

# COMMUNITY COLLEGE OF VERMONT

## CRIME AWARENESS AND COLLEGE SECURITY

December 13, 1993

Revised September 20, 2018

*See also:*

*Disruptive Person*

*CCV Emergency Procedures*

*CCV Emergency Reference Guide*

*VSC Policy 311&311A*

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### POLICY

The Community College of Vermont is committed to providing a safe environment for its students, faculty and staff. CCV will comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and its amendments by preparing, publishing and distributing policy statements and reports as required by the act and subsequent mandates.

### PROCEDURES:

#### Reporting and access to information on college crime

Any CCV community member who witnesses or has knowledge of a criminal incident should immediately report the incident to the CCV administrator at the site where the incident occurred. Additionally, all incidents will be reported to a member of the President's Council. Where appropriate, incidents will be reported and investigated by the local law enforcement authority.

All incidents involving criminal activity including domestic violence, dating violence and stalking or hate crimes will be compiled by CCV.

Information related to criminal activity and/or bias related incidents that occur at a CCV center or within close proximity will be requested from local police departments and similarly compiled.

CCV students, staff and faculty will be informed of the provisions of the Clery Act on an annual basis.

An annual security report (ASR) will be prepared by CCV and made available to all interested parties by posting to the CCV website. Hard copies will be provided upon request.

## **Center Security**

CCV has standard guidelines on procedures and practices for emergencies and evacuations, workplace safety, environmental safety, medical emergencies, laboratory safety, and computer/information security and will review and revise these on a regular basis.

Center specific evacuation plans are posted in classrooms and common areas.

Center specific emergency information is compiled and regularly updated.

Emergency drills will be routinely conducted and evaluated.

## **Reporting and Notification of Emergencies**

Accurate and prompt reporting of all emergencies and criminal incidents, as well as bias motivated incidents, is the responsibility of all CCV community members.

Reports should be made at any CCV front desk or to a President's Council member.

The CCV Community will be notified of emergency situations (at the local and/or state level) by RAVE alert, posting alerts at the site, on the CCV website and by emailing and/or telephone calls (as appropriate).

All current students, faculty and staff are automatically enrolled to receive RAVE alerts unless they choose NOT to receive them, AND formally notify the college in writing.

Each CCV center is equipped with a general broadcast system that is tested periodically and intended to be used to notify building occupants of the presence and nature of an emergency with directions for how to proceed.