



VIRGINIA POLYTECHNIC INSTITUTE  
AND STATE UNIVERSITY



# 2014 JEANNE CLERY ACT REPORT

*THE ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORT  
FOR THE*

## STEGER CENTER FOR INTERNATIONAL SCHOLARSHIP



### CAMPUS SAFETY: A SHARED RESPONSIBILITY

*The Virginia Tech Police Department is a Nationally Accredited Law Enforcement Agency.*

# 2014 Virginia Tech Annual Campus Security and Fire Safety Report

## Steger Center for International Scholarship

The Virginia Tech Police Department has been designated as the department responsible for compiling and publishing the university's annual security and fire safety report. This document is intended to serve as the annual security and fire safety report, as required by the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The purpose of the report is to provide information about security on campus to include: campus and community crime statistics, fire statistics and safety information, policy information, safety tips, resource phone numbers and a brief overview of the many services the university provides. Keep this information where it can be easily located; it provides you with a useful reference source of information.

### **Campus Security Authority (CSA)**

***Under Federal Law CSA's are required to report a crime.***

**"Campus security authority"** is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution.

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security.
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An **official** is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

**If someone has significant responsibility for student and campus activities, he or she is a campus security authority.**

Information for this report is compiled from reports provided by Campus Security Authorities including, but not limited to, the Department of Human Resources, the Office of Student Conduct, Environmental Health and Safety, the Dean of Students Office, the Virginia Tech Women's Center, and the Office of Residence Life. Statistics are also compiled from law enforcement agencies in jurisdictions that Virginia Tech owns, leases or controls property or those with jurisdiction on adjacent property.

Virginia Tech is committed to providing the members of the campus community and visitors with the safest and most secure environment possible, however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study and live on campus. Crime information for the Steger Center is obtained from the Managing Director of the Facility and the Repubblica e Cantone Ticino Dipartimento. Individuals who want to report crimes for inclusion in the Annual Security Report, or for the purpose of making timely warning reports, should report them to the Managing Director of the Facility.

## **Campus Overview**

### **Switzerland – Center for International Scholarship**

Virginia Tech's 250-year old Villa Casa Maderni in Riva San Vitale, Switzerland has been beautifully restored and serves as a Center for International Scholarship (Steger Center) on Lake Lugano by the Italian border. The Villa has computers, an architecture studio, a small library, classrooms, and dormitory and dining (professional kitchen) rooms. Language instruction is offered by local professors, while other courses are taught by Virginia Tech faculty. A variety of semester and summer programs are scheduled to offer a learning experience that goes beyond the textbook and classroom to the people, museums, and cultures surrounding the site. Students and faculty live in the remodeled villa or in nearby apartments. All meals are served in the villa family style.

### **Law Enforcement Services**

Day to day law enforcement services to the Steger Center are provided by the Repubblica e Cantone TicinoDipartimento. The Virginia Tech Police Department does not have a Memorandum of Understanding (MOU) with the Repubblica e Cantone TicinoDipartimento, since the Repubblica e Cantone TicinoDipartimento investigates all crimes within their jurisdiction. The Repubblica e Cantone TicinoDipartimento does not notify Virginia Tech when students are involved in law violations, nor do they submit student conduct referrals.

## **Policies and Regulations**

### **Timely Warning / Crime Alerts**

*Timely Warnings/ Crime Alerts* will be provided to the community in the event of a reported crime, either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. *Timely Warnings / Crime Alerts* can only be issued if the Virginia Tech Police Department receives information either from the Polizia Cantonale or the Managing Director of the Steger Center. The Clery crimes for which *Timely Warnings / Crime Alerts* may be issued may include, but are not limited to, arson, homicide, burglary, robbery, sex offenses, aggravated assault and motor vehicle theft.

The *Timely Warnings / Crime Alerts* are generally written by the Chief of Police or a designee and they are typically distributed to the community via email to anyone who has a vt.edu email address by University Relations. However, because of the fact that the Steger Center is located in Switzerland, many if not all of the students do not utilize cellphones while at the Villa. Therefore, they might not be in the position to receive a *Timely Warning / Crime Alert* via their vt.edu e-mail address in a timely manner. A *Timely Warning / Crime Alert* for the Steger Center will be distributed in the same manner as noted above in "Emergency Notifications". That is, via the email list serve set up by the Managing Director, door to door notification, posting of flyers and a phone tree for the Steger Center facility and the area apartments. If someone from University Relations is unavailable, there are several administrators in the Virginia Tech Police Department who can initiate a *Timely Warning / Crime Alert* for the Steger Center. The *Timely Warning / Crime Alert* notices are also posted on the Virginia Tech Police Department website. Updates to

the Steger Center about any particular case resulting in a *Timely Warning / Crime Alert* will normally be distributed in the same fashion as noted above, that is email list serve set up by the Managing Director, door to door notification, posting of flyers and a phone tree for the Steger Center facility and the area apartments.

The internal process for providing warnings at the Riva Campus is by e-mail, phone or by immediately notifying by voice to the entire community. The community is reachable within a few minutes from the occurrence of the event. All faculty are provided a cell phone (operative worldwide) and can be reached immediately when traveling with students. The Steger Center maintains a listserv with all e-mail addresses of students and faculty in residency as well as some administrators at Virginia Tech. Students traveling on weekends or breaks can usually be contacted by e-mail or by phone (text or call). All students traveling overnight during the semester must fill out a travel form in order for the Steger Center to be able to contact them in case of any emergencies.

### **Missing Person Policy**

If a member of the Steger Center community has reason to believe that a student who resides at the Villa is missing, he or she should *immediately* notify the Managing Director of the Steger Center. The Managing Director is responsible for notifying the Virginia Tech Police Department at 540-231-6411 and the Polizia Cantonale subsequently the United States Embassy. The Polizia Cantonale will generate a missing person report and initiate an investigation.

After investigating the missing person report, should the Polizia Cantonale determine that the student is missing and has been missing for more than 24 hours, the Managing Director of the Steger Center, or designee, will immediately notify the Virginia Tech Police Department so that they may notify the student's emergency contact, or confidentially identified individual, no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the Virginia Tech Police Department will notify the student's parent or legal guardian immediately after the Polizia Cantonale has determined that the student has been missing for more than 24 hours. As per requirement of the law, the Virginia Tech Police Department will inform the Blacksburg Police Department of any missing student in order to inform them that Polizia Cantonale has conducted an initial investigation and has determined that a student is missing. This notification will be made no later than 24 hours after the student is determined to be missing.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by Virginia Tech in the event the student is determined to be missing for more than 24 hours. Students who wish to identify a confidential contact can do so through the Hokie Spa web site. This confidential contact information will be accessible only to authorized campus officials and law enforcement and it will not be disclosed outside of a missing person investigation.

### **Access to Campus Buildings**

Security and access control design standards have been developed for new and renovated buildings owned by the university. Academic and administrative buildings are open to the public from 7:30am to 7:00pm, Monday through Friday, during operating hours and are secured after

operating hours and on the weekends. All students have a digital key to provide them access to the facility.

Virginia Tech has designed policies and regulations in order to create a safe and harmonious environment for the members of its community. Administrators review security access and address issues related to lighting and other unsafe conditions on a routine basis. On site staff fix any problems noted.

All campus community members and visitors of the university are required to obey these regulations. These policies not only reflect the university's high standards of conduct, but also local, state and federal laws. Observed and enforced, they create a significant degree of safety for the university community.

### **Alcohol and Drugs**

Virginia Tech recognizes that the misuse and abuse of alcohol is a persistent social and health problem of major proportion in our society and that it interferes with the goals and objectives of any educational institution. Accordingly, Virginia Tech strongly discourages illegal or otherwise irresponsible use of alcohol. Members of the university community are responsible for their decisions regarding their use of alcohol as well as their behavior, which occur as a result of these decisions. In this context, Virginia Tech created a comprehensive policy on Alcoholic Beverages and Other Controlled Substances. This policy can be found in the University Policies for Student Life and on the Web at <http://www.studentconduct.vt.edu>.

### **Alcohol Policy**

Virginia Tech fully complies with the alcohol regulations of the Commonwealth of Virginia. All state laws apply to Virginia Tech students, faculty, staff and visitors while in the Commonwealth of Virginia. These laws prohibit possession, distribution and consumption of all alcoholic beverages by persons less than 21 years of age while in the Commonwealth of Virginia. To maintain conditions conducive to a learning environment, and to ensure that all community members are in a safe, productive environment, the university further restricts the use of alcohol within specified criteria. For more comprehensive details, please refer to the University's Policy on Alcoholic Beverages at <http://www.policies.vt.edu/1015.pdf>.

### **Controlled Substances**

The university strictly prohibits the illegal use or possession of any controlled substance. The illegal use of controlled substances is incompatible with the goals of an academic community. Students found guilty of possessing, using, distributing, or selling controlled substances will face serious disciplinary action, which may include suspension and/or dismissal from the university upon the first offense. For more comprehensive details, please refer to the University's Policy for a Drug Free University at <http://www.policies.vt.edu/1020.pdf>.

## **Pastoral and Professional Counselors**

The Steger Center does not have any pastoral or professional counselors, therefore, there are no policies encouraging counselors to inform persons about reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

## **Emergency Preparedness**

### **Emergency Notifications**

If an emergency notification is required to the Steger Center community, there are several methods available. These methods include an email list serve, door to door notification, posting of flyers and a phone tree for the Steger Center facility and the area apartments. These methods may be used singularly or in concert, as the situation warrants. If there is an emergency in the village a siren will sound telling residents to enter the streets and seek additional information from local police and first responders. Emergency notifications may be issued by the Managing Director of the Steger Center, or the Polizia Cantonale, or the Protezione Civile Officers. By means of select email distributions to select groups, University Relations and the Virginia Tech Police Department can send email notifications as needed.

The Polizia Cantonale is primarily responsible for confirming that there is a significant emergency or dangerous situation on campus that could cause an immediate threat to the health and safety of the members of the campus community. The Managing Director or designee could be in a position to confirm certain types of emergencies, such as a pandemic flu outbreak, etc. The Office of University Relations, the Virginia Tech Police Department and/or Director of Emergency Management have access to the systems to notify the campus community of immediate threats that have occurred and necessitate evacuation, shelter in place or other action on the part of students, employees, and campus visitors. These three departments have the authority to determine the appropriate segment or segments of the campus community that will receive alerts, to determine the content of the alert, and to initiate the notification system. The institution typically provides follow-up information to the community using the same systems that were used to send out the original alert.

Virginia Tech will immediately notify the campus community upon the confirmation, from the Repubblica e Cantone TicinoDipartimento or authorized staff member at the Steger Center, of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring at the Villa. One of the three listed departments above will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system based on information received from the Polizia Cantonale, unless issuing a notification will, in the professional judgment of first responders, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The typical first responders to an incident that causes an immediate threat to the health and safety of the Virginia Tech community at the Steger Center include the Repubblica e Cantone TicinoDipartimento.

In accordance with the Higher Education Act of 1965 as amended and Section 23-9.2:11 of the Code of Virginia, the university has implemented a comprehensive communications system, VT

Alerts, to provide prompt warning notifications and alerts of immediate threats to the health and safety of members of the campus community using a variety of methods. The VT Alerts system includes: email notices; phone, cellular phone, and text messages; and university website notices. VT Alerts is not currently available for the Steger Center campus.

Annually, the Offices of University Relations and Human Resources provide communications to the university community regarding university procedures for authorized closings and receiving emergency alerts. Additional information about the “Alert” process can be found in the University Safety and Security Policy at: <http://www.policies.vt.edu/5615.pdf>.

### **Emergency Preparedness**

Emergency preparedness and information on what to do in an emergency can be found on the “Be Hokie Ready” link from the Office of Emergency Management webpage <http://www.emergency.vt.edu>. In an emergency it is important to remember three important things: **do not take unnecessary risks, there is no substitute for remaining calm, and always use common sense.**

Virginia Tech will notify the university community of its emergency notification protocols, emergency response and evacuation procedures via email, in conjunction with at least one drill or exercise each calendar year. Information related to emergency notifications and emergency guidelines can be found at <http://www.emergency.vt.edu>. Information related to evacuation procedures can be found at <http://www.ehss.vt.edu>.

### **Emergency Evacuation Procedures**

Each occupied residence hall is required to conduct a quarterly fire drill in compliance with the Virginia statewide fire code. Thus, the emergency response and evacuation procedures are tested at least twice each year and, for some of the buildings, four times a year. The purpose of the drills is to provide all staff practice in the event there is ever a real fire or other evacuation emergency. The drills prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants familiarize themselves with procedures and the location of exits and the sound of the fire alarm. Alarms and other components of the fire safety system are also checked to see that they are working properly.

Each university department or unit develops an Emergency Action Plan (EAP) that outlines the actions occupants in the building must take during emergencies. Evacuation planning is a part of each department's EAP. Once you have reviewed your evacuation and fire prevention plans with your employees, practice drills are recommended to ensure that the employees are prepared for emergencies. All drills must be coordinated with EHS in advance by calling (540) 231-9068 or email [firesafe@vt.edu](mailto:firesafe@vt.edu).

## **Secure-In-Place Procedures**

When it is necessary to secure-in-place, you will be the safest by placing a locked door or other barricade between you and the associated violence or danger.

### **HOW DO I SECURE-IN-PLACE?**

- **REMAIN CALM!**
- If you are outside during a secure-in-place emergency you should seek cover in the nearest unlocked building.
- If the buildings in the immediate area have exterior doors that have been locked, continue to move away from the danger, seek cover, move to another building, or leave campus if it is safe to do so.
- Once inside, find an interior room and lock or barricade the doors.
- To minimize vulnerability, turn off lights, silence phones, draw blinds, and move away from windows.
- Await further instruction from VT Alerts and emergency personnel.
- **DO NOT** leave until an “All Clear” is received.

### **WHAT IF SOMEONE WANTS TO ENTER A SECURE AREA?**

If there is any doubt about the safety of the individuals inside the room or building, the area needs to remain secure. Allowing someone to enter a secure location may endanger you and others. **USE GOOD JUDGMENT.**

If there are individuals outside the secured door who wish to get in, several factors should be considered to determine if it is safe:

- Can you see the area outside the door to determine that someone is not lying in wait? Is it a trap?
- If a physical description of the subject was given in the secure-in-place alert, consider similarities such as age, race, clothing description, height, weight, gender, and hair and eye color.

If the decision is made to let a person in, consider the following:

- Have the person leave anything he or she is carrying (a backpack, laptop case, package, etc.) on the ground, outside of the secure area.

Remember, always use common sense. There are exceptions to all guidance and prescribed directions.

## **Shelter-In-Place Procedures**

Shelter-in-place events are usually weather related emergencies. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from the danger. **DO NOT** lock doors behind you as others may also need to shelter-in-place.

### **HOW DO I SHELTER-IN-PLACE?**

- **REMAIN CALM!**
- Immediately seek shelter inside the closest sturdy building. Do not wait until you physically see a tornado or severe weather event to react.



- Resist the temptation to go outside and check the weather conditions yourself.
- Once inside, stay away from windows, glass, and unsecured objects that may fall.
- Seek shelter in interior rooms and corridors.
- Avoid large free standing expanses such as auditoriums and gymnasiums.
- DO NOT use elevators.
- Await further instruction from VT Alerts and emergency personnel.
- DO NOT leave until an “All Clear” is received.

During a tornado, seek shelter on the lowest level possible. If warranted, consider crouching near the floor and seeking additional shelter under a sturdy desk or table, or cover your head with your hands.

Remember, always use common sense. There are exceptions to all guidance and prescribed directions.

#### WEATHER DEFINITIONS

- Watch: Conditions are favorable for the development of severe weather. Closely monitor the situation in case it gets worse.
- Warning: Severe weather has actually been observed. Listen closely to instructions provided by weather radios/emergency officials.
- Avoid large free standing expanses such as auditoriums and gymnasiums.
- DO NOT use elevators.
- Await further instruction from VT Alerts and emergency personnel.
- DO NOT leave until an “All Clear” is received.

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## **Reporting a Crime or Getting Emergency Assistance**

Individuals are responsible for being aware of and complying with university policies/procedures, and applicable law. Employees and students are encouraged to accurately, voluntarily and promptly report crimes, emergencies, potential threats, or risks to the appropriate law enforcement agency or university office(s). Crimes and other emergencies should be reported to the Canton Ticino Police at: 117. Students may also seek assistance through the US embassy/consulate. To view all option visit: [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1034.html#victim](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1034.html#victim) and scroll down to “Information for Victims of Crime” chapter.

The Steger Center Campus does not have any policies or procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The Virginia Tech Police Department encourages everyone that is a victim of crime to come forward and report to the police. However, on occasion and depending on the nature of the crime the victim refuses to press charges. This is the victim's option. Students also have the option of contacting other university resources on the main campus, such as the Virginia Tech Women’s Center, Office of Student Conduct, Cook Counseling Center, McComas Health Center, or academic advisors who will assist with notifications, if desired. Crimes can also be reported to the Virginia Tech Police Department for the purpose of making a timely warning reports and the annual statistical disclosure.

## **Services and Prevention Information**

All Virginia Tech students have access to services offered on the main campus regardless of the location of the extended campus where they are taking classes. Crime prevention, safety and security, sexual assault and other programs are available upon request.

### **Alcohol and Drug Abuse Prevention Services**

The Campus Alcohol Abuse Prevention Center, located in 147 McComas Hall is the university resources for alcohol abuse prevention. They may be contacted at 540-231-2233 or [CAAPC@vt.edu](mailto:CAAPC@vt.edu). Drug education prevention is provided by A.D.A.P.T. (Alcohol and Drug Prevention Team). ADAPT Peer Educators are dedicated to addressing alcohol and other drug abuse issues in the Virginia Tech community.

ADAPT members promote awareness through educational programs and outreach, while serving as accessible resources for fellow students. ADAPT members strive to minimize the abuse of alcohol and other drugs in an effort to encourage students to pursue positive behavioral changes, and to promote a healthier environment at Virginia Tech. They can be contacted through the Office of Student Conduct in Suite 141 New Hall West or at 540-231-3790.

### **Safety and Security Programs**

The Virginia Tech Police Department has community outreach and residence life resource officers that provide educational programming and other crime prevention functions to the university community. Educational programs located on the Blacksburg campus include Student Police Academy, Alcohol Awareness, Bicycle Safety, Drug Awareness, Operation ID, Personal

and Property Safety (basic crime prevention and personal safety), Rape Aggression Defense and Women's Awareness and Safety. All programs are available to faculty, staff and students upon request or if a need becomes apparent. While the Virginia Tech Police Department will not present programming to the Steger Center, they may forward information via the mail, internet or email, upon request.

Crime prevention programs for satellite campuses are supplemented by local law enforcement agencies. The administration of the Steger Center should be contacted to determine what types of classes are available. Any requests for programs will be forwarded by the administration at the Steger Center to the resource best suited to meet the request. There has not been any crime prevention programs conducted during the previous three years.

## **Training, Outreach and Education Sexual Harassment/Sexual Violence**

**Title IX Coordinator  
Equity and Access Department of Human Resources  
2014**

**Initiated Mandatory Title IX (including sexual violence) and Retaliation Training for all employees (November 2014) – course offered via multiple formats**

**Title IX Sexual Harassment, including sexual violence (and sexual assault) provided to the following specific areas:**

- Safety and Security Policy Committee
- Dining Services
- University Legal Counsel
- Virginia Tech Police Department
- President's Office
- College of Agriculture, Area Research and Extension Centers
- College of Liberal Arts and Human Sciences, Dept. of Apparel, Housing and Resource Management
- College of Agriculture, Biological Systems Engineering
- Student Affairs, Dining Services – Turner Place
- College of natural resources – Dean and Department Heads
- College of Liberal Arts and Human Sciences – Dean and Department Heads
- College of Science – Dean and Department Heads
- College of Architecture and Urban Studies – dean and Department Heads
- College of Engineering
  - Electrical Engineering
  - Industrial and Systems Engineering
- Graduate School – Graduate Teaching / research Assistants
- College of veterinary medicine – dean and Department Heads
- College of Agriculture – dean and Department Heads
- College of Liberal Arts and Human Sciences - Human Development
- Institute for Critical Technology and Applied Science
- College of Science – Faculty, Staff and GTA's

- College of Liberal Arts and Sciences - Faculty, Staff and GTA's
- College of Engineering – Dean and Department Heads

**Additional Workshops offered:**

- Title IX Preventing the Sexual Harassment of Students
- Anti-Discrimination and Harassment Prevention Training
- Traveling on University Business: Prevent Sexual Harassment
- Title IX and Sexual Abuse of Minors

**Sexual Assault and Prevention**

**Sexual violence** – physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the survivor's use of drugs or alcohol, or is unable to give consent due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

- Sexual Assault – actual or attempted sexual contact with another person without that person's consent.
- Sexual Battery – intentional touching of another person's intimate parts without the person's consent; or other intentional sexual contact with another person without that person's consent.
- Sexual Coercion – using physical or verbal aggression or pressure to force or attempt to force a person to touch another person's intimate parts without that person's consent.
- Rape – penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.

**Incapacitation** – includes but is not limited to being asleep, drugged, intoxicated, or unconscious.

**Gender-based harassment** – acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

**Sexual Exploitation** – an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses.

**Domestic violence** – a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**Dating violence** – acts of physical or sexual abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party' statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, but does not include acts covered under the definition of domestic violence.

**Stalking** –repeatedly contacting another person when the contact is unwanted. Additionally, the contact 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 by computer) or remaining in the physical presence of the other person.

**Consent** – knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent is based on the totality of circumstances, including the context in which the alleged consent occurred. Silence does not necessarily constitute consent and coercion, force, or threat of either party invalidates consent.

- Consent cannot be given where a person is incapacitated due to drugs or alcohol; or where a person has a disability; or is not of legal age to consent as defined by law.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

**Responsible Employee** - means a person employed by Virginia Tech who has the authority to take action to redress sexual violence, who has been given the duty of reporting acts of sexual violence or any other misconduct by employees or students to the Title IX coordinator or other appropriate institution designee, or whom an employee or student could reasonably believe has this authority or duty.

Sexual Assault is a crime that affects men and women punishable by both civil and criminal legal action. The survivor of a sexual assault may also choose to file a report with Title IX or Deputy Title IX Coordinator, or the Department of Human Resources. The Office of Student Conduct adjudicates cases involving sex offenses in which the alleged perpetrator is a Virginia Tech Student. Virginia Tech also encourages victims to prosecute alleged perpetrators to the fullest extent of the law. There are several avenues for assistance if a person becomes the victim of a sex offense.

Victims of sexual assault tend to feel a variety of conflicting emotions: rage, fear, depression, relief to have survived, numbness, and exhaustion, to name just a few. Two key points to remember are that the assault was not your fault and there is help available.

The Virginia Tech Police Department is available and ready to assist if needed. The Virginia Tech Police Department is a valuable resource for information. The department has educational literature available on prevention methods and procedures to follow if you should become the victim of a sex offense. The department provides educational programs on women's awareness, personal safety and instructs Rape Aggression Defense (RAD) classes upon request. RAD

classes are self-defense classes for women only and consist of awareness, safety tips and progresses into hands on attack simulations at the end of the class. RAD classes are not currently available at the Steger Center.

The Police Department's Victim/Witness Assistance Program protects the rights of victims and witness of crimes. Referral information is accessible at all times regarding area services available for general counseling, visa and immigration assistance, medical attention, emergency housing or financial assistance. Responsiveness to the needs of crime victims is a department priority.

### **If Sexual Assault Happens to You**

- Contact the police for assistance and information or to report the incident. The Cantonal police should be contacted for all incidents occurring in Switzerland. The Virginia Tech Police will assist the victim in contacting the correct law enforcement agency, if requested.
- Go to the nearest hospital- if you are on the Virginia Tech campus in Riva San Vitale it will be the Ospedale Beata Vergine located in Mendrisio. A qualified physician or nurse will examine you for injuries and collect physical evidence that could be used in judicial proceedings if you decide to prosecute.
- If possible, do not change your clothes, shower, eat or drink between the rape and the trip to the emergency room. Preserving evidence is critical and can assist in prosecution. Bring a change of clothes with you because the police will need the clothes you were wearing for evidence.
- Even if you do not wish to prosecute, it is important that you have a physical exam after the attack. Besides bruises or other physical injuries, the perpetrator might have passed on a sexually transmitted disease that requires treatment. An HIV/AIDS test may also ease your mind, although six months must elapse after an attack to accurately detect the presence of HIV, the virus that causes AIDS.
- Seek counseling from a local Center UIR (designated by State law to assist sexual assault victims) is organized through any of the hospitals or a private counselor (information and contact of a counseling center is normally done with the assistance of the hospital and or by the Police). If you are not comfortable talking with a counselor, consider talking with a trusted friend or family member.
- Consider your judicial options if you have not done so already. Although there are statutes of limitation on criminal cases, they are often longer than you think. You also have the option of campus and civil charges (See Judicial Options).
- If the assault and its aftermath are interfering with your ability to complete your work or academic performance, talk with the Thomas E. Cook Counseling Center, Women's Center at Virginia Tech, or the academic dean of your college about academic relief. The Dean of Students will also assist in changing academic and living situations after an alleged sexual assault incident, should the victim request such assistance and such changes are reasonably available.
- Remember that it is never too late to deal with a sexual assault, and that you can heal from this significant trauma. People are ready and able to help you, but they can't if you don't ask.

### **Medical Care**

As mentioned above, victims of very recent assaults should go to the emergency room of the nearest Hospital (Ospedale Beata Vergine if you are at the Steger Center) for a physical exam and the collection of evidence. All victims, past or present, should be seen by a qualified physician or nurse to check for sexually transmitted diseases, physical trauma, and possible

pregnancy. Female victims may prefer to see a female physician, and should request one if that will increase their comfort, though in the emergency room that may not always be possible.

### **Counseling Options**

Students coping with a sexual assault have at least three counseling options that are free of charge. Two of those options are on-campus: The Women's Center at Virginia Tech and the Thomas E. Cook Counseling Center. The Women's Center at Virginia Tech offers short-term crisis counseling and sexual assault support groups. The Thomas E. Cook Counseling Center offers both short-term and long-term individual and group counseling. The Women's Resource Center in Radford offers a 24-hour crisis line, individual and group counseling, and legal advocacy. These three agencies frequently collaborate to provide services to victims of sexual assault and these services are CONFIDENTIAL. These two options may not be practical for students at the Steger Center. Many other options exist which have some cost associated with them, such as private therapists. Counseling is often crucial to the recovery process, and victims should be encouraged to seek the assistance of qualified professionals, even if many years have elapsed since the assault. As always, the choice to seek counseling should be the victim's.

### **Legal and Judicial Options**

Sexual assault victims have four options from which to choose: filing criminal charges, filing campus judicial charges, requesting an administrative investigation and filing a civil suit for monetary damages. Victims are not limited to just one of these options, but can choose any combination including filing all three types of charges. Below is a brief description of each type of judicial process.

### **Title IX Coordinator**

Virginia Tech's Executive Director for Equity and Access serves as the university's Title IX Coordinator. This position in the Human Resources office is responsible the development, implementation and oversight of the institution's meaningful efforts to comply with Title IX. Individuals who wish to report incidents of sex discrimination and sexual harassment and sexual violence, including dating and domestic violence and stalking may make the report to the Office of Equity and Access. University Policy 1025 is the authority by which Virginia Tech addresses these types of complaints. In response to VAWA (including Campus SaVe) and recent guidance for the Department of Education/Office for Civil Rights (OCR), the office of Equity and Access along with other stakeholders across campus will take a holistic approach and continue to update policies and procedures, and provide training, education and outreach to the VT community.

Moreover, the Office of Equity and Access works collaboratively with the Deputy Title IX Coordinator in the Division of Student Affairs, the Virginia Tech Police Department, and the University's Women Center to address training and investigatory matters. In addition, the Title IX Coordinator, the Deputy Title IX Coordinator, the Virginia Tech Police Department and the University's Women's Center have partnered with the Blacksburg Police Department to provide training to our department of Athletics. And we have a Cooperative Agreement with, among others, the Blacksburg Police Department, and the Women's Resource Center of the New River Valley. This agreement specifically addresses, among other things, the investigation and victim support as it relates to sexual assault, intimate partner violence, and stalking.

In 2015 we have updated University Policy 1025 to include the following information:

- The title and contact information of the Title IX Coordinator;
- A statement of victim's right to report a crime to the police department in the appropriate jurisdiction;
- The definition of a responsible employee; and
- Definitions for sexual violence, including sexual assault, sexual battery, sexual coercion and rape; and definitions for incapacitation, gender-based harassment, sexual exploitation, domestic violence, dating violence, stalking and consent.

These changes are to be reflected in documents and statements, including, but not limited to, the following: undergraduate, graduate, and professional student handbooks; faculty handbooks; employee handbooks; and in each place where they appear in publications and websites issued by Virginia Tech entities and affiliated programs. The university will continue to make updates to University Policy 1025 in order to comply with the requirements of VAWA, and recent guidance from the Department of Education/Office of Civil Rights (OCR). Additional changes to our policy will proceed through the university system of shared governance. University commissions formulate and recommend policies and policy changes to University Council. University Council in turn submits recommendations to the university president. The President and the Board of Visitors have final authority for the approval of all policies. The next meeting of the Board of Visitors (BOV) will be held at Virginia Tech in September 2015.

In addition to the above changes we have created a list of resources for students and employees pursuant to the requirements of the Violence Against Women Act, developed online training modules on Title IX that includes sexual assault, dating and domestic violence and stalking and this year we required compliance training for all new and existing employees. We also provided training for all first year and transfer students. We have also updated our website to reflect information regarding our procedures for employees. Website updates will continue in order to reflect the changes with our policy. Website changes will also include hyperlinks to relevant pages on the Women's Center, Division of Student Affairs, and Dean of Students websites.

### **Title IX Rights of Complainant**

**The following is a summary of the rights of student complainants, regardless of the status of the respondent (student, employee or third party).**

- a. If a crime has been alleged, you have the right to file a complaint with the police department;
- b. In addition to a criminal complaint, you have the right to have your complaint investigated by the Title IX or Deputy Title IX Coordinator;
- c. You have the right *not* to participate in any portion of the Title IX process; if you do not wish to participate, that decision does not relieve the institution from its responsibility to provide a reasonable response according to university policy and Title IX guidance;
- d. If you decide to participate, you have the right to present witnesses and evidence during the Title IX investigation and/or hearing process;
- e. If you decide to participate in the process, you have the right to request confidentiality. The Title IX and/or the Deputy Title IX Coordinator(s) will consider



your request to determine whether or not the university may honor your request while still providing a safe and nondiscriminatory environment for all students; honoring your request may limit the university's ability to respond fully to the incident, including pursuing appropriate disciplinary action against the alleged perpetrator;

- f. If you are an individual with a disability, you have the right to request a reasonable accommodation throughout the investigation process;
- g. You have the right to receive updates regarding the status and progress of the Title IX investigation and/or hearing;
- h. You have the right to a prompt, adequate, reliable, and impartial Title IX investigation of the complaint and the U.S. Office for Civil Rights presumes a typical investigation may be completed within 60 calendar days following receipt of the complaint;
- i. You have the right to the preponderance-of-the-evidence standard of proof throughout the investigation and/or hearing process;
- j. You have the right to have an advocate present during any interview throughout the Title IX investigation and/or hearing process;
- k. You have the right to have an attorney with you during a student conduct hearing and if a school permits one party to have an attorney present it must do so equally for both parties;
- l. You have the right to be notified, in writing, about the outcome of the complaint and any rights to appeal;
- m. You have the right not to abide by a non-disclosure (or confidentiality) agreement, whether such an agreement is verbal or in writing;
- n. You have the right to be protected against retaliation. University Policy 1025, the Student Conduct Code and Federal law prohibits retaliation against anyone for participating in a discrimination or harassment complaint, including sexual harassment and sexual violence; You should report complaints of retaliation to the Title IX or the Deputy Title IX Coordinator;
- o. information regarding the Student Conduct Code may be found at:  
<http://www.hokiehandbook.vt.edu/codeofconduct/>
- p. Additional information regarding Title IX may be found here:  
[http://www.hr.vt.edu/oea/title\\_ix/](http://www.hr.vt.edu/oea/title_ix/)
- q. If you want to learn more about your rights, or you would like to file a complaint with the U.S. Department of Education, Office for Civil Rights, you may contact them by phone at: (800) 421-3481; or you may visit its website at:  
<http://www2.ed.gov/about/offices/list/ocr>

## **Title IX Contact Information**

Pamela White, J.D. Executive  
Director for Equity and Access  
Title IX Coordinator  
Department of Human Resources  
300 Turner St NW, Suite 2300  
Blacksburg, VA  
540-231-2010  
Email: [equityandaccess@vt.edu](mailto:equityandaccess@vt.edu)

Frank Shushok, Jr., PhD Senior  
Associate Vice President  
Deputy Title IX Coordinator  
Division of Student Affairs  
New Hall West, Suite 160  
190 W. Campus Dr.  
Blacksburg, VA 24061  
540-231-8064

### **Student Conduct**

All Virginia Tech students and student organizations are responsible for conducting themselves in a manner consistent with the expectations the university has set forth to help create a fair, just, and disciplined university community. As such, the university may take disciplinary action for any act constituting a violation of the law or university policy when the act is contrary to the university's interests as an academic community. Disciplinary action may be taken by the university, irrespective of and separate from action taken by civil authorities. Should the university receive a complaint regarding a student/student organization, the following sanctions may be imposed for a violation of university policy: formal warning, probation, deferred suspension, suspension, dismissal, loss of privileges, or other restrictions. Complaints can be made by anyone regardless of their affiliation with Virginia Tech

### **Criminal**

A police report must be generated before an investigation can begin and charges can be placed. If the assault happened on campus, it falls under the jurisdiction of the Cantonal Police (Ticino for the Campus of Riva San Vitale).

Many victims believe that if they do not file criminal charges immediately, they lose that option. This may not be the case. There are statutes of limitation for filing criminal charges, but they are typically several years in duration. Certainly, it is best to go to the police as soon as possible after an assault, in order to preserve as much evidence as possible. The police will arrange for the victim to be seen at the Ospedale Beata Vergine Hospital for medical care and evidence collection. However, even if some time has elapsed, the police still encourage victims to come forward. Criminal cases may take considerable time to proceed through the justice system.

Typically, the press protects the identity of the victim, although the identity of the accused perpetrator is not protected.

Additional information about criminal procedures in Switzerland is available at: <http://www4.ti.ch/di/pol/prevenzione/reati-sessuali/>. The victim should immediately contact the police at either 112 or 117. In case of sexual assault the victim has the RIGHT to be interrogated by a person of the same sex. The victim also has the right to be assisted by doctors and psychologist, and receive a juridical advice by a counseling center recognized by the Swiss authorities. If the victim does not feel like seeing the police first she should immediately see a physician ( Hospital Mendrisio) and contact the Center UIR (Unità di Intervento Regionale) in Mendrisio at 0041-91-815-94 01 (office hours). Victims may also see the police in Mendrisio (only during office hours) and have them arrange a consultation through the UIR or go to the nearest Hospital open 24 hours a day/7 days a week to seek assistance through UIR.

### **Campus**

Campus judicial charges can only be filed if the alleged offender is a Virginia Tech student. The referral agent is typically a member of the Virginia Tech community as well. The campus judicial system examines violations of university policy. Campus judicial hearings do not replace or substitute for criminal prosecutions, and students who choose campus judicial hearings are also encouraged to seek redress through the criminal justice system and civil court. So long as the accused student is enrolled in school, there is no statute of limitations on filing judicial charges. The student accused of sexual misconduct may choose between an administrative hearing and a panel hearing. The hearing typically takes place within two weeks of the time the complaint-called a referral of student conduct-is filed by the referral agent. At the hearing, the alleged offender and the referral agent each have the opportunity to present their side of the story and to call witnesses. Each also may have a support person/advisor present. The burden of proof is lower than in a criminal court. The hearing officers will base their decision on a preponderance of the evidence. Both the accuser and the accused will be notified of the outcome of the judicial hearing.

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

Sexual misconduct is classified in the Student Code of Conduct as a violation of the Abusive Conduct Policy. Depending on the circumstances of the case, students who are found in violation of the abusive conduct policy may receive sanctions that include suspension for one or more semesters or dismissal from the university. If a student is found guilty of a sexual assault involving penetration, the minimum sanction will be one year's suspension.

Students found in violation of the university sexual misconduct policy do have the right to appeal. The victim also has the right to the appeal process. Notification of judicial action taken against students is made on a *need to know* basis. This includes the Office of the Graduate School in cases involving graduate students and international students, the Athletic Department in cases involving varsity athletes, the Director of the Office of Student Programs, in cases involving residence hall students, and victims of violent crime, including sexual assaults, involving student

perpetrators. Other university agencies or organizations may be required to obtain written release before they can receive notification. Copies of all judicial sanction letters are archived in the Office of Student Conduct. Additional information can be located in the University Policies of Student Life or by contacting the Student Life & Advocacy Office.

### **Civil Court**

Sexual assault survivors may also choose to pursue a civil action against an alleged perpetrator, and the student may choose to consult Student Legal Services or an attorney for advice.

### **Sex Offender Registry and Access to Related Information**

Switzerland does not have a sex offender registry. In the United States, the federal “Campus Sex Crimes Prevention Act,” enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student. Information about the Sex Offender registry can be found at <http://sex-offender.vsp.virginia.gov/sor/>, or can be accessed through the Virginia Tech Police Department homepage at <http://www.police.vt.edu>.

In the Commonwealth of Virginia, convicted sex offenders must register with the *Sex Offender and Crimes Against Minors Registry*. The Registry was established pursuant to [§ 19.2-390.1](#) of the Commonwealth's Criminal Code. Every person convicted on or after July 1, 1997, including juveniles tried and convicted in the circuit courts pursuant to [§ 16.1-269.1](#), whether sentenced as adults or juveniles, of an offense for which registration is required shall be required as a part of the sentence imposed upon conviction to register and reregister with the Commonwealth's Department of State Police as provided in this section.

In addition, all persons convicted of violations under the laws of the United States or any other state substantially similar to an offense for which registration is required shall provide to the local agency all necessary information for inclusion in the State Police Registry within ten days of establishing a residence within the Commonwealth. Any person required to register shall also be required to reregister within ten days following any change of residence, whether within or without the Commonwealth.

Nonresident offenders entering the Commonwealth for employment, to carry on a vocation, volunteer services or as a student attending school who are required to register in their state of residence or who would be required to register under this section if a resident of the Commonwealth shall, within ten days of accepting employment or enrolling in school in the Commonwealth, be required to register and reregister pursuant to this section. For purposes of this section "student" means a person who is enrolled on a full-time or part-time basis, in any public or private educational institution, including any secondary school, trade or professional institution, or institution of higher education.

Information concerning offenders registered with the *Sex Offender and Crimes Against Minors Registry* may be disclosed to any person requesting information on a specific individual in accordance with the law. Information regarding a specific person requested pursuant to the law

shall be disseminated upon receipt of an official request form that may be submitted directly to the Commonwealth's Department of State Police or to the State Police through a local law-enforcement agency. The Department of State Police shall make Registry information available, upon request, to criminal justice agencies including local law-enforcement agencies through the Virginia Criminal Information Network (VCIN). Registry information provided under this section shall be used for the purposes of the administration of criminal justice, for the screening of current or prospective employees or volunteers or otherwise for the protection of the public in general and children in particular. *Uses of the information for purposes not authorized by this section are prohibited and a willful violation of this section with the intent to harass or intimidate another shall be punished as a Class 1 misdemeanor.*

The Commonwealth's State Police maintains a system for making certain Registry information on violent sex offenders publicly available by means of the Internet. The information made available includes the offender's name; all aliases which he has used or under which he may have been known; the date and locality of the conviction and a brief description of the offense; his date of birth, current address and photograph; and such other information as the State Police may from time to time determine is necessary to preserve public safety. The system is secure and is not capable of being altered except by or through the State Police. The system is updated each business day with newly received registrations and re-registrations.

There is no registry available for the Steger Center campus area.

### **Important Phone Numbers**

This section has attempted to offer an overview of sexual assault issues, and the available options on the Virginia Tech campus. No one publication can be entirely comprehensive. Sexual assault is a complex issue; no two cases will have exactly the same results or the same course of action. The university therefore offers a variety of services so that victims can get the assistance they most need. A good starting point for a victim, or family and friends of a victim, is with the Sexual Assault Education Coordinator who is based in The Women's Center at Virginia Tech. For further explanation or elaboration of the information in this section, contact the agencies whose numbers are listed here (numbers marked as such \* are as dialed in Switzerland).

Canton Ticino Police (Polizia Cantonle)*	117 (preferably, service available 24/7) 112 (general emergency, service available 24/7)
Emergency Ambulance (in Ticino)*	144
Steger Center Managing Dir. Cell phone*	0041 79 208 46 36
VT Dean of Students	540-231-3787
VT Office of Student Conduct	540-231-3790
Virginia Tech Police Department	540-231-6411
VT Women's Center	540-231-7806
VT Office of Student Programs	540-231-6204
Schiffert Health Services	540-231-6444
Cranwell International Center	540-231-6527
Thomas E. Cook Counseling Services	540-231-6557
VT The Women's Center at Virginia Tech	540-231-7806
VT Thomas E. Cook Counseling Center	540-231-6557 (8:00am - 5:00pm EST) 540-231-6444 (5:00pm - 8:00am EST)
Title IX Coordinator	540-231-8771 (8:00am - 5:00pm EST)
Office of Emergency Management	540-231-2438 (8:00am - 5:00pm EST)

## **Safety Tips**

Security doesn't begin and end with the police. It takes the entire university, faculty, staff and students to make our campus a safe and secure place to live, work, and play. What can you do to help? The number one thing you can do is to take a few precautions and follow a few safety tips that will help us, help you.

- Trust your instincts. If a place or situation doesn't feel right, it probably isn't.
- Avoid working or studying alone in a building at night.
- Avoid shortcuts and isolated areas when walking after dark.
- Don't walk alone after dark.
- Don't leave personal property (iPhones, iPods, laptops, book bags) lying around unattended.
- Don't put personal information on social networking sites.
- Carry a whistle or other noisemaker.
- Never prop open exterior doors, even for a short time.
- Keep your room door locked when leaving even for "Just a minute" and when sleeping.
- Lock windows and close shades after dark.
- Never attach your name and address to keys, if lost or stolen they could lead to theft.
- When traveling in your vehicle keep windows up and doors locked.
- Engrave your valuables.
- Do not accept drinks from strangers or leave your drink unattended because it could be drugged.
- If you suspect someone of having alcohol poisoning, call 911 immediately. Do not wait until it is too late.
- Report any suspicious or criminal activity to the police and report all crimes immediately.

## Steger Center for International Scholarship Crimes Statistics

OFFENSE TYPE	On Campus			Non Campus			Public Property			Year Total			Residential			Unfounded		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
<b>Murder &amp; Non negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex Offenses, Forcible</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Liquor Law Violations Referred</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Liquor Law Arrests</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug Law Violations Referred</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug Law Arrests</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Illegal Weapons Possession Referred</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Illegal Weapons Possession Arrests</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Domestic Violence**</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Dating Violence**</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Stalking**</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\*Hate crimes are criminal offenses committed against a person or property which is motivated in whole or in part by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, gender, sexual orientation, ethnicity, disability, gender identity and national origin.

**\*No hate crimes were reported in 2012, 2013, or 2014.**



# Virginia Tech

## Higher Education Opportunity Act

### Switzerland Campus – Steger Center

#### Fire Safety Annual Compliance Report for 2014

#### **Overview**

The properties located on the Switzerland Campus of Virginia Tech (the Steger Center for International Scholarship, Steger Center) consist of Villa Maderni (an approximately 260 year old building), annexed renovated stables (used as classroom), new building featuring classrooms, multipurpose room, storage, mechanical room surrounded by a large garden. All of the properties listed belong to Virginia Tech Foundation. The main building was renovated in 1993- the construction-renovation work on the old stables area and the expansion were terminated in June 2014. In addition to the Villa Maderni, Steger Center also maintains rental contracts for apartments at the Piazza Grande 11, via Franscini 2, via Carlo Maderno 1, via Settala 7, via G. Motta 15, Piazza Grande 10 apt 8 and apt. 31, and via Don Guanella 7.

The 2014 new Steger Center buildings include classroom spaces, office spaces, a library, a housing facility with residential space for **32** students, dining facility (with a professional kitchen), storage, and a built-in independent apartment. The Fire Protection Equipment in the primary building was upgraded during the last renovation in 1993 in order to meet all applicable Swiss laws and regulations and in 2011 an additional upgrade included installation of a fire alarm system (with centralized smoke detectors) and fire rated doors. The fire rated doors project is still in-progress to adjust it to the new needs of renovation and expansion project and will be terminated by end of 2015.

#### **Steger Center Housing Fire Safety Equipment**

All the areas of the Steger Center are equipped with smoke detectors, fire extinguishers and/or blankets in order to block the rapid spread of fire. All fire protection equipment is strictly maintained and tested in accordance with applicable Swiss laws. The electrical system is fully inspected and tested every 5 years and all devices operating with natural gas are inspected and maintained annually. There are no sprinkler systems, but a newly installed fire alarm system was added in 2011 and extended to the newly built and renovated spaces in June 2014. The fire alarms are sent directly to the local fire alarm station in Mendrisio and the technical faults are detected immediately and reported to the Steger Center security designee. For a summary of fire protection systems present in each facility, see Table I. A lightning rod-discharge-grounding system was installed at the end of the renovation-expansion project in 2014 to fulfil the Swiss code requirement.

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

All the Steger Center residents and non-residents (e.g. students and faculty who live in town and commute for classes and meals) receive comprehensive fire safety training at the beginning of each semester or, in the case of short-stay groups, during the summer semester at arrival. A mandatory fire drill is conducted during the training session at the beginning of each semester. All students are required to evacuate the building upon being notified that there is a fire. Steger

Center staff receive comprehensive safety training, which includes specific instructions on operating different fire safety equipment present in their area of work.

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

Based on the nature of the programs hosted at the Steger Center (small programs), the only policy that has been implemented is a No Smoking policy. Kitchen, Maintenance and Custodial Services Personnel monitor all of their designated areas for safety infractions. They report all identified hazards to the managing director, who is charged with taking appropriate corrective measures. Steger Center staff access student living quarters and all other areas of the building for general cleaning/maintenance on periodic basis and will report any identified hazards in those areas as well. Students and faculty are encouraged to discuss any special furnishing or decoration they may need for special projects with Steger Center administration. The yearly maintenance services to various Steger Center fire protection systems and equipment are also utilized in order to identify and correct additional deficiencies.

### **Statistical Report for Fire Response to the Steger Center**

The fire response statistics for Steger Center are summarized in the following table.

#### **Fire Statistics**

The number and cause of each fire in the residential facility for each dwelling is summarized in Table 2. There were no fires or fire losses reported at any of the Steger Center Campus Facilities during Calendar Years 2012, 2013 and 2014.

#### **Fire Reporting**

If a fire has occurred at the Steger Center or in any of the apartments, it should be reported to Daniela Doninelli, Managing Director, Steger Center for International Scholarship at +41 79 208 46 36 or by email to [daniela@vt.edu](mailto:daniela@vt.edu).

#### **Responding to a Fire**

If a fire alarm is received in the Steger Center, residents shall immediately exit all the buildings and gather at a predetermined location. The fire alarm central system will automatically notify the Cantonal police. The Cantonal police will then notify the fire department and the Steger Center Managing director or designee.

If a fire emergency occurs in the residence apartments leased by Virginia Tech, without a centralized fire alarm system, notify occupants by knocking on their doors and shouting "fire" as you exit the building. Do not jeopardize your own safety to do this. Do not reenter the building until the fire department says it is safe to do so. If you are unable to leave your room, place towels under the door to prevent smoke from entering. Call 118 or call Steger Center Managing Director and give them your exact location and as much information as possible. Remain calm.

### **Plans for Future improvement**

Steger Center is currently working on providing basic smoke detectors/fire extinguisher systems in faculty and student apartments.

**Table 1 - Fire Protection Systems at the Steger Center Campus Switzerland**

<i>Building Name</i>	<i>Onsite Fire Alarm Monitoring</i>	<i>Partial Sprinkler System</i>	<i>Full Sprinkler System</i>	<i>Smoke Detection</i>	<i>Fire Extinguishing Devices</i>	<i>Evacuation Plans &amp; Signs</i>	<i>Number of Fire Drills each calendar year</i>
Steger Center (old+addition) Riva San Vitale	X			X	X <sup>1</sup>	Not Required	Not Required
APT. Piazza Grande 11						Not Required	Not Required
APT. via Franscini 2						Not Required	Not Required
APT. via Carlo Maderno 1						Not Required	Not Required
APT. via Settala 7						Not Required	Not Required
APT. via G. Motta 15						Not Required	Not Required
APT. via Don Guanella 7						Not Required	Not Required
APT. no 8 Piazza Grande 10						Not Required	Not Required
APT. no. 31 Piazza Grande 10						Not Required	Not Required

<sup>1</sup> denotes addition of two 'fire hydrants' (hoses) inside the building

**Table 2 - Fire Statistics for the Steger Center Campus Switzerland for Calendar Years 2012, 2013, 2014**

<i>Building Name</i>	<i>Total Fires in Each Building</i>	<i>Fire Number</i>	<i>Date/Time</i>	<i>Location</i>	<i>Cause of Fire</i>	<i>Number of Injuries that Required Treatment at a Medical Facility</i>	<i>Number of Deaths Related to a Fire</i>	<i>Value of Property Damage Caused by Fire (Dollars)</i>
Steger Center (old+addition) Riva San Vitale	0	0			N/A	N/A	N/A	N/A
APT. Piazza Grande 11	0	0			N/A	N/A	N/A	N/A
APT. via Franscini 2	0	0			N/A	N/A	N/A	N/A
APT. via Carlo Maderno 1	0	0			N/A	N/A	N/A	N/A
APT. via Settala 7	0	0			N/A	N/A	N/A	N/A
APT. via G. Motta 15	0	0			N/A	N/A	N/A	N/A
APT. via Don Guanella 7	0	0			N/A	N/A	N/A	N/A
APT. no 8 Piazza Grande 10	0	0			N/A	N/A	N/A	N/A
APT. no. 31 Piazza Grande 10	0	0			N/A	N/A	N/A	N/A



Saloni da parrucchieri Ilaria

TV Gerosa di Alberto Bazzuri

Farmacia Neuroni  
Ufficio postale 6826  
Riva San Vitale

Comune di Riva San vitale

Saloni da parrucchieri Doriana

Piazza del Ponte

Piazza Grande

Via Don Gottardo Zurini

raiale Guisan

Borghese



