

CAMPUS CARRY:

EXTENDED GUIDE FOR INSTRUCTORS

The following is an extended version of the official WVU guide for “[What to Do If You See Someone on Campus with a Gun](#),” which can be found on the WVU Campus Carry website.

On July 1, Senate Bill 10, the Campus Self-Defense Act, will take effect in West Virginia. Passed by the West Virginia Legislature in 2023, the Campus Self-Defense Act allows a person to carry a concealed pistol or revolver on the grounds of an institution of higher education, with some exceptions, if that person has a current and valid license to carry a concealed deadly weapon.

The following is an extended guide of resources and recommendations specific to instructors on WVU campuses. General information can also be found on the following websites:

- WVU Campus Carry website: <https://safety.wvu.edu/campus-carry>
- Senate Bill 10 – The Campus Self-Defense Act: [2023-RS-SB10-SUB1 ENR signed.pdf \(wvlegislature.gov\)](#)
- WVU Board of Governors Rule 5.14 that addresses concealed campus carry: <https://policies.wvu.edu/finalized-bog-rules/bog-finance-and-administration-rule-5-14-deadly-weapons-dangerous-objects-w-va-campus-self-defense-act>.

It is important to note that your rights and responsibilities under this new state law and BOG rule depend on where you are and if there is an intentional or unintentional reveal. Check the WVU website for detailed maps and coding of all buildings and a list of exempt locations.

- [Morgantown Campus](#)
- [Beckley Campus](#)
- [Potomac State Campus](#)
- [Exempt Locations](#)

Regardless of the situation, please report all incidents to UPD so that they can document the incident. This can be done by calling 304-293-3136 or via the LiveSafe App at <https://police.wvu.edu/campus-safety/livesafe>.

TRAINING

The University Police offer three free preparedness and training programs for our community. There are trainings to prepare for active shooter crisis situations, on how to assess threats and use self-defense techniques, and on strategies for verbal de-escalation. All of these can be found at

<https://safety.wvu.edu/preparedness> and are a way to manage any stress/strains associated with concealed carry and/or to prepare you for the implementation of campus carry on our campus.

If you request it, UPD will come to your classroom before classes begin and walk you through the best ways to keep you and your students safe within that space.

CLASSROOMS

Unless otherwise prohibited, WVU instructors (which includes faculty, staff, and graduate students) and students are allowed to conceal and carry a pistol or a revolver in all WVU classrooms beginning July 1, 2024.

As faculty, graduate teaching assistants, and staff members teaching on our campus, you have the authority to ask someone in your class to conceal their pistol/revolver or leave the classroom for not concealing properly.

Scenario 1: Accidental Display

If a pistol or revolver accidentally becomes uncovered when someone bends over or sits down in your classroom, you can make the decision whether to address the issue at that moment with the student using similar strategies you use to ensure students comply with classroom protocol. One example would be to make a general announcement reminding the class about the rules for concealed carry on our campus and asking the whole class to ensure that they are in compliance. Another approach would be to go directly to the student in violation and ask them to conceal immediately or wait until a better time to address the student, such as when the class is working on an assignment, after class, in an email, etc.).

You can contact UPD at any point if there is willful noncompliance with your requests.

If the situation makes you extremely uncomfortable or unsafe, **call UPD immediately (304-293-3136) or use the LiveSafe App to discreetly report the incident.** It is perfectly reasonable to take a break within the class or to end class early under these circumstances. Afterwards, you should refer the matter to UPD so that they can follow up with the student. They will also document the incident. Reports can be made either by calling 304-293-3136 or via the LiveSafe App at <https://police.wvu.edu/campus-safety/livesafe>.

Scenario 2: Erratic behavior Without a Brandished Firearm

(the options listed below are not a step-by-step required protocol)

If someone is personally threatening you or someone else, or acting erratically in your classroom, call 9-1-1 immediately *if you can do so* and **provide as much detail as possible**. Be ready to state your name, title/department, where you are located, what you

saw with as much detail as possible, including description of the person and the weapon. Stay on the line and await further instruction.

Another option is to use the LiveSafe App to discreetly report the incident.

Or, if you have had the de-escalation training and **feel confident to take action**, do what you can to de-escalate the situation. Actively listen (i.e., repeat and emphasize what the person is saying); use positive body language (i.e., nod and agree with the person); and if person is fixated on something, try to get their attention on something else.

If the situation turns into an active shooter situation, initiate Run, Hide, Fight. For a detailed explanation of Run, Hide, Fight, please see <https://www.fbi.gov/video-repository/run-hide-fight-092120.mp4/view>.

Always report the incident to UPD by calling 304-293-3136 or via the LiveSafe App at <https://police.wvu.edu/campus-safety/livesafe>.

Scenario 3: Accidental Pistol/Revolver Firing within the Classroom

It is possible that a concealed pistol/revolver could be accidentally fired within a classroom. If no one is injured, call UPD at 304-293-3136 or via the LiveSafe App at <https://police.wvu.edu/campus-safety/livesafe> to report the incident. If anyone is injured, call 9-1-1 immediately and provide as much detail as possible. Try to keep the victim comfortable until help arrives.

Go to the **General Campus** section in this document to find the guidelines for erratic behavior with a brandished firearm within your classroom.

SOLE OCCUPANCY OFFICE

The Campus Self-Defense Act allows people in sole occupancy offices to prohibit concealed pistols and revolvers in their space (even if they themselves are concealed carriers) but only if the sole occupant notifies those who may be entering that concealed pistols and revolvers are prohibited.

Occupants of sole occupancy offices wishing to prohibit concealed pistols and revolvers in their office must request an approved sign for a prohibited area. They can do so by submitting a signage request ([Signage Request](#)).

Instructors are strongly encouraged to use the Faculty Senate-approved statement in their syllabi prohibiting concealed carry in their sole occupancy office. You can find it here <https://faculty senate.wvu.edu/>. Instructors can also post a similar message as part of their email signature and/or remind students and other visitors when setting up in-person meetings with them.

Scenario 1: Accidental or Intentional Display

If a pistol or revolver accidentally or intentionally becomes uncovered when someone (i.e., a student, another faculty member, a staff person, etc.) is in your office, regardless of your stance toward concealed carry, you make the decision whether to address the issue at that moment with the visitor, to wait until a better time to address the visitor (i.e., a follow-up email after they leave the meeting), or to contact UPD immediately if warranted (304-293-3136). It might be more appropriate to discreetly use **the LiveSafe App** at <https://police.wvu.edu/campus-safety/livesafe>.

For those who **do not allow** concealed weapons in their office, you might say, “As you can see from the sign outside my door, concealed weapons are not allowed in my office. Please go secure your pistol/revolver in an appropriate place so that we can meet, or I will set up a Zoom meeting to replace this face-to-face meeting.”

For those who **do allow** concealed weapons in their office, you might say, “Please appropriately conceal your weapon so that we can meet, or I will set up a Zoom meeting to replace this face-to-face meeting.”

Regardless of your decision about concealed weapons, there is a possibility that a visitor to your office **intentionally continues to reveal their pistol or revolver**. You could say “Although West Virginia allows open carry, WVU only allows concealed carry. You are not allowed to openly carry a pistol or revolver anywhere on our campus.” If you do not allow concealed weapons, you can ask them to go store their pistol/revolver in a secure location and either return or join you in a Zoom meeting. If you do allow concealed weapons in your office, you can add “Please conceal your weapon or leave my office immediately.” A Zoom meeting is always an option.

In any of these scenarios, it is appropriate to send a follow-up email to remind your visitor of the expectations when in your office. Regardless of the situation, please report all incidents to UPD so that they can document the incident. This can be done by calling 304-293-3136 or via the LiveSafe App at <https://police.wvu.edu/campus-safety/livesafe>.

AREAS WHERE CONCEALED CARRY IS PROHIBITED OR SOMETIMES PROHIBITED

Check the WVU website for detailed maps and coding of all buildings and a list of exempt locations.

- [Morgantown Campus](#)
- [Beckley Campus](#)
- [Potomac State Campus](#)
- [Exempt Locations](#)

There are a number of areas on WVU's campuses where concealed carry **is always prohibited**, and they include the following: a daycare facility on WVU property; a room in which a student or employee disciplinary proceeding is being held; in a secured area occupied by University police; in specifically designated areas where patient care and/or mental health counseling is provided; in high hazardous and animal laboratories; in on-campus residence halls with the exception of common areas such as lounges, dining areas, and study areas; and in any WVU property where possession of a firearm is prohibited by state or federal law. Concealed carry is prohibited on the Mountain Line buses.

There are also areas on WVU's campuses where concealed carry **is sometimes prohibited**, and they include the following: when a primary or secondary education school-sponsored function is held on WVU property that is rented, leased or under the exclusive use of the West Virginia Department of Education, the West Virginia Secondary Schools Activities Commission, a county school board or a local public school when the function is occurring; at an organized event taking place at a stadium or arena with a capacity of more than 1,000 spectators; in an area that has adequate security measures to ensure pistols or revolvers are not to be carried by the public into the area – any such area designated by the University under this exception will provide reasonable notice to the public and campus community; at a private function that is being held in a specific location on WVU property that is rented, leased, or under exclusive use of an entity when the function is occurring – any such function designated under this exception will provide reasonable notice to attendees.

If a pistol or revolver accidentally and/or intentionally becomes uncovered in one of these spaces, the protocol is the same as outlined in the prior scenarios. Remember, you make the decision whether to address the issue at that moment. If the situation makes you feel extremely unsafe, **call UPD immediately if you can (304-293-3136) or use the LiveSafe App to discreetly report the incident.** It is perfectly reasonable to leave the space immediately. Afterwards, you should refer the matter to UPD so that they can follow up with the offender. They will also document the incident. Reports can be made either by calling 304-293-3136 or via the LiveSafe App at <https://police.wvu.edu/campus-safety/livesafe>.

GENERAL CAMPUS

The law requires pistols and revolvers to remain concealed. There are limited exceptions to this, such as for law enforcement officers, the Mountaineer mascot, or members of the WVU Rifle team within the scope of their activities.

If a person's pistol or revolver is not concealed — meaning it is fully showing, outlined or becomes visible as they move — contact UPD at 304-293-3136 and provide as much information as possible. An officer will follow up with the situation, when warranted.

If you see a rifle or larger firearm on campus or if anyone is ever acting in a threatening or suspicious manner with any firearm, including a pistol or revolver that is supposed to be concealed, get to a safe space and call 911 immediately if you can do so and **provide as much detail as possible**. Be ready to state your name, title/department, where you are located, what

you saw with as much detail as possible, including description of person and weapon. Stay on the line and await further instruction.

Another option is to use the LiveSafe App to discreetly report the incident. Make sure you have the LiveSafe Application downloaded onto your phone and it is up to date. We suggest having it placed somewhere on your home screen, for quick and easy access.

Or, if you have had the de-escalation training and feel confident to take action, do what you can to de-escalate the situation. Actively listen, *i.e.*, repeat and emphasize what the person is saying; use positive body language, *i.e.*, nod and agree with person; and if person is fixated on something, try to get attention on something else.

If the situation turns into an active shooter situation, initiate Run, Hide, Fight. For a detailed explanation of Run, Hide, Fight, please see <https://www.fbi.gov/video-repository/run-hide-fight-092120.mp4/view>.

Regardless of the scenario, you should always report the incident to UPD so that they can follow up with the person. They will also document the incident. Reports can be made either by calling 304-293-3136 or via the LiveSafe App at <https://police.wvu.edu/campus-safety/livesafe>.

MORE INFORMATION AND RESOURCES

For more information about campus carry at WVU, including FAQs, please visit the WVU Campus Carry website: <https://safety.wvu.edu/campus-carry>

For specific questions not addressed here, please send an email to the University's Safety account at safety@mail.wvu.edu.

The University does not provide lockers or safes for gun storage on campus for university community members who do not live in on-campus resident halls. Those university community members must safely store their pistol or revolver in their car. Storage lockers will be available for those who live in on-campus residence halls across the WVU System in the following campus locations:

- Morgantown: Summit Hall, Room 107 and Evansdale Residential Complex, Brooke Tower M62
- Beckley: University Hall 119C
- Keyser: University Place G08

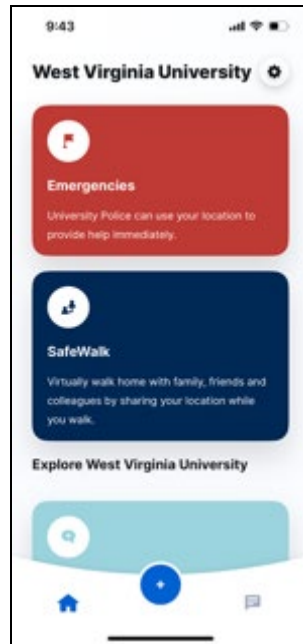
Additional details are being finalized and will be shared at a later date.

A general reminder-- 9-1-1 goes to the County 9-1-1 (MECCA), and it has emergency capabilities. UPD Dispatch does not. It will, however, notify UPD.

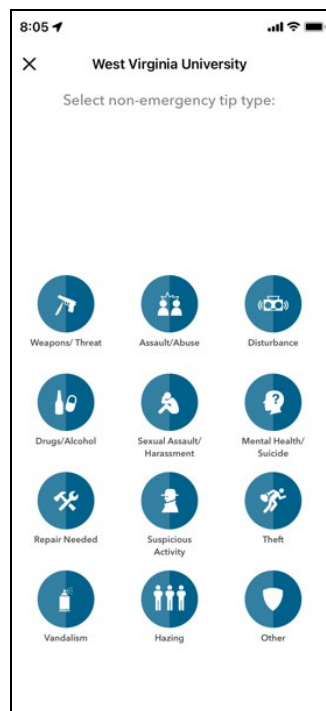
Make sure you have the LiveSafe Application downloaded onto your phone and that it is up to date. For more information on LiveSafe, see: <https://police.wvu.edu/campus-safety/livesafe>.

To make a report on the LiveSafe App:

- i. Bring up the App.
- ii. Click on the + at the bottom of the screen. (If it is an Emergency, Click on the Emergency tile).



- iii. Select "Weapons/Threat" (first button).



iv. Provide as much detail as you can and click “Send.”

8:06

Back

Weapons/Threat

Tap to add picture, video, or audio files

Enter your tip details here

Approx: 900 Hawthorne Ave, Morgantown, WV

Sent by: Kevin Cimino

Send anonymously

Send

The image shows a mobile application interface for reporting a tip. At the top, the status bar shows the time as 8:06 and signal strength. Below the status bar is a blue 'Back' link. The main heading is 'Weapons/Threat'. There are three circular icons for adding media: a camera, a video camera, and a microphone. Below these icons is the text 'Tap to add picture, video, or audio files'. A large grey rectangular area is designated for entering tip details, with the placeholder text 'Enter your tip details here'. Below this area, the address 'Approx: 900 Hawthorne Ave, Morgantown, WV' is displayed. Underneath the address, it says 'Sent by: Kevin Cimino'. There is a toggle switch for 'Send anonymously', which is currently turned off. At the bottom of the form is a grey rounded button labeled 'Send'.