

**RALPH R. WILLIS CAREER AND TECHNICAL CENTER
CLERY ACT NOTICE**

This notice serves to inform you that information required by Federal Law known as the "Clery Act" has been published, and gives instructions on how you may access this information. No action is required by you, and this notice is being sent to all Ralph R Willis Career and Technical Center students, faculty and staff.

Ralph R Willis Career and Technical Center's annual security report known as the "Clery Report" has been published. This report includes RRWCTC Campus Crime Statistics for the last three years. Information about RRWCTC policies related to campus security, alcohol and drug use, crime prevention, the reporting of sexual assault, and other crimes are included in the report. The report also includes information about support services that are available, and important phone numbers to call. The information can be accessed via the Internet at the following web sites: <http://www.rrwlogancountyschoolswv.com/clery-act>

You may also request a copy of the report by calling the main office at 304-752-4687 ext.2202

Registered sex offender information

The State of West Virginia requires sex offenders to register with the State Police. The State makes this information available to law enforcement agencies. This information is available to the public at the following web-site:
<https://apps.wv.gov/StatePolice/SexOffender/Disclaimer?continueToUrl=http%3A%2F%2Fapps.wv.gov%2FStatePolice%2FSexOffender>

Emergency planning and response

Ralph R Willis Career and Technical Center has developed an emergency response plan that complies with the National Incident Management System and provides facility-specific planning assistance. We encourage all community members to become familiar with their building plans and campus plan. Brochures and RRWCTC Emergency Response Plan may be viewed at:
<http://rrwctc/emergency-management>

The Center employs a layered approach to emergency notification. RRWCTC ALERT is one layer that sends mass communications to those subscribed. It is free, and sign-up can be made from the Center's homepage. This system is supported by digital signage, emails, phone trees, traditional and social media, and other localized systems.

The main office will send an email notice at the beginning of each semester to the campus community to remind them of the emergency plans and their need to be engaged in the process and prepared.

The Center will perform full-scale exercises, table-top to evaluate the plan and training needs.

Emergency contact registration and missing person protocol

The Center will request of all new students each year that they provide, on a voluntary basis, emergency contact information. This information will also be used in the following manner in the event that a student is reported missing while at the institution.

If a Ralph R Willis Career and Technical Center student is suspected to be missing from campus, immediately report to contact in the main office at 304-752-4687 ext 2202

All reports of missing students made to the residence hall staff and/or the UPD will be investigated. If the investigation determines that the student has been missing over 24 hours then within the next 24 hours the University will:

- Notify the individual identified as your emergency contact person;
- If under 18 years of age, the Center will notify a parent or guardian; and;
- If you are over 18 years of age and have not provided an emergency contact, the Center will notify the appropriate law enforcement agency.

To fill in or update your Emergency Contact Information see the main office.

Annual fire safety report

Information on fire safety is also included in this report for the first time. The report includes information and statistics for the entire campus.

#####