdiction, as set forth in Virginia Code Section 23-234, 1950, as amended, in designated areas and having the same police authority as those police officers of the County of Montgomery, the Towns of Christiansburg and Blacksburg, Virginia, for limited purposes, having heard evidence, it is

**ADJUDGED, ORDERED AND DECREED** as follows:

Pursuant to Virginia Code Section 23-234, 1950, as amended, the Court hereby grants concurrent jurisdiction to the Virginia Tech Police Department, with the following conditions:

1. The Virginia Tech Police Department, and its police officers, shall have Concurrent Jurisdiction in designated areas with police officers of the County of Montgomery, the Towns of Christiansburg and Blacksburg, Virginia.
2. The Virginia Tech Police Department, and its police officers, shall be afforded the same authority as those police officers of the County of Montgomery, the Towns of Christiansburg and Blacksburg, Virginia;
3. The Concurrent Jurisdiction is limited as follows:
  - a. The Virginia Tech Police Officer shall be on duty and traveling to and from University property, the Magistrate's office, Jail/Holding facilities, Court or during other official duties;

- b. The Virginia Tech Police shall enforce serious infractions of the law and those that present an immediate threat to public safety. When enforcement activity is performed, pursuant to this Concurrent Jurisdiction, the jurisdiction in which the offense occurred shall be notified immediately and that jurisdiction may dispatch their law enforcement units taking precedence over the Virginia Tech Police Department. The jurisdiction may defer law enforcement to Virginia Tech Police Department on that instant threat to public safety;
- c. The Virginia Tech Police Department, and its officers, shall respond to any requests for assistance from the County of Montgomery, the Towns of Christiansburg and Blacksburg and the Virginia State Police;
- d. Virginia Tech Police Officers have no authority to exercise the Concurrent Jurisdiction when not working.

ENTER: 15 Feb 2002  
[Signature]  
 JUDGE

**WE ASK FOR THIS:**

[Signature]  
 Chief Debra Duncan, Chief  
 Virginia Tech Police Department

[Signature]  
 Douglas W. Marrs, Sheriff  
 Montgomery County Sheriff's Office

[Signature]  
 Gary L. Brumfield, Chief  
 Christiansburg Police Department

[Signature]  
 William H. Brown, Chief  
 Blacksburg Police Department

[Signature]  
 Raymond D. Smoot, Vice President of Administration  
 Virginia Tech

A Copy - Teste:  
 ALLAN C. BURKE  
 Circuit Court Montgomery County, Virginia  
 By: [Signature], Deputy Clerk

THIS AGREEMENT made this 15th day of September, 1995, between TOWN OF BLACKSBURG, VIRGINIA, a municipal corporation (Town), and VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY, a state supported institution of higher education (University).

**PROVIDES:**

WHEREAS, Town and University intend by this agreement to enter into a reciprocal agreement for cooperation in furnishing police services and for the use of their joint police forces, their equipment and materials for their mutual protection, defense and maintenance of peace and good order, pursuant to §15.1-131, Code of Virginia (1950), as amended, and subject to the specific terms and conditions below.

THEREFORE, in consideration of the premises and of the mutual promises contained in this agreement, the parties agree as follows:

1. This agreement may be used in the following circumstances: in the event of an emergency, as described in §15.1-131, Code of Virginia (1950), as amended, incorporated by reference, determined by the Chief of Police of Town in the case of a Town emergency, or by the Chief of Police of University in the case of an emergency in the University; or in the event a necessity (as determined by the Chief of Police of either party) arises for enforcement of laws designed to control or prohibit the use or sale of controlled drugs or of laws dealing with sexual offenses, as defined in Article 3, Ch. 8, Title 18.2, Code of Virginia (1950), as amended. In any such event, Town or University, as appropriate, through its chief law enforcement officer or designee, may call upon the other for assistance, without the necessity of deputizing deputies or officers. Such officers and their principals shall have full police powers as conferred upon them by law during the period of such emergency or necessity in the jurisdiction which they do not normally serve. In such cases, they may participate in law enforcement activities beyond this

jurisdiction to the extent authorized by general laws of this State. For the purposes of this agreement, the jurisdiction of University shall be the main campus of University in Blacksburg, Virginia; and the jurisdiction of Town shall be the present or future boundaries of the Town of Blacksburg, Virginia.

2. All law enforcement personnel responding to an emergency request as described in this agreement will report to and take direction from the Chief of Police of the requesting agency or his/her designee. For prolonged emergencies, radio communication will be established by the responding agency for the assisting law enforcement personnel.

3. During special events, such as parades, sporting events, rallies, gatherings or other occurrences, the parties may share equipment, upon the request of the chief law enforcement officer of the requesting jurisdiction to the other. Sharing of officers for such events shall be accomplished according to respective existing written policies of the parties for use of off-duty officers.

4. Each party shall prior to the effective date hereof notify its police and general liability insurance carriers of this agreement.

5. For any act or failure to act carried out beyond the normal jurisdiction and under this agreement, each police officer, their principals, and the parties, shall be entitled to all of the immunities from liability enjoyed in its own jurisdiction when acting through its policemen or other officers, agents or employees for a public or governmental purpose within its territorial limits.

6. The police officers, principals or other agents or employees of the parties when acting hereunder without their normal territorial jurisdiction, shall enjoy all exemptions from laws, ordinances and regulations and shall have all of the pension, relief, disability, worker's

compensation and other benefits enjoyed by them while performing their respective duties within their normal jurisdictions.

7. Each party waives any claims it may have against the other party growing out of any act or omission carried out or not under this agreement.

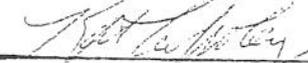
8. Each party shall indemnify and save harmless the other from all claims by third parties for property damage, personal injury, or death which may arise out of the activities of the other party outside of their respective jurisdictions under this agreement.

9. The effective date of this agreement is September 15, 1995. Its term is five years and shall be automatically renewed once for a period of five years unless any party notifies the other in writing of its intent to allow the agreement to expire.

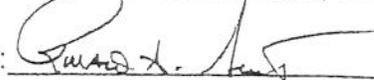
10. This agreement may be terminated by either party by ninety days written notice to the other.

11. The use of the term "party" includes employees, officials, and officers of a party.

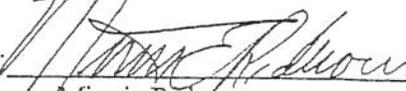
APPROVED AS TO FORM

  
\_\_\_\_\_  
Town Attorney

TOWN OF BLACKSBURG, VIRGINIA

By:   
\_\_\_\_\_  
Ronald A. Secrist, Town Manager

VIRGINIA POLYTECHNIC INSTITUTE  
AND STATE UNIVERSITY

By:   
\_\_\_\_\_  
Minnis Ridenour



# Town of Blacksburg

300 South Main Street  
Post Office Box 90003  
Blacksburg, Virginia 24062-9003

Roger E. Hedgepeth  
Mayor  
(540) 961-1148

Donna Boone-Caldwell, CMC  
Town Clerk  
(540) 961-1147

RESOLUTION 9-A-95

## A RESOLUTION APPROVING A MUTUAL AID AGREEMENT FOR POLICE SERVICES BETWEEN THE TOWN AND VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

BE IT RESOLVED by the Council of the Town of Blacksburg that the Town Manager is authorized to sign on behalf of the Town a mutual aid agreement dated September 15, 1995, providing for mutual aid in the rendering of police and law enforcement services, the sharing of facilities, and cooperation in law enforcement efforts between the Town of Blacksburg and Virginia Polytechnic Institute and State University.

Roger E. Hedgepeth  
Mayor

ATTEST:

Donna Boone-Caldwell  
Town Clerk

Date of Adoption: September 12, 1995

THIS AGREEMENT made this first day of January 2004, between **VIRGINIA POLYTECHNIC INSTITUTE and STATE UNIVERSITY** a state supported institution of higher learning (Virginia Tech) and **JAMES T. WHITT**, a Constitutional officer elected by the people of Montgomery County (Sheriff).

**PROVIDES:**

WHEREAS, Virginia Tech and the Sheriff intend by this agreement to enter into a reciprocal agreement for cooperation in furnishing law-enforcement services and for the use of their joint law-enforcement forces, their equipment and materials for their mutual protection, defense and maintenance of peace and good order, pursuant to 15.2-1736 Code of Virginia (1950), as amended, and subject to the specific terms and conditions below.

THEREFORE, in consideration of the premises and of the mutual promises contained in this agreement, the parties agree as follows:

1. This agreement may be used in the following circumstances; in the event of an emergency, as described by Virginia Tech officials in the case of a Virginia Tech emergency, or by the Sheriff in case of an emergency in Montgomery County; or in the event a necessity (as determined by Virginia Tech officials or the Sheriff) arises for enforcement of laws designed to control or prohibit the use or sale of controlled drugs or of laws dealing with sexual offenses, as defined in Article 3, Ch. 8, Title 18.2, Code of Virginia (1950), as amended. In any such event, Virginia Tech or the Sheriff, as appropriate, through its chief law-enforcement officer or designee, may call upon the other for assistance, without the necessity of deputizing deputies or officers. Such deputies, officers, and their principals shall have full police powers as conferred upon them by law during the period of such emergency or necessity in the jurisdiction, which they do not normally serve. In such cases, they may participate in law-enforcement activities beyond this jurisdiction to the extent authorized by general laws of this

State. For the purposes of this agreement, the jurisdiction of Sheriff shall be Montgomery County, Virginia; and the jurisdiction of Virginia Tech shall be the present or future boundaries of the Virginia Tech campus.

2. All law-enforcement personnel responding to an emergency request as described in this agreement will report to and take direction from the chief law-enforcement officer of the requesting agency or his/her designee. For prolonged emergencies, radio communication will be established by the responding agency for the assisting law-enforcement personnel.

3. During special events, such as parades, sporting events, rallies, gatherings, or other occurrences, the parties may share equipment, upon the request of the chief law-enforcement officer of the requesting jurisdiction to the other.

4. Each party shall prior to the effective date hereof notify its law-enforcement liability insurance carrier of this agreement.

5. For any act or failure to act carried out beyond the normal jurisdiction and under this agreement, such police officers, their principals, and the parties, shall be entitled to all of the immunities from liability enjoyed in its own jurisdiction when acting through its police officers, agents, or employees for a public or governmental purpose within its territorial limits.

6. The deputies, police officers, principals or other agents or employees of the parties when acting hereunder without their normal territorial jurisdiction, shall enjoy all exemptions from laws, ordinances and regulations and shall have all of the pension, relief, disability, worker's compensation, and other benefits enjoyed by them while performing their respective duties within their normal jurisdiction.

7. Each party waives any claims it may have against the other party growing out of any act or omission carried out or not under this agreement.

8. The effective date of this agreement is January 1, 2004. Its term is five years and shall be automatically renewed once for a period of five years unless either party notifies the other in writing of its intent to allow the agreement to expire.

9. Either party may terminate this agreement by ninety days written notice to the other.

10. The use of the term "party" includes employees, officials, and officers of a party.

**VIRGINIA POLYTECHNIC INSTITUTE AND  
STATE UNIVERSITY**

By:   
Debra Duncan, Chief of Police

APPROVED AS TO FORM:  
  
Jerry D. Cain, University General Council

\_\_\_\_\_(SEAL)  
James T. Whitt, Montgomery County Sheriff

APPROVED AS TO FORM:

\_\_\_\_\_  
Martin M. McMahon, County Attorney

## LAW ENFORCEMENT MUTUAL AID AGREEMENT

THIS AGREEMENT, dated as of the 22 day of November, 2004, between the **CITY OF RADFORD, VIRGINIA**, a Municipal Corporation (the "City"), and **VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY**, a state-supported institution of higher learning ("VT").

### BACKGROUND

The City and/or VT intend by this Agreement to enter into a reciprocal agreement for cooperation in furnishing law enforcement services and for the use of their joint law enforcement personnel, equipment and materials for their mutual protection, defense and the maintenance of peace and order pursuant to Section 15.2-1736 of the Code of Virginia, 1950, as amended, subject to the specific terms and conditions contained herein.

### AGREEMENT

In consideration of the premises, covenants and mutual promises contained in this Agreement, the parties agree as follows:

1. The City and VT will endeavor to provide law enforcement support each to the other within their respective capabilities at the time the request for such support is made and may invoke the aid contemplated in this Agreement: (a) in the event of an emergency as determined by the Police Chief of VT or his designee (in the case of an emergency under VT's jurisdiction), or by the Police Chief of the City or his designee (in the case of an emergency in the City); (b) in the event necessity arises for enforcement of laws designed to control or prohibit the use or sale of controlled drugs or of laws pertaining to sexual offenses as defined in Article 3, Ch. 8, Title 18.2, Code of Virginia (1950), as amended; or (c) in any other case where such aid is deemed

necessary by the parties to this Agreement for the protection, defense or the maintenance of peace, order or enforcement of laws.

In any such event, the Chief of Police of VT or his designee or the Chief of Police of the City or his designee may request assistance of the other without the necessity of deputizing deputies or officers. Such deputies, officers and their principals shall have the same authority and full police powers as conferred upon them by law in their own locality during the period of such emergency or necessity (including the authority and power to make arrests) and may participate in law-enforcement activities in the other jurisdiction to the extent authorized by the laws of the Commonwealth of Virginia.

For the purposes of this Agreement, the jurisdiction of the City shall be present or future city limits and the jurisdiction of VT shall be the present or future boundaries of VT's campus or other real property owned or controlled or leased by VT.

2. All law-enforcement personnel responding to a request for assistance pursuant to this Agreement shall report to and take direction from the Chief of Police of the requesting agency or his designee.

3. Nothing contained in this Agreement shall be construed to compel any party hereto to respond to a request for law enforcement support when the law enforcement personnel, equipment or materials of the jurisdiction to whom the request is directed are, in the opinion of said jurisdiction, needed or in use for other duties within the boundaries of that jurisdiction.

4. The requesting jurisdiction shall be responsible for establishing a radio communication system for use by the responding jurisdiction.

5. Prior to the effective date of this Agreement, the parties hereto shall notify their respective law enforcement liability insurance carriers of the existence and terms of the Agreement.

6. The services performed and expenditures made under this Agreement shall be deemed for public and governmental purposes, and, when acting hereunder, the parties and their police officers, deputies and their principals shall be entitled to all of the same immunities from liability enjoyed in their own jurisdiction and shall enjoy all the same exemptions from laws, ordinances and regulations and shall have all of the same pension, relief, disability, workers' compensation and other benefits enjoyed by them while performing their regular job duties.

7. No party to this Agreement shall be liable to any other party hereto for any loss, damage, personal injury or death to equipment, materials or personnel resulting from the performance of this Agreement, whether such should occur within or outside the jurisdictional boundaries of the parties hereto. Additionally, there shall be no liability to any of the parties hereto for reimbursement for injuries to equipment, materials or personnel occasioned by a response rendered pursuant to this Agreement incurred when traveling to or from another jurisdiction. Neither party shall be liable to the other for any cost associated with or arising out of the rendering of assistance pursuant to this Agreement. The parties hereby waive any claims they may have against the other growing out of any act or omission carried out or effected under this Agreement.

8. The parties to this Agreement recognize that they are each fully capable of independently providing services to adequately serve their respective political subdivisions. The governing bodies of the parties to this Agreement each agree that this Agreement shall not be used against either party in future annexation proceedings.

9. The effective date of this Agreement is November 22, 2004. Its term shall be five (5) years from its effective date, and it shall be renewed automatically for one (1) additional five (5) year period unless within ninety (90) days prior to the expiration of this Agreement either party provides the other with written notice of its intent not to renew this Agreement.

10. This Agreement may be terminated by either party upon ninety (90) days written notice to the other party.

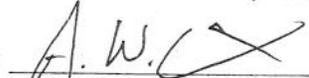
11. The use of the term "party" shall include that party's employees, officials and officers.

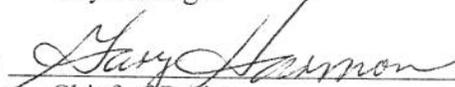
Approved as to form:

  
City Attorney

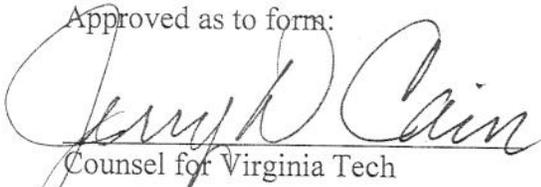
Date: 11-22-04

**CITY OF RADFORD, VIRGINIA**

By:   
City Manager

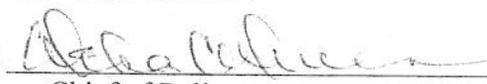
By:   
Chief of Police

Approved as to form:

  
Counsel for Virginia Tech

Date: 12-07-04

**VIRGINIA POLYTECHNIC INSTITUTE AND  
STATE UNIVERSITY**

By:   
Chief of Police

Accepted by City Council of the City of Radford, Virginia, by Resolution on the \_\_\_\_\_ day of 11-22, 2004.

  
Anthony W. Cox, City Clerk

Accepted by the Board of VT by Resolution on the \_\_\_\_\_ day of \_\_\_\_\_,  
2004.

\_\_\_\_\_  
Authorized Signature

## LAW ENFORCEMENT MUTUAL AID AGREEMENT

THIS AGREEMENT made this 30 day of March, 2007, between Radford University, a state supported institution of higher education ("RU"), located in Radford, Virginia, and Virginia Polytechnic Institute and State University, a state supported institution of higher education ("VT"), located in Blacksburg, Virginia.

### BACKGROUND:

RU and VT intend by this agreement to enter into a reciprocal agreement for cooperation in furnishing law enforcement services and for the use of their joint law enforcement personnel, their equipment and materials for their mutual protection, defense and maintenance of peace and order, pursuant to § 23-234, Code of Virginia (1950), as amended, and subject to the specific terms and conditions contained herein.

### AGREEMENT

In consideration of the premises, covenants and the mutual promises contained in this Agreement, the parties agree as follows:

1. RU and VT will endeavor to provide law enforcement support each to the other within their respective capabilities at the time the request for such support is made and may invoke the aid contemplated in this Agreement: (a) in the event of an emergency as determined by the Police Chief of VT or his designee (in the case of an emergency under VT's jurisdiction), or by the Police Chief of RU or his designee (in the case of an emergency under RU's jurisdiction); (b) in the event necessity arises for enforcement of laws designed to control or prohibit the use or sale of controlled drugs or of laws pertaining to sexual offenses as defined in Article 3, Chapter 8, Title 18.2, Code of Virginia (1950), as amended; or (c) in any other case

where such aid is deemed necessary by the parties to this Agreement for the protection, defense, or the maintenance of peace, order or enforcement of laws.

In any such event, the Chief of Police of VT or his designee or the Chief of Police of RU or his designee may request assistance of the other without the necessity of deputizing deputies or officers. Such deputies, officers and their principals shall have the same authority and full police powers as conferred upon them by law in their own locality during the period of such emergency or necessity (including the authority and power to make arrests) and may participate in law-enforcement activities in the other jurisdiction to the extent authorized by the laws of the Commonwealth of Virginia.

For the purposes of this Agreement, the jurisdiction of RU shall be present or future boundaries of RU's campus or other real property owned, controlled, or leased by RU, and the jurisdiction of VT shall be the present or future boundaries of VT's campus or other real property owned, controlled, or leased by VT.

2. All law enforcement personnel responding to a request for assistance pursuant to this Agreement shall report to and take direction from the Chief of Police of the requesting agency or his designee.

3. Nothing contained in this Agreement shall be construed to compel any party hereto to respond to a request for law enforcement support when the law enforcement personnel, equipment or materials of the jurisdiction to whom the request is directed are, in the opinion of said jurisdiction, needed or in use for other duties within the boundaries of that jurisdiction.

4. The requesting jurisdiction shall be responsible for establishing a radio communication system for use by the responding jurisdiction.

5. The services performed and expenditures made under this Agreement shall be deemed for public and governmental purposes, and, when acting hereunder, the parties and their police officers, deputies and their principals shall be entitled to all of the same immunities from liability enjoyed in their own jurisdiction and shall enjoy all the same exemptions from laws, ordinances and regulations and shall have all of the am pension, relief, disability, workers' compensation and other benefits enjoyed by them while performing their regular job duties.

6. Neither party shall be liable to the other for any cost associated with or arising out of the rendering of assistance pursuant to this Agreement.

7. The parties to this Agreement recognize that they are each fully capable of independently providing services to adequately serve their respective state universities.

8. The effective date of this Agreement is April 3, 2007. Its term shall be five (5) years from its effective date, and it shall be renewed automatically for one (1) additional five (5) year period unless within ninety (90) days prior to the expiration of this Agreement either party provides the other with written notice of its intent not to renew this Agreement.

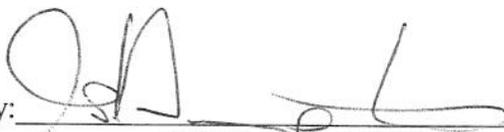
9. This Agreement may be terminated by either party upon ninety (90) day written notice to the other party.

10. The use of the term "party" shall include the party's employees, officials and officers.

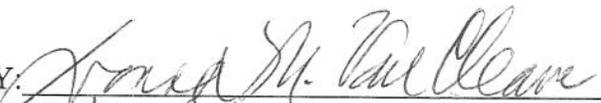
Approved as to form:

\_\_\_\_\_

RADFORD UNIVERSITY

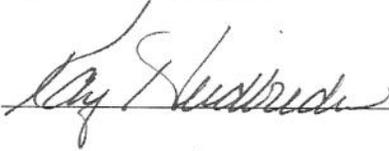
By:   
CHIEF OF POLICE

Date \_\_\_\_\_

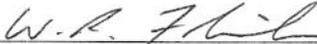
BY:   
TITLE: Vice President for Finance & Administration

VIRGINIA POLYTECHNIC INSTITUTE AND  
STATE UNIVERSITY

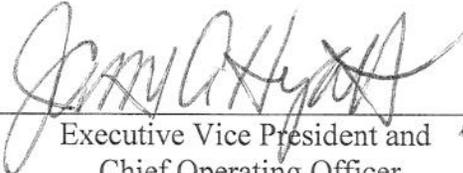
Approved as to form:

  
\_\_\_\_\_

Date: 4/3/07

BY:   
\_\_\_\_\_

CHIEF OF POLICE

By:   
\_\_\_\_\_

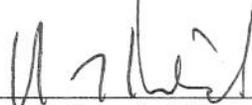
Executive Vice President and  
Chief Operating Officer

Approved as to form:

  
\_\_\_\_\_  
Counsel for Radford University

Date: 3.28.07

Accepted by the Board of Visitors of Radford University on the 30<sup>th</sup> day of March, 2007.

  
\_\_\_\_\_  
Rector, Board of Visitors



# Blacksburg Rescue Squad

200 PROGRESS STREET, N.E. - BLACKSBURG, VIRGINIA 24060  
(540) 961-1189 FAX (540) 951-9060  
EMERGENCY DIAL 911



The following is an Emergency Medical Services (EMS) Mutual Aid Agreement between Blacksburg Volunteer Rescue Squad and Virginia Tech Rescue Squad

1. Services to be rendered by Blacksburg Volunteer Rescue Squad to Virginia Tech Rescue Squad will include, but are not limited to, the following:
  - a. Provide EMS services in portions of Virginia Tech Rescue Squad's service area if Virginia Tech Rescue Squad is not available. Service area of mutual aid to be defined: As All
  - b. Provide an Advanced Life Support (ALS) unit (if available) for dual response to ALS calls, auto accidents and events with multiple patients in the above area.
  - c. Co-respond with unit carrying extrication equipment whenever needed. (Example: auto accidents.)

It is understood that all services agreed upon are dependent upon the availability of proper equipment and personnel.

This agreement will remain in effect from the date of signature by both agencies until modified by mutual actions or revoked by the action of either agency.

### Blacksburg Volunteer Rescue Squad

Signature: M. W. Myers, Jr.

Name (print): M. W. Myers, Jr.

Title (print): Captain

Date: 1.12.98

### Name of Agency: Virginia Tech Rescue Squad

Signature: Christopher D. Rutherford

Name (print): CHRISTOPHER D. Rutherford

Title (print): Captain

Date: 2 Nov. 98





The following is an Emergency Medical Services (EMS) Mutual Aid Agreement between Virginia Tech Rescue Squad and Christiansburg Volunteer Rescue Squad.

1. Services to be rendered by Virginia Tech Rescue Squad to Christiansburg Volunteer Rescue Squad will include, but are not limited to, the following:
  - a. Provide EMS services in portions of Christiansburg Volunteer Rescue Squad's service area if Christiansburg Volunteer Rescue Squad is not available. Service area of mutual aid to be defined as: All.
  - b. Provide an Advanced Life Support (ALS) unit (if available) for dual response to ALS calls, auto accidents and events with multiple patients in the above area.
  - c. Co-respond with unit carrying extrication equipment whenever needed. (Example: auto-accidents)

It is understood that all services agreed upon are dependent upon the availability of proper equipment and personnel.

This agreement will remain in effect from the date of signature by both agencies until modified by mutual actions or revoked by the action of either agency.

**Christiansburg Volunteer Rescue Squad**

Signature: KB Walter  
Name (print): REKLY WALTERS  
Title (print): CAPT  
Date: 12-20-2004

**Virginia Tech Rescue Squad**

Signature: [Signature]  
Name (print): William Ide  
Title (print): Capt.  
Date: 12-20-2004



**SHAWSVILLE VOLUNTEER RESCUE SQUAD, INC.**  
 P.O. BOX 14 • SHAWSVILLE, VIRGINIA 24162



The following is an Emergency Medical Services (EMS) Mutual Aid Agreement

Between: **Shawsville Vol. Rescue Squad**

And Virginia Tech Rescue Squad

1. Services to be rendered by, The above stated agency, To the Shawsville Vol. Rescue Squad will include, but are not limited to, the following:
  - A. Provide EMS in portions or all, of the Shawsville Vol. Rescue Squads service area if, Shawsville Vol. Rescue Squad is not available. Service area of mutual aid to be defined as: Current Geographical area that is currently covered by the Shawsville Vol. Rescue Squad
  - B. Special operations such as (Heavy and tactical, vehicle, swift water and vertical rescue. Etc.) And any other services that can be provide due to the training, capability, knowledge and availability of the requested agency and or agencies.
  - C. Provide an Advanced Life Support (ALS) unit (if available) for dual response to ALS calls, Auto accidents, and events with multiple patients in the above defined area.
  - D. Co.-respond with unit caring extrication equipment whenever needed (example: auto accidents).
  - E. All EMS Agencies shall adhere to regional and state protocols, rules and regulations Governing the delivery of EMS to the requesting agency.
  - F. Command and control will be the responsibility of the requesting locality unless Otherwise mutually agreed upon.
  - G. The mutual aid agreement complements any formal automatic aid agreement between Localities.
  - F. Provide qualified personnel, when available, to assist as Attendant in Charge or Driver of a Shawsville Vol. Rescue Vehicle.

It is understood that all services agreed upon are dependent upon the availability of proper equipment and personnel.

This agreement will remain in effect from the date of signature by both agencies indefinitely until modified by mutual actions of either agency.

---

Signature *Chris McAuliff*  
 Name (print) Chris McAuliff  
 Title Captain  
 Date 2-16-06

Name of Agency Virginia Tech Rescue Squad  
 Signature \_\_\_\_\_  
 Name (print) \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

## **Agencies Responding to the April 16, 2007 Tragedy at Virginia Tech**

### **Emergency Medical Service Agencies**

Blacksburg Fire Department  
Blacksburg Volunteer Rescue Squad  
Carilion Patient Transport Services  
Christiansburg Fire Department  
Christiansburg Rescue Squad  
City of Radford Emergency Medical Service  
Elliston Fire Department  
Giles County Rescue Squad  
Lifeline Ambulance Service  
Long Shop McCoy Rescue Squad  
Montgomery County Emergency Services Coordinator  
Newport Rescue Squad  
Radford University Emergency Medical Service  
Roanoke City Fire and EMS  
Roanoke County Fire and Rescue  
Salem Fire Department  
Salem Rescue  
Shawsville Rescue Squad  
Vinton First Aid Crew  
Vinton Rescue  
Virginia Tech Rescue Squad

### **Police and Law Enforcement Agencies**

ATF-Alcohol Tobacco and Firearms  
Blacksburg Police Department  
Bedford County Sheriff's Office  
Botetourt County Sheriff's Office  
Bridgewater College Police Department  
Christiansburg Police Department  
DEA - Drug Enforcement Administration  
Dublin Police Department  
FBI- Federal Bureau of Investigation  
Floyd County Sheriff's Office  
George Mason University Police Department  
Giles County Sheriff's Office  
Hampden-Sydney University Police Department  
Henry County Sheriff's Office  
ICE - Immigrations customs Enforcement  
J. Sargent Reynolds Community College Police Department  
James Madison University Police Department  
Liberty University Police Department

Longwood University Police Department  
Montgomery County Sheriff's Office  
Narrows Police Department  
Old Dominion University Police Department  
Pearisburg Police Department  
Pulaski County Sheriff's Office  
Radford City Police Department  
Radford University Police Department  
Roanoke City Police Department  
Roanoke City Sheriff's Office  
Roanoke County Police Department  
Roanoke County Sheriff's Office  
United States Secret Service  
University of Virginia Police Department  
Vinton Police Department  
Virginia Alcohol Beverage Control Bureau of Law Enforcement  
Virginia Department of Game & Inland Fisheries-Game Wardens  
Virginia State Police  
Wytheville Police Department



# Virginia Tech Police Department Student Weapons Storage Form



Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Local Address: \_\_\_\_\_ Local Phone: (\_\_\_\_) \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Permanent Phone: (\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_

E-Mail address: \_\_\_\_\_

Are you affiliated with any University sponsored shooting sports? Yes \_\_\_\_\_ No \_\_\_\_\_

**Have you ever been convicted of a felony? \_\_\_\_\_ If yes, explain: \_\_\_\_\_**

**Do you have a concealed weapons permit? \_\_\_\_\_**

Type of weapon to be stored: **Fill in each item**

Brand: \_\_\_\_\_ Caliber: \_\_\_\_\_

Serial Number: \_\_\_\_\_

### STORAGE POLICIES:

**WEAPONS MUST BE CLEANED, UNLOADED, AND READY FOR STORAGE PRIOR TO BRINGING THEM ONTO UNIVERSITY PROPERTY.**

Virginia Tech Police Department (VTPD) will store cases for shotguns and rifles if storage is available.

VTPD will store cases for handguns. VTPD will NOT store any ammunition.

Students must present a picture ID prior to checking in or out their weapon(s). Student may only check in or out their own weapon(s).

**If an odor of alcoholic beverage is detected on your breath or person, your weapon will not be released to you.**

A new Weapon Storage Form must be started at the beginning of each academic year.

**I hereby attest that I am the lawful owner of the above listed firearm and permit Virginia Tech Police Department to verify this if need be. I am in compliance with applicable Federal and State law concerning the possession and ownership of the above listed weapon(s).**

I UNDERSTAND THE ABOVE POLICIES REGARDING THE STORAGE OF WEAPONS AT THE VIRGINIA TECH POLICE DEPARTMENT, AND I AGREE NOT TO HOLD THE DEPARTMENT LIABLE IN THE EVENT OF DAMAGE OR LOSS.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Subject: Campus and Workplace Violence Prevention Policy**

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1. Purpose.....	1
2. Policy .....	1
2.1 Prohibited Conduct and Sanctions .....	2
2.2 Prohibition of Weapons.....	2
2.3 Authorized Exceptions to Prohibition on Possession of Firearms or Weapons .....	3
2.4 Prevention and Risk Assessment.....	3
2.5 Identifying and Reporting Risks.....	4
2.6 Responsibilities .....	4
3. Procedures.....	4
3.1 Reporting Incidents .....	4
3.2 Support for Victims of Violence .....	5
3.3 Security Planning for Potentially At-Risk Employees and Students.....	5
3.4 Pre-employment Screening and Criminal Conviction Checks .....	5
4. Definitions.....	5
5. References.....	7
6. Approval and Revisions .....	7

## **1. Purpose**

It is the intent of Virginia Polytechnic Institute and State University to provide a safe and secure environment for university employees, students, and visitors by establishing preventative measures, holding perpetrators accountable, and providing assistance and support to victims. This policy specifically addresses the university's position on the prevention, reduction, and management of violence to provide a safe working and learning environment for our students, employees, and visitors at all university owned, controlled, or leased properties, including satellite locations. In implementing this policy, the university is guided by the Commonwealth of Virginia's Policy 1.80 Workplace Violence and Policy 2.30 Workplace Harassment.

The conduct of students is covered, in depth, by the [University Policies for Student Life](#). The Division of Student Affairs, Office of Judicial Affairs is responsible for the implementation of the UPSL. Nothing in this policy amends the University Policies for Student Life.

## **2. Policy**

Virginia Tech does not tolerate acts of violence or hostility committed by or against employees, students, contractual workers, volunteers, visitors, or other third parties on university owned, controlled, or leased properties, or while conducting university business at any location, including representing the university at conferences or off-site meetings, or riding in university owned or leased vehicles.

This policy applies to the personal conduct of an employee while functioning in the course and scope of employment, whether on or off-campus, and to any off-duty violent conduct that adversely impacts a university employee's ability to perform his or her assigned duties and responsibilities. The personal conduct of students involving violations occurring off university property will be addressed under University Policies for Student Life if university officials decide that university interests are involved. Student employees, including graduate students with assistantships, may also be covered under relevant employee policies.

It is intended that all useful management strategies be employed to identify and prevent incidents of workplace and campus violence, reduce the effects of violence on victims, and provide consequences to those who threaten or perpetrate violence. University managers, employees, and students are responsible for reporting indications of

possible hostile behavior, and must not be subjected to any acts of retaliation for reporting concerns. The university will use available resources such as the [Employees Assistance Program](#), law enforcement offices, the university's Women's Center, relevant offices within the Division of Student Affairs, and applicable personnel and student programs and policies in responding to alleged acts of violence.

## 2.1 Prohibited Conduct and Sanctions

Violence includes, but is not limited to, intimidation, threats, physical attack, domestic and dating violence, stalking, or property damage, and includes acts of violence committed by or against university employees, students, contractual workers, customers, relatives, acquaintances, or other third parties on university facilities.

Prohibited conduct includes, but is not limited to, intentionally:

- Injuring another person physically;
- Engaging in verbal or physical behavior that creates a reasonable fear of injury to an identifiable person;
- Engaging in verbal or physical behavior that subjects an identifiable individual to extreme emotional distress;
- Engaging in threatening or violent behavior based on race, ethnicity, gender, sexual orientation, or other protected status;
- Defacing or damaging property;
- Threatening to injure an individual or to damage property;
- Committing injurious or threatening acts related to sexual assault, stalking, dating or domestic violence or sexual harassment;
- Brandishing a weapon or firearm; and
- Retaliating against any individual who, in good faith, reports a violation of this policy.

Verbal behavior also includes use of any method of communication such as email, comments posted on websites, or other paper or electronic media.

A violation of this policy shall be considered unacceptable conduct and subject to the disciplinary actions under the appropriate faculty, staff, and student policies, up to and including dismissal.

- University classified employees are subject to disciplinary action as outlined in the *Commonwealth of Virginia Standards of Conduct and Performance Policy 1.60*.
- University faculty members are subject to disciplinary review as outlined in the [Faculty Handbook](#) or [Research Faculty Handbook](#).
- Hourly and wage employees, including adjunct faculty, are "at will" employees and may be disciplined or dismissed.
- Undergraduate and graduate students are subject to disciplinary actions as outlined in the [University Policies for Student Life](#).

Individuals who violate this policy may also be subject to arrest for trespass and/or violation of the appropriate state criminal statute, and/or may be barred from campus.

For employees, an act of off-duty violent conduct may be grounds for disciplinary action, up to and including dismissal per applicable personnel policies.

## 2.2 Prohibition of Weapons

The university's employees, students, and volunteers, or any visitor or other third party attending a sporting, entertainment, or educational event, or visiting an academic or administrative office building or residence hall, are further prohibited from carrying, maintaining, or storing a firearm or weapon on any university facility, even if the

owner has a valid permit, when it is not required by the individual's job, or in accordance with the relevant University Student Life Policies.

Any such individual who is reported or discovered to possess a firearm or weapon on university property will be asked to remove it immediately. Failure to comply may result in a student judicial referral and/or arrest, or an employee disciplinary action and/or arrest.

## **2.3 Authorized Exceptions to Prohibition on Possession of Firearms or Weapons**

An employee may possess a firearm or weapon if it is:

- Used by an employee who is a certified law enforcement officer employed by the Virginia Tech Police Department;
- Required as a part of the employee's job duties with the Commonwealth of Virginia; or
- Connected with training received by the employee in order to perform the responsibilities of their job with the university.

Employees and students may possess and use appropriate tools, such as saws, knives, and other such implements, necessary for the performance of their job duties or school work, or for student recreational purposes approved under University Student Life Policies. Certain agricultural workers have been authorized to use firearms, and hunting on university property may be authorized by the appropriate university officials. Some employees reside in university-owned houses and are permitted to keep personal firearms on these premises; however, this exception does not extend to employees living in university residence halls.

As stated in The University Policies for Student Life, students may not possess, use, or store firearms or weapons on university property; however, firearms and other weapons may be stored with the Virginia Tech Police Department to be checked out for use off-campus. Organizational weapons of the Virginia Tech Corps of Cadets, approved by the Commandant, are not prohibited by this policy.

Other exceptions must be approved by the Vice President for Business Affairs, in consultation with appropriate university offices.

## **2.4 Prevention and Risk Assessment**

As part of a larger and institution-wide commitment to a safe campus and workplace environment, the university is committed to the development of preventative measures, including a campus and workplace threat and risk assessment and prevention team, security planning for at-risk employees, pre-employment screening, and general programs to increase employee awareness.

The Vice President for Business Affairs will chair a campus-wide Workplace Violence Threat and Risk Assessment and Prevention Team, which will be responsible for:

- Conducting an annual review to identify potential or existing threats, including gathering and analyzing data to identify high-risk departments, activities, or locations;
- Recommending and implementing employee and student training programs on campus and workplace violence;
- Implementing plans for responding to credible threats and acts of violence (crisis management plan);
- Reviewing and developing threat assessment and response policies and procedures;
- Communicating internally with employees and students; and
- Evaluating the effectiveness of the university's workplace/campus violence prevention programs.

## **2.5 Identifying and Reporting Risks**

All individuals are encouraged to be alert to the possibility of violence on the part of employees, former employees, students, customers, and strangers. Employees and students shall place safety as their highest concern, and shall report all acts of violence and threats of violence. All reports of violence will be handled in a confidential manner, with information released only on a need-to-know basis within the campus community and in accordance with federal and state laws and regulations. Management shall be sensitive and responsive to the potential for fear of reprisal by employees or students who report threats or acts of violence. This policy prohibits retaliation against any person, who, in good faith, reports a violation of this policy. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence.

## **2.6 Responsibilities**

It is the responsibility of every administrator, faculty member, staff member, and student to take any threat or violent act seriously and to report acts of violence or threats to the appropriate authorities as set forth in this policy.

Department heads, directors, and supervisors are also responsible for communicating the policy to all employees under their supervision, ensuring that facilities are as safe as feasible, identifying and providing violence prevention training to employees as appropriate, and ensuring that all employees are aware of how to report potential threats.

The Virginia Tech Police Department will coordinate all university action in case of a violent incident on campus or in the work place, establish and publish procedures for campus and workplace violence prevention and threat assessment, and investigate threats or incidents of violence. Only the Virginia Tech Police or other law enforcement agencies should attempt to apprehend the alleged offender.

Personnel Services will coordinate employee-related preventive measures, including coordinating employee training and communications programs, conducting criminal conviction checks in accordance with university policy, advising employees and managers, and coordinating with other university and community resources to support victims of violence.

Student Affairs will coordinate student-related preventive measures including training for professionals, student employees (e.g. Residence Advisors), and students through the on-call process and through other education and training methods. The Office of Judicial Affairs is responsible for responding to and adjudicating violations of the University Policies for Student Life. Student Affairs will maintain the Care Team, the goal of which is to coordinate support services and administrative response to crises involving students.

Environmental Health and Safety Services will develop and coordinate the university's emergency response plan, advise departments on the development of unit plans, and provide templates to support the development of departmental plans.

The VT Women's Center will respond to requests for assistance from staff, student, and faculty victims of violence, or threats of violence, by providing counseling, advocacy, safety planning, and other support as needed to victims of sexual assault, rape, dating or domestic violence, or other forms of campus or workplace violence. The Center will coordinate services with on- and off-campus partners such as the VT Police Department and other law enforcement agencies, the court system, the on-campus judicial process, medical and hospital services, and shelter services.

## **3. Procedures**

### **3.1 Reporting Incidents**

Any individual who believes there is an immediate danger to the health or safety of any member of the university community should call the Virginia Tech Police at 911.

General questions about the Campus and Workplace Violence Policy should be directed to Personnel Services. Questions about specific issues may also be directed to:

- Occupational Safety Division (EHSS) (540) 231-5985
- Personnel Services (540) 231-9331
- University General Counsel (540) 231-6293
- Virginia Tech Police (540) 231-6411
- Virginia Tech Women's Center (540) 231-7806
- Office of Judicial Affairs (540) 231-3790

### 3.2 Support for Victims of Violence

The university shall make efforts to provide a campus and workplace free from violence and to protect and support victims and those threatened or exposed to acts or threats of workplace violence by offering security measures and identifying appropriate resources for providing support and assistance. Victims may also need special accommodations or adjustments to their work or class schedule, location or working conditions in order to enhance their safety. The university shall accommodate these requests and needs whenever possible and appropriate.

### 3.3 Security Planning for Potentially At-Risk Employees and Students

Some employees can be at risk for violence/hostility because of the nature of their jobs. Other employees or students can be at risk because they are subject to violence, threats, or harassment from a current or former spouse or partner, or other non-employee. The Virginia Tech Police Department, Personnel Services, the Women's Center, and other offices will work with at-risk students and employees, and their supervisors, to develop safety plans that address the specific risks they face.

### 3.4 Pre-employment Screening and Criminal Conviction Checks

Personnel Services administers the university's Policy 4060 Criminal Conviction and Drivers' Records, and will work with hiring managers to ensure that security sensitive positions are identified and criminal conviction checks conducted in accordance with the policy. Hiring managers are responsible for conducting pre-employment reference checks and advising Personnel Services when potential problems are identified.

## 4. Definitions

**Assault** is committed when one person 1) tries to or does physically strike another, or 2) acts in a threatening manner to put another in fear of immediate harm. Aggravated assault is defined as a completed or attempted attack with a weapon and an attack without a weapon in which the victim is seriously injured.

**Campus** is defined as any location, either permanent or temporary, owned or leased by Virginia Tech. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including the parking lots, field locations, classrooms, residence halls, alternate work or class locations.

A **credible threat of violence** is defined as a knowing and willful statement or course of conduct that would cause a reasonable person to believe that he or she is under threat of death or serious bodily injury. A course of conduct is any series of acts over a period of time, however short, that evidences a continuity of purpose, such as following or stalking an individual to or from the workplace/campus, telephone calls to the employee or student, and correspondence with the employee or student, whether by public or private mail, e-mail, interoffice mail, or fax.

**Employee**, for purposes of this policy, is defined as any salaried or wage faculty or staff member, graduate students paid on assistantships, and student workers.

**Firearms** are defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, or shots, including paint balls, regardless of the propellant used.

**Intimidation** is engaging in actions that include, but are not limited to, stalking or behavior intended to frighten, coerce, or induce duress.

**Physical Attack** is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.

**Property Damage** is intentional damage to property and includes property owned or leased by the university, employees, students, volunteers, visitors or vendors.

**Sexual assault** is defined as any forcible sexual activity that occurs without the consent of the victim. It includes, but is not limited to, unwanted kissing and fondling, forcible vaginal, oral, or anal intercourse, and forcible penetration with an object or finger. Consent is an agreement reached without force, coercion, or intimidation between persons. Forcible sexual activity occurs when consent is not reached or when the victim is mentally incapacitated or physically helpless.

**Stalking** is defined as repeatedly contacting another person when the contact is unwanted. Additionally, the conduct may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the other person's ability to perform the activities of daily life. Contact includes but is not limited to communicating with (either in person, by phone or computer) or remaining in the physical presence of the other person.

**Student** is defined as any individual who has accepted an offer of admission as an undergraduate, graduate, or professional student and who has not yet graduated or officially transferred to another institution. If a student's enrollment lapses for more than one calendar year, the student will no longer be subject to disciplinary action under this policy.

**Student employee** is defined as any work-study student, student wage employee, or graduate student paid on an assistantship on the university payroll.

**Third Parties** are individuals who are not state employees or students, such as relatives, acquaintances, contractual workers, vendors, visitors, volunteers, customers, clients, or strangers.

**Threat** is the expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out, and without regard to whether the expression is contingent, conditional, or future.

**University facilities** are any location, either permanent or temporary, owned or leased by Virginia Tech. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including the parking lots, field locations, classrooms, alternate work or class locations, and university owned or leased vehicles.

**Victim** is defined as an individual who has experienced or witnessed an act or acts of violence or threats of violence as outlined in this policy.

**Violence** includes, but is not limited to, intimidation, threats, physical attack, domestic violence or property damage and includes acts of violence committed by university employees, students, clients, customers, relatives, acquaintances or strangers against university employees in the workplace but does not include lawful acts of self-defense or the defense of others.

**Weapons** are defined as any instrument of combat, or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Examples include but are not limited to firearms, knives with fixed blades or pocket knives with blades longer than four inches, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nun chahkas, foils, or any explosive or incendiary device.

**Workplace** is any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field

locations, classrooms, alternate work locations, and travel to and from work assignments. It further includes university owned or leased vehicles.

## **5. References**

Virginia Tech Classified Staff Handbook

[Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#)

[Policy 4060, Criminal Conviction and Drivers' Record Policy](#)

[Department of Human Resource Management Policy 1.80 Workplace Violence](#)

[Department of Human Resource Management Policy 2.30 Workplace Harassment](#)

[Virginia Tech Faculty Handbook](#)

[Virginia Tech Research Faculty Handbook](#)

[University Policies for Student Life](#)

## **6. Approval and Revisions**

Approved by the Board of Visitors on June 13, 2005, contingent upon review by the Office of the Attorney General.

- Revision 1

Section 2.2 revised on recommendation and approval of the Office of the Attorney General, August 23, 2005.

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**Subject: Response to Bomb Threats**

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1. Purpose.....	1
2. Guidelines.....	1
3. Procedures.....	1
3.1 Telephoned Threat.....	1
3.2 Written Threats.....	2
4. Definitions.....	3
5. References.....	3
6. Approval and Revisions.....	3

## **1. Purpose**

These are the guidelines to follow when handling and responding to bomb threats.

## **2. Guidelines**

When a bomb threat is received, the Virginia Tech Police Department should be notified immediately. Do not discuss the call with anyone unless authorized to do so. Follow the instructions from the Police Department.

## **3. Procedures**

### **3.1 Telephoned Threat**

As soon as a telephoned bomb threat is received, the person answering the telephone should signal a fellow employee to inform the Virginia Tech Police Department. The person receiving the call should be guided by the following instructions:

1. Remain calm and try to hold the caller on the phone as long as possible.
2. Record exact time and date of call.
3. Record exact words and all words of caller.
4. If caller is interested in talking, encourage him or her to do so by asking questions.
5. When possible, ask caller:
  - a. The time the bomb is set to go off,
  - b. The location of the bomb (the exact spot if possible) and why it was placed there,
  - c. The kind of explosive material in the bomb (dynamite, black powder, TNT),
  - d. How the device will be set off (timing mechanism, oxidizing agent, heat, etc.),
  - e. If there is any special way to identify the bomb.
6. From the voice of the caller, try to determine:
  - a. Sex
  - b. Age (child, teenager, adult),

- c. Race,
  - d. Accent (native, other part of country, foreign),
  - e. Any speech defects or peculiarities (lisp, stutter, slurred, etc.),
  - f. What is the manner of the caller (calm, angry, emotional, etc.),
  - g. Is caller drunk or on drugs?
  - h. Is caller calm, excited, in a hurry?
  - i. Does caller seem educated or uneducated (speech habits, word use, language, etc.),
  - j. Does caller repeat words or phrases?
  - k. Does caller emphasize certain words?
7. Note any background noises, which might help determine origin of call, such as:
- a. Silence,
  - b. Animals (dog barking, farm noise, etc.),
  - c. Street noises,
  - d. Airplanes (jet overhead, plane taking off, etc.),
  - e. Motor running,
  - f. Office machines,
  - g. Music, television, or radio program,
  - h. Dishes rattling,
  - i. Baby crying, or
  - j. People laughing, partying, etc.,
8. When call is complete, notify the Virginia Tech Police Department if it has not already been contacted. Write down everything about the call while it is fresh in your memory. Do not discuss the call with anyone unless authorized to do so. The Virginia Tech Police will respond immediately. Contact the dean, director, or building supervisor and have them meet the police at a pre-determined location at the building.
9. Follow the instructions from the Police Department.

### 3.2 Written Threats

If a written threat of an explosive device or other danger is received, contact the Virginia Tech Police Department immediately. The threat should never be ignored. Save all materials, including any envelope or container. Once the message is recognized as a threat, further unnecessary handling should be avoided. Every effort must be made to retain evidence, such as fingerprints, handwriting or typewriting, paper, and postal marks, which are essential to tracing the threat and identifying the writer.

#### **4. Definitions**

#### **5. References**

#### **6. Approval and Revisions**

Approved May 11, 1989, by Associate Vice President for Facilities, David R. Ford.

- Revision 1

Changed from policy to procedure.

Approved January 26, 1999, by Virginia Tech Police Chief, Michael Jones.

- Revision 2

Procedure updated to allow evacuation of a building without first consulting with Police Department.

Approved May 6, 2002 by Vice President for Administration and Treasurer, Raymond D. Smoot, Jr.

IN CASE OF

EMERGENCY

# REMAIN CALM

## AND FOLLOW THESE INSTRUCTIONS



### FIRE

- \* Activate the nearest fire alarm and call 9-1-1 if possible. If there are no fire alarms, knock on doors and yell "fire" as you exit the building.
- \* Evacuate the building.
- \* Do not use elevators!
- \* Close doors as you leave.
- \* Feel closed doors with the back of your hand. Do not open if doors are hot.
- \* Move well away from the building when evacuating.



### SUSPICIOUS PERSON/OBJECT

#### SUSPICIOUS PERSON

- \* Do not physically confront the person.
- \* Do not let anyone into a locked building/office.
- \* Do not block the person's access to an exit.
- \* Call 9-1-1. Provide as much information as possible about the person and his or her direction of travel.

#### SUSPICIOUS PACKAGE

- \* Do not touch or disturb object.
- \* Call 9-1-1.
- \* Notify your supervisor.
- \* Be prepared to evacuate.



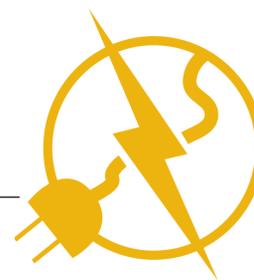
### BOMB THREAT/EXPLOSION

- \* Notify Virginia Tech Police Department at 9-1-1.
- \* As you evacuate, look around for anything suspicious.



### HAZARDOUS MATERIALS

- \* If an emergency develops or if anyone is in danger, call 9-1-1.
- \* Move away from the site of the hazard to a safe location.
- \* Follow the instructions of emergency personnel.
- \* Alert others to stay clear of the area.
- \* Notify emergency personnel if you have been exposed to the hazard or have information about the release.



### POWER FAILURE

- \* Remain calm; provide assistance to others if necessary.
- \* Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- \* Turn off and unplug computers and other voltage-sensitive equipment.
- \* For localized outages, contact Facilities at 231-4300.
- \* For information about a prolonged outage, check [www.vt.edu](http://www.vt.edu) or call 231-6668.



### CAMPUS WARNING SIRENS

- \* Seek shelter: get inside.
- \* Shut all doors and windows.
- \* Stay away from exterior windows.
- \* Seek information: call 231-6668 or point your Web browser to [www.vt.edu](http://www.vt.edu).

June 20, 2007

Dear Hokie Family,

We are delighted to welcome you to the Virginia Tech Family. This is an outstanding university, and we strive to create a welcoming, diverse, and safe environment for all students and their families.

The Hokie spirit is a resilient one, and the tragedy that struck our community this spring has only proven to crystallize that spirit—a spirit that we always believed was unique to our campus, but it has now been shown to the world. Your family's decision to join our community tells us that you want to be a part of that spirit as well.

Entering college will be one of the most exciting moments in your student's life. You may undoubtedly be concerned about many aspects of this leap into the future, perhaps more concerned now following our tragedy. But, as we begin to look toward the future, our focus is to get back up and running, fulfilling our mission as a place of learning, discovery, and engagement. While we have forever been affected by this tragedy, Virginia Tech is still one of America's great universities.

We have been touched and sustained by the outpouring of support from all over the world, and we continue to do all that we can to support the families of those who were lost and those who were injured. However, we wish to assure our newest members of the Virginia Tech Family that as we begin the process of moving forward, the safety and security of this campus is one of our top priorities.

Enclosed is a list of safety and security features at Virginia Tech. We hope that you find this list to be helpful, and we encourage you to review and discuss it with your son or daughter before their arrival on campus this fall. Safeguarding our campus community is extremely important to us, and we are determined to learn from this tragedy in ways that will help us and every university.

With Hokie Pride,



Charles W. Steger, Ph.D.  
President



Zenobia Lawrence Hikes, Ed.D.  
Vice President for Student Affairs

*Invent the Future*



## Safety and Security on the Virginia Tech Campus

Virginia Tech is committed to ensuring a safe and secure campus environment exists for all students, faculty, and staff. In doing so, the following measures are in place in order to better safeguard our community.

### Campus and residence hall community

- 51 blue light safety phones are spread throughout the campus and local community – all safety phones are connected to the campus 911 emergency operator.
- Virginia Tech sidewalks and pathways are well lit for students, faculty, and staff walking to and from class or car during the night – lighting is routinely checked for proper functioning and reports are made to a dispatcher for replacement of a bulb or repair.
- Residential buildings are now locked 24 hours a day, seven days a week and only accessible through a key card (Hokie Passport).
- Only residents with a key card (Hokie Passport) may access their own residence building.
- Door alarms will sound, alerting police, if an exterior door is propped open in a residence hall.
- A list is maintained of on-campus students with special needs for safety planning or evacuation assistance due to visual, hearing, or other temporary or permanent disabilities.
- Smoke detectors are in all residence halls and fire drills occur at least once per semester in residence halls.
- Resident Advisors (RA) collaborate with the Virginia Tech Police to support the “Gotcha Program” where officers patrol residence halls for unlocked doors and other safety issues and leave a note warning students that their belongings or personal safety could have been in jeopardy had the officer been a criminal.
- Resident Advisors work evening shifts during which they make scheduled rounds throughout their residence hall checking for safety or health concerns – reports are made to resident directors or police as needed.

### Virginia Tech police

- The Virginia Tech Police Department is a nationally accredited, full-service 60 person law enforcement agency with 41 uniformed officers.
- In addition to 911 response, Virginia Tech provides a police dispatcher on call 24 hours a day, seven days a week, by contacting 540- 231-6411.
- The Virginia Tech Police Department works closely with the Division of Student Affairs to ensure the safety of our students through the following initiatives:
  - Crime Hotline (anyone can anonymously report a crime – more information can be found at the VT police website at [www.police.vt.edu](http://www.police.vt.edu).)
  - Safe Ride (a VT police department sponsored program – operates from dusk until dawn providing transportation or a walking escort upon request to individuals who have to cross campus alone during the nighttime, contact 231-SAFE.)
  - Campus Watch Night Time Patrol (offered by the VT police department – patrol personnel are near or around the areas of residence halls from 10:00 p.m. until 6:00 a.m.)
  - Awareness Bulletins (daily reports posted about crimes that may be occurring or warnings of potential dangers – can be found at VT police website.)

### Virginia Tech emergency alert practices

- *VT Alerts* – offers three new methods for alerting the campus community and beyond about emergency situations. The newly developed system will allow students to sign up for the services – they can provide a cell phone number, instant message (IM) contact, or additional phone numbers in order to receive a text message, an IM, or an audio message in the event of a campus emergency. These newest capabilities add yet another layer to the university's multi-faceted emergency notification channels. Mandatory sign up for *VT Alerts* is being considered. All students will be notified directly by email during the week of July 2 with detailed subscription instructions, at that time they can subscribe through a website, 24 hour a day, 7 days a week.
- Emergency notices are posted in a timely manner on the Virginia Tech homepage.
- The weather/emergency hotline is an effective tool in notifying the campus community in the event of an emergency; contact 231-6668.
- Broadcast e-mails are sent when necessary during an emergency situation to all students, faculty, and staff.
- Broadcast phone mail messages can be sent to all campus phones – in residence halls and offices.
- Campus sirens and loudspeakers will sound and give instruction in the event of an emergency.

In addition to the evident security features in place, Virginia Tech also offers a variety of educational and safety programs throughout the academic year to inform and educate students about the importance of campus safety and security. The Virginia Tech events calendar will be your source for obtaining up-to-date postings about safety and security programs to come. The events calendar can be found at [www.calendar.vt.edu](http://www.calendar.vt.edu).