

NEWS & INFORMATION

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Virginia Tech to participate in statewide tornado drill March 17

Virginia Tech will participate in the Commonwealth of Virginia's statewide tornado drill scheduled for 9:45 a.m. March 17.

The Office of Emergency Management encourages members of the Virginia Tech community to organize their own drill and practice the actions required in the event of a tornado.

The Virginia Department of Emergency Management recommends designating one or more people in your department or organization to coordinate the drill. Before the start of the drill, all participants should be aware that a tornado drill is taking place and understand what is expected of them. Each participant should take some time to consider the safest locations in areas and buildings they frequent.

At 9:45 a.m., the drill coordinators should announce the start of the drill to all participants. At this time, participants should act as they would if a real tornado touched down nearby. The drill coordinator will announce when there is an "all clear" and the drill is over.

After the drill, the coordinator and participants should reflect on the effectiveness of their current tornado procedures and determine if any changes need to be incorporated. For additional information on conducting your own drill, see the Virginia Department of Emergency Management's online guidance on drill participation or call the Virginia Tech Office of Emergency Management at 540-231-2438.

For more information on what to do before, during, and after a tornado, visit www.emergency.vt.edu/guides/weather/tornado.html.

Training required every two years for individuals who work with minors

Faculty, staff, students, volunteers, and other individuals who work with minors in university-run or affiliated programs or activities are required to participate in a workshop on the topic every two years in accordance with University Policy 4815.

Individuals who work with minors and did not complete the workshop in 2014 are required to do so in 2015.

Participants will become aware of behaviors involving suspected child abuse or the sexual harassment of a minor which require reporting to university officials and external organizations. The course will also provide participants with guidance and information about the university's reporting procedures.

A list of upcoming workshops is available online. Registration is required at www.training.vt.edu. Search for "Title IX and the Sexual Abuse of Minors Participating in Summer or Other University-Related Program" to register.

For more information, or to arrange an on-site workshop for departments/programs, contact Dale Robinson at 540-231-1824.

Register for emergency training

Members of the university community can register for the following upcoming training from the Office of Emergency Management:

ICS 100 for Higher Education

This course introduces the Incident Command System and provides the foundation for higher level ICS training. This course describes the history, features, principles, and organizational structure of ICS. Additionally, it explains the relationship between ICS and the National Incident Management System.

The course is scheduled for Feb. 12 from 2-5 p.m. in the Office of Emergency Management training room. To learn more about the course and to register visit www.emergency.vt.edu/programs/ICS/ICS100.html.

ICS 200

This course is designed to enable personnel to operate efficiently during an incident or event within ICS. The course provides training and resources for personnel who are likely to assume a supervisory position within the ICS. Please note, ICS 100 is a prerequisite for this course.

The course is scheduled for March 12 from 2-5 p.m. in the Office of Emergency Management training room. To learn more about the course and to register visit www.emergency.vt.edu/programs/ICS/ICS200.html.

For more information on emergency management training contact Lindsey Shafer at 540-231-3572.

Part of West Campus Drive to be closed this week

A small portion of one lane on West Campus Drive heading north toward Prices Fork Road will be temporarily closed during spring break, March 7-15. The closure will affect the bicycle lane as well, however pedestrian traffic will still be allowed around the area.

The lane closure will allow workers to operate a sewer line bypass as part of the new classroom building construction.

Jersey barriers with flashing lights and signs will direct traffic around the work zone.

Traffic flow will be returned to normal by March 15. For more information contact Joe Hoeflein at 540-231-3689.

Legal Resources Special Enrollment

In response to employee interest and demand, Legal Resources is offering a special enrollment period for current employees from March 1-31. Enrollments made during this period are effective April 1.

Informational Sessions

Registration for informational sessions is now open. A representative from Legal Resources will be on campus on the following dates:

- March 13 9-10 a.m. North End Center, room 2200
- March 16 2-3 p.m. North End Center, room 2440

-March 23 10-11 a.m. North End Center, room 2400
 -March 27 10:30-11:30 a.m. North End Center, room 2470
 -March 30 1:30-2:30 p.m. North End Center, room 2470
 Registration is required to attend these sessions. Contact the HR Service Center at 540-231-9331 for more details.

Identity Theft Seminar

A special Identity Theft seminar, presented by Legal Resources, is currently scheduled on the following date:

-March 19 10:30-11:15 a.m. North End Center, room 2440
 -March 19 11:30-12:15 p.m. North End Center, room 2440

Space is limited and registration is required. For more information contact the HR Service Center at 540-231-933.

Know what to do if there is a suspicious person on campus

With more than 30,000 students, faculty, and staff involved in Virginia Tech daily functions, there can be a significant amount of activity on campus at any given time. It can be easy for anything out of the norm to get lost in all of the commotion on campus. However, it is imperative to remember to remain aware of your surroundings and to report any suspicious activity. If you witness a person acting in an odd or unusual manner or if a person or situation makes you feel uneasy, trust your instincts and report it to the Virginia Tech Police Department.

- Do not physically confront the person.
- Do not let any unauthorized person into a locked building or office.
- Do not block the person's access to an exit.
- Call 911. Provide as much information as possible about the person and his or her direction of travel. In your description of the person, include age, race, clothing, height, weight, sex, hair and eye color, weapons, and any other descriptors you noticed.

If a suspicious person is standing at your car, or near a parking spot, just keep walking past that location. When it appears to be safe, return to your vehicle and look around and inside your vehicle before getting in. Report anything out of the ordinary to the Virginia Tech Police Department.

Additionally, if you are walking across campus at night and feel uncomfortable doing so, call Safe Ride for a police escort at 540-231-SAFE (7233).

College of Architecture and Urban Studies presents annual showcase, competition to celebrate diversity

In support of Virginia Tech's InclusiveVT initiatives, the College of Architecture and Urban Studies' diversity committee, with support from the Myers-Lawson School of Construction and the School of Architecture + Design, is sponsoring a competition and showcase open to the university community.

All university students, faculty, and staff are invited to express their perspective on "Breaking Stereotypes" using media including, but not limited to, essay, music, painting, photography, poster, or video.

Entries must be received by 5 p.m. March 25. Submissions can be delivered to the dean's office in the College of Architecture and Urban Studies, 202 Cowgill Hall. Digital submissions should be emailed to Carolyn Harris. All entries should be accompanied by a submission form, available for download from the college's diversity page.

Awards will be presented in three categories: Faculty/staff,

graduate student, and undergraduate student. In the faculty and staff category, there will be a single award of \$750. Each of the student categories will award \$750 for first place, \$500 for second place, and \$250 for third place.

Winners will be announced during a reception showcasing all of the entries and featuring entertainment and light refreshments from 5 p.m. to 6:30 p.m. on April 8 on the third floor of Bishop-Favrao Hall. The reception is open to the entire university community, but an RSVP is requested to Lisa Cash.

The college has sponsored a variety of diversity-focused competitions over the years including a photo competition, a Twitter competition, and a video competition. In the 2014 Diversity Competition, Virginia Tech students, faculty and staff were challenged to express their thoughts and feelings about what diversity means to them, the value of diversity, and why it is important to recognize diversity within the university community.

Open Enrollment scheduled May 1-22

The Commonwealth's Department of Human Resources has announced that the 2015 Open Enrollment for health benefits and flexible spending accounts will be May 1 – 22.

During Open Enrollment, Virginia Tech employees who are eligible for benefits are given the opportunity to enroll in a health plan and/or a flexible reimbursement account, change health plans, add or remove dependents, or waive state health coverage with an effective date of July 1 of the same year.

Please watch for additional information in the Virginia Tech News Daily Email and on the Human Resources website. Employees without email access on campus will receive the information via the weekly Virginia Tech News Blue Sheet.

For more information, contact the Human Resources Service Center by sending an email to hrrservicescenter@vt.edu or by calling 540-231-9331.

Nominate an employee for customer service excellence

Do you know of an employee or team in the Administrative Services Division who consistently operates at an exceptional level in providing service to the campus community? If so, consider nominating them for a Customer Service Award.

Any university employee can submit a nomination, which can be downloaded from www.vpas.vt.edu/. Nominations will be accepted through March 31

Nominees must have at least 12 months of service with Virginia Tech, and:

- Seek to improve service in creative/highly responsive ways, or
- Take initiative beyond the normal scope of service, or
- Proactively resolve or contribute to the resolution of long-standing problems that directly benefit customers

The Administrative Services Division includes employees in business services, emergency management, environmental health and safety, facilities, human resources, and the police department.

For more information contact Sarah McCoy at 540-231-0869.

Virginia Tech News is published weekly during fall and spring semester and bimonthly during the summer sessions, by the Department of Human Resources and the Office of University Relations as a service to university employees who do not have computer access on campus. For more information, or to discuss submission of items call 540-231-7643.