

Annual Security and Fire Safety Report

Future Generations Graduate School

September 23, 2014

The Future Generations Graduate School Security and Fire Safety Report is provided to students, faculty, and staff as part of Future Generations Graduate School's commitment to safety and security, and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Future Generations Graduate School is a private, non-profit institution based in Pendleton County, West Virginia. There is no residential campus as the pedagogical model consists of interactive online learning and field residencies abroad. Students gather for one month each term, but each time in a different country location. The headquarters in West Virginia is comprised of three buildings at the end of a gravel road off of Highway 33 on North Mountain. The main office, a house built with local materials, contains all the administrative and support operations; two smaller buildings are "yurt" constructions and are used as storage and as a small apartment.

On-campus crime and safety is not a major issue. Most attention is focused on safety during the field-based residencies abroad.

I. Graduate School policies

The following policies regarding student safety are published in the Student Information Guide:

A. Drug and Alcohol Policy:

It is a violation of State and Federal law for any individual to illegally possess, use, sell, manufacture, or transfer controlled substances or similar drugs; or to illegally dispense or transfer prescribed medications, drugs, or drug paraphernalia*.

The Graduate School's drug policy:

- Future Generations Graduate School is committed to promoting and maintaining a work and academic environment that is free from illegal alcohol and drug use and abuse in accordance with all federal, state, and local laws. Students and employees are prohibited from reporting to school or work or working under the influence of alcohol or drugs.
- Employees may not consume, possess, distribute, or be under the influence of alcoholic beverages on Future Generations Graduate School property or while on Graduate School business.
- Students, employees and visitors are prohibited from dispensing, selling or supplying alcoholic beverages to a person under the legal drinking age as defined by law.

- Students, employees, and visitors are prohibited from possessing, consuming, manufacturing, dispensing, or being under the influence of illegal drugs or engaging in improper self-medication while on Future Generations Graduate School property or Graduate School business.
- Any member of the Future Generations Graduate School community who violates this policy is subject to both prosecution and punishment under federal, state, and local laws and to disciplinary proceedings by the Graduate
- Students who violate this policy are subject to disciplinary action in accordance with the provisions in the Student Code of Conduct and independent of any external legal action. Sanctions may include suspension or expulsion from the Graduate School. Additionally, students whose actions in relationship to possessing or providing controlled substances/drugs are deemed at risk to the Future Generations Graduate School community are subject to interim suspension in accordance with the provisions in the Student Code of Conduct.
- Individuals who are not members of the campus community who violate the Graduate School's drug policy and whose actions are not in compliance with the orderly operation of the Graduate School will be prosecuted in accordance with State and Federal law and will be required to leave campus upon request of a Graduate School official.

* *“Paraphernalia” as used in this policy is defined in United States Code, Title 21, and section 863.*

B. Crime Prevention Policy

The Graduate School makes every reasonable effort, through the cooperation of all programs, to create an environment that is both safe and secure. Although we cannot guarantee safety, we believe that through cooperative efforts and appropriate education, we can strive toward that end. Future Generations Graduate School offers information throughout the year designed to inform students about safety procedures at residential sessions. Students are initially informed of these procedures prior to attending residential sessions.

In cases of criminal activity which is considered a threat to others, the local police will be contacted immediately for assistance and warnings will be distributed to students and staff as soon as possible after occurrence of the threat, in order for all to take the necessary precautions. The Graduate School complies with federal, state, and local laws, including those which regulate the possession, use/ sale of alcoholic beverages and controlled substances. The Graduate School cooperates with local and state police in all felony crimes. Firearms, weapons, and ammunition are prohibited at Future Generations Graduate School.

C. Sexual Harassment Policy

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct or written communications of an intimidating, hostile, or offensive nature, or action taken in retaliation for reporting such behavior, regardless of where such conduct might occur when:

- Submission to such conduct is made a term or condition of academic progress.
- Submission or rejection to such conduct is used as a basis for academic decisions affecting students.
- Such conduct has the purpose or effect of interfering with academic performance or creating an intimidating, hostile, or offensive academic environment.
- The difference between voluntary sexual relationships and sexual harassment are the elements of coercion, threat and/or unwanted attention that exist in a non-reciprocal relationship. Such harassment may occur between two students, or between a student and a professor, or between a student and an administrator or staff member of Future Generations.

II. Contact information for reporting crime, fire, or other emergencies on North Mountain campus in Pendleton County WV

Daniel Taylor – President
 Office phone number – 304-902-9100
 Cell phone – 304 – 358-8379
 E-mail: dtaylor@future.edu

Stephanie Tichenor – Director of Administration
 Office phone number – 304-358-2000
 Cell phone number – 304 – 514-9162
 E-mail: stichenor@future.edu

Emergency - 911

Pendleton County Sheriff – 304-358-2214

West Virginia State Police – 304 -358-2200

Franklin Volunteer Fire Department – 304-358-7994

Circleville Volunteer Fire Department – 304 – 567-2440

Franklin Rescue 304-358-7869

Pendleton County Health Department – 304-358-7565

Future Generations Graduate School

Risk Management Policy and Emergency Plan

July 2014

Introduction:

These policies have been developed for Future Generations Graduate School to define and outline the expected responses and procedures to respond to a number of operational risk factors that may be encountered during the course of regular activities of the school in the field or at the home office. It is designed as a management tool to systematically identify, assess and mitigate the risks, which could hinder the strategic goals and objectives of the Graduate School and affect the well being of its staff and students. It involves the following steps:

- a) Risk identification
- b) Risk assessment
- c) Accountability
- d) Expected actions
- e) Periodic monitoring and assessment
- f) On site checklist for emergency response

Definitions:

Risk refers to the probability of an event occurring, coupled with the potential consequences to an organization associated with that event's occurrence. Risks do not necessarily exist in isolation from other risks; as a result, a series of risk events may result in a collective set of consequences that can have more impact than the discrete set of consequences associated with risk events taking place in isolation. Risk is inherent to any activity. It is neither possible, nor advantageous, to eliminate risk from an activity without ceasing that activity.

Risks can be defined as being major when the combination of an event's probability and the potential consequences are likely to:

- Impair the achievement of the Graduate School strategic goal or objective;
- Result in serious harm to student, faculty and other partners associated with the school's activities;
- Result in substantial financial costs either in excess of the school's ability to pay or in an amount that may jeopardize the institution's core mission;
- Create significant damage to an institution's reputation or damage to the Graduate School's reputation; or,
- Require intervention in Graduate School operations by the Board and/or an external body.

Perceived risks, from the point of view of those potentially impacted by risk, are just as “real” as risks identified using objective criteria. The Graduate School will be sensitive to concerns expressed by students and staff about risks that may not otherwise have been identified in advance. Perceptions of risk will be addressed openly and immediately upon being identified, and the framework contained herein will be followed in seeking to mitigate or avoid such perceived risks.

Purpose

Future Generations Graduate School recognizes that the proper management of risk is a core leadership function that must be practiced by all administrative staff, faculty and Board of Trustees of the Graduate School. This Risk Management Plan is the accepted process and planning document for risk management for the Graduate School. The Risk Management Policy and Emergency Plan is defined as a process-driven tool that enables the students, faculty, partners and other stakeholders associated with the Graduate School to visualize, assess, and manage significant risks that may adversely impact faculty and students in the course of their work and travel. It is the responsibility of the Graduate School to identify, assess, and manage risks using the process.

Some level of risk is not only expected in normal everyday activities but can be beneficial. However, acceptance of risk shall not include:

- Willful exposure of students, employees, or others to unsafe environments or activities;
- Intentional violation of federal, state, international, national or local laws;
- Willful violation of contractual obligations; or,
- Unethical behavior.

Risk management decisions should be made after conducting a cost-benefit analysis; such analysis should take into account the potential costs associated with the identified risk should the risk event take place as compared to the costs associated with mitigating the risk. It should be noted that these costs are not only financial but may also include substantial damage to reputation, opportunity costs, potential litigation, distraction from core missions, obsolescence and others.

While it is challenging to properly assess some risk events prior to their occurrence, all major risks that could result in significant long-term damage to the Graduate School and its partners and students must be identified to the Dean as soon as possible. Acceptance and recognition of these major risks must be at the discretion of the Board.

Categories of risks managed through the framework include:

- Strategic Risks – Affect ability to carry out goals and objectives as articulated in the Graduate School Strategic Plan and individual residential programs.
- Compliance Risks – Affect compliance with laws and regulations, student, faculty and staff safety, environmental issues, litigation, conflicts of interest, etc;
- Reputational Risks – Affect reputation, public perception, political issues, etc;
- Financial Risks – Affect loss of or ability to acquire assets, technology, etc;
- Operational Risks – Affect on-going management processes and procedures.
- Security Risks – Affect travel and country level activities

- Health/Injury Risks – Affect travel and country level activities
- Cyber Risk – Affects all technology used by the students and faculty through internet classes and email accounts.
- An identified risk may fall into multiple categories.

General Objectives

The purpose of the Risk Management Policy is to strengthen the management of and response to risks through proactive risk identification, risk mitigation, and risk acceptance pertaining to all activities undertaken by and with the Graduate School.

The Risk Management Policy is designed to:

- Ensure that all identified risks are reported to the President and/or Dean, for review.
- Enable proactive management of those risks that may significantly affect student, faculty and facilities and the pursuit of Graduate School strategic goals and objectives;
- Institute a culture of assessment and identification of the multiple risks at the different sites where the Graduate School operates;
- Develop a continually updated risk management framework in which all risks impacting school processes and functions are identified and addressed, and accountability and responses established.
- Inform and improve decision-making within the Graduate School
- Meet legal, ethical and regulatory requirements;
- Ensure that existing and emerging risks are identified and managed within acceptable risk tolerance.

Implementation

It is expected that risk management processes will be embedded into all Graduate School management systems and processes. All risk management efforts will be focused on supporting the institution's objectives. The risk management framework and associated procedures will include:

- Formal and ongoing identification of risks that impact Graduate School goals and processes.
- Development of risk management plans;
- Monitoring the progress of managing risks;
- Periodic updates of risk management plans; and
- Reporting of new risks as they occur.

Risk Management Methodology

Risks shall be managed by using one or more of the following methods:

- Avoid (eliminate, withdraw from or do not become involved in an activity creating risk);
- Retain (accept the risk and plan for the expected impact);
- Transfer/Share (move the risk to another party by hedging against undesired outcome or reduce the risk through processes such as insurance); and,
- Reduce (control the risk through additional or optimized controls).

Oversight

The Risk Management Policy will be reviewed frequently by the Safety Committee who will oversee the implementation of the Risk Management Policy. The Safety Committee meets on a monthly basis and emergency meetings will be called when needed.

The Chair of the Safety Committee shall consult as necessary with the President and/or Dean in order to ensure regular adherence to the Risk Management Policy and to engage their support. The Board of Trustees will be consulted by the President and/or Dean in the event of serious risk, harm or liability.

In the case of field residentials, where there is considerable risk due to travel, disease, and potentially unsanitary conditions, the on-site staff and faculty have the authority to make immediate decisions to mitigate risk and manage harm that has occurred. They are urged to first gather all pertinent information and consult with appropriate authorities before making the decision, as time allows.

Accountability

The Graduate School Risk Management Policy's framework and procedures will be reviewed annually. Periodic reviews for compliance with overall Graduate School insurance and other guidelines shall also be conducted by internal audit or a similar accountability function. Additional procedures for risk management policy reporting and implementation shall be established as appropriate and cross-referenced in student and faculty manuals.

Specific Practices and Policies:

- 1. Travel and Insurance:** The Graduate School provides students, faculty and staff with Group Travel Medical Insurance (<http://www.imglobal.com/en/img-insurance/travel-medical-insurance/patriot-group-travel-medical-insurance.aspx>) during the field residentials. Students and staff/faculty will be given an insurance card, which includes contact information and procedures for pre-certification.
- 2. Health Alerts:** The US Centres for Disease Control and Prevention (CDC) issues travel health warnings. Travel health warnings alert citizens to widespread serious outbreaks of a disease or to other public health concerns. Students and staff/faculty will be encouraged to consult the CDC website (www.cdc.gov) before travelling to abroad.

In the event of a declaration of a health 'emergency' by WHO (World Health organization). E.g. Flu Pandemic/Ebola, the Graduate School will review travel plans and act accordingly.

All students and staff/faculty must complete and sign a Health Information and Waiver form at the beginning of the program and update before each residential. This includes medical history, emergency contact information, and a liability waiver.

The decision for vaccinations is left to each individual to determine the need for them. If a country requires certain vaccinations for entry, the Graduate School will alert each student or faculty member of the vaccination requirements. All vaccinations will be the responsibility of each student and faculty member.

Travel Alerts and Security. The security of all students' staff and partners of the Graduate School is of paramount importance. U.S. citizens will be encouraged to enroll in the STEP (Smart Traveller Enrollment Plan (Step.State.gov) in order to receive travel warnings and alerts from the U.S. Embassy in the country where they are. Travel Alerts will disseminate information about short-term conditions, generally within a particular country that poses imminent risks to the security of U.S. citizens. Travel Warnings inform U.S. citizens about long-term conditions that make a country unstable or dangerous. All students can go to travel.state.gov for up-to-date information on the security status of any given country.

The United Nations employs a security phase, which identifies states of alertness and preparedness that guide the work environment within a country and which are regularly monitored and updated. These are as follows:

Phase 1. Precautionary

Phase 2. Restricted Movement

Phase 3. Relocation

Phase 4.Emergency

Phase 5 Evacuation

These can be used as a guide to identify the current situation within a country. Students will be orientated to their significance. In the event of a sudden change and specifically, declaration of relocation and or emergency, the Graduate School will ensure that all embassies will be notified on behalf of the students and faculty and arrangements are made for safe relocation.

In addition, other security procedures will be followed to ensure hotel accommodation and personal security of staff and students especially while traveling. On field assignments, all students and faculty will be given full orientation to the country they are in, including a security briefing/cultural orientation etc. Students will also be asked to carry with them at all times their Student ID card which includes Graduate School contact information, as well as a business card from the hotel they are staying in.

4. On Ground Transportation and Vehicle Use;

The Graduate School will be using various hired vehicles during the field residentials. In addition, the Graduate School owns two 10-passenger vans. All organizational vehicles are inspected yearly to ensure full compliance with State and Federal regulations. In addition, these vehicles have complete inspections before each U.S. field residential. Only members of the Future Generations staff are permitted to drive organizational vehicles.

In the field residentials abroad, vehicles will only be rented from recommended companies. If residential staff have any reservations concerning the maintenance or safe operation of the vehicle, they will return the vehicles and request another one or seek another company. All vehicles must have operational seatbelts and students will be asked to use them. Taxis hired independently by students or staff are largely out of control of Graduate School influence. For airport shuttles, the Graduate School does, however, hire through a recommended company and arrange for all pick-ups and drop-offs.

5. Accommodation.

Future Generations Graduate School needs to keep costs reasonable, but also strives to ensure that accommodation of its students, staff and partners are health and safety compliant. Accommodation has to be in safe areas, well guarded and with adequate safety exits and collection zones in event of fire or other emergencies. Rooms should be well ventilated, with good locks on the doors, safe wiring, especially in bathrooms and anywhere near water points; plumbing and sanitation should be safe and clean. In cold countries, there should be adequate blankets and heating units. Students and staff should check the facilities and if there are any risks, bring them to the attention of the staff and/or faculty member. The staff or faculty members in consultation with the student representatives will determine if there is a risk and will make appropriate changes.

6. Behavior

The Student Information Guide states: “students are expected to act in a mature and responsible manner during all residencies. The right is reserved to dismiss from the program and send home any individual whose conduct shows lack of seriousness of purpose, disrespect for other students, and a lack of maturity. A first warning will be given prior to dismissal. Fees will not be refunded” (p. 22). This is also repeated on the student Code of Conduct which they are required to sign at the beginning of the program.

EMERGENCY RESPONSE INFORMATION

PLAN & PROCEDURES

To be filled at each residential

Class:

Country:

US Embassy Contact, Address & Phone:

Location #1:

Address:

Location Contact Name:

Cell Phone:

Email:

Local Police:

Emergency Number:

Location #2:

Address:

Location Contact Name:

Cell Phone:

Email:

Local Police:

Emergency Number:

Location #3:

Address:

Location Contact Name:

Cell Phone:

Email:

Local Police:

Emergency Number:

1. Weather-/natural disaster related emergencies:
 - Identify natural risk issues: e.g. storm, earth tremors etc.
 - Hurricane/flood/storm warning response (*e.g.* action on receiving tornado watch/warning)

2. Vehicle accidents or breakdown.
 - Local police agency with jurisdiction over the accident location;
 - Rental vehicles: contact rental agency:
 - If injuries or death, follow injuries/death emergency procedures (below)

3. Loss or damage to property:
 - Contact Graduate School administration for further instructions. Keep property.
 - If critical to trip, determine replacement criteria (sources, timeline, funding)

4. Hotel/ Residential Accommodation/crime incidents
 - Fire Safety rules reviewed:
 - Collection Points/exits identified:
 - Other risks identified/mitigated: e.g. rodents, mosquitoes etc

6. Behavioral issues
 - Become familiar with and follow school procedures for behavioral issues. Call Graduate School administration to consult steps to be taken.
 - If participants/employees are in danger, contact local police
 - Call parents or other emergency contacts for participant injury or illness and follow appropriate health procedures.
 - Contact Graduate School administration to get further direction.

7. Residential Leader injury, illness, or death
 - Call XXX, go to urgent care or administer first aid, as appropriate
 - Consult Medical Form
 - Co-leader or another staff member assumes the lead.
 - Consider participants' safety during emergency and after if leader cannot continue.
 - Contact local police/partner agency/embassy for assistance and guidance, police, legal, communications, student affairs and other stakeholders to assist in the emergency). Contact parents or other emergency contacts, should this change the elements of the trip. Contact Graduate School administration.
 - Reassess risks to participants should the situation warrant changes, taking care not to place participants at unnecessary or heightened risk.
 - If appropriate, call IMG Insurance pre-certification number within 48 hours to begin claim process.

- Assess emotional trauma of group. If needed, seek local counseling, encourage participants to discuss their feelings, encourage them to call home. If appropriate, facilitate return home.
8. Student injury, illness, or death
- Call XXX, go to urgent care or administer first aid, as appropriate. Leave one staff member with student at all times. If this is not possible, leave another trusted participant.
 - Consult Medical Form
 - Consider other participants' safety and emotional well-being
 - Contact local police/partner agency/embassy for assistance and guidance, police, legal, communications, student affairs and other stakeholders to assist in the emergency). Contact parents or other emergency contacts, should this change the elements of the trip. Contact Graduate School administration.
 - Reassess risks to participants should the situation warrant changes, taking care not to place participants at unnecessary or heightened risk.
 - If appropriate, call IMG Insurance pre-certification number within 48 hours to begin claim process
 - Assess emotional trauma of group. If needed, seek local counseling, encourage participants to discuss their feelings, encourage them to call home. If appropriate, facilitate return home.
9. Complete Future Generations Graduate School Incident Report.

Crime and Fire Statistics – 2011-2014

This includes incidents on the West Virginia campus and during the field residentials abroad.

	2012	2013	2014
Murder	0	0	0
Sex offenses (non-rape)	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Manslaughter	0	0	0
Arson	0	0	0
Liquor Law Violations	0	0	0
Drug-related Violations	0	0	0
Weapons possession	0	0	0