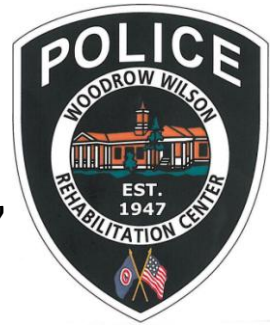


**Woodrow Wilson Rehabilitation Center
Police Department
Fishersville, Virginia**
Serving the Woodrow Wilson Rehabilitation Center Campus Community



2012 Annual Campus Security Report

The 2012 Campus Security Report was compiled and edited

By

WWRC Police Officer Stacy D. Karicofe CSSA

Woodrow Wilson Rehabilitation Center Police Department



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Woodrow Wilson Rehabilitation Center Police Department



The Woodrow Wilson Rehabilitation Center (WWRC) 2012 Annual Campus Security Report is provided in compliance with the 1998 Jeanne Clery Disclosure Act.

This report informs the campus community about important safety and security procedures and policies, crime reporting and prevention, campus crime statistics and useful related resources. A notice shall be provided annually to students and employees advising them that the Campus Security Report and Daily Crime Log may be accessed. Hard copies of the report may be obtained from the WWRC Police Department upon request and may also be viewed on the WWRC Police Department Web site at: <http://wwrc.virginia.gov/PoliceDepartment.htm> or at a direct link at:

<http://www.wwrc.virginia.gov/downloads/SecurityReport.pdf> for annual Security Report

<http://www.wwrc.virginia.gov/downloads/FireSafetyReport.pdf> for annual Fire and Safety Report

Prospective employees and students shall also be afforded the same information. Any person(s) may have access to these reports and logs. The Annual Fire Safety Report and Fire Log which is completed by the WWRC Risk Management Department are also accessible, and hard copies are available upon request by contacting the WWRC Risk Management Department at 540-332-7163.

Compilation of information for WWRC Campus Security Report, as well as criminal statistical data as required by the Clery Act is accomplished through cooperative efforts with the following WWRC departments, committees and staff: WWRC Police, Residential Services, Human Resources, Serious Incident Review Board, Recreation Services, Safety & Risk Management, Organizational Development & Quality Assurance Division, Executive Staff and Advisors of student groups and organizations.

Criminal statistics for public property immediately adjacent to and accessible from the WWRC campus are requested from neighboring local law enforcement agencies and the Emergency Communications Center.

The WWRC Administration, police, physicians, nurses, counselors, psychologists, therapists, teachers/instructors, residential & recreational staff encourage victims of criminal offenses to report their circumstance to the WWRC Police. Crimes may be reported to any staff of any department. Staff will then assist you with contacting the Police.

Woodrow Wilson Rehabilitation Center Police Department



A Legislative History of the *Clery Act*

The *Student Right to Know and Campus Security Act* (Public Law 101-542) was signed into law by President Bush in 1990 and went into effect on Sept. 1, 1991. Title II of this act is known as the *Crime Awareness and Campus Security Act of 1990*. This act amends the *Higher Education Act of 1965* (HEA) by adding campus crime statistics and reporting provisions for postsecondary institutions. It requires the disclosure of crime statistics for the most recent three years, as well as disclosure of the institution's current security policies. Institutions are also required to issue timely warnings when necessary. All public and private Title IV eligible institutions must comply with the requirements of this act which is enforced by the U. S. Department of Education (ED). This law was amended when Congress enacted the Campus Sexual Assault Victim's Bill of Rights as part of the *Higher Education Amendments of 1992* {Public Law 102-325, Section 486(C)}, giving victims of sexual assault on campus certain basic rights. In addition, institutions are required to develop and distribute a policy statement concerning their campus sexual assault programs targeting the prevention of sex offenses. This statement must also address the procedures to be followed if a sex offense occurs. The most recent version of this law was passed as part of the *Higher Education Amendments Act of 1998* {Section 486(e) of Public Law 105-244}. The official title under this act is the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* {20 U.S.C. 1092(f)}. On Nov. 1, 1999, ED issued the final regulations which went into effect on July 1, 2000. The amendments require ED to collect, analyze, and report to Congress on the incidences of crime on college campuses. The amendments also expand the requirement of the *Student Right to Know and Campus Security Act of 1990* that all institutions of higher education participating in the federal student aid programs must disclose to students, faculty, staff, and, upon request, prospective students information regarding the incidence of crimes on campus as part of their campus security report. The 1998 amendments made several changes to the disclosure requirements. Among these changes were the addition of two crimes (Arson and Negligent Manslaughter) and three locations (residence halls, non-campus buildings or property not geographically contiguous to the campus, and public property immediately adjacent to a facility that is owned or operated by the institution for education purposes) that schools must include in the reported statistics. Institutions that have a campus police or security department are required to maintain a daily crime log that is available to the public. The *Clery Act* was further amended in October 2000 by the *Campus Sex Crimes Prevention Act* (Section 1601 of Public Law 106-386). The changes went into effect on Oct. 28, 2002. Beginning in 2003, institutions are required to notify the campus community where law enforcement agency information provided by a state concerning registered sex offenders who are on campus may be obtained. The text for the regulations, as well as Section 668.41, Reporting and Disclosure of Information, are included in this appendix.

Woodrow Wilson Rehabilitation Center Police Department



Woodrow Wilson Rehabilitation Center Statement of Purpose

It is essential for Woodrow Wilson Rehabilitation Center to maintain an environment in which there exists a positive atmosphere of well being. Employees, clients and visitors to the Center must perceive themselves as being well protected, well cared for, and secure in their environment. Only when this perception is established can the Center's primary missions of learning, teaching, and rehabilitation be achieved.

The primary purpose of this WWRC Police Department is to support the rehabilitation process through the maintenance of a peaceful and orderly community and through the provision of general and emergency services. The accomplishment of this purpose will be fulfilled through constant attention to the areas of public safety, security, law enforcement, and service assistance to the various departments, offices and staff at WWRC.

The department's public safety role ensures that community members enjoy the same degree of protection from personal harm and a high degree of security for their property. This protection is manifested in round-the-clock patrol of the Center campus, crime prevention, personal safety awareness programs, and constant attention to the correction of potentially hazardous conditions.

With regard to security, the department's major emphasis rests with the campus physical facilities and the property within them. By patrolling both the interior and exterior of the facility, the maximum protection necessary for each building will be maintained. The operating condition of all locks and security hardware is noted and referred for repair as needed. In fulfilling its law enforcement responsibilities, the department strives to insure that the peace and order of the rehabilitation center and environs are maintained at all times. Through enforcement of the Center's rules, regulations, and policies, as well as the state laws, the department protects the community from the unlawful, dangerous, or negative acts of any individual or group. The prevention of such acts, or the apprehension and adjudication of persons committing them, serves to maintain the desired residential setting necessary for a state rehabilitation facility.

An important facet of the department's overall purpose is in the area of service to the community. Not only does this include emergency services, but general services as well. This service function also extends to the assistance of, and cooperative efforts with, the various administrative; training; residential and therapy departments at the Center. All the various departments are striving toward one main goal that of a thriving and successful rehabilitation center, and the many programs and projects necessary for reaching this goal must be cooperative ventures. The WWRC Police Department places a high degree of priority on cooperation with the various departments within the Center. Assistance to the different departments serves as added support for the Center as a whole, as well as a viable means for interaction with all segments of the community. Existing lines of communication should constantly be strengthened and new ones created.

In fulfilling the responsibilities associated with its purpose, the WWRC Police Department recognizes and respects the mission of the Virginia Department of Rehabilitative Services and of Woodrow Wilson Rehabilitation Center and strives to play an integral role in that mission. The department's concern for the well being of the community, desire to provide service and assistance whenever possible, and dedication to supporting the rehabilitation environment are all factors that are inherent in the department's daily operations and policies.

Woodrow Wilson Rehabilitation Center Police Department



Woodrow Wilson Rehabilitation Center Police Department

The WWRC Police Department is a full service sworn law enforcement agency devoted to the welfare of the WWRC campus and its students, staff, visitors and the local community. The Department enforces state laws, local ordinances and the WWRC policies, rules and regulations on all property owned or controlled by the agency, as well as on adjacent streets and sidewalks. The department has good working relationships with neighboring agencies and responds to calls within their jurisdictions as requested and authorized. The WWRC Police Department consists of sworn Police officers certified by the Virginia Department of Criminal Justice Services as well as civilian staff (Administrative).

The WWRC Police Department performs various functions in order to maintain a safe and secure campus for its students, staff and visitors:

Patrol: Patrol is a key component of crime prevention and maintaining a safe and secure environment. Patrols of the campus are routinely made on each shift, 7 days a week, 365 days a year. Checks are made on the interior and exterior of all buildings as well as the interior and exterior perimeters of the campus. Patrols include traditional foot patrol, bicycle and vehicular patrol. Our officers respond to all emergencies whether it is police, fire or medical in nature.

Investigations: WWRC Officers conduct investigations when crimes occur on the WWRC campus, as well as conducting investigations of violations of the agency's policies, rules and regulations. Our department works closely with the local Commonwealth's Attorney's Office and court systems when necessary to prepare cases for possible trial.

Traffic Enforcement: The WWRC campus is located in a complex adjacent to various other educational facilities and is surrounded by main routes of traffic in and out of the complex. Therefore, in order to maintain a safe environment, our Officers routinely monitor traffic and strictly enforce the traffic laws in accordance with the Code of Virginia. As always, the safety of our students, staff and visitors is of utmost importance.

Resource/Support: While patrolling, Investigations and enforcing traffic laws are some of our main duties, being a resource a source of support to our community are also key functions in crime prevention and providing a safe and secure environment. Our officers are available to provide information or assist in providing education programs on the campus. We strongly encourage community involvement and education, and are willing to assist in any way we can.

Reporting Crimes and Police Assistance

The reporting of crimes is vital in achieving the goal of providing a safe learning environment for the campus community. All persons who are victims or witnesses of a crime should promptly report the occurrence to the WWRC Police Department. Reporting of such offenses by victims or witnesses may be done anonymously. At times, sensitive situations may arise and campus Police officers cooperate with individuals on a confidential basis. Privileges of confidentiality in criminal matters that are referred for prosecution in a court of law may be subject to exposure. Campus police officers work closely with prosecutors and investigators with the Augusta County District Attorney's Office in these matters and the welfare of the victim or witness is of primary concern.



Office Phone: 540-332-7317

**Woodrow Wilson Rehabilitation Center
Police Department
243 Woodrow Wilson Avenue
P. O. BOX 1500-W230
Fishersville, VA 22939-1500**



Duty Officer: 540-332-7010 Fax: 540-332-7008

<http://wwrc.virginia.gov/PoliceDepartment.htm>

For emergency situations call - Campus state phone lines: 911 or Private lines and cell phones: 911

The WWRC Police Department monitors and responds to calls dispatched through the Augusta County Emergency Communications Center (ACECC). WWRC staff may also contact the Police department directly by radio on the Police channel.

Woodrow Wilson Rehabilitation Center Police Department



"Your Right to Know"

Your personal safety and the security of the campus community are of vital concern to the Woodrow Wilson Rehabilitation Center (WWRC). Copies of the 2012 Annual Campus Security Report and Fire Safety Report, Daily Crime Log and Daily Fire Log are available upon request.

The yearly Campus Security Report includes statistics for the most recent three-year period concerning certain reported crimes, including "hate- motivated" crimes, that occurred on campus, in certain off-campus buildings or property owned or controlled by the Woodrow Wilson Rehabilitation Center , and on certain public property within or immediately adjacent to and accessible from the campus. The report also includes information regarding the law enforcement authority of the WWRC Police Department; means of immediate notification of students and staff upon confirmation of a significant emergency on campus; policies/procedures concerning campus security such as crime prevention, alcohol and drug use, sexual assault, harassment, missing person investigation, the reporting of any crimes that may occur on the campus and disciplinary procedures for serious incidents.

The report also provides information regarding various organizations and resources related to the State Sex Offender Registry, victim support, crime prevention and crime reporting, drug and alcohol addiction/abuse and assistance and missing persons/children etc.

The Daily Crime Log is a documented daily log of all reported crimes on campus , in certain off-campus buildings or property owned or controlled by WWRC, on certain public property within or immediately adjacent to and accessible from the campus and within the patrol jurisdiction of the WWRC Police.

The Annual Fire Safety Report includes fire statistics and a description of the fire safety system for each on-campus student housing facility, the number of fire drills held the previous calendar year, policies and rules regarding portable electrical appliances, smoking and open flames in student housing facilities, procedures for student housing evacuation, policies for fire safety training for students, faculty and staff, a list of the titles of persons or organizations to which you should report that a fire has occurred, and any plans for future improvements in fire safety.

The Fire Log is a log of all fires which have been reported on the campus and identifies the nature, date, time and general location of each fire.

You may obtain a copy of any or all of these reports by contacting the WWRC Police Department or Risk Management Department at P.O. Box 1500 Fishersville VA 22939-1500 or you may request that a copy be mailed to you by calling the WWRC Police at (540) 332-7317 or WWRC Risk Management at (540) 332-7163 during normal hours of office operation. The yearly Campus Security Report and Fire and Safety Report will also be posted on the WWRC Police Department web site at: <http://wwrc.virginia.gov/PoliceDepartment.htm> or at a direct link at:

<http://www.wwrc.virginia.gov/downloads/SecurityReport.pdf> for Annual Campus Security Report

<http://www.wwrc.virginia.gov/downloads/FireSafetyReport.pdf> for Annual Fire and Safety Report

Woodrow Wilson Rehabilitation Center Police Department



Reporting a Crime

If you feel you have been the victim of harassment, sexual assault or any other crime, or if you have information about a crime, you should report this to the WWRC Police Department. You may also notify any WWRC staff member who will then assist you in notifying the police and/or other appropriate support staff.

Every effort will be made to assist you and provide you with appropriate support, while maintaining your confidentiality. An investigation of incidents reported will be conducted in accordance with the current related policies, procedures, state and federal laws and local ordinances. Privileges of confidentiality in criminal matters that are referred for prosecution in a court of law may be subject to exposure.



Woodrow Wilson Rehabilitation Center
Police Department
243 Woodrow Wilson Avenue
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Fishersville, VA 22939-1500

Office Phone: 540-332-7317 Duty Officer: 540-332-7010 Fax: 540-332-7008

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Woodrow Wilson Rehabilitation Center Police Department



Policies and Procedures:

Current policies/procedures on Sexual Assault, Harassment, Alcohol and Drugs, Missing Persons, and others related to safety and security are under current review for updating in order to further meet current Clery Act requirements.

Suspected Sexual Assault Policy

OBJECTIVE

To ensure the effective and efficient treatment of a consumer who alleges he/she has been sexually assaulted and to maintain protocols required to meet treatment and legal requirements.

POLICY

When a consumer reports to a staff member that he/she has been sexually abused or assaulted, the following process should be followed:

1. The client should be accompanied to Student Health. The Student Health Nurse will provide privacy for the client and contact the WWRC Police Department of the alleged incident. The WWRC MD is available for consultation as needed.
2. The WWRC Police will notify the WWRC On - Call Administrator and /or WWRC Director of the allegation. The Director of Residential Services may also be contacted by the Police Officer in charge of the investigation. The WWRC Police Officer will complete all necessary documentation.
3. The Student Health Nurse will obtain the history of the incident from the client and explain to the client not to bathe or shower, so as not to destroy any possible evidence.
4. The WWRC Police Department will collect and secure any clothing evidence needed.
5. The WWRC Police Officer on duty will question the client regarding the incident with regard to any witnesses, possible location of suspected assailant and other specific details required by police regulations and protocols. This officer will follow up with the On -Call Administrator and/or WWRC Director with the outcome of this preliminary investigation.
6. The WWRC Police Dept. will make a determination regarding transferring the client to the local emergency room for a complete physical assessment, "Perk" testing/ gynecological examination, as well as counseling. (Student Health will not complete OB/GYN and "Perk" testing). This exam should be completed as soon as feasible and no later than 72 hours of the alleged incident.
7. The Student Health Nurse will complete the Nursing Emergency Transfer form if pertinent comorbid medical conditions exist. The WWRC Police Dept. will transport the client to Augusta Health Emergency Dept. if indicated.
8. The WWRC Police Dept. will notify the family, upon request, if the client is over 18 years of age. If the client is under eighteen years of age, the family will be notified as soon as there is adequate relevant information available.

Revised 9/97

Reviewed 6/98, 9/99

Revised 1/01, 6/02, 9/03, 8/08, 3/11

Woodrow Wilson Rehabilitation Center Police Department



Harassment Policy

OBJECTIVE

To provide a living and learning environment free from harassment for all WWRC consumers.

POLICY

DRS and WWRC are committed to providing a consumer living and learning environment conducive to effective vocational and medical rehabilitation and free from intimidation, harassment or coercion in any form. The Virginia Department of Human Resource Management Policy No. 2.30 extends its prohibition of illegal workplace harassment to customers of agencies of the Commonwealth. (See Policy 2.24 for the Workplace Harassment Prohibition which covers staff).

WWRC will not tolerate any form of retaliation directed against consumers who either complain about harassment, or who participate in any investigation concerning harassment. This policy applies to all WWRC consumers.

DEFINITIONS:

Harassment in the Living and Learning environment is any unwelcome verbal, written or physical conduct threat that either denigrates or shows hostility or aversion towards a person on the basis of race, color, national origin, age, sex, religion, disability, marital status or pregnancy that: (1) has the purpose or effect of creating an intimidating, hostile or offensive living and learning environment; or (2) has the purpose or effect of unreasonably interfering with a consumer's program performance.

Sexual Harassment is any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a consumer's program performance and participation or creating an intimidating, hostile or offensive living and learning environment.

Harassment is illegal, contrary to the values of WWRC, and will not be tolerated in any form. All reported incidents of sexual harassment will be investigated and resolved in a prompt, equitable, and sensitive manner.

Retaliation is overt or covert attacks of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or group exercising rights under this policy.

1. This policy shall apply to all consumers at WWRC.
2. Any consumer who believes he/she has been subjected to harassment should file a complaint immediately with their case manager. The person making the complaint should give as much detailed information as possible, i.e., name of person(s), date(s) and time(s) of incident(s) and, specific behaviors. Should the party accused be a staff member or volunteer, the case manager will report the matter to their Program Director.
3. Any staff member or volunteer, who is found, after appropriate investigation, to have engaged in harassment of a consumer will be subject to action based on the Commonwealth of Virginia Standards of Conduct.
4. Any consumer, who is found after appropriate investigation to have engaged in harassment of a consumer will be subject to action based in the regulations of the Center.
5. Any client filing a harassment complaint is assured of being free from any retaliation.
6. False charges of harassment shall be treated as serious offenses. Persons making false charges shall be subject to disciplinary action.
7. Any person who engages in any form of intimidation, threats or retaliation against the reporting party will be subject to disciplinary action.

Woodrow Wilson Rehabilitation Center Police Department



REPORTING CHILD OR ADULT ABUSE AND NEGLECT

OBJECTIVE

To report incidents of suspected child or adult abuse and neglect in order to improve abusive situations in compliance with the Code of Virginia, Chapter 12, 63.2-1509 and 63.2-1606..

POLICY

Mandatory Reporting to Social Services of Suspected Child Abuse or Neglect

Consistent with DRS Policy and Procedure Manual, Chapter 1.1, Policy 5; WWRC staff shall immediately report to their supervisor and the Director of Management Support, or to the Deputy Director or his designee, any suspected abuse or neglect of any person less than eighteen years of age even if the information was shared in confidence. Upon determination that there is reason to suspect abuse and/or neglect has occurred as per Code of Virginia, Chapter 12, 63.2-1509, the Director of Management Support or Deputy Director shall report the information to the Department of Social Services in the locality where the individual lives or where the alleged incident is believed to have occurred. WWRC Staff may be subject to a fine for failing to report the information within 72 hours of first suspicion. The report may be oral or in writing and must contain all information which is the basis for the suspicion of abuse or neglect. Suspected Child Abuse or Neglect may also be reported through the Social Services toll free child abuse and neglect hotline 1-800-552-7096.

Mandatory Reporting to Social Services of Suspected Adult Abuse , Neglect, or Exploitation

Consistent with DRS Policy and Procedure Manual, Chapter 1.1, Policy 5; WWRC staff shall immediately report to their supervisor and the Director of Management Support, or to the Deputy Director or his designee, any suspected abuse or neglect of an adult even if the information was shared in confidence. Upon determination that there is reason to suspect abuse and/or neglect has occurred as per Code of Virginia, Chapter 12, 63.2-1606, the Director of Management Support or Deputy Director shall report the information to the Department of Social Services in the locality where the individual lives or where the alleged incident is believed to have occurred; or in the case of death to the appropriate medical examiner and law enforcement agency. 6.10 Reporting Child or Adult Abuse and Neglect For the purposes of this section, an adult is any person 60 years of age or older, or any person 18 years of age or older who is incapacitated and resides in the state or qualifying nonresidents who are temporarily in the state and who are in need of temporary or emergency protective services. WWRC staff may be subject a fine for failing to immediately report the information upon reason to suspect and will be subject to a criminal conviction for making or causing to be made a false report. The report may be oral or in writing and must contain all information which is the basis for the suspicion of abuse or neglect. Suspected Abuse, Neglect or Exploitation of an Adult may also be reported through the Social Services adult protective services hotline at 1-888-832-3858.

Special Guidance for Recording Disclosure or Confidential Information Regarding Suspected Abuse or Neglect

If the staff person suspects that the individual is about to confide abuse, neglect or exploitation, the staff person should immediately inform the individual that he or she is required by law to report complaints to the Department of Social Services. The staff person may note the date the report was made and list any documents provided to the Department of Social Services. Until Social Services substantiates the complaint, however, this information does not have to be part of the individual's official case file or recorded in the disclosure log.

Reviewed 5/95 Reviewed 9/00,7/02
Reviewed 5/97 Revised 11/02
Reviewed 5/98 Revised 2/06
Reviewed 9/99 Revised 5/07

Woodrow Wilson Rehabilitation Center Police Department



Reporting of Weapon Inflicted Wounds

OBJECTIVE

To ensure compliance with the Code of Virginia, Section 54-1-2967 in the case of any person receiving a weapon-inflicted wound.

POLICY

WWRC in compliance with Code of Virginia, Section 54-1-2967 will report any wound which a physician or any other person knows (or has reason to believe) is a wound inflicted by a weapon (guns, knives, razors, sling shots, steel knuckles, etc.), and which was not self-inflicted.

PROCEDURE

1. Any person knowing of or suspecting a weapon inflicted wound will immediately report this to the physician on duty in person, via email or telephone.
2. The physician on duty will determine if the injury requires reporting to comply with the above requirements. This information shall include the wounded person's name, address and description of wound/injury and will be provided to the WWRC Police Department as soon as practicable with a copy of this information being provided to the WWRC Director's Office and to Safety and Risk Management.
3. Any questions regarding this procedure should be referred to Safety and Risk Management.

Review 9/97, 9/98, 9/99, 10/00, 6/02, 12/03

Revised 2/07, 8/07, 5/09

ALCOHOL and DRUG POLICY

OBJECTIVE

To support provision of a safe and secure living and learning environment for the consumers of the Woodrow Wilson Rehabilitation Center.

Policy

WWRC offers a therapeutic environment 24 hours a day and is a drug free school zone. We recognize that substance abuse interferes with a person's ability to benefit from rehabilitation services. Therefore, the following policy has been developed to enhance each client's ability to successfully complete his/her rehabilitation program by supporting a safe and secure living and learning environment. The use and/or possession of alcohol and other drugs, including look alike drugs, on WWRC property, in WWRC vehicles, or at WWRC functions is prohibited. Being in an intoxicated condition while on WWRC property, in WWRC vehicles, or at WWRC functions is prohibited. Further, the use of illegal drugs of any kind while enrolled at WWRC is prohibited. A violation of this policy is considered a serious incident and will result in an administrative review to determine if a client may continue their program at WWRC. An evaluation by a substance abuse specialist will be required prior to continuing a program at WWRC. Mandatory substance abuse services may be required. WWRC will conduct on at least an annual basis unannounced preliminary sweeps for illegal drugs. Please refer to Policy 5.22 for details. Anyone found to be in possession of illegal drugs will be processed under the conditions of the Virginia Statute 18.2-255.2 (Drug Free School Zone Act).

Woodrow Wilson Rehabilitation Center Police Department



Missing Persons Policy

OBJECTIVE

To respond to persons missing from the Center or Center Activities without explanation.

POLICY

It is the policy of WWRC to conduct a full and complete investigation into the whereabouts of consumers who are determined to be missing.

PROCEDURE

Staff members who have reason to believe individuals are missing from the Center or Center Activities shall report their concern immediately to supervision giving the facts that support the concern.

The supervisor receiving the report of a potentially missing consumer shall present their findings and recommendations to a member of the Executive Staff on duty or the On-Call Administrator in order to obtain approval for a search and declare the individual missing.

Once an individual has been declared missing, the WWRC Police Officer(s) on duty shall be assembled to plan and conduct the search, giving this activity priority over other duties as appropriate. Other staff shall be assigned to assist in the search or to provide coverage for Security as needed.

The case manager shall be notified of the search plan and will provide recommendation regarding notification of family members.

A complete search of the Center building and grounds shall be completed.

If the missing student is not located by the Center search, the Center Administrator will be notified as well as the Augusta County Sheriff's Department. The staff member identifying the missing consumer shall initiate completion of the Issue/media alert as described in Policy 1.04. Note: All students have an option to provide a confidential contact person who would be notified should that student be officially reported as missing.

Note: All students have an option to provide a confidential contact person who would be notified should that student be officially reported as missing.

Serious Incident Review Board

OBJECTIVE

To maintain a safe living and learning environment by reviewing serious behavioral incidents representing danger or excessive disruption to consumers, staff, volunteers and guests of WWRC in compliance with the Student Handbook and Department of Rehabilitative Services and WWRC Policies.

POLICY

It is the policy of Woodrow Wilson Rehabilitation Center to maintain a safe living and learning environment supportive of the work of consumers and staff. Specific policy describing consumer rights and responsibilities, consumer support services including orientation, safety and security requirements and behavioral expectations are described in the Student Handbook provided to all those who enroll. These policies are reinforced during new consumer orientation activities. Consumers who have questions about WWRC actions or decisions have rights to appeal formally and informally through several channels including the Client Assistance Program of the Department for the Virginia Office for Protection and Advocacy.

Generally, consumers may maintain residential status while pursuing an appeal. However, behavior dangerous to others or theft or destruction of property may result in immediate removal from the WWRC Campus. Law enforcement may be consulted to determine if charges should be placed. Serious behavior incidents may include the following:

Woodrow Wilson Rehabilitation Center Police Department



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|--|------------------------------------|
| - Violence or threats of violence | - Harassment |
| - Possession of firearms or other dangerous weapons | - Setting of a fire |
| - Possession of alcohol, illegal or unauthorized drugs | - sexual misconduct |
| - Possession of explosives or fireworks | - Theft or destruction of property |

Reported participation in a serious behavior incident will be reviewed by the Serious Incident Review Board in a timely, equitable and fair manner. Members of the Board shall be appointed by the Center Director, or Executive Staff designee(s), on an annual basis. Membership will include one chair and two members, with alternates assigned to provide coverage due to illness, travel, vacations, or other staffing irregularities of regular members. When an issue for a Postsecondary Education Rehabilitation Transition Program (PERT) student is heard by the Board, it is highly recommended that the PERT Director, or designee, be consulted as a member and/or voting "alternate" to ensure full compliance with federal special education regulations for disciplinary actions. The Board Chair should remain constant or a permanent position responsibility to provide continuity and stability to the Board.

Members (except the Chair) will serve a two year term, rotating off on alternate years. Orientation and training will be provided by the Chair for all members and alternate members on at least an annual basis.

PROCEDURE

1. The Serious Incident Review Board will review reported participation in a serious behavior incident.
2. In the event the consumer has been removed from Campus, the incident will be reviewed by telephone.
3. On completion of the review, the Board decision will be announced. For behavior considered serious, the student may be suspended or discharged from their WWRC program for a period of up to six months. In addition, criminal charges may be placed. Conditions including successful completion of prescribed intervention or fulfillment of required restitution may be imposed.
4. The procedure for appeal of a Serious Incident Review Board decision will be provided to each individual involved in the review process. Appeals may be made through the Division Office, Residential Administration. Appeals must be made, in writing, within ten business days of the SIR Panel decision. The options to reviewers are:
 - Uphold the Board decision,
 - In light of new information, return the issue to the Board for further consideration,
 - Amend the Board's decision, or,
 - Overturn the Board's decision.

Search and Seizure

OBJECTIVE

To manage the WWRC environment in a manner consistent with successful rehabilitation programming and to reduce risks to consumers, staff and visitors by defining appropriate circumstances for designated staff to search WWRC and/or consumer property and to hold property for further investigation and review.

POLICY

Staff may search Center property and personal belongings of consumers when there are available facts which provide reasonable grounds to search and the search is conducted to further the Center's function as an educational and rehabilitation institution and promote an environment conducive to these functions.

Reasonable grounds for a search is defined as observable and/or reported facts that provide Center personnel reason to believe (reasonable suspicion) that a search will turn up evidence that the consumer has violated or is violating either the law or Center regulations.

Woodrow Wilson Rehabilitation Center Police Department



The measures used to conduct the search must be reasonably related to the objectives of the search and not excessively intrusive. Attempts are to be made to have the consumer present for the search. The Director of Residential Administration or higher authority that includes the on-call administrator must give prior approval for the search. The consumer must be informed in writing of the information received and the reason for the search. The information will be provided in a manner that protects the identity of persons who provided information confidentially.

The Center reserves the right to search center property but the consumer must give written approval to search their personal property. A WWRC Police Officer will normally conduct searches. The consumer's case manager will be present if the case manager is available. If the case manager is not available, the night counselor will be present. If neither is available, a dorm staff member will be present.

Elevator Phones: Caller ID System

OBJECTIVE

To maintain safety and security in the use of elevators on Center Grounds.

POLICY

Continuous coverage of the elevator phones will be maintained by the Information Desk. The person working the Information Desk will call forward the elevator phone to 2-7266 each evening; which rings in Student Health and the Short Term Rehab Unit (STRU). Each morning the person working the Information Desk will deprogram the phone.

PROCEDURE

To program the phones to Student Health:

1. *02-2-7266
2. To deprogram *03

Information Desk or Student Health will:

1. Allow Caller ID phone (elevator phone) to ring two times - pick up after second ring.
2. There will be a recorded message telling the location of the elevator where the call is coming from.
3. The telephone number assigned to the elevator will also be displayed on the telephone set. If the message is "Virginia Commonwealth" instead of a phone number, use the toggle keys (arrow keys) to bring up the number.
4. Push * to disconnect the recording and talk to the individual in the elevator. (A typical message would be to tell the individual that you will call for someone to help).
5. Push # to disconnect and then hang up the receiver. It is very important that you use the # sign to disconnect, otherwise you will keep getting the same call.
6. When repairs are needed, the person working the Information Desk will notify Physical Plant. An electrician will evaluate the problem and notify the elevator company with a diagnosis. If the Information Desk is closed, Student Health will notify Police/Security and they will notify the Physical Plant On-Call person.
7. After you are sure the problem in that particular elevator has been cleared up, use the delete key on the phone to erase that number from the phone's memory.

Revised 5/98

Reviewed 9/99, 1/01, 7/02, 6/07

Woodrow Wilson Rehabilitation Center Police Department



Visitation Management Policy

OBJECTIVE

To support the productivity, safety and security of consumers, staff, volunteers and guests of the Woodrow Wilson Rehabilitation Center.

POLICY

Woodrow Wilson Rehabilitation Center is committed to providing every reasonable opportunity for those involved in Center Programs and Services to achieve their goals. The Center recognizes that visitors often play a valuable role in the rehabilitation process. Likewise, family members of consumers and staff occasionally visit for specific events or as guests of the organization. A part of this effort is to manage this effort through visible identification.

Consumers, staff, volunteers and contractors demonstrate access to the Center through wearing appropriate identification and registration of vehicles. Guests demonstrate access through sign in procedures, scheduled appointments or arriving within visitation hours. Unscheduled visitors

are expected to sign in at the Reception Areas in the Birdsall/Hoover Building or the Watson Building, Recreation Services. Visitors lacking identification are to be politely offered assistance to sign in and obtain the proper identification.

In the event that a visitor engages in interference with the operations of WWRC or the goals of its consumers, the Center will implement an appropriate level of restriction that safeguards against annoyance, disruption or risk.

Procedure

The following guidelines provide a hierarchy of restrictiveness.

Condition One: WWRC staff or consumer has reported that a visitor presents a level of conflict.

- Response: Require that the visitor obtain approval from the Case Manager or WWRC Police Department prior to any visit.

Condition Two: Visitor has been out of compliance with visitation guidelines.

- Response: A letter is sent to the visitor notifying them that any additional incident of non compliance with visitation guidelines may result in a notice of trespass.

Condition Three: Visitor has been out of compliance with visitation guidelines including behavior that represents a risk to the living and work environment.

- Response: A notice of trespass is issued to the individual through the WWRC Police Department or certified mail. Further instances of trespass may result in the Center seeking a charge of trespassing from the Augusta County magistrate.

Condition Four: Visitor demonstrates threatening or dangerous behavior toward Center consumers, staff or guests.

- Response: Immediate implementation of emergency procedures and request for assistance from state and/or local law enforcement.

Students staff and volunteers receive information regarding policies and procedures related to safety and security during their orientation process upon hiring or admission. Students are also updated thru Town Hall style meetings and staff thru departmental meetings and email notifications.

Woodrow Wilson Rehabilitation Center Police Department



Threat Assessment Policy

OBJECTIVE

To provide a safe and secure environment for Woodrow Wilson Rehabilitation Center employees, students and visitors and comply with the Virginia Workplace Violence Policy Number: 1.80 Workplace Violence and Code of Virginia 23-9.2:10 LIS > Code of Virginia > 23-9.2:10

POLICY

WWRC does not tolerate acts of violence or hostility committed by or against employees, students, contractual workers, temporary employment agency workers, volunteers, visitors or other third parties on WWRC property and in instances where individuals are representing the Center off of the campus.

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 individuals and provide consequences for those who threaten or perpetrate violence. Indications of possible hostile behavior are to be reported as outlined in this policy; individuals providing this information must not be subjected to any acts of retaliation for reporting concerns.

PROCEDURES

A Center Threat Assessment Team (CTAT) is responsible for convening, assessing situations and determining action warranted based on their assessment. CTAT is comprised of representatives from Administration, the Center Police Department, Safety and Risk Management, Residential Services, Medical, Psychological Services and Human Resources.

CTAT is charged with developing comprehensive fact-based assessments of students, employees or others who may present a threat and is empowered to take timely and appropriate action, consistent with Center and State Policies and applicable law.

Any individual who believes there is an immediate danger to the health or safety of any member of the Center community should call 911. In all other instances, individuals should contact any member of CTAT to report situations or behaviors of concern.

Reviewed 8/11

Workplace Violence

OBJECTIVE

To establish a procedure that prohibits violence in the workplace and to create and maintain a workplace designed to prevent or deter workplace violence in compliance with the Commonwealth's Department of Rehabilitative Services Policy Number 30.

POLICY

Woodrow Wilson Rehabilitation Center seeks to provide a work environment free from violence IAW DRS Policy "Workplace Violence" and related DHRM policies 1.60, Standards of Conduct and 2.30, Workplace Harassment.

CRISIS MANAGEMENT COORDINATORS

DRS – Carla Sankey, Internal Audit Director

WWRC – Chip Stratton, Safety and Risk Management Director

Woodrow Wilson Rehabilitation Center Police Department



Safety and Risk Management

OBJECTIVE

To maintain a safe environment, assure safe practices and reduce risks to persons, property and the environment in compliance with federal, state and local laws and codes.

POLICY

This policy is issued by WWRC to supplement the Center's Life Safety and Health Program. Life, Safety and Risk Management Manual

In many instances the exact language of the rules and regulations has been replicated.

WWRC shall maintain a Safety and Risk Management Program that will: identify hazards in the environment; collect information from service delivery and support programs on consumer, staff, contractor, volunteer and guest accidents and incidents; coordinate safety education and the response to claims made against the Center, reviewing or conducting investigation of serious incidents; provide loss control; review of departmental level programs; review of the Safety and Risk Management Program and reporting to the Center Director.

Safety and Risk Management Committee

A multidisciplinary committee shall assist in the overall safety and risk management program. The committee shall meet at least quarterly each year and a meeting summary and recommendations shall be presented to the Director and Executive Staff.

The membership of the Safety and Risk Management Committee shall be:

1. Safety and Risk Management Office, Chair;
2. Buildings and Grounds Supervisor;
3. Nursing Services Representative;
4. Housekeeping Supervisor;
5. Representative for each Bldg Mgr;
6. Representative for each Division;

Optional/Open membership:

1. Representative from each Department
2. Representative from SGA

Manager Responsibility

The Directors of Center Programs are responsible for their safe operation and reduction of risk to consumers, staff, contractors, volunteers and guests. They will develop needed guidelines for operations.

Department heads, supervisors and employees are responsible for safety policy, procedure and training within the respective areas and the delegation of specific responsibilities to subordinates. Supervisory personnel are responsible for maintaining a safe work environment, enforcing safety regulations, and reporting accidents and incidents and training.

Safety Program

The Commonwealth of Virginia has made safety for employees and citizens a crucial concern. Woodrow Wilson Rehabilitation Center has the following plan to support safety for employees, patients, students, volunteers, contractors and guests.

Each employee shall be advised of safety rules and has a responsibility to:

1. Follow safety rules on the job;
2. Be alert to recognize unsafe conditions;
3. Report unsafe conditions in the workplace including the completion of an incident report, and;
4. Participate in Safety and Health Training.

All employees shall participate in a safety orientation as part of new employee orientation within the work area and attend the Safety and Risk Management New Employee Orientation. Employees shall also participate in safety training as it is offered.

Woodrow Wilson Rehabilitation Center Police Department



Safety Regulations

No work shall be assigned that is so dangerous that injury can be expected from the work assignment.

Protective equipment, apparel and safeguards shall be provided wherever required and where potential for injury exists.

Safety rules shall be provided that will help employees avoid recognized workplace hazards.

Supervisors shall provide orientation and training in safe completion of all operations.

Assistance, either mechanical or in the form of other workers, shall be provided when a job is considered so difficult physically that it would probably cause injury if done without assistance.

Suggestions to

Emergency Preparedness

OBJECTIVE

To enhance capability to respond to emergency situations and reduce threat to life, mission and property.

POLICY

An Emergency Preparedness plan shall be maintained to reduce any threat to life and property. The plan shall include individual and departmental responsibilities and procedures to be followed in the event of emergency requirements. Contingency and Emergency response planning and preparedness shall be included. The Emergency and Contingency Plan can be accessed from the WWRC Intranet site at Policies and Procedures - WWRC and selecting Safety and Risk Management Programs/Procedures.

The Safety and Risk Management Director will direct the operations of the plan. All staff must be familiar with the plan and any specific responsibilities assigned. Collaboration with federal, state and local law enforcement, fire, emergency and disaster mitigation agencies will be maintained routinely. Agreements for mutual support will be developed with state and local organizations that provide for "safe harbor" in the event of evacuation requiring such action.

Each department supervisor is responsible for the adequate preparation of staff before an emergency. This preparedness will be supported through new staff orientation, emergency response training, safety inspections, incident reporting and emergency drills.

Reinstated 5/02

Revised 7/03

Revised 6/07, 5/09, 10/10

Woodrow Wilson Rehabilitation Center Police Department



WWRC Emergency Alert System

SARA

(**S**ituational **A**wareness **R**esponse **A**ssistant), to alert clients, staff, families, visitors, and community partners in the event of an emergency affecting its campus and to provide routine updates regarding the status of the emergency situation.

The Emergency Alert System (SARA) uses a WWRC campus public broadcast system which includes

- electronic message boards,
- horns,
- speakers,
- strobe lights,
- e-mail and
- phones (cell, land-line, text messaging).

Also, emergency alert messages may be displayed on the WWRC Internet Home Page.

Clients, families, and community partners who wish to be alerted via phone or email during an emergency can request this service by

- calling WWRC Safety and Risk Management Department: 1-800-345-9972, Ext. 2505 or 540-851-2505 or **TTY** 1-800-811-7893

or

- Emailing Safety and Risk Management Department at: EmergencyCommInfo@wwrc.virginia.gov to provide their cell and/or landline phone number or email or cell phone text address.

Emergency contact information may be removed or changed at any time by using the same methods listed above. Please note that the alert system (SARA) is also used for

- routine drills and
- system status checks.

By providing contact information, you will be alerted during campus-wide drills or alert system testing.

Emergency Alert Posters

Posters of the Emergency Alerts/Codes are posted in various locations through out the campus to provide readily accessible information to the campus community regarding the actions to be taken in various emergency situations. A pocket size version of the Emergency Alerts/Codes is also posted on the back of all student, staff and visitor ID cards.

Woodrow Wilson Rehabilitation Center Police Department



EMERGENCY ALERTS

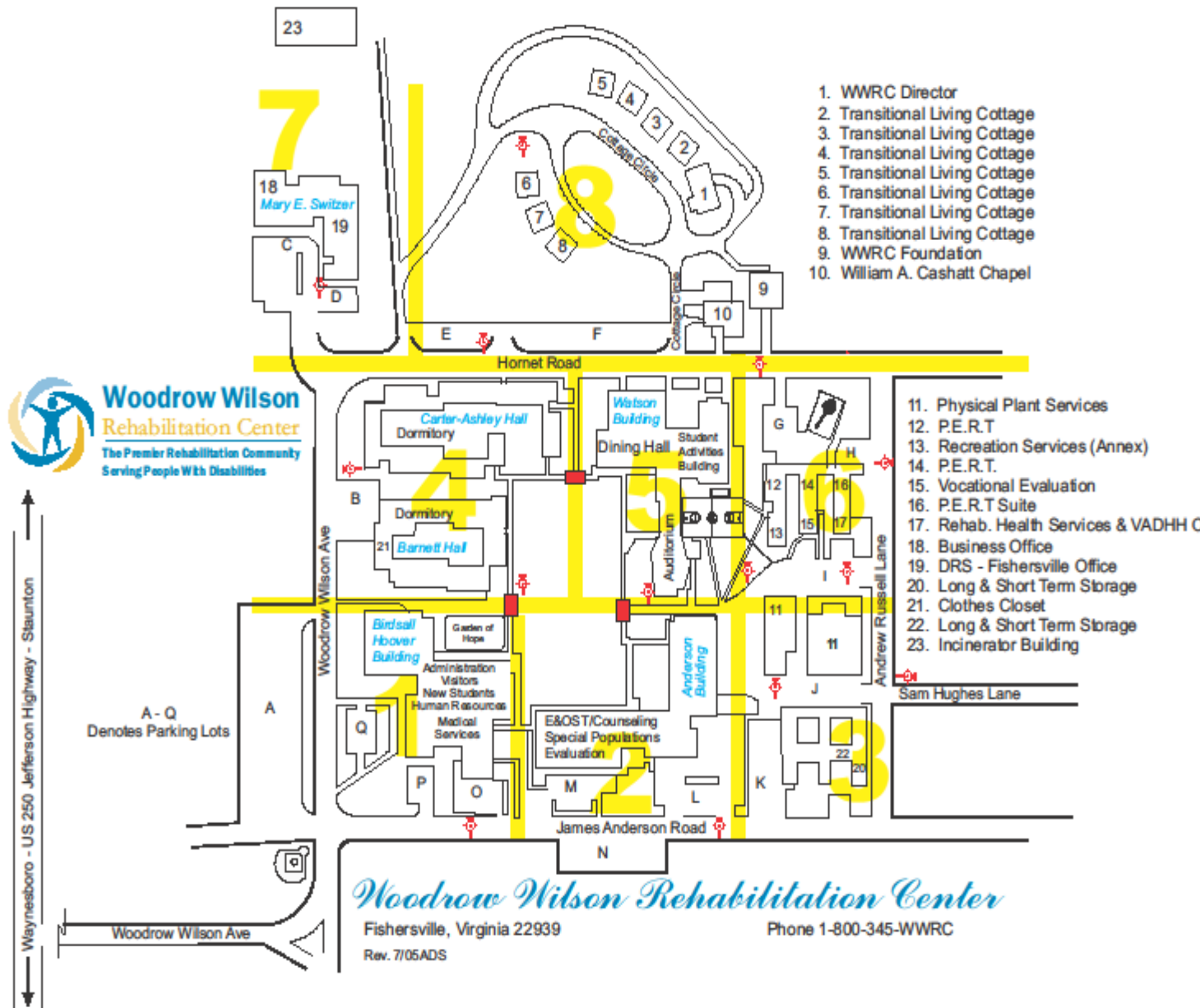
EMERGENCY ALERTS RED ALERT SIGNAL: ALARM FIRE / EVACUATION 		
Remove people from Immediate Danger. Activate alarm. Contain and Control Problem, if possible. Evacuate. Use fire exits only. Do not use elevators. Take personal items (cell phone, coat, keys, etc.). Wait for head count.		
BLUE ALERT SIGNAL: WHISTLE / ANNOUNCEMENT BOMB, TORNADO, HAZMAT, BIOTERRORISM & OTHER		
Seek shelter immediately. Do Not MOVE between buildings.		
AWAIT FURTHER INSTRUCTIONS BEFORE EVACUATING BUILDING.		
YELLOW ALERT HOSTILE INTRUDER SIGNAL: ANNOUNCEMENT / SIREN Seek shelter, Lock doors. Close window blinds, turn lights off and cover any door windows.		
Ignore all fire alarms. AWAIT FURTHER INSTRUCTIONS BEFORE EVACUATING BUILDING.		

MEDICAL EMERGENCIES

CODE BLUE

When faced with a life threatening medical emergency or any other condition which demands the immediate attention of a physician and the Emergency Team, call 7266 and request a **"CODE BLUE"** to your location. The front desk attendant will immediately announce **"CODE BLUE"** and the location over the building PA system. Designated medical staff will respond accordingly.

Woodrow Wilson Rehabilitation Center Police Department



Facility Map Indicating Emergency Zones

Woodrow Wilson Rehabilitation Center Police Department



Local Agency Emergency and Non-Emergency Phone Numbers

EMERGENCY (Augusta County E.C.C.)	911
Augusta County E.C.C. (Non-emergency)	540-245-5501
Augusta County Sheriff (Non-emergency)	540-245-5333
Augusta Health (Hospital- Non-emergency)	540-332-4000
Health Department (Non-emergency)	540-332-7830
Poison Control Hotline	800-451-1428
Preston L. Yancey Volunteer Fire Company (Non-emergency)	540-943-8878
Augusta County Fire Department (Non-emergency)	540-245-5370
Staunton –Augusta Rescue Squad (Non-emergency)	540-885-3444
Staunton Police Department (Non-emergency)	540-332-3842
Waynesboro Police Department (Non-emergency)	540-942-6675
Waynesboro E.C.C. (Non-emergency)	540-942-6701
Waynesboro Fire Department (Non-emergency)	540-942-6730
Waynesboro First Aide Crew (Non-emergency)	540-949-7118
Virginia State Police – Staunton Barracks	540-885-2142
Virginia State Police – Appomattox	800-552-0962
Terrorism Tip Hotline	877-482-8477 (24 hrs/day)

Woodrow Wilson Rehabilitation Center Police Department



RED ALERT FIRE

When you discover a fire:

- R** - Remove people from immediate danger.
- A** - Activate alarm and call 7266 to report location of fire.
- C** - Contain and control problem if possible.
- E** - Evacuate and wait for head count. Take coat and purse. Use fire exits only. Do not use elevators.

When you hear fire alarm or "RED ALERT" announcement:

Evacuate the building using the nearest exit; close office doors and turn off lights. Take your keys, coat and purse.

Report to designated area for head count for your work unit. If you are responsible for accountability report for your unit, take the reporting form with you to ensure accountability for all staff and to record that all areas (storerooms, restrooms, etc.) have been checked to ensure they have been vacated.

Designated Department representative will report to Command Post Officer.

All staff, clients and visitors must remain in designated area until "ALL CLEAR" or further instruction is provided by Command Post Officer.

EARTHQUAKE

What to Do During an Earthquake

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If indoors:

- ▣ **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
 - ▣ Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
 - ▣ Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
 - ▣ Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
 - ▣ **Stay inside until the shaking stops and you are directed to evacuate.** Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

DO NOT use the elevators.

If outdoors:

- ▣ Stay there.
- ▣ Move away from buildings, streetlights, and utility wires.
- ▣ Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

Woodrow Wilson Rehabilitation Center Police Department



If in a moving vehicle:

□ Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.

Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris:

□ Do not light a match.

□ Do not move about or kick up dust.

□ Cover your mouth with a handkerchief or clothing.

Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

After the Earthquake:

□ Check for injuries; attend to injuries if needed, help ensure the safety of people around you.

□ Check for damage. If your building is badly damaged you should leave it until it has been inspected by a safety professional.

□ If you smell or hear a gas leak, get everyone outside and open windows and doors. If you can do it safely, turn off the gas at the meter. Report the leak to the PPS. Do not use any electrical appliances because a tiny spark could ignite the gas.

If the power is out, unplug major appliances to prevent possible damage when the power is turned back on. If you see sparks, frayed wires, or smell hot insulation notify PPS.

When you hear fire alarm or “RED ALERT” announcement:

Evacuate the building using the nearest exit after shaking has stopped and you receive word to evacuate; close office doors and turn off lights. Take your keys, coat and purse.

Report to designated area away from the building for head count for your work unit. If you are responsible for accountability report for your unit, take the reporting form with you to ensure accountability for all staff and to record that all areas (storerooms, restrooms, etc.) have been checked to ensure they have been vacated.

Designated Department representative will report to Command Post Officer.

All staff, clients and visitors must remain in designated area until “ALL CLEAR” or further instruction is provided by Command Post Officer.

BLUE ALERT

Seek shelter immediately.

Do Not move between buildings

AWAIT FURTHER INSTRUCTIONS BEFORE EVACUATING BUILDING.

If you hear the WHISTLE or “BLUE ALERT” announcement :

Remain in your current location until advised otherwise through Center-wide announcement.

If advised to evacuate through announcement, take keys, coat and purse; report to designated area. If you are responsible for accountability report for your unit, take the reporting form with you to ensure accountability for all staff and all areas (storerooms, restrooms, etc.) have been checked to ensure they have been vacated.

Designated Department representative will report to Command Post Officer.

All staff, clients and visitors must remain in designated area until “ALL CLEAR” or further instruction is provided by Command Post Officer.

Woodrow Wilson Rehabilitation Center Police Department



HAZARDOUS MATERIALS SPILL

If you experience a hazardous material spill:

Mark off area with chairs or signs; keep unauthorized staff and students away from the area.

Notify your supervisor and Physical Plant Services (7095).

Keep unauthorized staff and students away from the area.

BIOTERRORISM

In you suspect an impending Bioterrorism event or believe there has been an exposure:

Call 911, the Director's Office (7162) and the Safety and Risk Management Director (7163).

BOMB THREAT

If you receive a bomb threat:

Write down specific information about the threat on the bomb threat record form.

DO NOT USE 2-WAY RADIOS OR CELL PHONES; Call 911, the Director's Office (7162) and the Safety and Risk Management Director (7163).

Remain in your location until further notice

TORNADO

If you hear the WHISTLE or "BLUE ALERT" announcement :

Stay inside; go to a windowless room or hallway or designated tornado evacuation location.

Placard indicating Tornado Evacuation Location



If possible, get close to the floor and under a heavy structure (table, stairs, etc). Lie face down and cover your head or kneel and cover head with hands; if blankets, coats, etc., are available, cover yourself.

Woodrow Wilson Rehabilitation Center Police Department



YELLOW ALERT HOSTILE INTRUDER

If you hear the "YELLOW ALERT" announcement :

Lock all doors.

Close window blinds, turn lights off and cover any door windows.

Move away from any doors or windows and remain calm and quiet.

Ignore all fire alarms.

AWAIT FURTHER INSTRUCTIONS BEFORE EVACUATING Building

Yellow Alert - Hostile Intruder

The following protocol was devised in consultation with security experts for the protection of clients, staff and visitors. Please pay careful attention to this protocol.

These guidelines are recommendations based on observed behavior in such situations and on what other institutions have learned from their own experiences with hostile intruders. Your actions may need to be adapted based on the dynamics of the situation at hand.

What is a Hostile Intruder Situation?

A hostile intruder situation arises when one or more persons participate in a random or systematic action demonstrating their intent to harm others. The culprit(s) may use firearms, explosives, knives, etc. to effect mass murder rather than engage in other criminal contact.

What should I not do?

At no time should the Fire Alarm be activated (this will signal occupants to evacuate the building and possibly place them in harm). Ignore all alarms when you receive a yellow alert.

What should I do?

If you are in a public/open space (hallway, cafeteria, or library) and exiting the building is an immediate option:

- Exit the building immediately.
- Notify anyone you may encounter to exit the building immediately.
- Call **911** and provide the following information:

1. Your name;
 2. Location of the incident (be as specific as possible);
 3. Number of suspects as well as a physical description (if possible); and
- Your current location.

If exiting the building is not an immediate option/possibility due to the proximity of the suspect or for any other reason:

- Enter the nearest room or office.
- Close and lock the door, if possible.
- Cover the window if possible.
- Take shelter behind a sturdy piece of furniture (i.e. a desk).
- Keep quiet and act as if there is no one in the room (turn off the lights and all audio equipment).
- **Do not** answer the door to anyone.

If communication means (phone) are available, quietly call **911**

Woodrow Wilson Rehabilitation Center Police Department



Important:

- Know your surroundings including exit doors and staircases, as well as where these staircases and doors lead.
- If the intruder enters your immediate area, or if you have been injured, try not to move (play dead).

What will the police do?

Police officers are trained to respond to a hostile intruder by entering the building ASAP and proceeding to the area where the incident is unfolding. They will move quickly and directly. Early in the incident, they may not be able to rescue people because their main goal will be to neutralize the suspect.

Please try to remain as calm as possible during any such incident and adhere to the officers' demands/directives so as to not interfere with police operations. A rescue team is formed shortly after the first responding officers enter the building; they will be the officers who search for and help get everyone out of the building safely.

CODE BLUE- MEDICAL EMERGENCIES

When faced with a medical emergency or any health condition that requires the attention of medical staff, immediately call **7266** and request a **"CODE BLUE MEDICAL EMERGENCY"** to your location. The front desk attendant will immediately announce **"CODE BLUE MEDICAL EMERGENCY"** and the location over the building PA and radio. Designated medical staff will respond accordingly.

Additionally dial **911** if needed. Center medical staff will assist until emergency responders arrive at the Center.

Woodrow Wilson Rehabilitation Center Police Department



Safety and Security Updates and Accomplishments

Virginia State Police personnel completed a physical security and safety assessment for WWRC in October 2010. Recommendations have been reviewed and improvements will be implemented when financial and staffing resources are available.

WWRC Police Department personnel completed a physical security and safety assessment for WWRC in August 2012. Recommendations have been reviewed and improvements will be implemented as financial and staffing resources are available.

SARA Expansion

During Fiscal Year 2011 we focused on improving our processes and communications related to the Center's Emergency Planning, Preparation, Response and Recovery Plan. We began the Fiscal Year with the first phase of the Situational Awareness and Response Assistant (SARA) System operational and have used this notification system for both drills and actual events. The second phase of SARA saw the creation of a Center wide wireless "bubble". This wireless technology allows us to use enhancements such as emergency pendants and pull alarms when an emergency situation arises. The second phase was completed during the summer of 2011.

2012 - Continued upgrades to the SARA System are being made. Plans for a more effective audible alarm are in place.

Emergency Preparedness

In addition to the fire drills required by Code, four Center wide drills were conducted to evaluate staff and student response to the events. The drills conducted involved Tornado, Bomb Threat, Hostile Intruder and Hazmat scenarios. These drills provided the opportunity for us to make improvements in our procedures and processes based on feedback from staff.

Our 2010 Agency Preparedness Assessment Score increased with a score of 98.33 compared to a 2009 score of 89.56. This assessment includes a review of our Continuity of Operations Plan and Physical and Fire Safety.

- Over 200 severe weather shelters have been identified with signs posted Center wide
- In Rothrock Hall, signs have been posted at each hallway door along with larger print floor plans at two entrances to Rothrock Hall to assist fire department personnel with locating source of fire alarm

Emergency Preparation, Prevention, Response and Recovery Plan

This plan (also known as P2 R2) contains reference documents, procedures and programs related to our Center's plans for preventing, responding and recovering from emergencies. A modified version of this document (with some sensitive information removed) is available to employees on the global drive under Safety and Risk Management as well as in a Knowledge Center Team Room.

Material Safety Data Sheet (MSDS) Library

Safety and Risk Management established an accessible, on-line repository of Material Safety Data Sheets for all products used at WWRC. At this time we have a partial library on the global drive under Safety and Risk Management. The folder is called MSDS Documents. It is our intent to eventually add these documents to the Knowledge Center as a resource for WWRC employees.

Remodeling

Remodeling of sections of the Watson Activity Building (Recreation and Kitchen/Dinning area) included installing state of the art Fire alarm systems and security camera systems which can be monitored and reviewed by Campus Police and other authorized personnel.

Current remodeling of the Barnett Hall Dorm will also include similar alarm and security camera systems.

Woodrow Wilson Rehabilitation Center Police Department



Other accomplishments:

-The WWRC Police Department continually trains to maintain required certifications, obtain specialized training as available and update knowledge, skills and equipment as necessary in order to enhance its ability to "Protect and Serve" our community.

July 2012- The WWRC Police Department established a Protocol For Joint Patrol with the Augusta County Sheriff's Department in order to provide a better response to public safety needs and to maintain good order in the area of Augusta County that has the largest concentration of Woodrow Wilson Rehabilitation Center clients traveling and socializing off campus.

Woodrow Wilson Rehabilitation Center Police Department



Safety Tips

While all measures are taken to maintain a safe and secure campus, there is no guarantee of 100% safety and security. WWRC encourages all clients, staff and visitors to take appropriate safety and security measures. The following are some recommended measures:

- Follow all safety and security rules and regulations.
- You are responsible for your property and valuables, Keep them secured (secure doors and work areas, utilize provided secured cabinets or drawers), and keep records of serial numbers or distinct marking or engravings.
- It is highly recommended that you do not loan or borrow.
- Do not keep large amounts of cash in your room or on your person unless needed. Students may utilized the campus cashiers office.
- Always walk in normal routes to go from place to place. Utilize provided sidewalks, walkways and corridors and walk in pairs or groups when possible.
- Avoid dark or secluded areas, as these are prime locations for crimes to occur.
- If you suspect someone is following you, move quickly to a populated area and seek assistance. If necessary "Yell out for help", this will draw attention to your need for help.
- Never go with or approach someone you do not know or feel uncomfortable with.
- If you observe any suspicious persons or activity or feel uncomfortable about something you have seen or heard, notify the campus police immediately so they can investigate the matter.
- Always notify staff of any safety or security hazards so that they can be corrected.
- If someone wants you to do something you do not want to do, be firm and say "No". If they are persistent , get away and notify staff or the police immediately.
- Never take a medication or other drugs, alcohol or unknown substances from others. Offenders often use these things to breakdown their victims.
- Avoid persons or groups that are known to be involved in routine rule/regulation violations or criminal activity.
- Avoid getting involved in gang activity. Gangs will attempt to recruit, they will offer you a place in their "Family" and tempt you with many things. If you get involved in gang activity it could lead to disciplinary actions, criminal charges, possible incarceration, serious injury or even death.
- Choose positive peer groups and participate in productive activities.

Woodrow Wilson Rehabilitation Center Police Department



Helpful Web Links to Organizations Regarding Crime Prevention, Victim Support, Substance Abuse, Wanted Person, Missing Persons, Sex Offender Registries

This list may be updated occasionally as additional resources are accessed.

To access a site, type in or cut and paste the organizations Web Page address in the search or address bar and click Search /Go

<http://www.higheredcenter.org/> U.S. Department of Higher Education Center for Alcohol, Drug Abuse and Violence Prevention

<http://www.2.ed.gov/admins/lead> U.S. Department of Education- Campus Security

<http://securityoncampus.org/> Security On Campus, Inc.

<http://sex-offender.vsp.virginia.gov/sor/> Virginia State Police Sex Offender Registry

<http://www.nsopw.gov/Core/Conditions.aspx> National Sex Offender Registry

<http://www.vsp.state.va.us/WantedPersons.shtm> Virginia State Police Wanted Persons

<http://www.vaamberalert.com/> Amber Alert

<http://www.vasenioralert.com/> VA Senior Alert System

<http://www.vsp.state.va.us/MissingChildren.shtm> Virginia State Police Missing Children

<http://www.vsp.state.va.us/MissingPersons.shtm> Virginia State Police Missing Persons

<http://www.vopa.state.va.us/> VV Office For Protection and Advocacy

<http://youthviolence.edschool.virginia.edu/> VA Youth Violence Project

<http://www.crimevictims.gov/flash.html> Crime Victims.gov

<http://www.ncvc.org/ncvc/Main.aspx> National Center For Victims of Crime

<http://www.vahealth.org/Injury/> VA Dept Of Health Center For Injury and Violence Prevention

<http://www.loveisrespect.org/>

<http://www.mencanstoprape.org/> Men Can Stop Rape – Creating Cultures Free From Violence

<http://www2.ed.gov/about/offices/list/osdfs/index.html> Office of Safe and Drug Free Schools

<http://www.saara.org/> Substance Abuse and Addiction Recovery Alliance

<http://www.211virginia.org> 2.1.1. VA – Get Connected Get Answers

Woodrow Wilson Rehabilitation Center (WWRC) Web Site Disclaimer Statement

WWRC provides links to the above listed Web sites as a convenience/reference to its students, staff and visitors and tries to ensure that the links are current. The inclusion of a link in this report and/or on WWRC web sites does not constitute an official endorsement, guarantee, or approval by WWRC. WWRC neither endorses, has any responsibility for, nor exercises any control over the above listed organization's views, or the accuracy of the information contained in those pages outside of the W.W.R.C. Web site(s).

Woodrow Wilson Rehabilitation Center Police Department



Appendix

Woodrow Wilson Rehabilitation Center Police Department



Clery Act/Annual Security Report
Statistics for calendar years: 2009 thru 2011

Woodrow Wilson Rehabilitation Center Police Department 2012 Annual Security Report

Crime Statistics

The following crime statistics tables reflect the mandatory reporting offenses as specified by the Jeanne Clery Act. The tables display crime data over the past three calendar years and are separated by crimes occurring on campus, in student residential halls and on public property as required and defined by the Clery Act. The Disciplinary Referrals table specifies the number of referrals to the centers Administration and/or Disciplinary Board for appropriate disciplinary actions for the specified crimes/violations.

	On Campus			Residential Halls			Public Property			Non-Campus		
Criminal Offenses	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	x	x	x
Negligent manslaughter	0	0	0	0	0	0	0	0	0	x	x	x
Sex offenses - Forcible	0	3	11	0	1	5	0	0	0	x	x	x
Sex offenses - Non- forcible (Incest & statutory rape only)	0	0	0	0	0	0	0	0	0	x	x	x
Robbery	0	0	0	0	0	0	0	0	0	x	x	x
Aggravated assault	0	0	0	0	0	0	0	0	0	x	x	x
Burglary	0	0	24	0	0	24	0	0	0	x	x	x
Motor vehicle theft	0	0	0	0	0	0	0	0	0	x	x	x
Arson	0	1	1	0	0	0	0	0	0	x	x	x
Arrest	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Illegal weapons Possession	0	0	0	0	0	0	0	0	0	x	x	x
Drug Law Violations	0	0	1	0	0	1	0	0	0	x	x	x
Liquor Law Violations	0	0	1	0	0	0	0	0	0	x	x	x
Disciplinary Referral	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Illegal weapons Possession	1	3	2	1	3	2	0	0	0	x	x	x
Drug Law Violations	3	12	6	3	11	3	0	1	0	x	x	x
Liquor Law Violations	5	6	5	4	5	2	0	0	0	x	x	x

If you have any questions regarding the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (Jeanne Clery Act), please call the WWRC Police Department at 540-332-7317.

X= Woodrow Wilson Rehabilitation Center does not currently have any Non-Campus locations

Statistical information was requested from the local concurrent jurisdictions and not received from VA State Police in time for publishing of this report. Information received from Augusta County Emergency Communications Center (ACECC) was limited. The Clery Act requires that we request the information but does not require local agencies to provide it. Therefore, the statistical information noted in this report may not be completely Accurate.

Appendix A

Woodrow Wilson Rehabilitation Center Police Department



Woodrow Wilson Rehabilitation Center

Police Department

2012 Annual Security Report

Hate Crime Statistics

Hate Crimes	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability		
On Campus	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Non- forcible (incest & statutory rape only)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability		
Non-Campus	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Murder/Non-negligent manslaughter	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Negligent manslaughter	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Sex offenses - Forcible	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Sex offenses - Non- forcible (incest & statutory rape only)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Robbery	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Aggravated assault	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Burglary	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Motor vehicle theft	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Arson	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Larceny-Theft	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Simple assault	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Intimidation	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Destruction/Damage/Vandalism of property	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Any other crime involving bodily injury	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

X Woodrow Wilson Rehabilitation Center does not currently have any Non-Campus locations

Hate Crimes	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability		
Residential	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Non- forcible (incest & statutory rape only)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability		
Public Property	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Non- forcible (incest & statutory rape only)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Woodrow Wilson Rehabilitation Center
Police Department



Be Safe!